

# Guard Incentive Management System (GIMS)



## Unit Level How to Guide

V 1.0 (January 13, 2016)

## Table of Contents

Section	Page
<b>Chapter 1 Introduction to GIMS</b>	
<hr/>	
<a href="#">1 – Introduction</a>	1
<a href="#">1.1 – Logging into GIMS</a>	1
<a href="#">1.2 – Understanding Panels in GIMS</a>	2
<b>Chapter 2 SLRP Pre-Approval</b>	
<hr/>	
<a href="#">2 – Requesting SLRP Pre-Approval</a>	4
<a href="#">2.1 – Uploading Document(s) for Pre-Approval</a>	8
<a href="#">2.2 – Associating Document(s) for Pre-Approval</a>	8
<a href="#">2.3 – Inputting Loan(s)</a>	8
<a href="#">2.4 – Submitting Pre-Approval Request to State IM</a>	12
<a href="#">2.5 – Denied Pre-Approval</a>	13
<b>Chapter 3 Bonus/SLRP Contract Actions</b>	
<hr/>	
<a href="#">3 – Issuing a Bonus Control Number (CN)</a>	16
<a href="#">3.1 – Issuing a SLRP Control Number (CN)</a>	16
<a href="#">3.2 – Uploading DA 4836/SLRP Addendum</a>	21
<a href="#">3.3 – Associating Document(s) for SLRP</a>	21
<a href="#">3.4 – Submitting SLRP Contract for Validation</a>	21
<a href="#">3.5 – SLRP Contract Continuation</a>	22
<a href="#">3.6 – Uploading SLRP Continuation Document(s)</a>	24
<a href="#">3.7 – Associating Document(s) for SLRP Continuation</a>	24
<a href="#">3.8 – Submitting SLRP Continuation</a>	24

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## **Chapter 4 Bonus/SLRP Payments**

---

<a href="#">4 – Generate DD 2475 Annual Loan Repayment Application</a>	26
<a href="#">4.1 – Pending DD Form 2475 Bin</a>	30
<a href="#">4.2 – Uploading Signed DD 2475/NSLDS</a>	32
<a href="#">4.3 – Required Documents in Pending DD 2475 Bin</a>	32
<a href="#">4.4 – Submitting SLRP Payment to 1<sup>st</sup> Review</a>	33
<a href="#">4.5 – Unit Bonus Eligibility Report</a>	34
<a href="#">4.6 – Approving Bonus Pay Report</a>	37
<a href="#">4.7 – Denying Bonus Pay Report</a>	38

## **Chapter 5 Monitor Rules**

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<a href="#">5 – Bonus Monitor Rules</a>	39
<a href="#">5.1 – SLRP Monitor Rules</a>	45

## **Chapter 6 Miscellaneous**

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<a href="#">6 – Uploading a Single Document</a>	49
<a href="#">6.1 – Uploading Multiple Documents</a>	51
<a href="#">6.2 – Associating Documents</a>	54
<a href="#">Glossary</a>	55

## Chapter 1 Introduction to GIMS

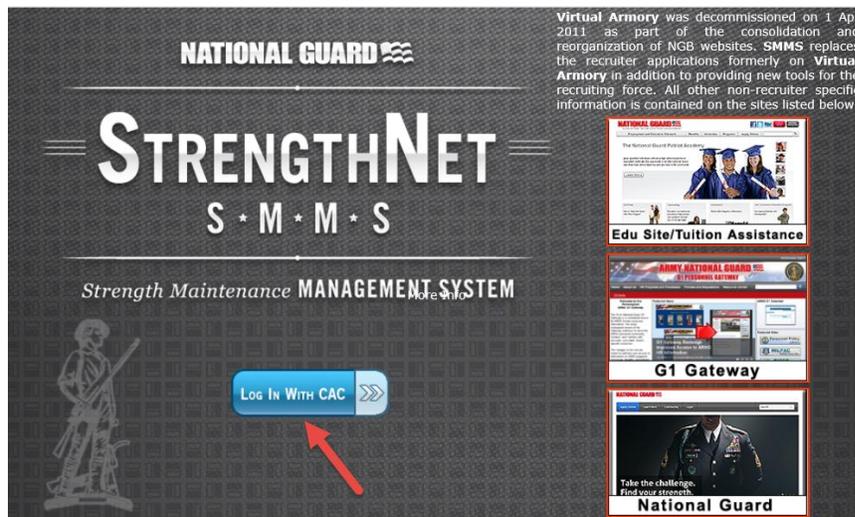
### Section 1: Introduction

The following “How to Guide” is to assist Unit personnel with understanding their responsibilities for certain bins within GIMS and how to action these bins. Failure to maintain these bins can result in late payments for Soldiers.

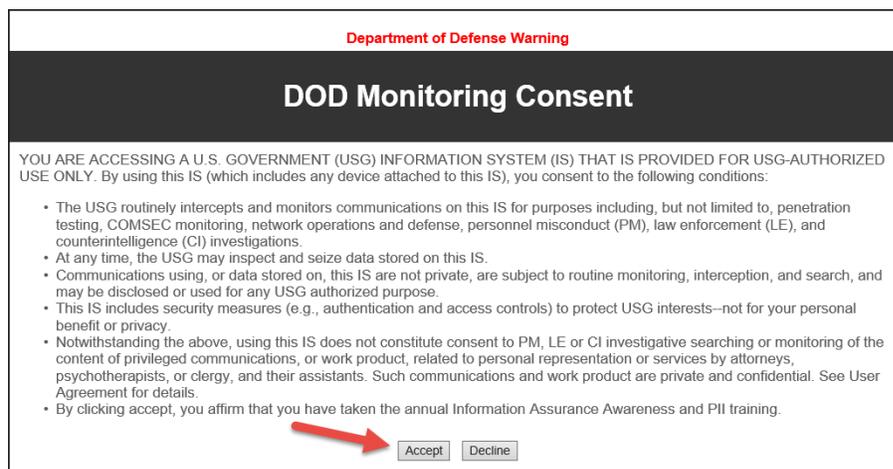
#### Section 1.1: Logging into GIMS

**Step 1:** Enter URL: <https://smms.army.pentagon.mil/Security.login.aspx>

**Step 2:** Select “”.



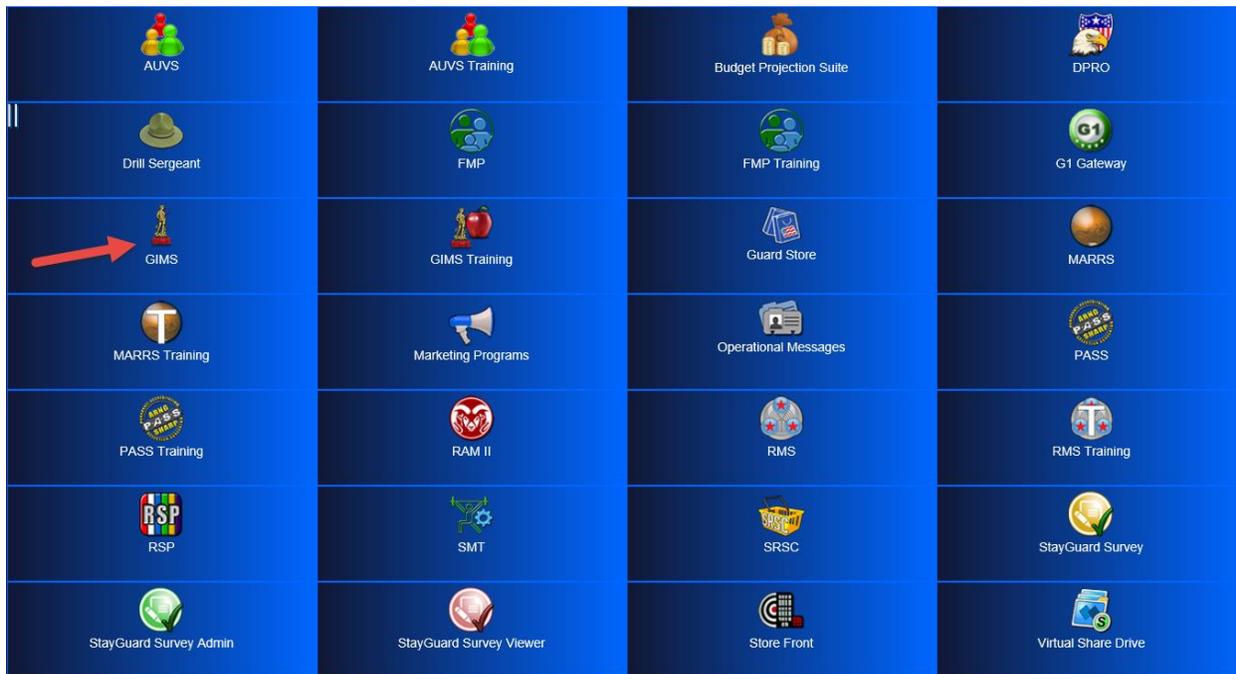
**Step 3:** Select “”.



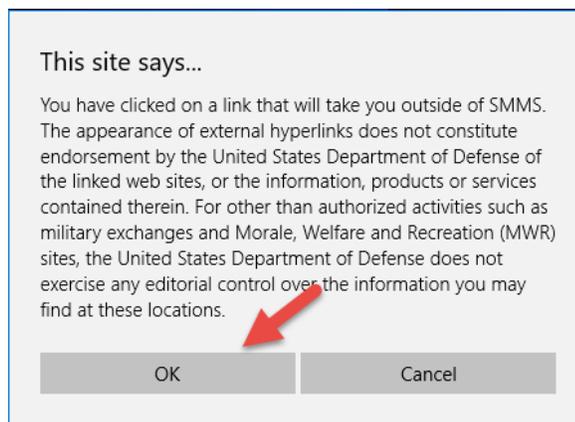
**Step 4:** User will be prompted to enter their CAC Pin. Enter pin.



**Step 5:** Upon the user inputting their CAC pin, the screen below will appear. Select “[GIMS](#).”



**Step 6:** A pop up box will appear, select “.”



## Section 1.2 Understanding Panels in GIMS

Throughout this “How to Guide,” there will be references to Panel 1, 2, 3, & 4. Below is information explaining the panels and what functions they have.

Panel 1	Panel 2	Panel 3	Panel 4
Command Center	Landing Page/Search Results	Soldier Details	Case Details

**Panel 1 (Command Center):** All activities in GIMS start with the Command Center. The Command Center contains various tabs for searching, reporting, resources, administration, documents, and assuming command.

**Panel 2 (Landing Page/Search Results):** The Landing Page is displayed and contains different features depending on user role. All searched or work buckets selected in the Command Center are displayed in the Search Results and specific records can be selected.

**Panel 3 (Soldier Details):** Data for this panel comes from other databases or origins. The data can't be changed in GIMS and any changes must originate from the database of record. Changes to dates in this panel require some time to update after the database of record is updated. SIDPERS data carries from State to State with regard to when they update certain data and when data goes to the National SIDPERS database in the COOP file.

**Panel 4 (Case Details):** This panel is where actions are taken on an incentive record. There are different entities that exist in this panel such as Contracts, Payments, ETP, ACR, or Violation.

## Chapter 2 SLRP Pre-Approval

### Section 2 Requesting SLRP Pre-Approval

Current policy requires that prior to a contract being issued, verifying disbursed qualifying loan(s) must be reviewed prior to a Unit Representative issuing the contract. This step by step process will assist the user in submitting a SLRP Pre-Approval.

**Step 1:** In panel 2, input the Soldiers 9 digit “SSN: .”

**Step 2:** Select “.”



Upon selecting “Issue Contract,” panels 1 & 2 will collapse to the left and panels 3 & 4 will open with a pop up box.

**Step 3:** Input Soldier’s “Personal Email” and “Cell Phone” number.



**Step 4:** Select “.”



**Step 5:** In panel 4, select “LRP.”

The screenshot shows the top section of the application interface. At the top, there is a header bar with the text "LRP Pre-Approval Request:" followed by a dropdown menu containing a redacted ID. To the right of the header are four navigation buttons: a home button, a back button, a forward button, and a refresh button. Below the header, there are five radio button options: "SRIP", "Kicker", "LRP", "HPI", and "Manual CN Request". The "LRP" option is selected, indicated by a filled circle and a yellow highlight. Below these options are two dropdown menus. The first is labeled "Select SRIP Type:" and is currently empty. A red arrow points to the "LRP" radio button.

**Step 6:** Select “SLRP” from the drop down next to “Sub-Program.”

This screenshot shows the same interface as Step 5, but with the "Sub-Program" dropdown menu open. The dropdown menu is titled "Select Sub-Program:" and contains two options: "SLRP" and "CLR". The "SLRP" option is highlighted in yellow. A red arrow points to the "SLRP" option in the dropdown menu.

Upon selecting the “Sub-Program,” an additional drop down will appear.

**Step 7:** Select “Re-enlist/Extend” from the drop down next to “SLRP Type.”

This screenshot shows the interface with the "SLRP Type" dropdown menu open. The dropdown menu is titled "Select SLRP Type:" and contains two options: "Re-enlist/Extend" and another option that is partially obscured. The "Re-enlist/Extend" option is highlighted in yellow. A red arrow points to the "Re-enlist/Extend" option in the dropdown menu.

Upon selecting the “SLRP Type,” panel 4 will update.

# Guard Incentive Management System (GIMS) Unit Level How to Guide

LRP Pre-Approval Request: [REDACTED]

SRIP
  Kicker
  LRP
  HPI
  Manual CN Request

Select Sub-Program: SLRP

Select SLRP Type: Re-enlist/Extend

---

**Contract Information**

\* = Required Field

PreApproval Request Date: 20160111

Did the Applicant/Soldier furnish a copy of the NSLDS Detailed Loan Information Sheet(s) for each loan?:  \*

Did the Applicant/Soldier furnish a copy of the NSLDS Summary Aid Sheet?:  \*

Is the NSLDS printouts dated within 30-days of the contract signature date?:  \*

---

**Eligibility**

Eligibility Rules	Rule Description	REB SLRP FY16
Contract Amount		\$50,000
Must furnish a copy of the NSLDS Detailed Loan Sheet(s) for each loan.		
Must furnish a copy of the NSLDS Summary Aid Sheet.		
NSLDS printouts must be dated within 30-days of Contract Signature Date.		
Must extend within 365-1 days of my current Expiration Term of Service (ETS) for a period of six-years only.		
Reenlistments/extensions completed less than 1 day from my ETS are not valid		
Click on the green 'Select' button to proceed		

**Step 8:** Answer the questions shown below by selecting from the drop down next to the questions. For further information regarding the questions, please contact the State IM.

**Step 9:** Once all questions have been answered, select “  ”

**Contract Information**

\* = Required Field

PreApproval Request Date: 20160111

Did the Applicant/Soldier furnish a copy of the NSLDS Detailed Loan Information Sheet(s) for each loan?:  \*

Did the Applicant/Soldier furnish a copy of the NSLDS Summary Aid Sheet?:  \*

Is the NSLDS printouts dated within 30-days of the contract signature date?:  \*

## Guard Incentive Management System (GIMS) Unit Level How to Guide

Once “Evaluate Rules” is selected, the system will evaluate the questions answered and determine if the process is able to continue. During this evaluation, the system is also checking the Soldier’s ETS to identify if they are within their 365 day window. This data is pulled from panel 3 (Soldier Details).

 Green checkmark means the rule has been met.

 Red “X” indicates the rule has not been met.

If all rules have been met, the system will allow the process to continue (continue to step 10). If a red “X” is indicated, a rule has not been met and the system will not allow the user to move forward.

**Step 10:** Select “  .”

Eligibility Rules		Rule Description	REB SLRP FY16
Contract Amount			\$50,000
Must furnish a copy of the NSLDS Detailed Loan Sheet(s) for each loan.			
Must furnish a copy of the NSLDS Summary Aid Sheet.			
NSLDS printouts must be dated within 30-days of Contract Signature Date.			
Must extend within 365-1 days of my current Expiration Term of Service (ETS) for a period of six-years only. Reenlistments/extensions completed less than 1 day from my ETS are not valid			
Click on the green 'Select' button to proceed			

After selecting “Select,” a pop up box will appear notifying the user that all document(s) must be uploaded along with loading all the loan(s) to include those with a \$0 balance in order for the Pre-Approval request to be submitted to the State IM.

