

Human Resources Services Branch  
(NGGA-PER)

# **Incentives Management**

Joint Force Headquarters  
Georgia Army National Guard  
Marietta, GA  
1 October 2024

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## **Chapter 1 Overview**

### **1-1. Purpose**

This standard operating procedure (SOP) establishes procedures, polices, and responsibilities to assist commanders and full-time unit personnel in the management of incentives offered under the Select Reserve Incentive Program (SRIP).

### **1-2. References**

Required, related, and referenced publications are listed in Appendix B.

### **1-3. Incentives Objectives**

The ARNG incentives program is designed for command teams to incentivize Soldiers to remain in or join the ARNG. The program utilizes monetary, as well as student loan repayment programs. This SOP will provide a source of information and reference the duties and responsibilities associated with personnel supporting the incentives program from the unit level to state level.

### **1-4. Points of Contact**

- a. SLRP: *ng.ga.gaarnng.list.ngga-g1-pei-loans@army.mil*
- b. BONUS: *ng.ga.gaarnng.list.ngga-g1-pei-bonuses@army.mil*
- c. State Incentive Manager: (678) 569-5309

## **Chapter 2 Responsibilities**

### **2-1. General**

Successful execution of the incentives program is the responsibility of every leader within the Georgia Army National Guard (GAARNG). However, commanders and their senior enlisted leaders (SEL) have direct responsibility for the retention, education, and incentives programs within their command. Our current operating environment requires the retention of qualified personnel and understanding of the direct impact the incentive programs have on retention.

### **2-2. GAARNG Commander**

The Commander of the GAARNG will assist with the development and implementation of the Incentive management program. The Commander of the GAARNG will:

- a. Provide guidance to establish and conduct effective programs to aid in the management of incentives at every level of command.
- b. Hold unit leaders at all levels accountable for timely and accurate processing of all incentives offered under the Select Reserve Incentive Program for the corresponding fiscal year (FY).

### **2-3. Military Personnel Officer (G1)**

The G1 ensures that all policies and programs relating to incentive management are adhered to. The G1, in coordination with the State Incentive office ensures that Major Subordinate Command (MSC) Commanders are educated on the latest incentives being offered to Soldiers of the GAARNG.

### **2-4. State Incentives Team**

The State Incentives Office consists of Incentive Managers (IM) and the State Second Reviewer. Their main objective is to ensure the Soldier's eligibility for the following incentives prior to forwarding to United States Property and Fiscal Office (USPFO): Non-Prior Service Bonus (NPSB), Prior Service Bonus (PS), Reenlistment/Extension Bonus (RE), Officer/Warrant Officer Retention Bonus (ORB & WORB), Student Loan Repayment Program (SLRP), Chaplain Loan Repayment Program (CLRP) and the Blended Retirement System (BRS). The State Incentive Office will:

- a. Manage the workflow of personnel assigned to the office to ensure incentives are processed in a timely manner.
- b. Establish a training program to ensure all users of the Guard Incentive Management System (GIMS) are educated on how to use the system proficiently.
- c. Respond to all inquiries from outside parties (i.e. Inspector General, Congressional Liaison, Army Board of Military Corrections (ABCMR) advisory opinion requests).
- d. Ensure that all documentation required for processing a Soldier's incentives(s) are uploaded into GIMS and the Interactive Personnel Electronic Records Management System (iPERMS).
- e. Initiate terminations and exception to policy requests (ETP).
- f. Approve, disapprove, suspend and revalidate GIMS access for HR Professionals.
- g. Provide personnel to support all Soldier Readiness Processing (SRP) events.

h. Conduct quarterly Incentives Microsoft Teams meeting with all MACOM Career Counselors to provide updates on the incentives program.

i. Complete necessary administrative correction requests.

## **2-5. Major Subordinate Command (MSC) Commanders**

Commanders are essential in ensuring that incentive management objectives are accomplished at each echelon under their leadership. It is imperative that they partner with the State Incentives Office to ensure the timely processing and payment of incentives. The MSC Commander will:

a. At a minimum, appoint an MSC Career Counselor (MCC) that is serving on Active Duty for Operational Support (ADOS), a current member of the Active Guard Reserve (AGR) program or a Federal Technician. This appointee will be a member of the Brigade S-1 full time staff and serve as the primary point of contact on behalf of the MSC regarding incentives with the State Incentives Office. As an additional duty, an alternate MCC will be appointed to ensure continuity during times of personnel transition.

b. Ensure that each Battalion Commander appoints a Battalion Career Counselor (BCC) that is serving on Active Duty for Operational Support (ADOS) or a current member of the Active Guard Reserve (AGR) program. This appointee will be a member of the Battalion S-1 full time staff. As an additional duty an alternate Battalion Career Counselor will be appointed to ensure continuity during times of personnel transition.

c. All appointments should be completed on a memorandum for record and the corresponding role should be updated in the "GA CONTACTS" application.

