

INFORMATION PAPER

EAGA
2 January 2014

SUBJECT: FY14 Korea Assignment Incentive Pay (AIP) Program

1. PURPOSE: To provide information and processing guidance regarding the FY14 Korea AIP program.

2. REFERENCES:

a. Sections 201, 206, 307a, and 303a(e) of Chapter 5, Title 37 United States Code.

b. DODI 1340.26, Subject: Assignment Incentive Pay (AIP), 26 February 2013.

c. Memorandum, Office of the Deputy Chief of Staff, G-1, 24 December 2013, Subject: Korea Assignment Incentive Pay (AIP) Program.

3. DISCUSSION:

a. The Korea AIP Program is an annual program approved by Headquarters, Department of the Army G-1 (HQDA G-1). On 24 December 2013, the Director, HQDA G-1, Plans and Resources (P&R) approved the FY14 Korea AIP program which is effective 1 January 2014.

b. The AIP program provides Commanders an incentive tool to increase unit readiness by enticing high quality, high performing Soldiers assigned to Korea to extend their current tour by 12 months. Soldiers who are approved to extend their tour length through the AIP program provide stability and continuity to their unit, increasing unit readiness. By targeting specific grades and/or skill sets, this program allows Commanders to reduce unit personnel turnover in key grade/skill sets, provide predictability for Soldiers and Families, improve personnel readiness, and reduce turbulence throughout the Army. Additionally, the program increases unit readiness through a stronger US-ROK Alliance by providing more time for Leaders and Soldiers, at the appropriate levels, to cultivate strong relationships with their ROK counterparts.

c. New AIP written agreements must adhere to the policy outlined in reference [2c](#) and supersedes all previous guidance regarding the implementation and application process for Korea Assignment Incentive Pay (AIP) and payment of AIP for Korea assignments. Any approved AIP agreement in existence prior to 1 January 2014 will remain valid under its terms until the effective termination date of the agreement.

d. The current guidance applies to all officers, warrant officers, and enlisted Soldiers eligible for AIP-Korea. Updated HRC MILPER Message and Eighth Army Command Policy letters are forthcoming. This information paper contains the initial implementation and processing guidance for the FY14 Korean AIP Program.

e. Targeted Korea AIP eligibility, compensation and tour length options:

1) Eligibility & Restrictions:

(a) Open to Soldiers assigned to Korea in the grades of E-4 and above.

(b) Soldiers serving in Command Select List (CSL) positions are not eligible for AIP compensation while assigned to the CSL position. CSL Soldiers may apply but cannot receive any AIP payment of an approved AIP contract until they are reassigned from CSL position.

(c) Soldiers must be in good standing and not be under UCMJ action at time of approval and maintain good standing throughout the AIP tour.

(d) Soldiers assigned to Korea for more than 40 months at the end of their current tour are not authorized to apply for AIP.

(e) Soldiers serving on their initial assignment after graduating initial entry training or newly appointed officers are not authorized to apply for AIP.

2) Compensation:

(a) IAW Reference 2b and 2c, AIP will only be paid for the period of the extension (12 months) in either monthly installments or lump sum. Commander, Eighth Army has approved \$300 as the approved Korea AIP amount. Approved Soldiers may be paid \$300 per month at the start of the extension period or a lump sum (\$3,600) prior to the extension period upon approval of the AIP contract. This is a change from previous Korea AIP programs. Soldiers will identify which method of payment on their DA Form 4187.

(b) Soldiers are limited to a maximum 24 monthly payments (two 12-month extensions) under this program.

3) Tour Lengths:

(a) Soldiers on a 12 month tour, approved for AIP will have their DEROS extended by 12 months. The AIP Tour will be for 24 months.

(b) Soldiers on a 24 month tour, approved for AIP will have their DEROS extended by 12 months. The AIP tour will be 36 months.

f. Responsibilities:

1) Commanding General, Eighth Army:

(a) Is the Executive Agent for the Korea AIP Program and provides oversight on the management of the program.