**Step 11:** Select “  .”



## Section 2.1 Uploading Document(s) for Pre-Approval

Please refer to [Uploading Document\(s\)](#) within this “How to Guide.” Section 6.1

## Section 2.2 Associating Document(s) for Pre-Approval

Please refer to [Associating Document\(s\)](#) within this “How to Guide.” Section 6.2

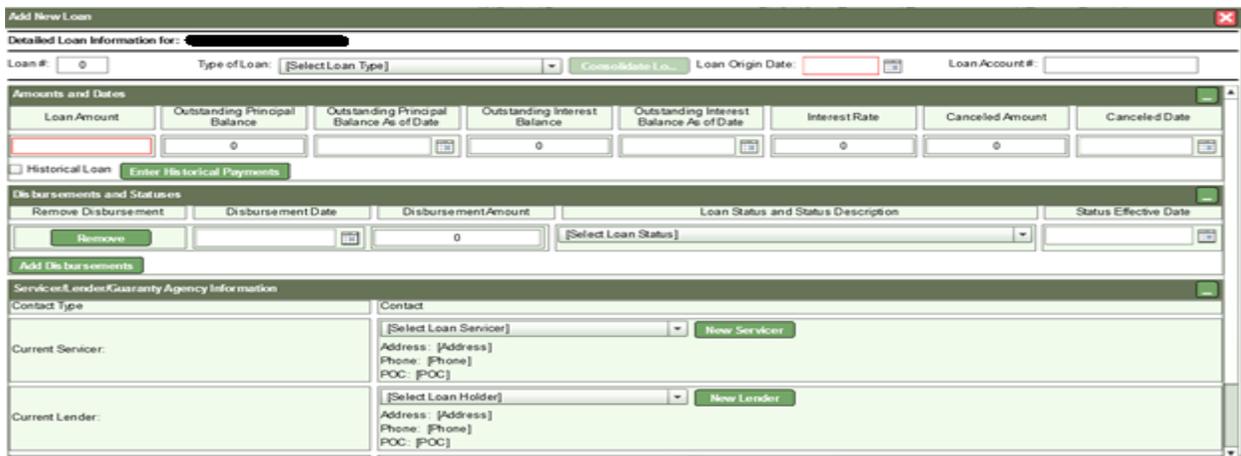
## Section 2.3 Inputting Loan(s)

In panel 4, scroll towards the bottom under the “Document Repository” until you see the screen below.

**Step 1:** Select “”.



Upon selecting “Add New Loan,” the screen below will appear. This section was built to mirror the NSLDS Detailed Loan Sheet.



**Step 2:** Input the Loan #.

**Step 3:** Select from the drop down and choose the “Type of Loan.”

**Step 4:** Select the calendar and choose the date.

**Step 5:** Input the Soldier’s 9 digit SSN as the account number.

**GIMS**

Loan #: 5 <sup>2</sup>	Type of Loan: DIRECT STAFFORD SUBSIDIZED <sup>3</sup> Consolidate Lo...	Loan Origin Date: 20100823 <sup>4</sup>	Loan Account #: 123456789 <sup>5</sup>
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**NSLDS Detailed Loan Sheet**

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Type of Loan: <sup>5</sup> **DIRECT STAFFORD SUBSIDIZED**  
 Loan obtained while attending the **CENTRAL LAKES COLLEGE**

Date Entered Repayment: 12/02/2011  
 Loan Period Begin Date: 08/23/2010 <sup>4</sup>  
 Loan Period End Date: 12/17/2010

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**Step 6:** Input the “Loan Amount.”

**Step 7:** Input the “Outstanding Principal Balance.”

**Step 8:** Input “Outstanding Principal Balance As of Date.”

**Step 9:** Input “Outstanding Interest Balance.”

**Step 10:** Input “Outstanding Interest Balance as of Date.”

**GIMS**

Loan Amount	Outstanding Principal Balance	Outstanding Principal Balance As of Date	Outstanding Interest Balance	Outstanding Interest Balance As of Date	Interest Rate	Canceled Amount	Canceled Date
3410	2836	20150316	239	20150316	0	0	

**NSLDS**

Amounts and Dates								
Loan Amount	Outstanding Principal Balance	Outstanding Principal Balance As of Date	Outstanding Interest Balance	Outstanding Interest Balance As of Date	Interest Rate Type	Interest Rate	Canceled Amount	Canceled Date
\$3,410	\$2,836	03/16/2015	\$239	03/16/2015	FIXED	4.50%	\$0	

**Step 11:** Input “Disbursement Date.”

**Step 12:** Input “Disbursement Amount.”

**Step 13:** Select drop down and choose “Loan Status and Status Description.”

**Step 14:** Input “Status Effective Date.”

**GIMS**

Disbursements and Statuses				
Remove Disbursement	Disbursement Date	Disbursement Amount	Loan Status and Status Description	Status Effective Date
<input type="button" value="Remove"/>	10/25/2010	3410	FB- Forbearance	20150301
<input type="button" value="Add Disbursements"/>	11	12	13	14

**NSLDS**

**Disbursement(s) and Status(es)**

Disbursement Date 11	Disbursement Amount 12	Loan Status 13	Status Description	Status Effective Date 14
10/25/2010	\$3,410	FB	FORBEARANCE	03/01/2015
		FB	FORBEARANCE	10/29/2014
		FB	FORBEARANCE	07/29/2014
		FB	FORBEARANCE	11/07/2013
		FB	FORBEARANCE	05/18/2013
		DA	DEFERRED	01/09/2012
		DA	DEFERRED	12/01/2011
		IG	IN GRACE PERIOD	05/31/2011
		IA	LOAN ORIGINATED	10/25/2010

If there is more than 1 disbursement shown on the NSLDS detailed loan sheet, select “  ” and follow Step 11 - 14. A drop down will only appear for the most recent disbursement amount.

Disbursements and Statuses				
Remove Disbursement	Disbursement Date	Disbursement Amount	Loan Status and Status Description	Status Effective Date
<input type="button" value="Remove"/>	12/04/2009	5830	RP - In repayment	20100101
<input type="button" value="Remove"/>		0		

**Step 15:** Select the drop down next to “Current Servicer” and choose the lender name as shown on the NSLDS. Note: Some loan(s) have the “Current Servicer,” “Current Lender,” and “Current Guaranty Agency.” If all 3 are show, select the drop down for each section.

**GIMS**

Servicer/Lender/Guaranty Agency Information	
Contact Type	Contact
Current Servicer:	Sallie Mae, Inc. <input type="button" value="Edit Selected Servicer"/> <input type="button" value="New Servicer"/> Address: PO Box 740351 Atlanta, GA, 30348 Phone: 8882725543 POC:
Current Lender:	Navient - U.S. Dept of Education Loan Servicing <input type="button" value="Edit Selected Lender"/> <input type="button" value="New Lender"/> Address: PO BOX 740351 ATLANTA, GA, 30374 Phone: 800-722-1300 POC:
Current Guaranty Agency:	University of Montana (The) <input type="button" value="Edit Selected Guaranty Agency"/> <input type="button" value="New Guaranty Agency"/> Address: 33 Campus Drive Missoula, MT, 59612 Phone: POC: [POC]

# Guard Incentive Management System (GIMS) Unit Level How to Guide

## NSLDS

### Servicer/Lender/Guaranty Agency/ED Servicer Information

Contact Type	Contact
Current ED Servicer:	DEPT OF ED/NAVIENT PO BOX 740351 ATLANTA GA 30348 800-722-1300 www.navient.com

**Step 16:** Select the following options:

**Save / Add New Loan**

: To add another loan. If selected, the system will save the previous loan and clear out all fields for input of another loan.

**Save and Close**

: To save the loan and close the pop up window.

The screenshot shows the 'Update Loan Information' window. At the top, it displays 'Detailed Loan Information for: PARDO JOLEEN MARIE'. Below this, there are fields for Loan # (5), Type of Loan (Stafford (Old Version)), Loan Origin Date (20101025), and Loan Account # (471112127). There are also buttons for 'Historical Loan' and 'Enter Historical Payments'. The 'Disbursements and Statuses' section shows a table with columns for Remove Disbursement, Disbursement Date, Disbursement Amount, Loan Status and Status Description, and Status Effective Date. Below this is the 'Servicer/Lender/Guaranty Agency Information' section, which includes fields for Contact Type, Current Servicer, Current Lender, and Current Guaranty Agency, each with a dropdown menu and buttons for 'Edit Selected' and 'New'. At the bottom of the window are buttons for 'Save / Add New Loan', 'Save and Close', and 'Cancel'. A red arrow points to the 'Save / Add New Loan' button.

**NOTE:** When selecting one of the options above, only select it once. Selecting it multiple times while the system is saving the data will input the loan multiple times.

Loan#	Type of Loan	Loan Amount	Loan Date	Disbursed Amount	Canceled Amount	Outstanding Principal	Outstanding Interest
1	DIRECT CONSOLIDATED UNSUBSIDIZED	\$5,860.00	20100101	\$5,830.00	\$0.00	\$5,770.00	\$3.00
1	DIRECT CONSOLIDATED UNSUBSIDIZED	\$5,860.00	20100101	\$5,830.00	\$0.00	\$5,770.00	\$3.00

Loan#	Type of Loan	Loan Amount	Loan Date	Disbursed Amount	Canceled Amount	Outstanding Principal	Outstanding Interest

Loans Payment Summary							
Total DIRECT CONSOLIDATED UNSUBSIDIZED		\$11,720.00		\$11,660.00	\$0.00	\$11,540.00	\$6.00
Total All Loans		\$11,720.00		\$11,660.00	\$0.00	\$11,540.00	\$6.00

Loan(s) that are loaded will appear in the screen shot above. The system will recognize the code selected for the loan and define it as an eligible or non-eligible loan.

Upon selecting “Save and Close,” a pop up box will appear stating that the loan has been loaded successfully.

**Step 17:** Select “.”



When all loan(s) and document(s) are inputted into the system, a pop up box will appear notifying you that all actions are complete and the Pre-Approval can be submitted.

**Step 18:** Select “.”

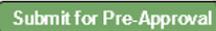


## Section 2.4 Submitting Pre-Approval Request to State IM

Once you have uploaded all required document(s) and loan(s), scroll to the bottom of panel 4 until the screen below is visible.

**Step 1:** Input detailed remarks.

**Step 2:** Select “  .”

Current Status and Available Actions	
Current Status:	Contract requirements under Review
Description:	Contract requirements under Review
Instructions:	Contract requirements under Review
Provide Remarks:	All loans loaded to include supporting documents.
Available Actions:	 

Upon selecting “Submit for Pre-Approval,” the record will populate in the “Awaiting Pre-Approval” bin for the State IM to review.

### Section 2.5 Denied Pre-Approval

Pre-Approvals that were denied by the State IM will populate in the “Denied Pre-Approval” bin. In most cases, the Pre-Approval is denied due to missing documentation or an error inputting loan details.

**Step 1:** Select “  .”

Command Center - Search

Search Type  
Soldier Search

Saved Searches  
Select a Saved Search

Recent Searches  
Select a Recent Search

SSN

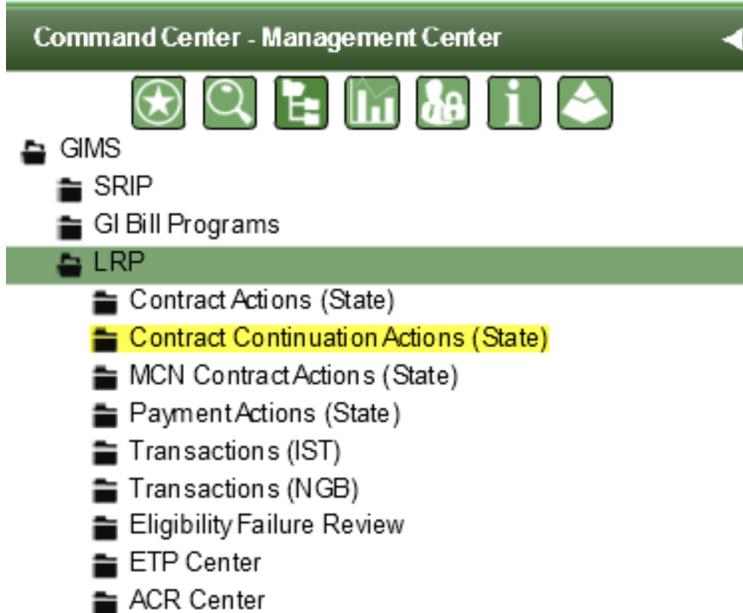
**Step 2:** Select “LRP.”

Command Center - Management Center

- GIMS
  - SRIP
  - GI Bill Programs
  - LRP**
  - LegacyFTA
  - HPI

**Step 3:** Select “Contract Actions (State).”



**Step 4:** Select “Denied Pre-Approval.”



Upon selecting the sub folder “Denied Pre-Approval,” panel 2 will change to show a list of Soldiers that have a denied Pre-Approval that are assigned to your UIC.

## Guard Incentive Management System (GIMS) Unit Level How to Guide

**Step 5:** Select a Soldier in panel 2.

Unit State	UPC	Soldier Name	Last Four	Grade	MPC	Control Number	Contract Type	Date Requested	Requested By	Contract Start Date	Contr Sign DT
AK	PNNA4			E6	E		RE	2013 0209	Patrick Wyrick	20130209	20130209
AK	PUSAA			O2	O		NP	20090612	Joseph Thibault	20090612	
AL	PS4AA			E6	E		RE	2013 0724	Brittany McDonald	20130724	20130724
AL	TPCA0			E6	E		RE	2014 0226	Joshua Hamilton	20140226	20140226
AL							NP	2013 1216	Brent Jenkins	20131216	20131216
AL	PVFAA			E5	E		RE	2014 0304	Brittany McDonald	20140304	20140304
AL	XBNA4			E3	E		NP	2013 0327	Jeremiah Kendrick	20130327	20130327
AL	P10T0			E4	E		RE	2014 0218	Jeremy Hollis	20140218	20140218
AR	QNA41			O2	O		RE	2011 1203	Sytem	20111203	20111203
AR	X85AA						NP	2010 0226	MARK BAKER	20100226	20100226
AR							NP	2014 0121	James Roebuck	20140121	20140121
AR	P7FB0			E6	E		RE	2013 0820	Kim Sharkey	20130820	20130820
AR	P7FT0			E5	E		RE	2008 1118	Sytem	20080716	

Upon selecting a Soldier, panel 1 & 2 will collapse to the left and panels 3 & 4 will open.

**Step 6:** In panel 4, identify the reason for denial and selecting the following options:

**Return**

: If denial was due to administrative errors or missing documents and the Unit takes necessary action to correct the Pre-Approval, then return back to State IM for a second review.

**Acknowledge**

: If denied for reasons in which cannot be corrected by the Unit, select this option to acknowledge the denial of the Pre-Approval.

Perform Action Contract Details Issue Rules Loans Payment Schedule Violations History Documents Vacancy Information

Change Log Audit Log Details

**Perform Action**

Displays information on the LRP contract action options and history.

**Current Status and Available Actions**

**Current Status:** Pre Approval Request Denied  
**Description:** State IM has determined Soldier is not eligible for LRP.  
**Instructions:** Requestor will review remarks and acknowledge the denial or take the appropriate corrective action and resubmit.

**Provide Remarks:**

**Available Actions:** **Return** **Acknowledge**

**History Of Actions**

User Name: [Redacted]  
 Date/Time Performed: 2/11/2013 13:35:29  
 Action Performed: Deny  
 Previous Work-flow State: Pre Approval Review  
 Current Work-flow State: Pre Approval Request Denied  
 Comment: Preapproval denied: not all loans are entered into GIMS. Summary page states 6 loans; only loans #1 and #2 are entered into GIMS. Loans #3-6 need to be entered into GIMS and then resubmit for pre approval.

## Chapter 3 Bonus/SLRP Contract Actions

### Section 3 Issuing a Bonus Control Number (CN)

Please refer to the RMS user guide to issue a CN for a Re-Enlistment/Extension bonus. Current process does not allow a CN to be requested out of GIMS for a bonus.

#### Section 3.1 Issuing a SLRP Control Number (CN)

**Step 1:** Select “.”



**Step 2:** Select “LRP.”



**Step 3:** Select “Contract Actions (State).”



**Step 4:** Select “Awaiting Document(s) Upload.”



Upon selecting the “Awaiting Document(s) Upload” bin, panel 2 will update to show a list of Soldiers assigned to your UIC.

## Guard Incentive Management System (GIMS) Unit Level How to Guide

**Step 5:** Select the Soldier that had a Pre-Approval approved.

Unit State	UPC	Soldier Name	Last Four	Grade	MPC	Control Number	Contract Type	Contract Start Date	Contr Sign DT	Issued By	ETS / MRD	In Strength
IL	X65AA			E4	E		NP	20120424	20120424		20180423	Y
VA	P1XA0			E3	E		NP	20120817	20120817		20180816	Y
MA	QKXAA			E4	E		NP	20061014		BRIAN WOOLEY	20121012	N
PR	QELAA			E4	E		RE	20120929	20120315	Santos J. Pineiro	20180928	Y
PR	PWXC0			E4	E		RE	20130124	20120320	Santos J. Pineiro	20190123	Y
IL	PEDAA			E6	E		RE	20120604	20120604	Thomas Seibert	20150406	Y
RI	TGVAA			E4	E		NP	20100507	20100507	BRIAN WOOLEY	20160505	Y
MA	829AA			E7	E		RE	20070704		Christopher Cobb	20190703	Y
IL	TCVAA			E4	E		RE	20070815		san idow	20191119	Y
VT	88FAA			E5	E		NP	20090429		Philip L. Rochette	20210601	Y
PR	PWTA0			E4	E		NP	20090717		TANIA CANIZARES	20150716	Y
VT	PXET0			E3	E		NP	20110506	20110506	Robert Booth	20170505	Y

Upon selecting a record in panel 2, panel 1 & 2 will collapse to the left and panel 3 & 4 will open.