## **2-6. Major Subordinate Command Career Counselors (MCCs)**

The Major Subordinate Command Career Counselor is the driving force behind a successful strength management program. Due to the nature of their positions and amount of contact and influence they have with the MSC full-time staff and Soldiers, it is imperative that they work in partnership with unit leadership, the State Incentives Office, and the Recruiting and Retention Attrition Management Team (RRAM). MCC duties and responsibilities are as follows:

a. Serve as the primary point of contact on behalf of their MSC with the State Incentive team. The MSC Career counselor will conduct individual research prior to submitting Requests for information (RFI) to the State Incentives Office.

b. Serve as the subject matter expert and primary trainer on how to properly use the Guard Incentive Management System (GIMS) for Battalion Career Counselors assigned to their MSC.

c. Action all items in the Unit Bonus Eligibility Roster to ensure timely processing of bonuses issued to Soldiers of their MSC.

d. Action all items in the Generate DD Form 2475 and Pending DD Form 2475 work bins by contacting Soldiers to provide National Student Loan Repayment Debt System (NSLDS).

e. Collaborate with the State Incentive Team to improve training aids and workshop curriculum.

f. Load all extension and incentive documents into iPERMS and the GIMS Awaiting Document(s) upload work bin.

## **2-7. Battalion Career Counselors (BCC)**

The Battalion S-1 is the driving force behind any successful battalion incentives management program. Due to the nature of their positions and amount of contact and influence they have with the battalion full-time staff and Soldiers, it is imperative that they work in partnership with unit leadership, subordinate company Readiness NCOs and the MACOM Career Counselor. The appointed BCC will:

- a. Process all incentives within their Unit Bonus Eligibility Roster (UBER) bin; request assistance from the MSC Career Counselor as needed.
- b. Action all items in the Generate DD Form 2475 and Pending DD Form 2475 work bins by contacting Soldiers to provide National Student Loan Repayment Debt System (NSLDS).
- c. Submit requests for information to the MACOM Career Counselor on behalf of Company Readiness NCOs regarding all incentive issues.
- d. Serve as the subject matter expert regarding Bonus and SLRP processing at the battalion level.
- e. Load all extension and incentive documents into iPERMS and the GIMS Awaiting Document(s) upload work bin.
- f. Ensure that subordinate units have Soldiers in possession of an incentive contract are properly slotted on the Unit Manning Report (UMR) in a duty military occupational specialty qualified (DMOSQ) position.
- g. Review exception to policy requests submitted by Soldiers assigned to the battalion prior to submission to the State Incentive Office.
- h. Ensure that all contract documents generated are uploaded into iPERMS and GIMS within 14 days of contract creation.

## **2-8. Unit Readiness NCO**

Unit Readiness NCOs are the driving force behind any successful unit incentives management program. Due to the nature of their positions and the amount of contact and influence they have with traditional Soldiers; it is imperative that they work in partnership with the BCC and unit leadership to ensure that incentives are processed in a timely manner. Readiness NCOs will:

- a. Generate the DA Form 4836 and NGB Form 600-7 Bonus Addendum/Student Loan Repayment addendum in the Retention Management System (RMS) for qualified Soldiers.
- b. Load all extension and incentive documents into iPERMS and the GIMS Awaiting Document(s) upload work bin within 14 days of contract creation.
- c. Action all items in the UBER bin, Generate DD Form 2475, and the Pending DD Form 2475 returned bin.
- d. Maintain contact with Soldiers entitled to Student Loan Repayment installments to ensure documents are submitted within 30 days of the date of entitlement (DOE).
- e. Ensure that Soldiers in possession of an incentive contract are properly slotted on the Unit Manning Report (UMR) in a duty military occupational specialty qualified (DMOSQ) position.
- f. Provide command concurrence or non-concurrence memo on behalf of Soldiers who have initiated an exception to policy request.