(b) Is the approving authority for AIP, unless further delegated. Commanding General, Eighth Army may delegate down to COL/O6 level Commander (or civilian equivalent). Exceptions: CDR HHB, Eighth Army; HHB, USFK may approve contingent on approval of COL Director/Eighth Army Chief of Staff. Other exceptions are identified in paragraph 7B.

2) G1, Eighth Army:

(a) Responsible for validating funds availability for Korea AIP Program and maintaining a roster of approved AIP requests.

(b) All AIP requests will be routed through the Eighth Army G1 for processing.

(1) COL/O-6 Level Commander approves or recommends approval.

(2) BDE S-1 sends DA Form 4187 to Eighth Army G1 for processing.

(3) Eighth Army G1 validates funds available for FY14 and out years.

(4) Eighth Army G1 will forward requests to approving authorities for Soldiers assigned to a Direct Reporting Units as identified below. Once approved or denied, the approving authority will return to Eighth Army G1 for processing.

(5) Eighth G1 will forward all requests to the 176th Financial Management Support Unit (FMSU) for DFAS processing. AIP packets must have 8A G1 certification before the 176th FMSU will send to DFAS for payment.

(c) Exceptions to Policy (ETP) to eligibility criteria will be initiated by Eighth Army G1 only based on MOS/Branch readiness. Requests will be coordinated through Director, Officer Personnel Management Division or Enlisted Personnel Management Division, Human Resources Command (HRC). Additionally, ETP requests will require Eighth Army DCG-O approval prior to Eighth Army forwarding to Director, HQDA G1 Plans & Resources for final approval process.

(d) Eighth Army G1 will provide recommendations to CG, Eighth Army on any future changes to AIP amounts IAW Reference 2c in order targeting specific MOS or Skill Levels as necessary, to improve readiness.

3) The following are the approving authorities for Soldiers assigned to a Direct Reporting Unit:

(a) Special Operations Command Korea (SOCKOR): Approving authority is SOCOM, Mr. Brown, Chief, Enlisted Management Division, SOCOM (DSN 239-8227/8333), brownj@soc.mil. Approving authority may be delegated to the Commander, SOCKOR.

(b) 1st Signal Brigade: Approving authority is Network Enterprise Technology Command (NETCOM): Ms. Ferguson, Chief, Strength Management Branch, ACofS G-1, NETCOM (DSN 879-6868), marcia.ferguson@netcom.army.mil. Approving authority may be delegated to the Commander 1st Signal Brigade.

(c) 65th Medical Brigade: Approving authority is Medical Command (MEDCOM): Mr. Bean, ACofS, G-1, MEDCOM (DSN 471-8802/7820), richmond.c.bean.civ@mail.mil. Approving authority may be delegated to the Commander 65th Medical Brigade.

(d) 501st Military Intelligence Brigade: Approving authority is Intelligence and Security Command (INSCOM): Ms. Daigle, ACofS G-1, INSCOM (DSN 328-4663), cynthia.l.daigle.civ@mail.mil. Approving authority may be delegated to the Commander 501st Military Intelligence Brigade.

(e) 19th MP Battalion: Criminal Investigation Command: Mrs. Scott, Chief, Military Personnel Strength Management, ACofS G-1, CIDC (DSN 656-0347), louis.w.scot.civ@mail.mil.

(f) IMCOM Garrison: Approving authority is Installation Management Agency (IMCOM): Mr. Diaz, Chief, Military Personnel Manning, MPD IMCOM (DSN 332-7443), luis.r.diaz@hqda.army.mil. Approving authority may be delegated to the USAG Commanders COL/O6 or LTC/O5.

4) Commanders at all levels:

(a) Supervise the Korea AIP program for your command.

(b) Ensure all Soldiers requesting Korea AIP meet the eligibility requirements.

(c) Process Korea AIP requests in an expeditious manner.

(d) Provide approval/rescindment documents to Finance/S1/Soldier. For Soldiers failing to maintain the requirements, and approval authority rescinds contract, approval authority must provide documentation to cancel AIP payment. Cancellation of payment is effective the date the approval authority signed the rescindment. The rescindment will be a Memorandum of Record (MOR) which states the reason and effective date. The approval authority must provide a copy of the MOR to Eighth Army G1 to ensure proper accountability of funds.