**Step 6:** Answer the questions below by selecting the drop down next to it. The first three questions will already be answered based off the Pre-Approval.

Perform Action | Contract Details | Issue Rules | Loans | Payment Schedule | Violations | History | Documents | Journal Voucher (JV)

Vacancy Information | Change Log | Audit Log Details

**Perform Action**

Displays information on the LRP contract action options and history.

**Contract Information**

\* = Required Field

Contract Signature Date: 20151218 Days to ETS: 242 | Contract Start Date: 20160818

Did the Applicant/Soldier furnish a copy of their Department of Education (DOE) National Student Loan Data System (NSLDS) Summary Aid?: Yes \*

Did the Applicant/Soldier furnish a copy of the National Student Loan Data System (NSLDS) Detailed Loan Information sheet (s)/Disbursement sheet(s)? Yes \*

Is the NSLDS printout dated within the past 30 days? Yes \*

Extension Length: 6 years

Has applicant previously received a Guaranteed Reserve Forces Duty (GRFD) or ROTC Scholarship?: Select \*

Will Soldier be receiving a Reenlistment/Extension Bonus (REB) simultaneously with this SLRP incentive?: Select \*

Is the Soldier currently assigned to a Medical Management Activity (MMA) unit?: Select \*

Duty Position Status: Select \*

**Evaluate Rules**

**Step 7:** Select the drop down next to “Duty Position Status.” Upon selecting “Qualified,” the system will populate the MOS that the Soldier is currently in (Shown below).

Duty Position Status: Q (Qualified) \*

Reenlistment/Extension MOS Soldier will be serving in during this contractual period: 11B \*

# Guard Incentive Management System (GIMS) Unit Level How to Guide

**Step 8:** After all questions have been answered and Duty Position Status is selected, select



Eligibility Rules	Rule Description	REB SLRP PYS
Must furnish a copy of the DOE NSLDS Summary Aid Sheet.		
Must furnish a copy of the DOE NSLDS Loan Information Sheet(s).		
Must have the NSLDS printouts dated within 30-days of Contract Signature Date.		
Must reenlist Duty Military Occupational Specialty Qualified (DMOSQ) unless due to Mobilization.		
Must reenlist with not less than six-years in the SELRES at time of ETS.		
Cannot have previously received a Guaranteed Reserve Forces Duty (GRFD) Scholarship.		
Must have less than 16-years time in service at time of current ETS.		
Soldiers are not eligible to reenlist to receive an REB simultaneously with this SLRP incentive.		
Must reenlist 365-1 days out from current ETS for a period of six years only. Reenlistments completed on or after the ETS date are not valid.		
Must not have an active Suspension of Favorable Personnel Actions (SFPA) Flag		
Must be the primary position holder in a position commensurate with the Soldier's military grade and skill qualification. Cannot be in an over-strength or excess status including while deployed and not coded 9993 in SIDPERS.		
Must reenlist DMOSQ in an MTOE or Medical TDA unit only regardless of State or National assigned strength levels.		
Must be in pay grade E7 or below on both the contact signature and start dates. Promotion to E8 after the contract start date is authorized.		
Must not be currently serving in a Title 10 or 32 AGR status, or currently serving in an Indefinite or Permanent MLTECH status (includes 180-days or more in a Temporary MLTECH status in a continuous 12-month period(despite breaks in status)). Temporary MLTECHs with less than 180-days in a continuous 12-month period are authorized; however, reaching 180-days in a continuous 12-month period (despite breaks in status) will result in termination (the 180-day count starts on the day entering the Temporary MLTECH status, not the contract signature or start date).		
Must not be currently assigned to a MMA unit.		
<small>Soldier has entered his/her ADCT within 18 months of his/her ETS and before re-enlisting this DER in GIMS.</small>		
Soldier is currently not eligible. Click on 'Submit an Override' to forward to HGB.		
Click on the green 'Select' button to proceed		

After selecting “Evaluate Rules,” the system will evaluate all the criteria stipulated in current policy. Some of the criteria is evaluated based on the questions you answered and the rest is based off data that is currently in GIMS. Below is what the symbols mean:

- Rule has been met.
- Rule has not been met.
- Contract cannot be issued due to rules not being met.
- Rules have been met and contract can be issued.

**Step 9:** Select “”

Eligibility Rules	Rule Description	REB SLRP PYS
Must furnish a copy of the DOE NSLDS Summary Aid Sheet.		
Must furnish a copy of the DOE NSLDS Loan Information Sheet(s).		
Must have the NSLDS printouts dated within 30-days of Contract Signature Date.		
Must reenlist Duty Military Occupational Specialty Qualified (DMOSQ) unless due to Mobilization.		
Must reenlist with not less than six-years in the SELRES at time of ETS.		
Cannot have previously received a Guaranteed Reserve Forces Duty (GRFD) Scholarship.		
Must have less than 16-years time in service at time of current ETS.		
Soldiers are not eligible to reenlist to receive an REB simultaneously with this SLRP incentive.		
Must reenlist 365-1 days out from current ETS for a period of six years only. Reenlistments completed on or after the ETS date are not valid.		
Must not have an active Suspension of Favorable Personnel Actions (SFPA) Flag		
Must be the primary position holder in a position commensurate with the Soldier's military grade and skill qualification. Cannot be in an over-strength or excess status including while deployed and not coded 9993 in SIDPERS.		
Must reenlist DMOSQ in an MTOE or Medical TDA unit only regardless of State or National assigned strength levels.		
Must be in pay grade E7 or below on both the contact signature and start dates. Promotion to E8 after the contract start date is authorized.		
Must not be currently serving in a Title 10 or 32 AGR status, or currently serving in an Indefinite or Permanent MLTECH status (includes 180-days or more in a Temporary MLTECH status in a continuous 12-month period(despite breaks in status)). Temporary MLTECHs with less than 180-days in a continuous 12-month period are authorized; however, reaching 180-days in a continuous 12-month period (despite breaks in status) will result in termination (the 180-day count starts on the day entering the Temporary MLTECH status, not the contract signature or start date).		
Must not be currently assigned to a MMA unit.		
<small>Soldier has entered his/her ADCT within 18 months of his/her ETS and before re-enlisting this DER in GIMS.</small>		
Soldier is currently not eligible. Click on 'Submit an Override' to forward to HGB.		
Click on the green 'Select' button to proceed		



Upon selecting “Select,” panel 4 will change from the “Issue Phase” to where the user can print the Addendum/Agreement.

**Step 10:** Input the Witnessing Official’s information in the space provided.

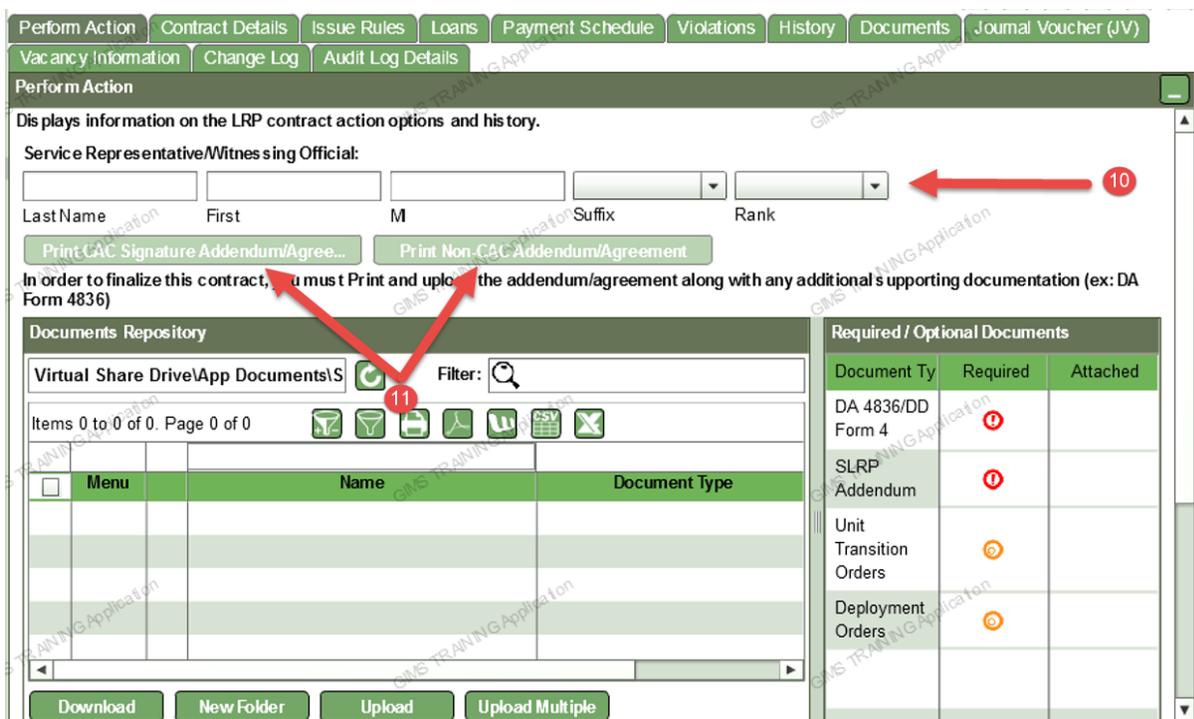
**Step 11:** Select the following options:

**Print CAC Signature Addendum/Agree...**

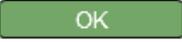
- Addendum with CAC signature capabilities.

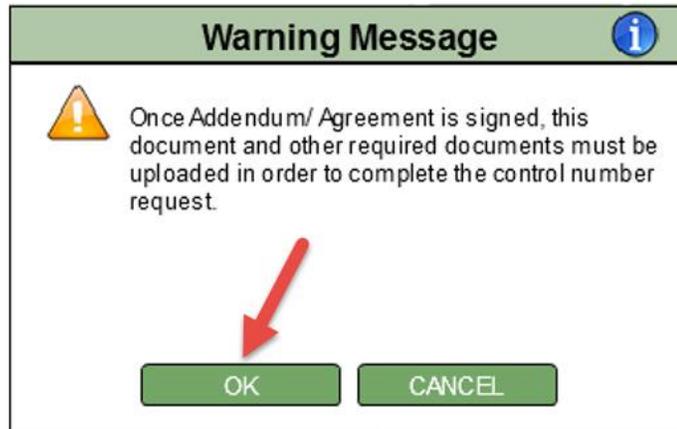
**Print Non-CAC Addendum/Agreement**

- Addendum that needs to be printed for signature by Soldier, Service Representative, and Witnessing Official.



Upon selecting “Print CAC Signature Addendum” or “Print Non-CAC Addendum,” a pop up box will appear stating that the once the Addendum/Agreement is signed, the user must upload the supporting documents in order for the control number request to be complete.

**Step 12:** Select “.”



### Section 3.2 Uploading DA 4836/SLRP Addendum

Please refer to [Uploading Document\(s\)](#) within this “How to Guide.” Section 6.1

### Section 3.3 Associating Document(s) for SLRP

Please refer to [Associating Document\(s\)](#) within this “How to Guide.” Section 6.2

### Section 3.4 Submitting SLRP Contract for Validation

Once all documents have been uploaded and associated, a pop up box will appear (Shown below).

**Step 1:** Select “.”



Upon selecting “Ok,” scroll down to the bottom of panel 4 until you see the screen below.

**Step 2:** Input detailed remarks.

**Step 3:** Select “.”

Current Status and Available Actions	
Current Status:	Awaiting Document(s) upload
Description:	Contract is approved pending upload of required document(s)
Instructions:	Control Number Requestor must upload the incentive addendum and all required document(s) in GIMS
Provide Remarks:	All required documents have been uploaded.
Available Actions:	 

### Section 3.5 SLRP Contract Continuation

Contracts that were issued on or after 1 March 2009 were given the ability to extend their SLRP contract past the original 6 year service obligation, as long as all other rules were met for continuation. Records that populate in this bin are those contracts that are eligible for continuation. It is the Unit’s responsibility to identify if the Soldier wants to extend their contract or not.

**Step 1:** Select “.”



The image shows a software interface titled "Command Center - Search". At the top, there is a row of icons: a star, a magnifying glass, a document with a checkmark, a bar chart, a person, an information icon, and a folder. Below this is a "Search Type" dropdown menu with "Soldier Search" selected. Underneath are "Saved Searches" and "Recent Searches" sections, each with a dropdown menu set to "Select a Saved Search" and "Select a Recent Search" respectively. At the bottom, there is an "SSN" field with an empty input box.

**Step 2:** Select “LRP.”



**Step 3:** Select “Contract Actions (State).”



**Step 4:** Select “Awaiting Extension Upload.”



## Guard Incentive Management System (GIMS) Unit Level How to Guide

Upon selecting “Awaiting Extension Upload,” panel 2 will populate with a list of Soldiers that are assigned to your UIC.

Unit State	UPC	Soldier Name	Last Four	Grade	MPC	Control Number	Contract Type	Contract Start Date	Contr Sign DT	Issued By	ETS / MRD
MD	THBAA			E6	E		NP	20101103	20100813	Galen Garretson	20161102
MD	ZFYF0			E4	E		NP	20100824	20100824	michael rose	20160823
MD	XD0AA			E4	E		NP	20100826	20100826	christopher cox	20160825
MD	VSKT1			E6	E		PS	20101018	20101018	Veronica Womack	20161017
MD	Y6MAA			E5	E		NP	20100402	20100402	David Spiller	20160401
WW	P43C0			E5	E		NP	20100322	20100322	Joshua Hager	20220321
WW	QJBAA			E4	E		NP	20100423	20100423	Joshua Hager	20160422
WW	QJBAA			E5	E		NP	20100419	20100419	Joshua Hager	20220418
WW	Y79AA			E5	E		NP	20100426	20100426	Bradley Wilkinson	20180425
WW	XF6A1			E5	E		NP	20100430	20100430	Joshua Hager	20220429

Upon selecting a Soldier, panel 1 & 2 will collapse to the left and panels 3 & 4 will open.

Perform Action | Contract Details | Issue Rules | Loans | Payment Schedule | Violations | History | Documents | Vacancy Information

Change Log | Audit Log Details

Perform Action

Dis plays information on the LRP contract action options and history.

Documents Repository

Virtual Share Drive\App Documents\A\ Filter: 🔍

Items 1 to 9 of 9. Page 1 of 1

Menu	Name	Document Type
	600-7-5-R-E[1].tif	
	DD4[1].tif	
	DD2475[1].tif	
	NSLDS[1].tif	

Download | New Folder | Upload | Upload Multiple

Required / Optional Documents

Document Type	Required	Attached
DA 4836	🚫	

\* All required documents must be uploaded and document type selected before you can change current status and perform actions

### Section 3.6 Uploading SLRP Continuation Document(s)

Please refer to [Uploading Document\(s\)](#) within this “How to Guide.” Section 6.1

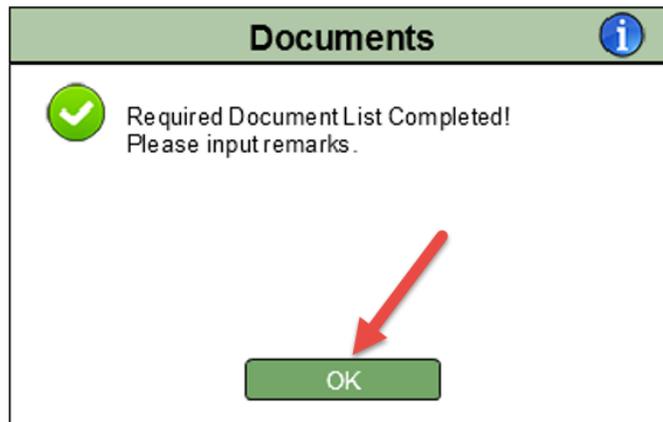
### Section 3.7 Associating Document(s) for SLRP Continuation

Please refer to [Associating Document\(s\)](#) within this “How to Guide.” Section 6.2

### Section 3.8 Submitting SLRP Continuation

Once the DA 4836 is uploaded and associated, a pop up box will appear.

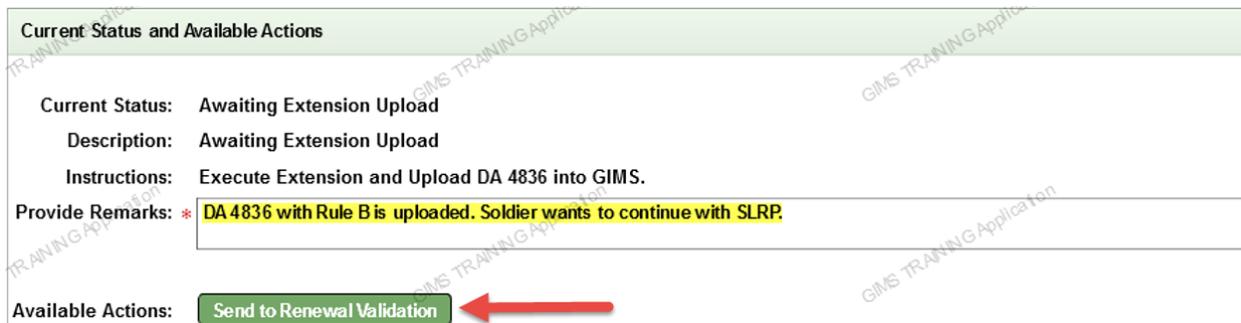
**Step 1:** Select “  .”