## **Chapter 3 Training & Initiatives**

### **3-1. Purpose**

The State Incentives Office will provide training opportunities and programs to prepare leaders in the GAARNG to efficiently manage incentives processing. Beginning with the MCC, GIMS familiarization training will be provided within 30 days of initial appointment by the MSC Commander. This training is incumbent on units to request. MCCs are responsible for ensuring that all users within their MSC receive initial training in GIMS.

### **3-2. ARNG Unit Retention NCO Course**

Soldiers assigned with the additional duty as Unit Career Counselors (UCC), BCC, or MCC, are encouraged to attend the ARNG Unit Retention NCO Course held at the Army National Guard Professional Education Center (PEC) at Camp Robinson, North Little Rock, Arkansas. This course is critical to the successful implementation of the incentives program across the state. MSC Commanders are highly encouraged to require this training for any Soldier who will manage and generate incentives contracts for their Soldiers.

### **3-3. Incentives Training Workshops**

Incentives training workshops will be provided by the State Incentives Office upon request by MSCs that have more than 10 individuals that require initial familiarization training in GIMS. The workshop will be conducted via Microsoft teams or in person at the Clay National Guard Center located in Marietta, Georgia. It is the responsibility of the MCC of the requesting unit to submit a request via email to the State Incentives distribution list at [ng.ga.gaarng.list.ngga-g1-pei-bonuses@army.mil](mailto:ng.ga.gaarng.list.ngga-g1-pei-bonuses@army.mil). Funding for travel to and from the workshop is the responsibility of the parent unit for all personnel in attendance.

### **3-4. MSC Focus Week**

The State Incentive Team will conduct direct incentive support with each MSC annually. This initiative will provide each MSC the opportunity to resolve and process any outstanding incentive issues. Each MSC will be allotted multiple days of unimpeded time to collaborate with the State Incentive Team for an in-person review of all incentives within GIMS. Each MSC will provide the MCC and a BCC to assist with the focus week in support of the entire MSC. Scheduled dates for FY25 are TBD.

### **3-5. Quarterly Incentives Call**

The State Incentive Manager will host a quarterly sync via MS Teams with all appointed MCCs to provide clarity on new guidance, policies, and address any outstanding issues or concerns from MSC representatives. The call will be held quarterly and will be mandatory for individuals appointed as the MCC for their respective MSC. In the event the MCC cannot attend the MSC S-1 will provide a member of the staff to attend.

### **3-6. GAARNG G-1 Incentives Microsoft Teams Channel**

The State Incentive team will keep the most up to date information, regulations, and trackers on the GAARNG MS TEAMS Channel. To request access to the channel, follow the link below:

<https://dod.teams.microsoft.us/j/channel/19%3adod%3a857df03febdd47ed959c120cfbe9353f%40thead.tacv2/General?groupId=baec94a0-32cf-49e9-ad83-5de4c2c5f007&tenantId=fae6d70f-954b-4811-92b6-0530d6f84c43>

## **Chapter 4 Systems**

### **4-1. Guard Incentives Management System (GIMS)**

a. GIMS is the required system of record for incentives processing. If GIMS is unavailable, manual processing will be used only at the direction of the State Incentives Office.

b. Unit Commanders are responsible for the processing of all incentives offered under the SRIP policy for the corresponding fiscal year. This responsibility may be delegated to an authorized representative (i.e. Readiness NCO, BCC, MCC).

c. To request access to GIMS users will log onto <https://smms.army.pentagon.mil> then click on the GIMS icon. Users will request access through the website by uploading a DD Form 2875 and a Command delegation memo authorizing them to process incentives on behalf of the unit Commander. Reference Appendix B for templates.

d. To complete the DD Form 2875 (SAAR), Soldiers should utilize the "GA SAAR MANAGER" application found in the Power App Catalog on Microsoft Teams. Select the "Guard Incentives Management System (GIMS)" from the "System" dropdown.

e. Roles at echelons below G-1:

(1) Unit Commander: This is the appropriate role for most users at the MSC level and below.

(2) Unit Career Counselor: This is the appropriate role for any user that is not authorized to operate as a command representative but still requires GIMS access for various actions and reporting requirements.

### **4-2. Interactive Personnel Electronic Record Management System (iPERMS)**

a. All required contract documents will be entered into iPERMS immediately following signature by the Soldier and certifying officer.

b. Re-enlistment contracts that are created through the retention management system (RMS) must be uploaded into GIMS and iPERMS to be considered a valid contract.

c. Units will have 30 days upon creation of the incentive contract to upload the signed DA Form 4836 and signed bonus addendum. Failure to appropriately upload these signed documents into GIMS and iPERMS will result in contract invalidation. This policy applies to all REB contracts, to include the Student Loan Repayment Program (SLRP) and the 79T Active Guard Reserve (AGR) REBs. Reference Appendix A (FY 25 SRIP, para

d. To request access to iPERMS log onto <https://iperms.hrc.army.mil>. Users will then submit a DD form 2875 to the appropriate unit representative in accordance with the standard operating procedure of their respective MSC.

### **4-3. Retention Management Software (RMS)**

a. RMS is the only authorized system that will be utilized for extensions that include an incentive contract. If RMS is unavailable guidance will be disseminated from the State Incentives Office to MSC representatives on how to proceed.

b. The managing proponent of RMS for the GAARNG is the Recruiting and Retention Attrition Management (RRAM) Team.

c. To request access to RMS log onto <https://smms.army.pentagon.mil> then click on the RMS icon. The



RRAM Team is the approval authority for all users requesting RMS access. The RRAM Team also serves as the approval authority for all requests for information and override requests within RMS.

## Chapter 5 Automated Incentive Processing

### 5-1. Select Reserve Incentive Program (SRIP) Payments

a. Unit Commanders or delegated representatives will be responsible for ensuring that all contracts within the Unit Bonus Eligibility Report (UBER) are submitted immediately to the State Review work bin in GIMS. It is imperative that unit representatives monitor the UBER work bin to ensure all bonuses are processed in a timely manner. It is imperative that units maintain a regular battle rhythm of checking and processing payments in their bins regularly to avoid payment delays for Soldiers.

#### b. UBER Process Steps

- (1) Users will navigate to the UBER and select individual Soldier's incentives profile
- (2) Conduct basic eligibility check of the following:
  - (a) *ACFT/APFT history*: Soldier does not have two consecutive "For Record" failures.
  - (b) *MIL TECH history*: Soldier has not been a MIL TECH for over 179 days during the contract period. Ensure the Soldier is not a dual-status permanent technician.
  - (c) *DMOS and PMOS*: Ensure the Soldier's DMOS/PMOS matches the contracted MOS.
  - (d) *Unsatisfactory Participant history*: Ensure Soldier does not have nine "U" codes in the "Unsat" tab.
  - (e) *Position information*: Ensure Soldier is not in an excess position (coded 9993 or 999E).
  - (f) *Source documents*: all source documents are CAC signed and signature dates match.
- (3) *Eligible Soldier*: The unit representative will input remarks annotating that the Soldier is eligible and submit the payment installment via the "Eligible" button.
- (4) *Ineligible Soldier*: The unit representative will input remarks annotating that the Soldier is ineligible and why. The user will select the "payment denied" button. If the payment requires temporary suspension (i.e., flagged for any reason). The user will select "cancel next payment" if the Soldier has violated the terms outlined in the FY25 SRIP that requires cancellation of the annual installment. Reference FY25 ARNG SRIP.

### 5-2. Student Loan Repayment Program (SLRP) Payments

a. Unit Commanders or delegated representatives will be responsible for monitoring the Generate DD Form 2475 bin and Pending DD Form 2475 Return bin in GIMS. The unit representative will ensure that Soldiers sign a DD Form 2475 within 45 days of the date of entitlement.

b. The only authorized signature on the DD 2475 are digital signatures with the Common Access Card (CAC) or wet signature. Digitally drawn signatures are unauthorized.

c. Soldiers will provide their unit representative with their National Student Loan Data System printouts (NSLDS) in pdf format combined into one file. This documentation will be pulled from <https://studentaid.gov> within 30 days of the scheduled date of entitlement. Once all documents are obtained, they will be uploaded into GIMS and submitted to State review for further processing. The representative that generates the SLRP contract will be responsible for the manual input of the Soldier's loans into GIMS. Reference Appendix B for examples of required documents.

d. Forfeiture of payment.

(1) Soldiers that do not submit LRP documentation within 365 days of payment entitlement will forfeit the payment for that year.