In panel 4, scroll to the bottom until you see the screen shot below.

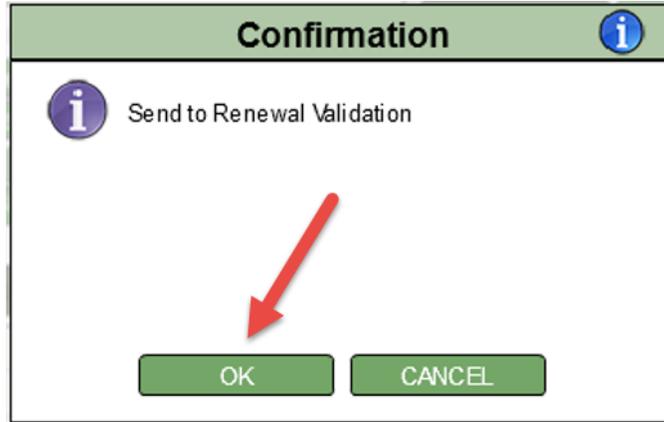
**Step 2:** Input detailed remarks.

**Step 3:** Select “  .”



Upon selecting “Send to Renewal Validation,” a pop up box will appear.

**Step 4:** Select “  .”



## Chapter 4 Bonus/SLRP Payments

### Section 4 Generate DD Form 2475 Annual Loan Repayment Application

Each year, Soldiers are required to submit the Annual Loan Repayment Application to receive their yearly payments.

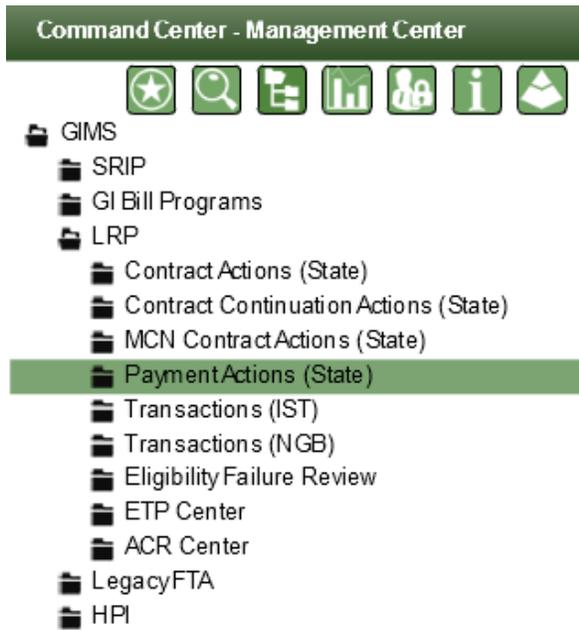
**Step 1:** Select “.”



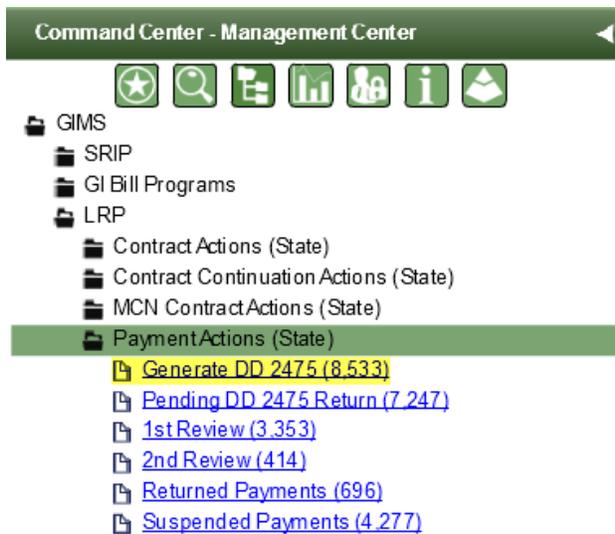
**Step 2:** Select “LRP.”



**Step 3:** Select “Payment Actions (State)” subfolder.



**Step 4:** Select “Generate DD 2475” subfolder.



Upon selecting “Generate DD 2475” subfolder, panel 2 will update with Soldiers assigned to your UIC.

# Guard Incentive Management System (GIMS) Unit Level How to Guide

## Step 5: Select a Soldier.

Payment Actions (State) - Generate DD 2475 (9,881)

Items 1 to 50 of 9,881. Page 1 of 198 Go to Page: 1 Records Per Page: 50

Unit State	UPC	Soldier Name	Last Four	Grade	MPC	Control Number	Contract Type	Pymt DT	Days Until Statute Of Limits	In Strength	DD2475 Printed
RI	8Y3AA			E 7	E		RE	20090513	-447	Y	N
DC	P70D0			E 5	E		RE	20091223	-82	N	N
OH	VCTAD			E 6	E		RE	20101103	284	N	Y
DC	P70D0			E 5	E		RE	20101223	284	N	N
OH	X72B0			E 4	E		NP	20110120	284	N	Y
OH	VCTAD			E 6	E		RE	20111103	649	N	N
OH	P5TTD			E 4	E		RE	20110120	284	N	N
OH	XENHD			E 4	E		NP	20110224	284	N	N
OH	XENHD			E 3	E		NP	20110316	284	N	N
DC	P70D0			E 5	E		RE	20111223	649	N	N
GU	PD4A3			O 2	O		NP	20101001	284	N	N
NE	VB0B0			W1	W		NP	20120107	649	Y	N

Upon selecting a Soldier, panel 1 & 2 will collapse to the left and panel 3 & 4 will open.

## Step 6: Select “ Save and Print DD 2475 ”.

Perform Action | Payment Group Details | Payments | Loans | GIMS TL Info | All iMARC TL Info | History | Documents | Audit Log Details

Perform Action

Displays information on the LRP payment contract action options and history.

**Update Verifying Official Information**

Name (Last, First, MI):

Address (Line 1):

Address (Line 2):

Address (Line 3):

City, State, Zip:

Form DD2475 has successfully printed

Upon selecting “Save and Print DD 2475,” the DD 2475 will populate (Shown Below).

## Step 7: Print the form off and have the Soldier sign section 2(f).

# Guard Incentive Management System (GIMS) Unit Level How to Guide

<b>DOD EDUCATIONAL LOAN REPAYMENT PROGRAM (LRP) ANNUAL APPLICATION</b>		CONTROL NO.	LOAN PROGRAM (X one) <input type="checkbox"/> ACTIVE DUTY LRP <input type="checkbox"/> HEALTH PROFESSIONALS LRP <input checked="" type="checkbox"/> SELECTED RESERVE LRP	OMB No. 0704-0152 OMB approval expires Jan 31, 2017																																																																																					
<p>The public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, Executive Service Directorate, Information Management Division, 4800 Mark Center Drive, Alexandria, VA 22304-3100 (0704-0152). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.</p> <p><b>PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION. FORWARD YOUR FORM TO THE ADDRESS LISTED IN SECTION 1, BLOCK a.</b></p>																																																																																									
<p><b>PRIVACY ACT STATEMENT</b></p> <p><b>AUTHORITY:</b> 10 U.S.C. 2171, Education Loan Repayment Program; Enlisted Members on Active Duty in Specified Military Specialties; 2173, Education Loan Repayment Program; Commissioned Officers in Specified Health Professions; 16301, Education Loan Repayment Program; Members of Selected Reserve; 16302, Education Loan Repayment Program; Health Professions Officers Serving in Selected Reserve with Wartime Critical Medical Skill Shortages; 16303, Loan Repayment Program; Chaplains Serving in the Selected Reserve, and E.O. 9397, Social Security Number (SSN).</p> <p><b>PRINCIPAL PURPOSE(S):</b> In completing this form, you are requesting your Military Service to pay a portion of your student loan(s). The information you provide will be reviewed by Military Service personnel record custodians to verify that you meet eligibility requirements. This form will then be forwarded to the lender that you identify for verification of the loan amount and status. The form is returned to the Service finance office to make the annual payment to your lender. Collected information is covered by the Applicable Military Service System of Records Notice (SORN) for the Official Military Personnel File or Military Records Jacket. These links can be found at: <a href="http://dpclo.defense.gov/privacy/SORNs/component/DOOD_Component_Notices.html">http://dpclo.defense.gov/privacy/SORNs/component/DOOD_Component_Notices.html</a>.</p> <p><b>ROUTINE USE(S):</b> To the lender (Department of Education, U.S. Public Health Service, or other financial institution) you identify so that the loan amount and status can be verified. The lender returns the completed form to your unit for additional processing. To the Internal Revenue Service for the purpose of reporting taxable income, and to the credit reporting agencies to assist in the recovery of any improper payments made toward delinquent debts owed by a beneficiary or former beneficiary. The DoD Blanket Routine Uses found at <a href="http://privacy.defense.gov/blanket_uses.shtml">http://privacy.defense.gov/blanket_uses.shtml</a> may apply to this collection.</p> <p><b>DISCLOSURE:</b> Voluntary. However, if the requested information is not provided, DoD will not be able to verify the loan amount or status and make the annual payment you are requesting. Your Social Security Number (SSN) is used to ensure accuracy of data involving the specified individual applicant. If you do not provide your SSN, processing of your application may be delayed.</p> <p><b>OFFICIAL MILITARY PERSONNEL FILES:</b>          Air Force: <a href="http://dpclo.defense.gov/privacy/SORNs/component/airforce/F036_AF_PC_C.html">http://dpclo.defense.gov/privacy/SORNs/component/airforce/F036_AF_PC_C.html</a>          Army: <a href="http://dpclo.defense.gov/privacy/SORNs/component/army/A0600-3-104B_AHRC.html">http://dpclo.defense.gov/privacy/SORNs/component/army/A0600-3-104B_AHRC.html</a>          Army National Guard: <a href="http://dpclo.defense.gov/privacy/SORNs/component/army/A0600-3-104b_NGB.html">http://dpclo.defense.gov/privacy/SORNs/component/army/A0600-3-104b_NGB.html</a>          Navy: <a href="http://dpclo.defense.gov/privacy/SORNs/component/navy/N0100-3.html">http://dpclo.defense.gov/privacy/SORNs/component/navy/N0100-3.html</a>          Marine Corps: <a href="http://dpclo.defense.gov/privacy/SORNs/component/mc/M01070-5.html">http://dpclo.defense.gov/privacy/SORNs/component/mc/M01070-5.html</a></p>																																																																																									
<p><b>1. PERSONNEL OFFICE VERIFICATION (To be completed by the designated personnel officer)</b></p> <table border="1"> <tr> <td colspan="2">a. FORWARD COMPLETED FORM TO THIS ADDRESS (Include ZIP Code)</td> <td colspan="3">b. VERIFYING OFFICIAL I certify that this servicemember has performed satisfactorily.</td> </tr> <tr> <td colspan="2"></td> <td colspan="2">(1) NAME (Last, First, Middle Initial)</td> <td>(3) DATE SIGNED (YYYYMMDD)</td> </tr> <tr> <td colspan="2"></td> <td colspan="2">(2) SIGNATURE</td> <td></td> </tr> </table>					a. FORWARD COMPLETED FORM TO THIS ADDRESS (Include ZIP Code)		b. VERIFYING OFFICIAL I certify that this servicemember has performed satisfactorily.					(1) NAME (Last, First, Middle Initial)		(3) DATE SIGNED (YYYYMMDD)			(2) SIGNATURE																																																																								
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<p><b>2. SERVICEMEMBER DATA (To be completed by Servicemember or Borrower (If parent loan incurred for Servicemember's education - see instructions))</b></p> <table border="1"> <tr> <td colspan="2">a. NAME (Last, First, Middle Initial)</td> <td colspan="3">b. ADDRESS (Street, City, State, and ZIP Code)</td> </tr> <tr> <td colspan="2"></td> <td colspan="3"></td> </tr> <tr> <td>c. SOCIAL SECURITY NO.</td> <td>d. TELEPHONE NO. (Include Area Code)</td> <td colspan="3">I authorize the release of my financial data by lender/holder to complete entries in Section 3.</td> </tr> <tr> <td></td> <td></td> <td colspan="3"></td> </tr> <tr> <td>e. E-MAIL ADDRESS</td> <td>f. SIGNATURE</td> <td colspan="3">g. DATE SIGNED (YYYYMMDD)</td> </tr> <tr> <td></td> <td></td> <td colspan="3"></td> </tr> </table>					a. NAME (Last, First, Middle Initial)		b. ADDRESS (Street, City, State, and ZIP Code)								c. SOCIAL SECURITY NO.	d. TELEPHONE NO. (Include Area Code)	I authorize the release of my financial data by lender/holder to complete entries in Section 3.								e. E-MAIL ADDRESS	f. SIGNATURE	g. DATE SIGNED (YYYYMMDD)																																																														
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<p><b>3. LOAN DATA (To be completed by loan servicing agency)</b></p> <table border="1"> <tr> <td colspan="2">a. NAME ON THE LOAN (Last, First, Middle Initial)</td> <td colspan="3">b. ORIGINAL DATE OF PROMISSORY NOTE (YYYYMMDD)</td> </tr> <tr> <td colspan="2"></td> <td colspan="3"></td> </tr> <tr> <td>c. ORIGINAL LOAN AMOUNT</td> <td>d. LOAN OF LOANS</td> <td colspan="3">e. LOAN ACCOUNT NUMBER</td> </tr> <tr> <td></td> <td></td> <td colspan="3"></td> </tr> <tr> <td>f. LOAN HOLDER NAME</td> <td>g. LOAN HOLDER ADDRESS (Include ZIP Code)</td> <td colspan="3">h. TELEPHONE NUMBER (Include Area Code)</td> </tr> <tr> <td></td> <td></td> <td colspan="3"></td> </tr> <tr> <td>i. LOAN IN DEFAULT (X one) <input type="checkbox"/> YES <input type="checkbox"/> NO</td> <td>j. UNPAID PRINCIPAL BALANCE</td> <td>k. OUTSTANDING BALANCE</td> <td colspan="2">l. IS THIS A CONSOLIDATED LOAN? <input type="checkbox"/> YES <input type="checkbox"/> NO</td> </tr> <tr> <td></td> <td></td> <td></td> <td colspan="2"></td> </tr> <tr> <td>m. FEDERAL TAX IDENTIFICATION NO.</td> <td>n. TYPE OF LOAN (See Instructions)</td> <td colspan="3">o. LOAN INTEREST</td> </tr> <tr> <td></td> <td></td> <td colspan="3">(1) CAPITALIZED</td> </tr> <tr> <td></td> <td></td> <td colspan="3">(2) CURRENT YEAR</td> </tr> <tr> <td></td> <td></td> <td colspan="3">\$</td> </tr> <tr> <td colspan="2">p. NAME AND ADDRESS OF INSTITUTION WHERE PAYMENT IS TO BE SENT (Include ZIP Code)</td> <td colspan="3">q. LENDER ROUTING NUMBER</td> </tr> <tr> <td colspan="2"></td> <td colspan="3"></td> </tr> <tr> <td colspan="5">r. CERTIFYING OFFICER. As an official of the holding institution, I verify that this information is correct and current. Copy of the promissory note is enclosed.</td> </tr> <tr> <td colspan="2">(1) NAME (Last, First, Middle Initial)</td> <td>(2) TITLE</td> <td>(3) SIGNATURE</td> <td>(4) DATE SIGNED (YYYYMMDD)</td> </tr> <tr> <td colspan="2"></td> <td></td> <td></td> <td></td> </tr> </table>					a. NAME ON THE LOAN (Last, First, Middle Initial)		b. ORIGINAL DATE OF PROMISSORY NOTE (YYYYMMDD)								c. ORIGINAL LOAN AMOUNT	d. LOAN OF LOANS	e. LOAN ACCOUNT NUMBER								f. LOAN HOLDER NAME	g. LOAN HOLDER ADDRESS (Include ZIP Code)	h. TELEPHONE NUMBER (Include Area Code)								i. LOAN IN DEFAULT (X one) <input type="checkbox"/> YES <input type="checkbox"/> NO	j. UNPAID PRINCIPAL BALANCE	k. OUTSTANDING BALANCE	l. IS THIS A CONSOLIDATED LOAN? <input type="checkbox"/> YES <input type="checkbox"/> NO							m. FEDERAL TAX IDENTIFICATION NO.	n. TYPE OF LOAN (See Instructions)	o. LOAN INTEREST					(1) CAPITALIZED					(2) CURRENT YEAR					\$			p. NAME AND ADDRESS OF INSTITUTION WHERE PAYMENT IS TO BE SENT (Include ZIP Code)		q. LENDER ROUTING NUMBER								r. CERTIFYING OFFICER. As an official of the holding institution, I verify that this information is correct and current. Copy of the promissory note is enclosed.					(1) NAME (Last, First, Middle Initial)		(2) TITLE	(3) SIGNATURE	(4) DATE SIGNED (YYYYMMDD)					
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		(2) CURRENT YEAR																																																																																							
		\$																																																																																							
p. NAME AND ADDRESS OF INSTITUTION WHERE PAYMENT IS TO BE SENT (Include ZIP Code)		q. LENDER ROUTING NUMBER																																																																																							
r. CERTIFYING OFFICER. As an official of the holding institution, I verify that this information is correct and current. Copy of the promissory note is enclosed.																																																																																									
(1) NAME (Last, First, Middle Initial)		(2) TITLE	(3) SIGNATURE	(4) DATE SIGNED (YYYYMMDD)																																																																																					

**Step 8:** In panel 4, select "Form DD 2475 has successfully printed." **Note:** Ability to push payment forward is disabled until this option is selected.