(2) All Soldiers that had a payment due prior to 1 OCT 2024 will have until 1 JAN 2025 to submit NSLDS and a signed DD 2475 or they will forfeit outstanding payments. Once payment is forfeited the Soldier will have 45 days to file an Exception to Policy Request (ETP).

e. Issuance of Student Loan Repayment Contracts

(1) Guidance Counselors at the Military Entrance Processing Stations (MEPS) are no longer required to obtain a Pre-Approval Memo from the State Incentives Office. It is the responsibility of the individual issuing the contract to verify the eligibility of the applicant.

(2) Military Entrance Processing Station ARNG Guidance Counselors and Reserve Component Career Counselors are required to verify that a National Student Loan Data System (NSLDS) document is dated within 30 days of the date of enlistment. The NSLDS document must validate at least one or more eligible loans in good standing prior to the issuance of any SLRP incentive (including but not limited to NPS/PS/09S)

(3) Unit representatives or Retention NCOs must verify that a NSLDS document is dated within 30 days of the date of extension for current ARNG members. The NSLDS document must validate at least one or more eligible loans in good standing prior to the issuance of any SLRP incentive (including but not limited to reenlistment/extension SLRP, CHLRP).

## **Chapter 6**

### **Exception to Policy Requests (ETP)**

#### **6-1. ETP Overview**

a. An ETP Request is submitted to waive the requirements of a set policy to be paid the proceedings of an incentive or to prevent a debt to the government that are deemed legal according to such policy and other applicable laws and regulations.

b. Soldiers are entitled to file an exception to policy request whenever a discrepancy is found that may terminate their contracted incentive.

c. Soldiers wishing to file an ETP must submit a signed memorandum explaining the reasoning for the exception and supporting details and documentation. If the ETP request is in response to a termination notification, the memorandum must be submitted within 45 days the post marked date of receipt of the termination notification. The memorandum will be submitted to the [ng.ga.gaarnng.list.ngga-g1-pei-bonuses@army.mil](mailto:ng.ga.gaarnng.list.ngga-g1-pei-bonuses@army.mil) for review and submission to the National Guard Bureau (NGB). Refer to Attachment 1 (Soldier ETP Request MFR Template).

d. Commanders may opt to provide a command concurrence or nonconcurrence memorandum to support the Soldier's case. This supporting document is not required, but it is recommended. Refer to Attachment 2 (Command Concurrence ETP Request MFR Template).

e. ETPs typically take 90-120 days from submission to G-1 to receive an NGB determination. Once formal determination has been received by the GAARNG, the parent unit of the requesting Soldier will receive a copy of the determination memo. The memo will be uploaded into the Soldier's iPerms and GIMS profile for historical reference.

f. Soldiers who wish to appeal the decision of the NGB ETP determination may file a case with the Army Board for Correction of Military Records at the link below:  
<https://actsonline.army.mil/gui/Login.aspx?ReturnUrl=%2f>

**Appendix A**  
**References**

1. Army National Guard Selected Reserve Incentive Program Policy for Fiscal Year 2025, (ARNG-HRZ Policy #25-01), 1 October 2024
2. AR 601-210 (Regular Army and Reserve Components Enlistment Program), 08 November 2023
3. AR 621-202 (Army Educational Incentives and Entitlements), 13 December 2023
4. NGR 600-200 (Enlisted Personnel Management), 25 March 2021

# Appendix B

## Figure list

**CUI (when filled in)**

<b>DOD EDUCATIONAL LOAN REPAYMENT PROGRAM (LRP) ANNUAL APPLICATION</b>	CONTROL NO.	LOAN PROGRAM <i>(X one)</i> <input checked="" type="checkbox"/> SELECTED RESERVE LRP <input type="checkbox"/> HEALTH PROFESSIONALS LRP <input type="checkbox"/> ACTIVE DUTY LRP	OMB No. 0704-0152 OMB approval expires: 20241231
<p><small>The public reporting burden for this collection of information, 0704-0152, 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, at whs.mc-alex.esd.mbx.dd-dod-information-collections@mail.mil. 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.</small></p> <p style="text-align: center;"><b>FORWARD YOUR FORM TO THE ADDRESS LISTED IN SECTION 1, BLOCK a.</b></p> <p style="text-align: center;"><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 Notices (SORN) for the Official Military Personnel File or Military Records Jacket.</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. Additional routine uses can be found in the applicable systems of records notices listed below.</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://dpcl.d.defense.gov/Privacy/SORNSIndex/DOD-wide-SORN-Article-View/Article/569821/f036-af-pc-cl">http://dpcl.d.defense.gov/Privacy/SORNSIndex/DOD-wide-SORN-Article-View/Article/569821/f036-af-pc-cl</a>          Army: <a href="http://dpcl.d.defense.gov/Privacy/SORNSIndex/DOD-wide-SORN-Article-View/Article/570051/a0600-8-104b-ahrc/">http://dpcl.d.defense.gov/Privacy/SORNSIndex/DOD-wide-SORN-Article-View/Article/570051/a0600-8-104b-ahrc/</a>          Army National Guard: <a href="http://dpcl.d.defense.gov/Privacy/SORNSIndex/DOD-wide-SORN-Article-View/Article/570052/a0600-8-104b-ngb/">http://dpcl.d.defense.gov/Privacy/SORNSIndex/DOD-wide-SORN-Article-View/Article/570052/a0600-8-104b-ngb/</a>          Navy: <a href="http://dpcl.d.defense.gov/Privacy/SORNSIndex/DOD-wide-SORN-Article-View/Article/570310/n01070-3/">http://dpcl.d.defense.gov/Privacy/SORNSIndex/DOD-wide-SORN-Article-View/Article/570310/n01070-3/</a>          Marine Corps: <a href="http://dpcl.d.defense.gov/Privacy/SORNSIndex/DOD-wide-SORN-Article-View/Article/570626/m01070-6/">http://dpcl.d.defense.gov/Privacy/SORNSIndex/DOD-wide-SORN-Article-View/Article/570626/m01070-6/</a></p>			
<b>1. PERSONNEL OFFICE VERIFICATION</b> <i>(To be completed by the designated personnel officer)</i>			
<b>a. FORWARD COMPLETED FORM TO THIS ADDRESS</b> <i>(Include ZIP Code)</i> 956 Atlantic Ave SE, Marietta, GA 30060 Building 555		<b>b. VERIFYING OFFICIAL.</b> I certify that this servicemember has performed satisfactorily.	
Unit representative digital or hand signature		<b>(1) NAME</b> <i>(Last, First, Middle Initial)</i> Scott, Bobbi, D	
		<b>(2) SIGNATURE</b> 	<b>(3) DATE SIGNED</b> (YYYYMMDD)
<b>2. SERVICEMEMBER DATA</b> <i>(To be completed by Servicemember or Borrower (if parent loan incurred for Servicemember's education - see instructions))</i>			
<b>(1) NAME</b> <i>(Last, First, Middle Initial)</i> Jane, Mary, J		<b>b. ADDRESS</b> <i>(Street, City, State, and ZIP Code)</i> 713 Grey field lane Atlanta, Georgia 30350	
<b>c. SOCIAL SECURITY NO.</b> 123-45-6789	<b>d. TELEPHONE NO.</b> <i>(Include Area Code)</i> 777-777-8800	I authorize the release of my financial data by lender/holder to complete entries in Section 3.	
<b>e. E-MAIL ADDRESS</b> maryjane12@aol.com		<b>f. SIGNATURE</b> 	<b>g. DATE SIGNED</b> (YYYYMMDD)

**Figure 2-1**  
DD Form 2475

[Dashboard](#) > [Aid Summary](#) > [Loan Details](#)

LOAN TYPE

## Direct Unsubsidized

UNIVERSITY OF ALABAMA AT BIRMINGHAM [REDACTED]



Loan Information as of 07/06/2020

LOAN PERIOD	SCHEDULED START OF REPAYMENT
05/11/2020 - 08/14/2020	01/01/2022
INTEREST RATE	LOAN STATUS
0.00% (fixed)	In School
	<a href="#">View loan status history</a>

### Disbursements

Disbursement Date	Amount
06/08/2020	\$5,250
<b>TOTAL AMOUNT DISBURSED</b>	<b>\$5,250</b>
	Out of \$5,250

### Contact Your Servicer

DEPT OF ED/NAVIENT

[navient.com](http://navient.com) PO BOX 740351  
 ATLANTA, GA 30348

[800-722-1300](tel:800-722-1300)

[Next Loan](#)