Perform Action	Payment Group Details	Payments	Loans	GIMS TLInfo	All IMARC TLInfo	History	Documents	Audit Log Details
Perform Action								
Displays information on the LRP payment contract action options and history.								
Update Verifying Official Information								
Name (Last, First, MI):	<input type="text"/>							
Address (Line 1):	<input type="text"/>							
Address (Line 2):	<input type="text"/>							
Address (Line 3):	<input type="text"/>							
City, State, Zip	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Save and Print DD 2475				Clear Form				
<input checked="" type="checkbox"/> Form DD2475 has successfully printed								

**Step 9:** Input detailed remarks and select “  .”

Current Status and Available Actions	
Current Status:	Generate DD2475
Description:	Payment identified as within 90 days of Date of Entitlement (DOE).
Instructions:	Unit must upload completed DD2475 and any additional required document(s) into the “Pending DD2475 return” work bucket prior to sending the payment forward. In Unit Management Suite (UMS), drag the Soldier formation view icon into the “pending payment documentation” container and perform the actions.
Provide Remarks:	<input type="text" value="Soldier is in good standing."/>
Available Actions:	 

### Section 4.1 Pending DD Form 2475 Bin

**Step 1:** Select “  .”

Command Center - Search

Search Type

Saved Searches

Recent Searches

SSN



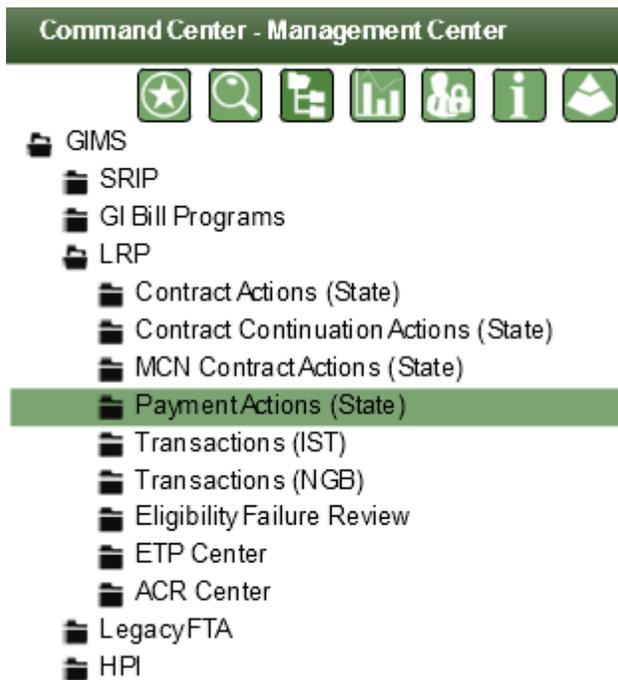
**Step 2:** Select “LRP.”

Command Center - Management Center

- GIMS
  - SRIP
  - GI Bill Programs
  - LRP**
  - LegacyFTA
  - HPI

**Step 3:** Select “Payment Actions (State).”



**Step 4:** Select “Pending DD 2475 Returned.”



Upon selecting the “Pending DD 2475 Returned” subfolder, panel 2 will update with a list of Soldiers in your UIC.



# Guard Incentive Management System (GIMS) Unit Level How to Guide

**Document 2:** NSLDS Summary Aid and Detailed Loan Sheet(s). These documents should be scanned together as one file.

**Note:** Must have all detailed loan sheets to include those with a \$0 balance.

## NSLDS Summary Aid Sheet

Financial Aid Review -- [REDACTED] Page 1 of 1



National Student Loan Data System (NSLDS) for Stu

NSLDS is a repository of information from many sources. Changes to the data are made by those sources. Collecting the data into one central location such as NSLDS gives you convenience and saves you time. If for any reason you disagree with the information reported to NSLDS, please contact one or more of the sources of your data listed on the detail pages on this site. The Department is also available as a resource at 1-800-4FEDAID if you need additional assistance. Your comments and corrections will help improve the services NSLDS provides.

Aid Summary for [REDACTED] Your enrollment status is GRADUATED, effective 05/11/2012.

Loans							
	Type of Loan	Loan Amount	Loan Date	Disbursed Amount	Canceled Amount	Outstanding Principal	Outstanding Interest
1	DIRECT STAFFORD UNSUBSIDIZED	\$2,185	09/14/2011	\$2,185	\$0	\$2,185	\$79
2	DIRECT STAFFORD UNSUBSIDIZED	\$7,000	09/09/2011	\$7,000	\$0	\$7,000	\$200
3	DIRECT STAFFORD SUBSIDIZED	\$1,714	06/06/2011	\$1,714	\$0	\$1,714	\$0
4	DIRECT STAFFORD UNSUBSIDIZED	\$5,312	06/07/2010	\$5,312	\$0	\$5,312	\$557
5	STAFFORD SUBSIDIZED	\$2,305	08/11/2009	\$2,305	\$3,195	\$2,305	\$0
6	STAFFORD UNSUBSIDIZED	\$542	11/14/2008	\$542	\$0	\$542	\$127
7	STAFFORD UNSUBSIDIZED	\$875	02/13/2007	\$875	\$0	\$875	\$308
8	STAFFORD UNSUBSIDIZED	\$2,625	11/28/2006	\$2,625	\$0	\$2,625	\$923
9	FEDERAL PERKINS	\$396	06/11/2006	\$396	\$0	\$396	\$0
10	STAFFORD SUBSIDIZED	\$1,991	08/14/2006	\$0	\$1,991	\$0	\$0
11	STAFFORD UNSUBSIDIZED	\$2,625	02/07/2006	\$2,625	\$0	\$2,625	\$452
<b>Total DIRECT STAFFORD UNSUBSIDIZED</b>						<b>\$14,498</b>	<b>\$896</b>
<b>Total DIRECT STAFFORD SUBSIDIZED</b>						<b>\$1,714</b>	<b>\$0</b>
<b>Total STAFFORD SUBSIDIZED</b>						<b>\$2,305</b>	<b>\$0</b>
<b>Total STAFFORD UNSUBSIDIZED</b>						<b>\$6,667</b>	<b>\$1,810</b>
<b>Total FEDERAL PERKINS</b>						<b>\$396</b>	<b>\$0</b>
<b>Total All Loans</b>						<b>\$25,580</b>	<b>\$2,706</b>

Information contained on these pages reflects the most current data in the NSLDS database. The data contained on this site is for general information purposes and should not be used to determine eligibility, loan payoff, overpayment status, or tax reporting. Please consult the Financial Aid Officer at your school or the specific holder of your debts for further information.

## NSLDS Detailed Loan Sheet

Loan Detail -- [REDACTED] Page 1 of 1



National Student Loan Data System (NSLDS) for Stu

NSLDS is a repository of information from many sources. Changes to the data are made by those sources. Collecting the data into one central location such as NSLDS gives you convenience and saves you time. If for any reason you disagree with the information reported to NSLDS, please contact one or more of the sources of your data listed on the detail pages on this site. The Department is also available as a resource at 1-800-4FEDAID if you need additional assistance. Your comments and corrections will help improve the services NSLDS provides.

Detail Loan Information for [REDACTED] Your enrollment status is GRADUATED, effective 05/11/2012.

Type of Loan: 1 DIRECT STAFFORD UNSUBSIDIZED  
Loan obtained while attending the MIKOT STATE UNIVERSITY

Scheduled Start of Repayment: 11/12/2012  
Loan Period Begin Date: 08/22/2011  
Loan Period End Date: 05/11/2012

Amounts and Dates						
Loan Amount	Outstanding Principal Balance	Outstanding Principal Balance As of Date	Outstanding Interest Balance	Outstanding Interest Balance As of Date	Interest Rate	Canceled Amount
\$2,185	\$2,185	05/31/2012	\$79	05/31/2012	FIXED	\$0

Disbursement(s) and Status(es)					
Disbursement Date	Disbursement Amount	Loan Status	Status Description	Status Effective Date	
01/23/2012	\$1,093	IG	IN GRACE PERIOD	05/12/2012	
06/14/2011	\$1,093	IA	LOAN ORIGINATED	06/14/2011	

Servicer/Lender/Guaranty Agency/ED Servicer Information	
Contact Type	Contact
Current Servicer:	Ed:
Current Lender:	Ed:
Current ED Servicer:	DEPT OF ED/FED/LOAN SERVING/PE/EA P.O. BOX 69184 HARRISBURG PA 17106-0184 800-896-2908 Ext. sloaned@myfedloan.org www.myfedloan.org

Information contained on these pages reflects the most current data in the NSLDS database. The data contained on this site is for general information purposes and should not be used to determine eligibility, loan payoff, overpayment status, or tax reporting. Please consult the Financial Aid Officer at your school or the specific holder of your debts for further information.

## Section 4.4 Submitting SLRP Payment to 1<sup>st</sup> Review

**Step 1:** Check the box “Form DD 2475 has successfully printed.”

Perform Action | Payment Group Details | Payments | Loans | GIMS TL Info | All IMARC TL Info | History | Documents | Audit Log Details

Perform Action

Displays information on the LRP payment contract action options and history.

Update Verifying Official Information

Name (Last, First, MI):

Address (Line 1):

Address (Line 2):

Address (Line 3):

City, State, Zip:

Form DD2475 has successfully printed

Scroll down to the bottom of panel 4 until you see the screen below.

**Step 2:** Input detailed remarks.

**Step 3:** Select “”.

Current Status and Available Actions

Current Status: Pending Payment Documentation

Description: Pending upload of completed DD2475 and any other required document(s).

Instructions: Unit must upload completed DD2475 and any additional required document(s) prior to sending the payment forward. In Unit Management Suite (UMS), drag the Soldier formation view icon into the “pending payment documentation” container.

Provide Remarks:

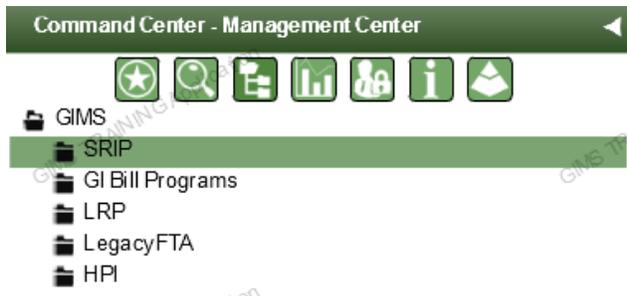
Available Actions:

### Section 4.5 Unit Bonus Eligibility Report

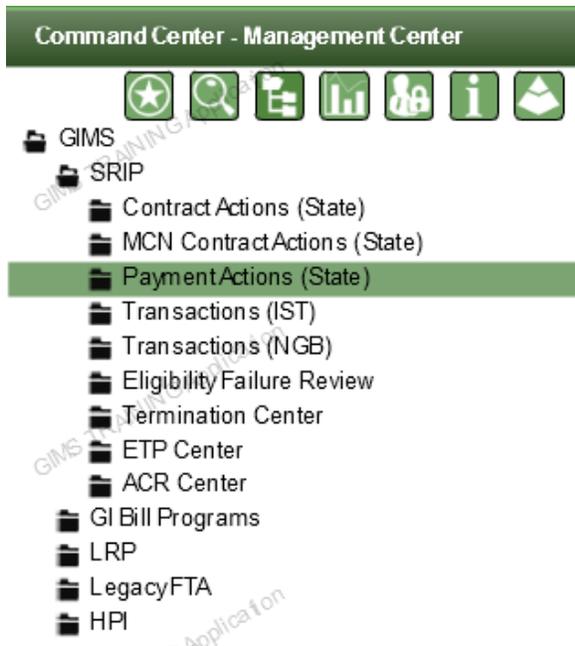
**Step 1:** Select “.”



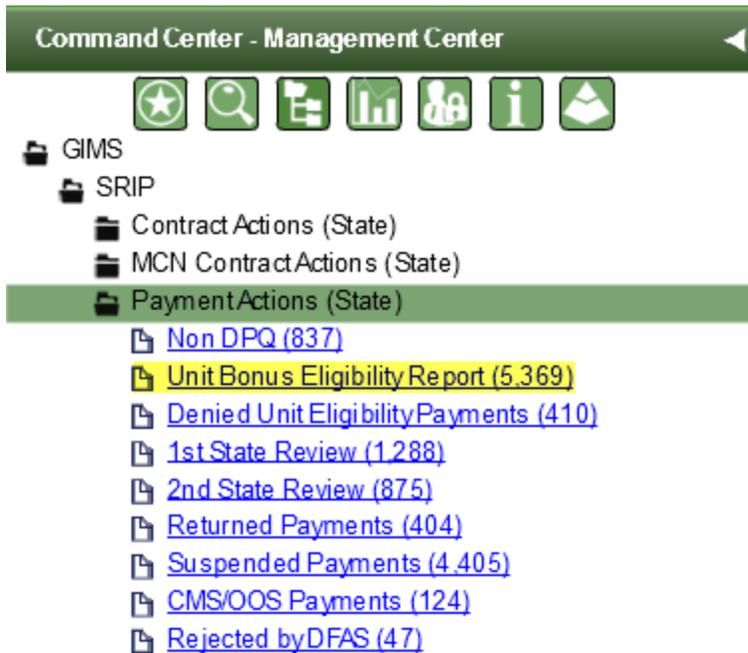
**Step 2:** Select “SRIP.”



**Step 3:** Select “Payment Actions (State).”



**Step 4:** Select “Unit Bonus Eligibility Report.”



Upon selecting “Unit Bonus Eligibility Report” subfolder, a list of Soldier’s assigned to your UIC will appear.

**Step 5:** Select a Soldier.

PaymentActions (State) - Unit Bonus Eligibility Report (2,741)

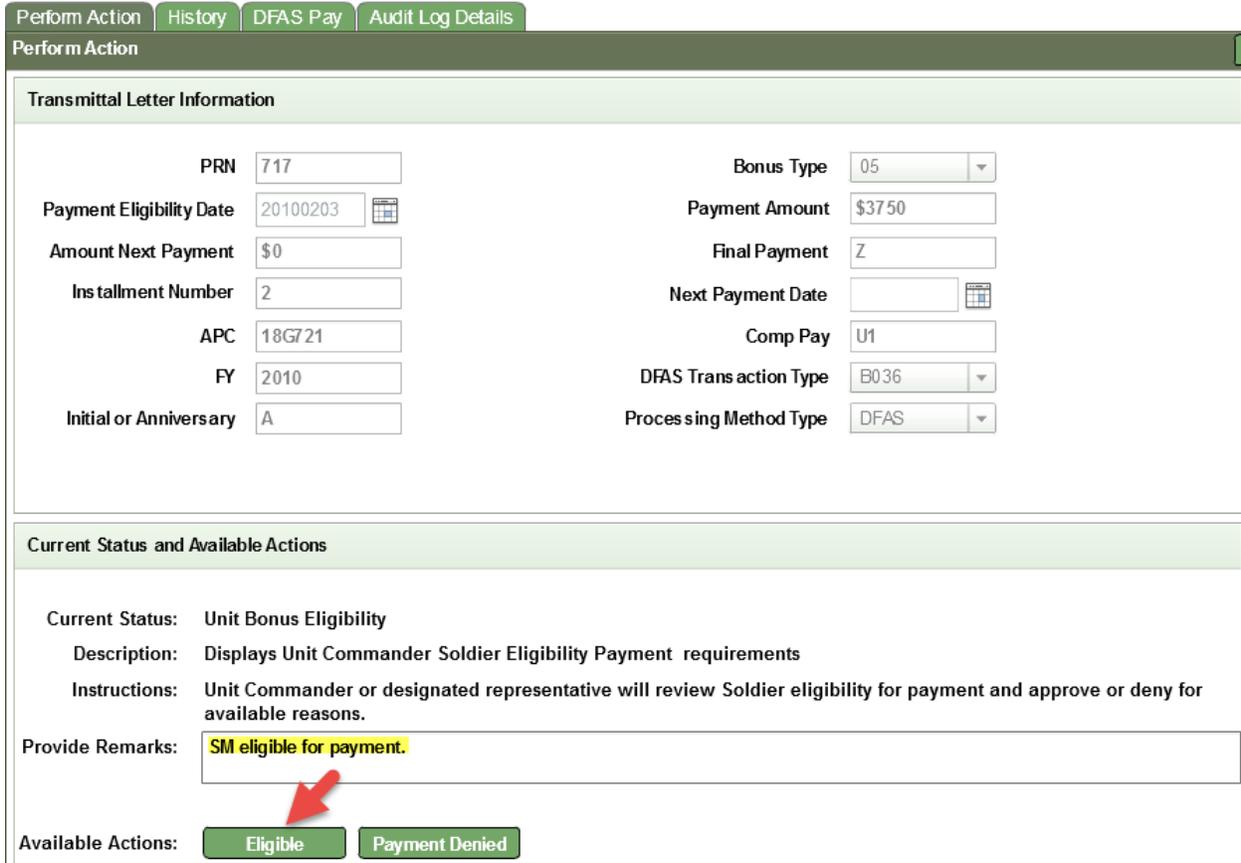
Items 1 to 50 of 2,741. Page 1 of 55. Go to Page: 1. Records Per Page: 50.