**Figure 2-2**  
NSLDS Detailed Loan Sheet Example

## Loan Status History

Loan Status ⓘ	Date Effective
● Forbearance (FB)	04/01/2019
● In Repayment (RP)	10/01/2017
● Forbearance (FB)	09/17/2017
● In Repayment (RP)	08/18/2017
● Forbearance (FB)	08/01/2017
● In Repayment (RP)	07/01/2017
● Forbearance (FB)	02/17/2017
● In Repayment (RP)	12/11/2016
● Grace Period (IG)	06/11/2016
● In School (IA)	09/02/2015

**Figure 2-3**  
NSLDS Loan Status History Example



Dashboard • Aid Summary

### My Aid

**LOANS**

GRANTS

[Download My Aid Data](#)

#### STUDENT AID TIP

Making payments while you are in a deferment or forbearance can save you money in interest.

### 13 Loans [View Breakdown](#)

1 Servicer | Total Original Amount Awarded: \$51,500



Loan information as of 07/06/2020

\$52,908  
Principal  
\$558  
Interest

#### HELPFUL LINKS

[Explore Repayment Options](#)

[Try Loan Simulator](#)

[Learn About Public Service Loan Forgiveness \(PSLF\)](#)

[Explore Income-Driven Repayment Options](#)

[Learn About Loan Consolidation](#)

### Loan Types

6 Subsidized Loans	\$23,196
7 Unsubsidized Loans	\$30,270
<b>TOTAL BALANCE</b>	<b>\$53,466</b>

[View Subsidized Usage](#)



### Loan Breakdown

LOANS SERVICED BY

**Figure 2-4**  
NSLDS Summary Aid Example

## GIMS OVERVIEW

### Contract Types (Required Documents for Bonus processing)

Non-Prior Bonus (NP), Non-Prior Pilot/Off-Peak Bonus (NPP), and Prior Service (PS)

- Addendum
- DD 1966
- DD 4
- Guard Annex A (NP/NPP)
- DD 214

Re-Enlistment Bonus (REB)

- Addendum
- DA 4836

Enlisted Affiliation Bonus (EAB/Prior Service)

- Addendum
- DD 4
- DD 214
- Annex A (if available)
- DA 5691

Recruiter Bonuses (REA)

- Addendum & DA 4836
- AGR Orders
- POSTA
- NGB 23B (RPAM)

This page highlights essential documents needed to process Incentives (Bonus/SLRP) offered under the SRIP Policy. It is imperative that units ensure that these key documents are uploaded into Guard Incentive Management System (GIMS) prior to submission to the Incentives Team.