Unit State	UPC	Soldier Name	Last Four	Grade	MPC	Control Number	Entitlement Due Date	DOE FY	Days From Scheduled Payment	Date Of Loss	In Strength
TX	77946	[REDACTED]	[REDACTED]	E1	E	[REDACTED]	20080602	2008	-2758	20080828	N
HI	PB5T0	[REDACTED]	[REDACTED]	E5	E	[REDACTED]	20080609	2008	-2751		Y
NH	YZAT0	[REDACTED]	[REDACTED]	O3	O	[REDACTED]	20080823	2008	-2676	20121119	N
TN	TR9AA	[REDACTED]	[REDACTED]	E4	E	[REDACTED]	20080827	2008	-2672		N
CO	8AZAA	[REDACTED]	[REDACTED]	O4	O	[REDACTED]	20081011	2009	-2627		Y
TN	X4WB0	[REDACTED]	[REDACTED]	E6	E	[REDACTED]	20081031	2009	-2607		Y
CO	VBDTD	[REDACTED]	[REDACTED]	E4	E	[REDACTED]	20081114	2009	-2593	20081222	N
MO	8AJAA	[REDACTED]	[REDACTED]	E4	E	[REDACTED]	20081212	2009	-2565	20080904	Y
CA	RVRA1	[REDACTED]	[REDACTED]	E6	E	[REDACTED]	20090121	2009	-2525		Y
ID	YQRE0	[REDACTED]	[REDACTED]	E5	E	[REDACTED]	20090122	2009	-2524	20130701	N
MS	TNBE1	[REDACTED]	[REDACTED]	E4	E	[REDACTED]	20090122	2009	-2524	20110303	N

Upon selecting a Soldier, panel 1 & 2 will collapse to the left and panels 3 & 4 will open.

### Section 4.6 Approving Bonus Pay Report

**Step 1:** Select “.



The screenshot shows the 'Perform Action' screen with the following fields:

PRN	717	Bonus Type	05
Payment Eligibility Date	20100203	Payment Amount	\$3750
Amount Next Payment	\$0	Final Payment	Z
Instalment Number	2	Next Payment Date	
APC	18G721	Comp Pay	U1
FY	2010	DFAS Transaction Type	B036
Initial or Anniversary	A	Processing Method Type	DFAS

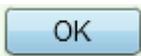
**Current Status and Available Actions**

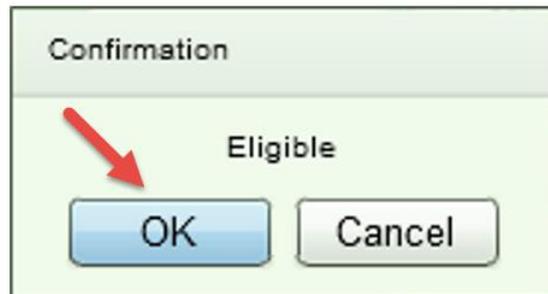
Current Status: Unit Bonus Eligibility  
Description: Displays Unit Commander Soldier Eligibility Payment requirements  
Instructions: Unit Commander or designated representative will review Soldier eligibility for payment and approve or deny for available reasons.

Provide Remarks: SM eligible for payment.

Available Actions:  

Upon selecting “Eligible,” a pop up box will appear (Shown below).

**Step 2:** Select “.



The confirmation dialog box has the following content:

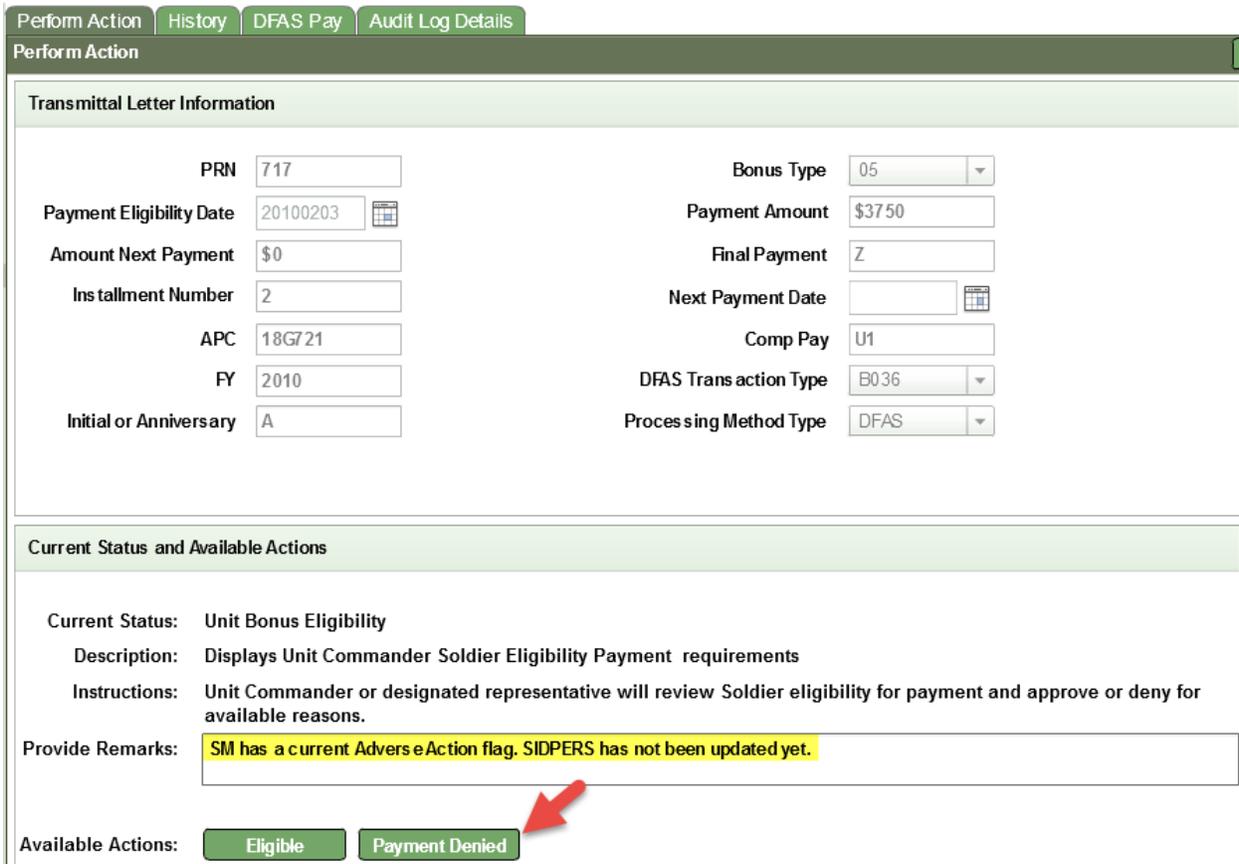
Confirmation

Eligible

### Section 4.7 Denying Bonus Pay Report

**Step 1:** Select “  ”.



Perform Action | History | DFAS Pay | Audit Log Details

Perform Action

**Transmittal Letter Information**

PRN	717	Bonus Type	05
Payment Eligibility Date	20100203	Payment Amount	\$3750
Amount Next Payment	\$0	Final Payment	Z
Installment Number	2	Next Payment Date	
APC	18G721	Comp Pay	U1
FY	2010	DFAS Transaction Type	B036
Initial or Anniversary	A	Processing Method Type	DFAS

**Current Status and Available Actions**

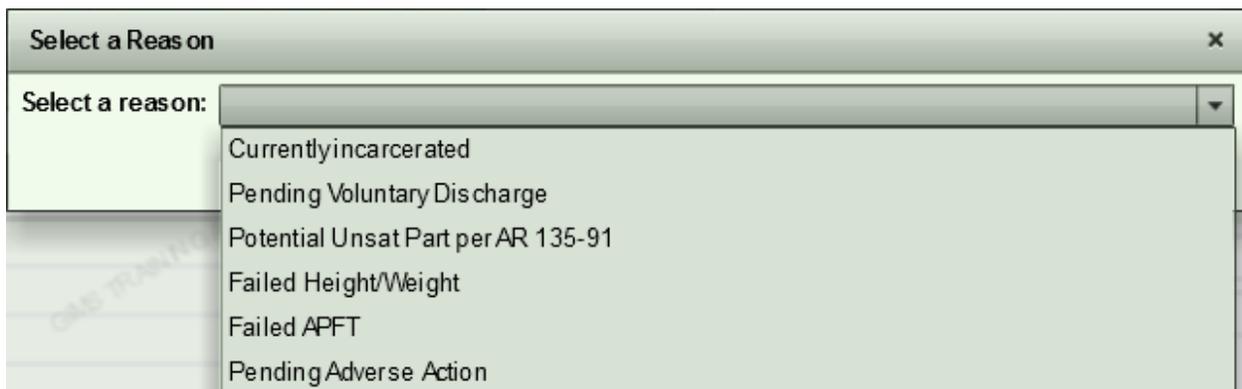
Current Status: Unit Bonus Eligibility  
Description: Displays Unit Commander Soldier Eligibility Payment requirements  
Instructions: Unit Commander or designated representative will review Soldier eligibility for payment and approve or deny for available reasons.

Provide Remarks: SM has a current Adverse Action flag. SIDPERS has not been updated yet.

Available Actions:

Upon selecting “Payment Denied,” a pop up box will appear (Shown below).

**Step 2:** Select the drop down and choose the reason.



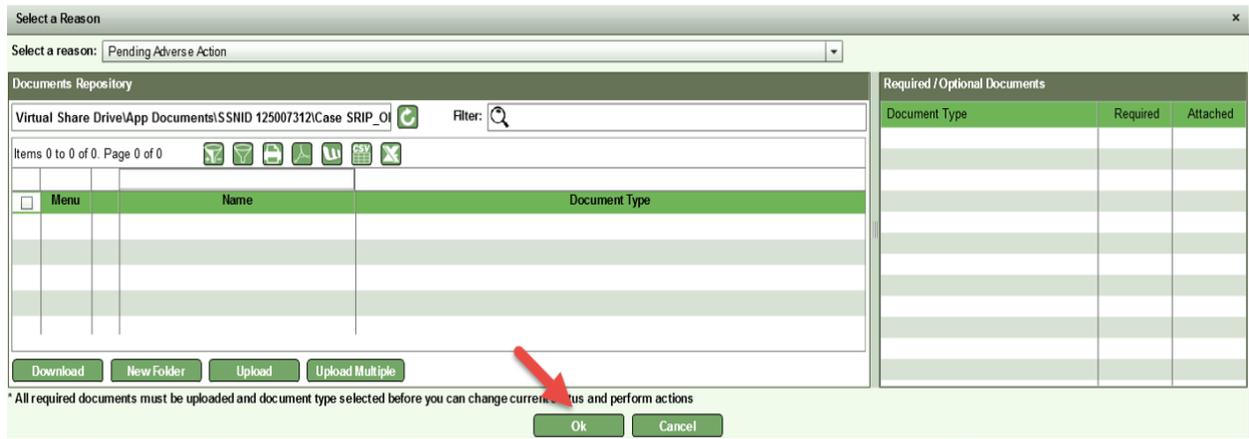
Select a Reason

Select a reason:

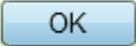
- Currently incarcerated
- Pending Voluntary Discharge
- Potential Unsat Part per AR 135-91
- Failed Height/Weight
- Failed APFT
- Pending Adverse Action

Upon selecting the reason for denial of payment, a “Document Repository” as seen below, will populate the reason.

**Step 3:** Upload any supporting documents and select “”.



Upon selecting “Ok,” a pop up box will appear.

**Step 4:** Select “” to confirm the payment denial.



## Chapter 5 Monitor Rules

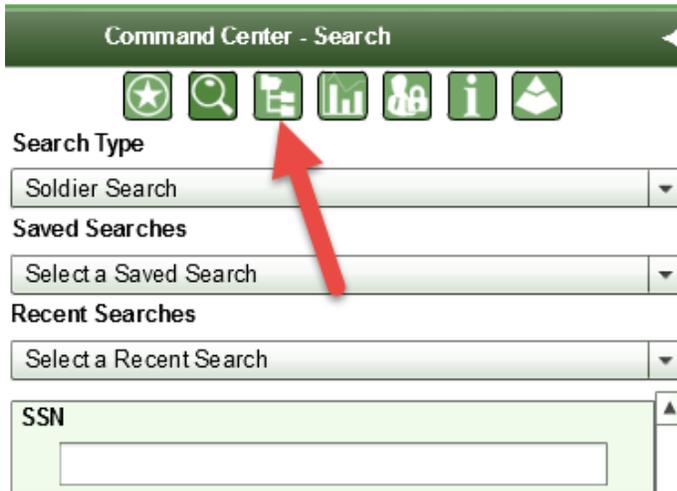
### Section 5 Bonus Monitor Rules

Contracts issued on or after 5 June 2012 are evaluated every day to identify if a Soldier is meeting contractual requirements stipulated within their bonus addendum. Any violation that occurs will put the contract in the Monitor rule failure bin for the State IM to investigate. If during the investigation, the State IM may need further information or supporting documentation from the Unit, they will move the record from the State IM level to the Unit level for further review.

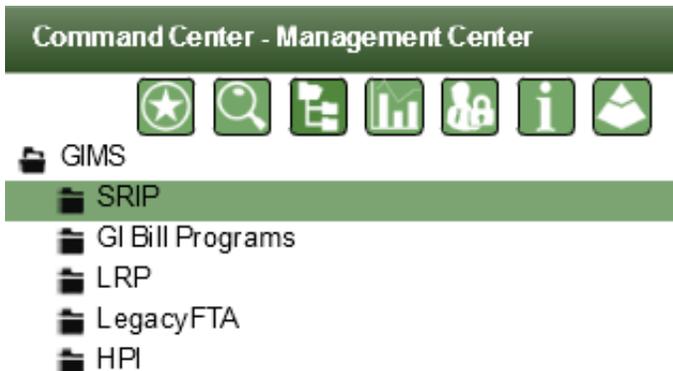
## Guard Incentive Management System (GIMS) Unit Level How to Guide

The user should follow these steps to identify what is being requested by the State IM. Failure to respond in a timely matter will result in payment(s) being delayed or potential termination of the Soldier incentive(s).

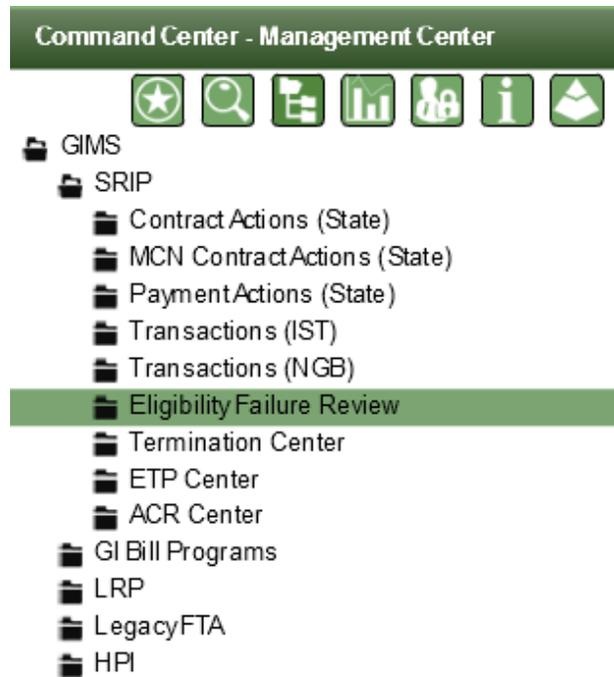
**Step 1:** Select “.”



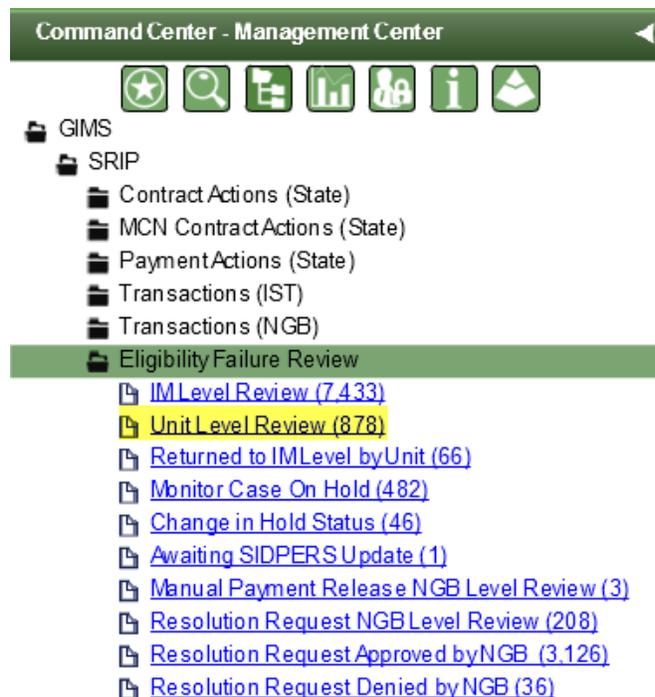
**Step 2:** Select “SRIP.”



**Step 3:** Select “Eligibility Failure Review.”



**Step 4:** Select “Unit Level Review.”



Upon selecting “Unit Level Review,” panel 2 will populate with a list of Soldiers assigned to your UIC.

# Guard Incentive Management System (GIMS) Unit Level How to Guide

## Step 4: Select a Soldier.

Unit State	UPC	Soldier Name	Last Four	Grade	MPC	Control Number	Contract Start Date	Contract Signature Date	Rate Code	As Of Date	Is Manual
NC	X0TAA	[REDACTED]	[REDACTED]	E4	E	[REDACTED]	20120618	20120618	E841	20141017	N
TX	T04AA	[REDACTED]	[REDACTED]	E4	E	[REDACTED]	20121206	20121206	E841	20141017	N
NC	PJMTD	[REDACTED]	[REDACTED]	E3	E	[REDACTED]	20120614	20120614	E841	20141017	N
CA	V7TAA	[REDACTED]	[REDACTED]	E4	E	[REDACTED]	20121025	20121025	E841	20141017	N
NC	PTH0	[REDACTED]	[REDACTED]	E3	E	[REDACTED]	20120806	20120806	E841	20141017	N
CA	PZ7T0	[REDACTED]	[REDACTED]	E2	E	[REDACTED]	20121114	20121114	E841	20141017	N
NC	QY2AA	[REDACTED]	[REDACTED]	E5	E	[REDACTED]	20120816	20120816	E841	20141017	N
NC	PXHAA	[REDACTED]	[REDACTED]	E1	E	[REDACTED]	20121114	20121114	E841	20141017	N
AZ	X10AA	[REDACTED]	[REDACTED]	E2	E	[REDACTED]	20120913	20120913	E841	20141017	N

Upon selecting a Soldier, panels 1 & 2 will collapse to the left and panels 3 & 4 will open.

## Step 5: Select "History" tab to identify the reason for Soldier's case being pushed back to Unit level for review by State.

Rule Name	Failed Date	Rule Met	Violation Level	Action Required if not Mitigated	Info
UIC Changes (includes unauthorized TDA unit transfers)	20140606	X	AR 601-210	Terminate (with due process)	[Info Icon]

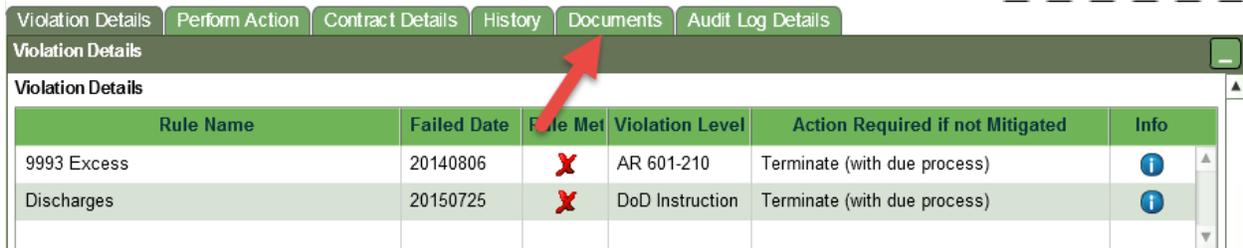
User Name: [REDACTED]  
 Date/Time Performed: 2/2/2015 17:00:50  
 Action Performed: Send to Unit Commander for Research  
 Previous Work-flow State: IM Level Review  
 Current Work-flow State: Unit Level Review  
 Comment: Soldier is in 9993 Excess status. [This action was performed using the role "Incentive Manager (IM)"]

The State IM should clarify in the remarks section what the reasoning is for the monitor rule violation being pushed to the Unit level for further review.

## Guard Incentive Management System (GIMS) Unit Level How to Guide

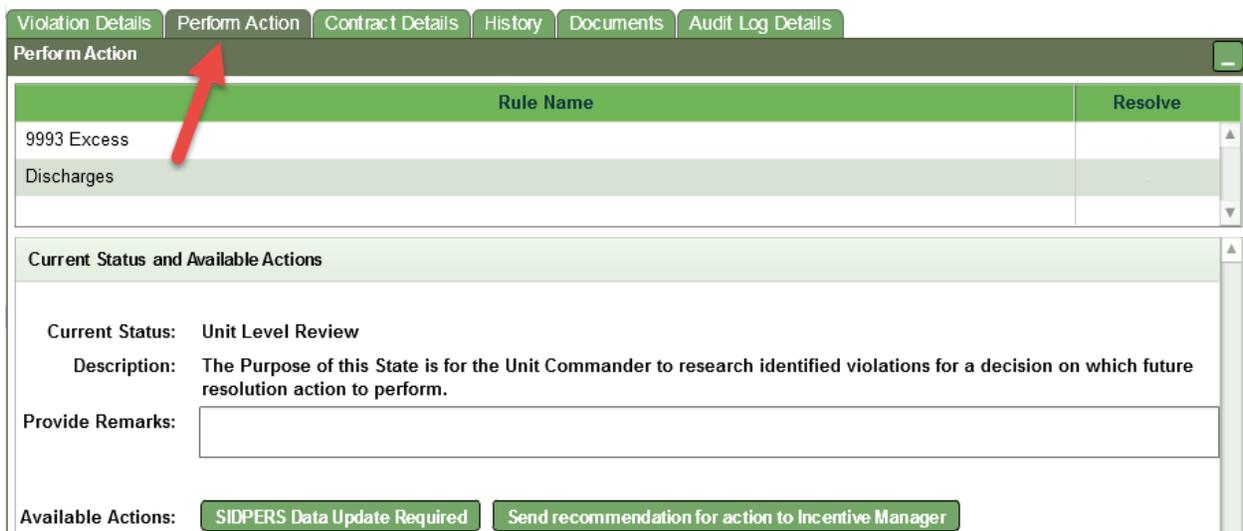
**Step 6:** Select “**Documents**” if supporting documentation is needed. If no supporting documentation is needed, please proceed to step 8.

**Step 7:** Please refer to [Uploading Document\(s\)](#) within this “How to Guide.”



Rule Name	Failed Date	File Met	Violation Level	Action Required if not Mitigated	Info
9993 Excess	20140806	X	AR 601-210	Terminate (with due process)	i
Discharges	20150725	X	DoD Instruction	Terminate (with due process)	i

**Step 8:** Select “**Perform Action**” to take further action on the Soldier’s record.



Rule Name	Resolve
9993 Excess	
Discharges	

**Current Status and Available Actions**

**Current Status:** Unit Level Review

**Description:** The Purpose of this State is for the Unit Commander to research identified violations for a decision on which future resolution action to perform.

**Provide Remarks:**

**Available Actions:** **SIDPERS Data Update Required** **Send recommendation for action to Incentive Manager**

**Step 9:** If the Soldier has a monitor rule failure due to UIC Change or MOS Change, the user will have the ability to input the UIC or MOS they requested to be reviewed by the State IM. Select “” to put in the requested new UIC or MOS. If this option is not available, move to step 11.



Rule Name	Resolve
APFT Failure	
UIC Changes (includes unauthorized TDA unit transfers)	

**Step 10:** After inputting the UIC or MOS, select “**Save and Close**”.

The screenshot shows a window titled "Rule Resolution Data" with a close button in the top right corner. Inside the window, there is a text input field labeled "Soldier New UIC (without W)". Below this field is a text area with the instruction: "Enter the MOS/UIC the Soldier has transferred to. Only enter the first 3-characters of the MOS (ex 31B), or last 5-characters of the UIC (ex XAAA). Upload the order(s) supporting the transfer under the Documents tab for this Monitor Case." At the bottom of the window, there are three buttons: "Cancel", "Save", and "Save and Close". Two red arrows are present: one pointing to the "Soldier New UIC" input field and another pointing to the "Save and Close" button.

**Step 11:** Input detailed remarks.

**Step 12:** Select one of the following:

**Request Exception To Policy** : Soldier is requesting an ETP for the violations that have been identified.

**SIDPERS Data Update Required** : Corrective action was made in SIDPERS and pending data feed into GIMS.

**Send recommendation for action to Incentive Manager** : Corrective action was made and Unit is requesting for the State IM to reevaluate the Soldier’s eligibility.

Violation Details | Perform Action | Contract Details | History | Documents | Audit Log Details

**Perform Action**

Rule Name	Resolve
APFT Failure	
UIC Changes (includes unauthorized TDA unit transfers)	

**Current Status and Available Actions**

**Current Status:** Unit Level Review

**Description:** The Purpose of this State is for the Unit Commander to research identified violations for a decision on which future resolution action to perform.

**Provide Remarks:** 705 Card uploaded along with corrected transfer orders. Excess correction submitted to SIDPERS for update.

**Available Actions:**

- Request Exception To Policy
- SIDPERS Data Update Required
- Send recommendation for action to Incentive Manager

### Section 5.1 SLRP Monitor Rules

**Step 1:** Select “.”

Command Center - Search

**Search Type**  
Soldier Search

**Saved Searches**  
Select a Saved Search

**Recent Searches**  
Select a Recent Search

**SSN**

**Step 2:** Select “LRP.”

Command Center - Management Center

- GIMS
- SRIP
- GI Bill Programs
- LRP**
- LegacyFTA
- HPI

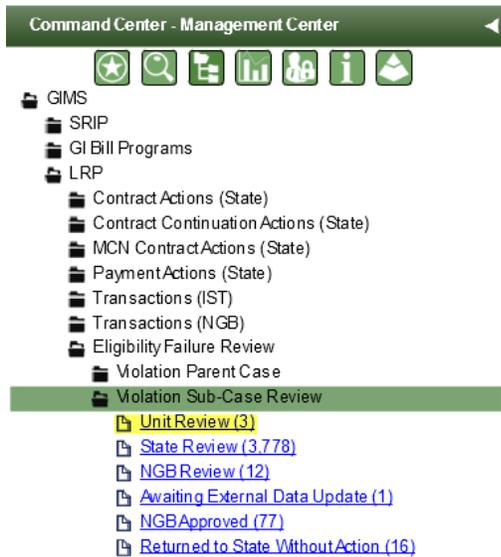
**Step 3:** Select “Eligibility Failure Review.”



**Step 4:** Select “Violation Sub-Case Review.”



**Step 5:** Select “Unit Review.”



## Guard Incentive Management System (GIMS) Unit Level How to Guide

Upon selecting “Unit Level Review,” panel 2 will populate with a list of Soldiers assigned to your UIC.

**Step 6:** Select a Soldier.

Unit State	UPC	Soldier Name	Last Four	Grade	MPC	Days in Bin	Cumulative Days in Bin	Rule Name	Control Number	Contract Start Date
KY	NG1G1	[REDACTED]	[REDACTED]	E5	E	26	26	9993 Excess	4446153	20140325
MO	VBZA0	[REDACTED]	[REDACTED]	O1	O	7	7	9993 Excess	3930414	20120907
NY	PNVB1	[REDACTED]	[REDACTED]	W1	W	1	1	09S MOS Change	4120076	20130401

Upon selecting a Soldier, panel 1 & 2 will collapse to the left and panels 3 & 4 will open.

**Step 7:** Select “**History**” tab to identify the reason(s) why the Soldier’s case is being pushed back to the Unit Level.

Rule Name	Failed Date	Run Date	Rule Met	Status	Violation Level	Action Required if not Mitigated	Info
09S MOS Change	20160109	20160112		Unit Review	DoD Instruction	Terminate (with due process)	

New MOS

Enter the MOS/UIC the Soldier has transferred to. Only enter the first 3-characters of the MOS (ex 31B), or last 5-characters of the UIC (ex XAAA). Upload the order(s) supporting the transfer under the Documents tab for this Monitor Case.

**Step 8:** Identify the reason for record being pushed back for unit level review.

User Name: [REDACTED]
Date/Time Performed: 1/11/2016 10:56:48
Action Performed: Send to Unit
Previous Work-flow State: State Review
Current Work-flow State: Unit Review
Comment: As per NGB, SM requires due process for commissioning as a WO1 with a 09S contract. Email from ESO to CW2 Seeger regarding LTR requirement sent on 10/29/15. [This action was performed using the role "Incentive Manager (IM)"]

The State IM should clarify in the remarks section what the reasoning is for the monitor rule violation being pushed to the unit level for further review.

**Step 9:** Select “**Documents**” if supporting documentation is needed. If no supporting documentation is needed, please proceed to step 12.

**Step 10:** Please refer to [Uploading Document\(s\)](#) within this “How to Guide.” Section 6.1

## Guard Incentive Management System (GIMS) Unit Level How to Guide

Perform Action Contract Details History Documents

Perform Action

Rule Name	Failed Date	Run Date	Rule Met	Status	Violation Level	Action Required if not Mitigated	Info
9993 Excess	20160120	20160112	X	Unit Review	AR 601-210	Terminate (with due process)	i

Adata update in another system may be required to resolve this violation.

**Step 11:** If the Soldier has a monitor rule failure due to UIC Change or MOS Change, the user will have the ability to input the UIC or MOS that is being requested to be reviewed by the State IM. Input the new UIC/MOS that is being requested. If this option is not available, then the violation requires a system update, move to step 12(b).

Perform Action Contract Details History Documents

Perform Action

Rule Name	Failed Date	Run Date	Rule Met	Status	Violation Level	Action Required if not Mitigated	Info
MOS Change (LRP Monitor Rule)	20160101	20160112	X	Unit Review	DoD Instruction	Terminate (with due process)	i

New MOS

Enter the MOS/UIC the Soldier has transferred to. Only enter the first 3-characters of the MOS (ex 31B), or last 5-characters of the UIC (ex XAAA). Upload the order(s) supporting the transfer under the Documents tab for this Monitor Case.

Perform Action Contract Details History Documents

Perform Action

Soldier New UIC (without W)

Enter the MOS/UIC the Soldier has transferred to. Only enter the first 3-characters of the MOS (ex 31B), or last 5-characters of the UIC (ex XAAA). Upload the order(s) supporting the transfer under the Documents tab for this Monitor Case.

**Step 12(a):** Input detailed remarks.

**Step 13(a):** Select “  ”.

Current Status and Available Actions

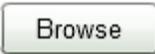
Current Status: Unit Review  
Description: Unit Review

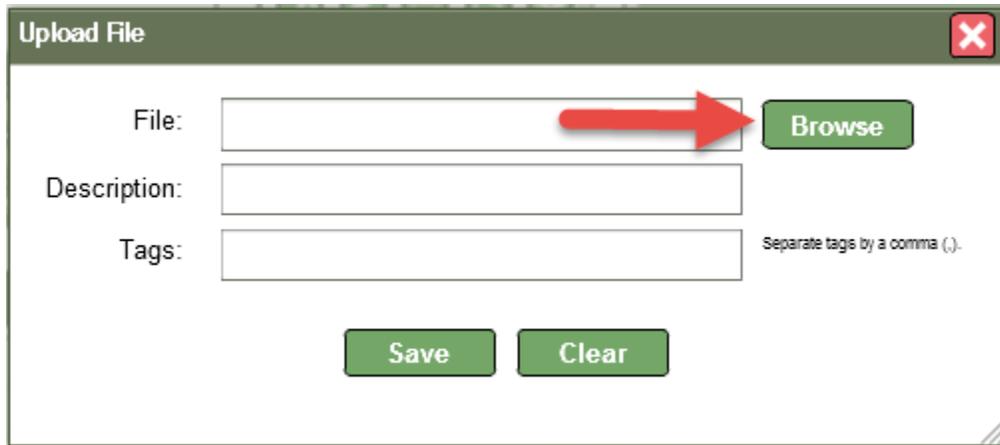
Provide Remarks: **MOS Change due to unit reorg. Supporting documents uploaded.**

Available Actions:

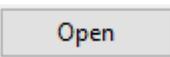
**Step 12(b):** Input detailed remarks.