**Figure 2-5**  
GIMS Informational Aid

SYSTEM AUTHORIZATION ACCESS REQUEST (SAAR)		OMB No. 0704-0630 OMB approval expires: 20250531
The public reporting burden for this collection of information, 0704-0630, is estimated to average 5 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 the burden estimate or burden reduction suggestions to the Department of Defense, Washington Headquarters Services, at whs.mc-stex.esd.mbx.dod-information-collections@mail.mil. 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.		
PRIVACY ACT STATEMENT		
AUTHORITY: Executive Order 10450; and Public Law 99-474, the Computer Fraud and Abuse Act PRINCIPAL PURPOSE(S): To record names, signatures, and other identifiers for the purpose of validating the trustworthiness of individuals requesting access to Department of Defense (DoD) systems and information. NOTE: Records may be maintained in both electronic and/or paper form ROUTINE USE(S): None DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of this request.		
TYPE OF REQUEST		DATE (YYYYMMDD)
<input type="checkbox"/> INITIAL <input type="checkbox"/> MODIFICATION <input type="checkbox"/> DEACTIVATE <input checked="" type="checkbox"/> USER ID		20240715
DOD ID number (on CAC)		
SYSTEM NAME (Platform or Applications)	LOCATION (Physical Location of System)	
Guard Incentives Management System (GIMS)	Arlington, VA	
PART I (To be completed by Requester)		
1. NAME (Last, First, Middle Initial)	2. ORGANIZATION	
	YOUR ORGANIZATION (DIV/BDE/BN)	
3. OFFICE SYMBOL/DEPARTMENT	4. PHONE (DSN or Commercial)	
INPUT UNIT OFFICE SYMBOL	YOUR OFFICE NUMBER	
5. OFFICIAL E-MAIL ADDRESS	6. JOB TITLE AND GRADE/RANK	
YOUR ENTERPRISE EMAIL ADDRESS ONLY	YOUR JOB TITLE/GRADE/RANK	
7. OFFICIAL MAILING ADDRESS	8. CITIZENSHIP	9. DESIGNATION OF PERSON
YOUR OFFICIAL WORK ADDRESS	<input checked="" type="checkbox"/> US <input type="checkbox"/> FN <input type="checkbox"/> OTHER	<input checked="" type="checkbox"/> MILITARY <input type="checkbox"/> CIVILIAN <input type="checkbox"/> CONTRACTOR
10. IA TRAINING AND AWARENESS CERTIFICATION REQUIREMENTS (Complete as required for user or functional level access.)		
<input checked="" type="checkbox"/> I have completed the Annual Cyber Awareness Training.    DATE (YYYYMMDD)		
11. USER SIGNATURE	12. DATE (YYYYMMDD)	
	20230507	
PART II ENDORSEMENT OF ACCESS BY INFORMATION OWNER, USER SUPERVISOR OR GOVERNMENT SPONSOR (If individual is a contractor - provide company name, contract number, and date of contract expiration in Block 16.)		
13. JUSTIFICATION FOR ACCESS		
Requesting access in GIMS: Current Position (i.e., URNCO, BCC, MCC, Commander, RDNCO): UIC(s) Requested: Role(s) Requested (i.e., UCC, SOCC, SECC, SR Career Counselor, Unit Commander):		
14. TYPE OF ACCESS REQUESTED		
<input checked="" type="checkbox"/> AUTHORIZED <input type="checkbox"/> PRIVILEGED		
15. USER REQUIRES ACCESS TO: <input checked="" type="checkbox"/> UNCLASSIFIED <input type="checkbox"/> CLASSIFIED (Specify category)		
<input type="checkbox"/> OTHER		
16. VERIFICATION OF NEED TO KNOW	16a. ACCESS EXPIRATION DATE (Contractors must specify Company Name, Contract Number, Expiration Date. Use Block 21 if needed.)	
<input checked="" type="checkbox"/> I certify that this user requires access as requested.		
17. SUPERVISOR'S NAME (Print Name)	17a. SUPERVISOR'S EMAIL ADDRESS	17b. PHONE NUMBER
MUST BE COMPLETED	MUST BE COMPLETED	
17c. SUPERVISOR'S ORGANIZATION/DEPARTMENT	17d. SUPERVISOR SIGNATURE	17e. DATE (YYYYMMDD)
ASSIGNED UNIT		
18. INFORMATION OWNER/OPR PHONE NUMBER	18a. INFORMATION OWNER/OPR SIGNATURE	18b. DATE (YYYYMMDD)
19. ISSO ORGANIZATION/DEPARTMENT	19b. ISSO OR APPOINTEE SIGNATURE	19c. DATE (YYYYMMDD)
19a. PHONE NUMBER		

**Figure 2-6**  
GIMS SAAR Template



DEPARTMENT OF THE ARMY  
JOINT FORCE HEADQUARTERS, LAND COMPONENT  
1000 HALSEY AVENUE SE, BLDG 447  
MARIETTA GA 30060-4277

NGGA-PES-SVC

15 August 2024

MEMORANDUM FOR RECORD

SUBJECT: Approval Authority for Incentive Payments

1. The following individuals are granted authority to submit payments in the Guard Incentive Management System (GIMS) on behalf of unit commanders. This process will occur on an "as needed" or "by exception" basis.

- a. SFC Jordan, Michael - Battalion Career Counselor
- b. SSG John, Doe – Assistant Career Counselor
- c. SGT Scott, Bobby - Battalion S-1 Clerk

2. The point of contact for this memorandum is CPT Mary Jane at (678) 569-5555 or [mary.s.jane.mil@army.mil](mailto:mary.s.jane.mil@army.mil)

MICHAEL S. JACKSON  
LTC, AG, GAARNG  
Commanding

**Figure 2-7**  
Commanders Delegation Memo

## **Glossary**

### **Section I Terms**

#### **HR Automated Systems**

Computer programs and websites utilized by HR professionals to manage or update personnel records. These include, but are not limited to: IPPS-A, iPERMS, GIMS, and RCAS.

#### **Unit Representative**

Typically, the Readiness NCO, Unit Career Counselor, Battalion Career Counselor, or Brigade Career Counselor.

#### **Unit**

The lowest level of military organization authorized a unit identification code (UIC), such as a company, troop, battery, flight, or detachment.