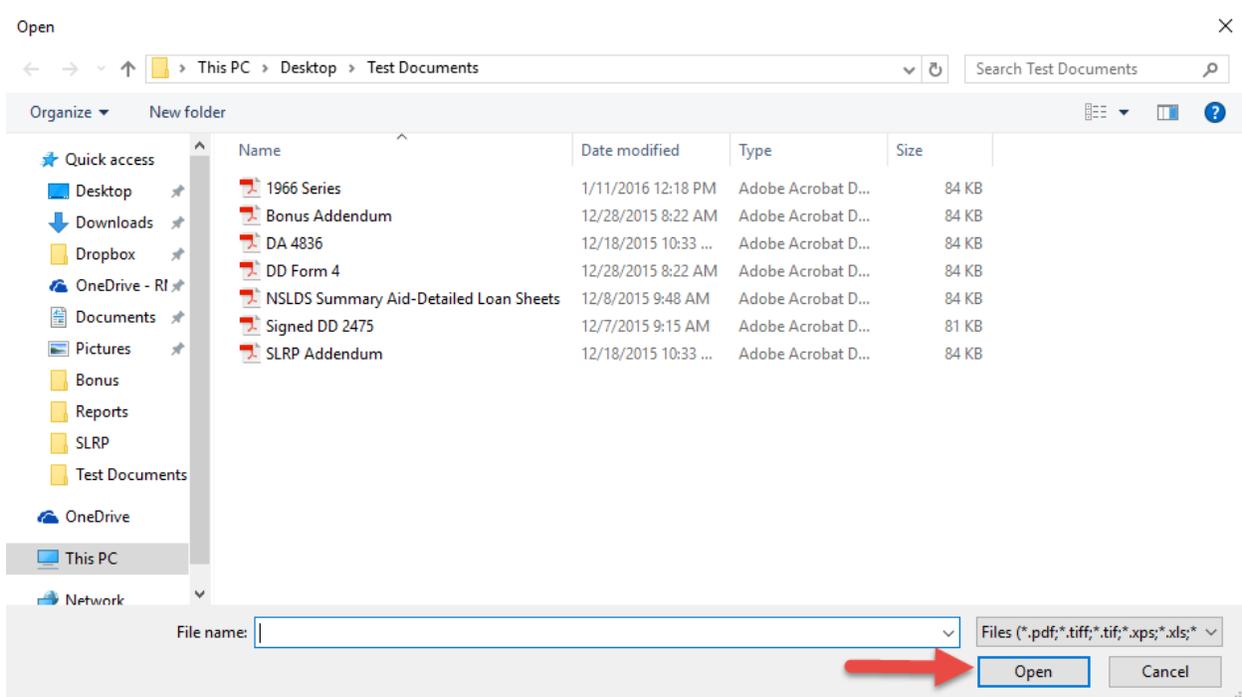


**Step 2:** Select “”.

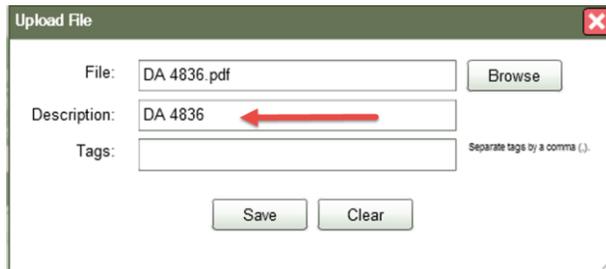


Upon selecting “Browse,” a pop up box will appear (Shown below).

**Step 3:** Select the file you wish to upload and select “”.



**Step 4:** Input a “Description” and select “”.



Upload File

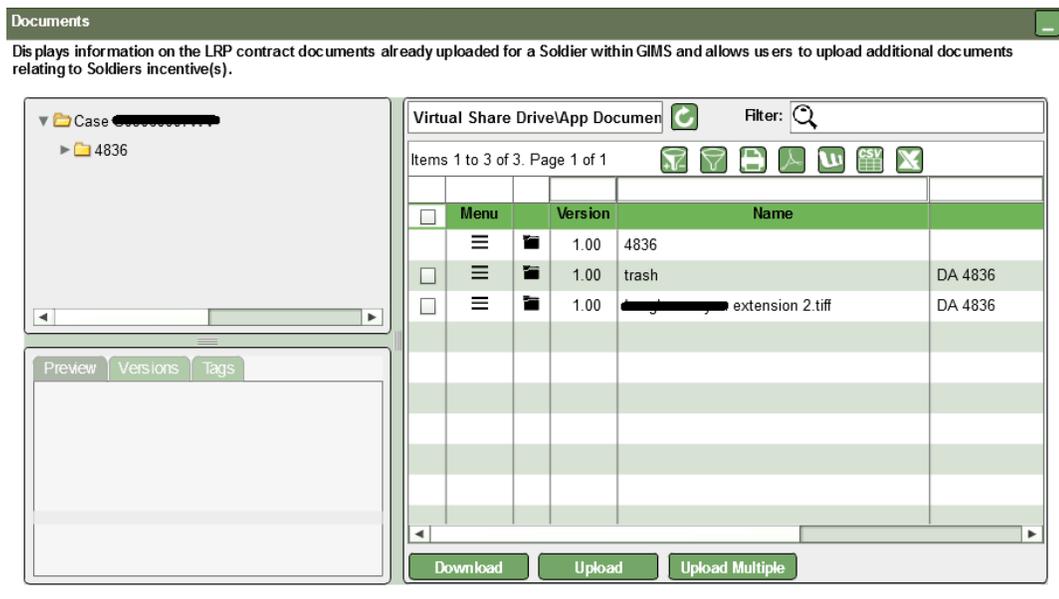
File: DA 4836.pdf Browse

Description: DA 4836

Tags: Separate tags by a comma (,).

Save Clear

Upon selecting “Save,” the document will appear in the “Document Repository.”



Documents

Displays information on the LRP contract documents already uploaded for a Soldier within GIMS and allows users to upload additional documents relating to Soldiers incentive(s).

Virtual Share Drive\App Document Filter:

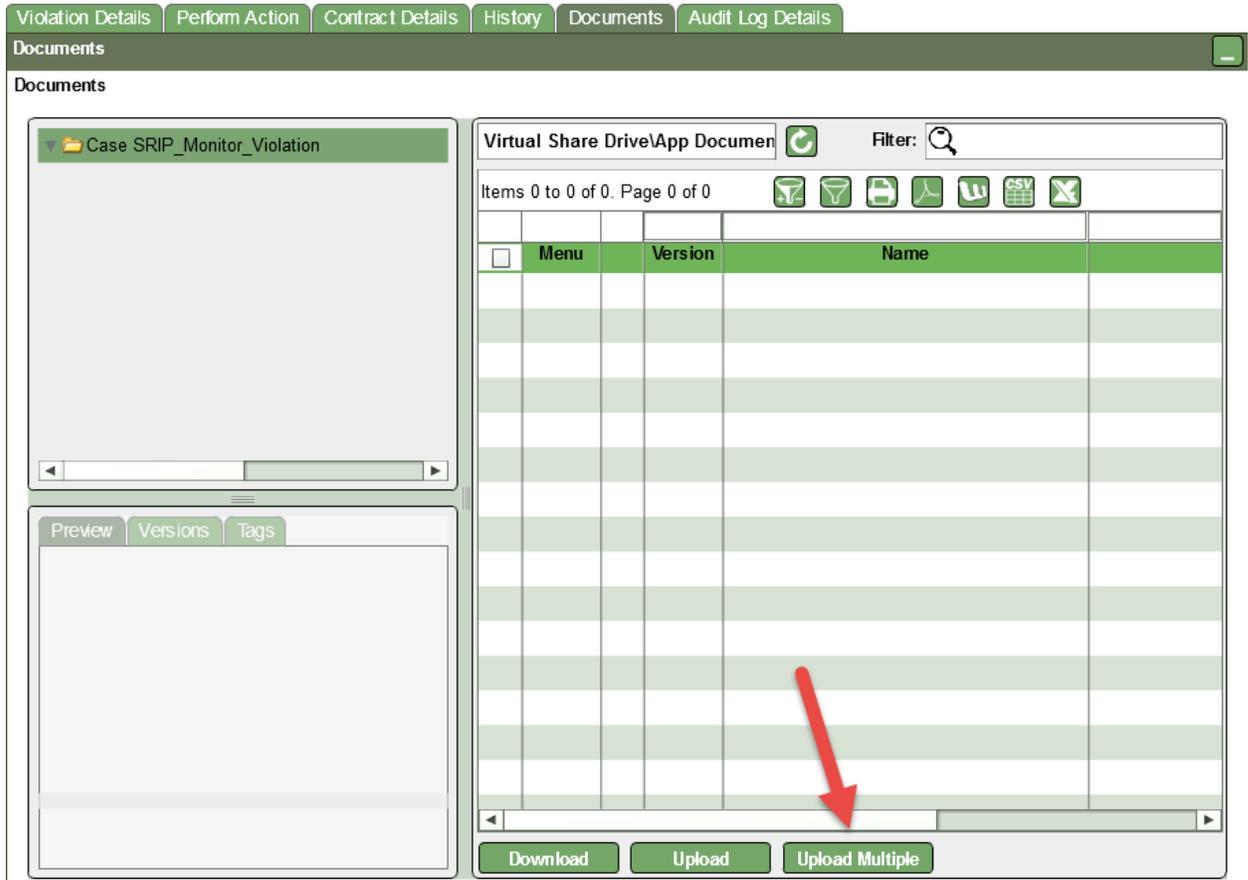
Items 1 to 3 of 3. Page 1 of 1

Menu	Version	Name	
☐	1.00	4836	
☐	1.00	trash	DA 4836
☐	1.00	extension 2.tiff	DA 4836

Download Upload Upload Multiple

## Section 6.1 Uploading Multiple Documents

**Step 1:** Select “”.

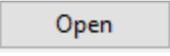


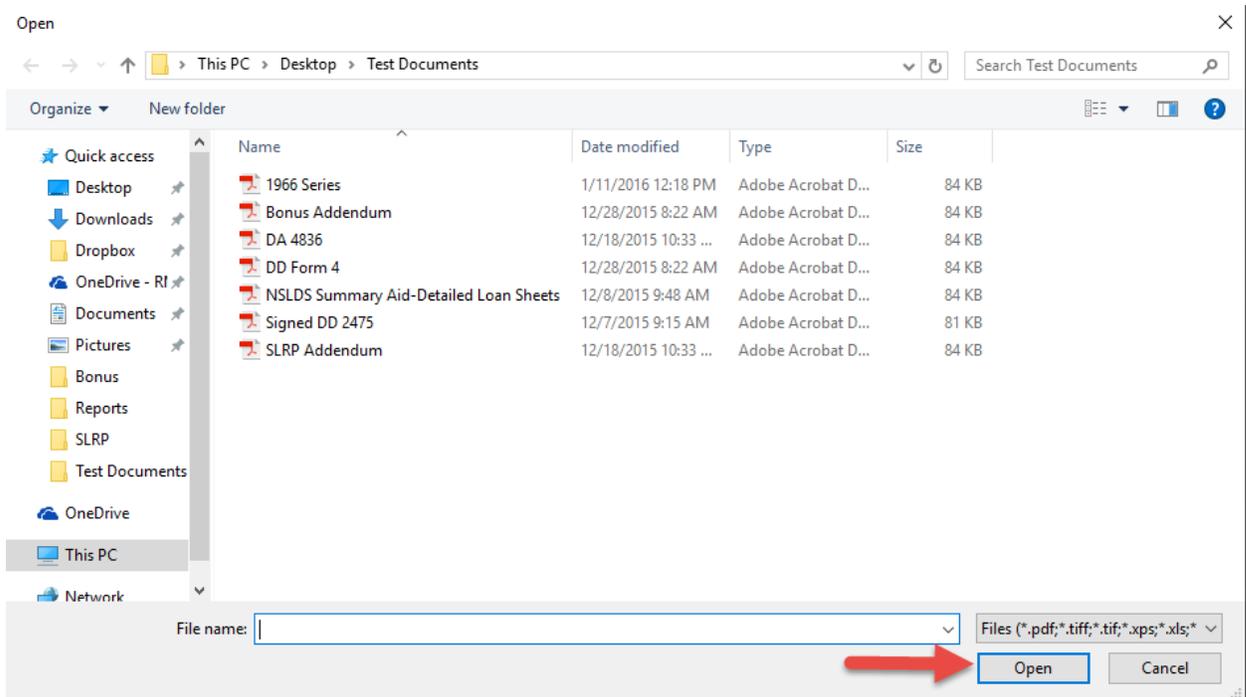
Upon selecting "Upload Multiple," a pop up box will appear (Shown below).

**Step 2:** Select "Browse..."



Upon selecting "Browse," a pop up box will appear (Shown below).

**Step 3:** In order to select multiple documents, select the files you wish to upload by holding “CTRL” on the keyboard and select the files. Select “”.

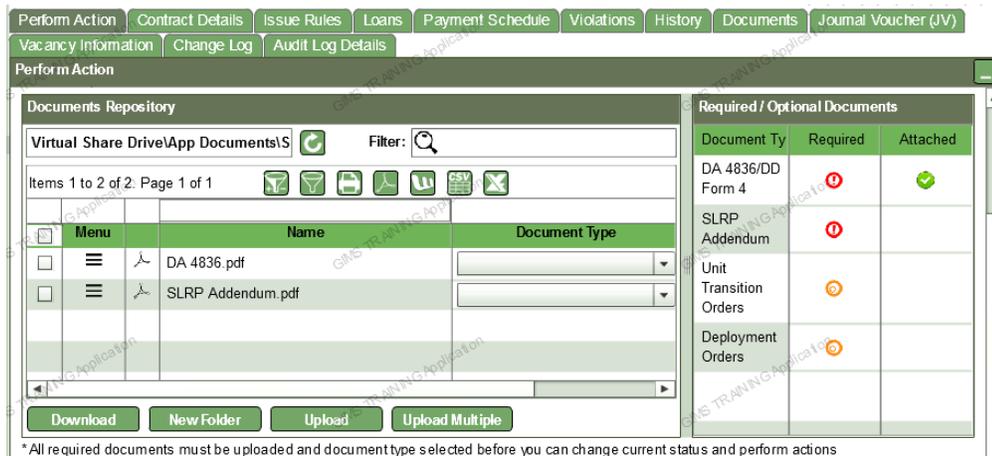


**NOTE:** The file name that you selected is what will appear as the description of the document within GIMS.

**Step 4:** Select “”.



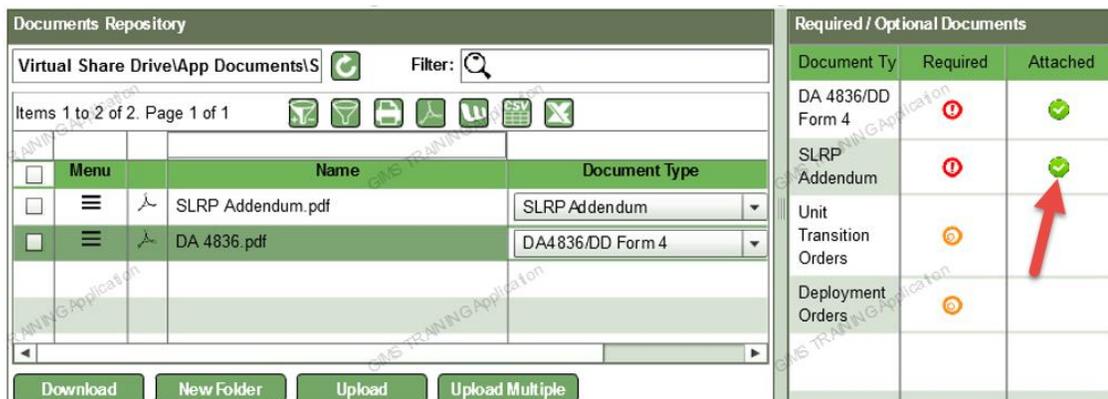
## Section 6.2 Associating Document(s)



**Step 1:** Select the drop down under “Document Type” and associate the document to the options listed in the drop down.



Once a document has been associated, a green “✅” will appear in the right column to show that the requirement for the document(s) being uploaded has been met. Failure to associate the document will result in the user not being able to move the record forward.



Once all Uploading and Associating Document(s) have been met, a pop up box will appear notifying you to click on the actions below to move forward.

## Glossary

<p><b>ACR</b> Administrative Correction Request</p> <p><b>CAC</b> Common Access Card</p> <p><b>CN</b> Control Number</p> <p><b>COOP</b> Continuity of Operations</p> <p><b>CTRL</b> Control</p> <p><b>DA</b> Department of Army</p> <p><b>DD</b> Department of Defense</p> <p><b>ETP</b> Exception to Policy</p> <p><b>ETS</b> Expired Time in Service</p> <p><b>GIMS</b> Guard Incentive Management System</p> <p><b>IM</b> Incentive Manager</p> <p><b>LRP</b> Loan Repayment Program</p> <p><b>MOS</b> Military Occupational Specialty</p> <p><b>NSLDS</b> National Student Loan Data System</p>	<p><b>RMS</b> Retention Management System</p> <p><b>SIDPERS</b> Standard Installation/Division Personnel System</p> <p><b>SLRP</b> Student Loan Repayment Program</p> <p><b>SRIP</b> Selected Reserve Incentive Program</p> <p><b>SSN</b> Social Security Number</p> <p><b>UIC</b> Unit Identification Code</p> <p><b>URL</b> Uniform Resource Locator</p>
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