5) Soldiers:

(a) Soldiers meeting the eligibility requirements desiring to extend their tour under Korea AIP will complete a DA Form 4187 requesting Korea AIP. The DA Form 4187 will serve as the AIP contract.

(b) Soldiers must include the following statements as part of their AIP contract:

(1) I volunteer to extend my overseas assignment in Korea for 12 months from my current Date Eligible to Return from Overseas (DEROS) and "I agree to accept AIP \$300 per month for each month of the extension period I serve in this assignment", or "I agree to accept a lump sum payment upon approval of contract".

(2) My current DEROS is (DD MMM YY) and my new DEROS under AIP will be (DD MMM YY). My current ETS is DD MMM YY (or INDEF). I arrived in Korea on DD MMM YY.

(3) I understand, if I do not extend or re-enlist to meet the service remaining requirement within 30 days of approval, my AIP will be cancelled.

(4) I understand that my current unit of assignment is not guaranteed under AIP and that I may be reassigned within the Korea Theater of Operations or worldwide based on the needs of the Army.

(5) I understand that any advanced assignment or reenlistment option I have is void upon approval of my AIP request and I must renegotiate any sequential assignment through my branch at the Human Resources Command (HRC).

(6) By signing this DA Form 4187, I understand that all AIP received will be recouped upon "Soldier Initiated Termination of AIP Contract", or upon a Soldier's AWOL or confinement status prior to completion of assignment. Curtailment of the Soldier's AIP tour, whether HRC-Initiated or otherwise, which is not due to the fault of the Soldier, will result in termination of AIP, but not recoupment.

(7) I understand that this assignment is subject to the availability of support infrastructure and "Command Sponsorship Allocations".

(8) "I currently have Command Sponsorship" or "I am not Command Sponsored".

(c) Soldiers can direct their AIP compensation into TSP. Soldiers must update their TSP allotment through MYPAY utilizing the following steps:

(1) Log into MYPAY.

(2) Select "Traditional TSP and Roth TSP".

(3) Enter the percentage Soldier wants allotted to the TSP account.

(4) Select "Save" at the bottom of the web page.

6) Unit S1s:

(a) Review Soldiers' record to ensure they meet eligibility requirements.

(b) Maintain a log of all AIP requests and status.

(c) Upon Commander approval or recommendation of approval for soldiers in DRU units submit contract to Eighth Army G1 for further processing.

(d) Upon approval authority signing the contract update AEA Code "Z" (Confirm AIP). The AEA termination date for Soldiers who commit for AIP will be equal to the Soldier's extended DEROS, and will remain on the Total Army Personnel Database (TAPDB) upon termination of AIP contract. If the contract is rescinded, the S1 will coordinate with HRC regarding AEA Codes, DEROS and follow-on assignments.

7) 176th Financial Management Support Unit will process the approved Korea AIP contract for payment.

8) HRC serves as the exception to policy approval authority. HRC retains Korea AIP approval for exceptions to policy when any one of the following apply:

(a) The Soldier is within 180 days of DEROS.

(b) The Soldier is in receipt of Assignment Instructions (AI) or has been notified of pending AI by HRC.

(c) The requested DEROS would result in the Soldier serving in excess of four consecutive years in Korea.

9) HRC OPMD (AHRC-OPF-C) retains approval authority for Foreign Area Officers (FAO).

g. Enlisted Soldiers approved for participation in the AIP program will be eligible to attend NCOES courses (TDY and return) based on the availability of school seats and Korea Theater of Operations operational requirements. AIP Soldiers who attend NCOES (TDY and return) will complete the NCOES course and return to Korea, and must have at least 6 months retainability in country prior to DEROS.

h. Curtailment of an AIP-Korea tour will only be considered as exception to policy in extraordinary cases. Any Soldier, command, or HRC-initiated curtailment requires coordination with Eighth Army G1/AG for Soldiers in Eighth Army/UNC/CFC/USFK, or the respective stovepipe headquarters for Soldiers in stovepipe units. HRC is the approval authority for all curtailments of AIP tours. The Army Command/Army Service Component Command/Direct Reporting Unit (ACOM/ASCC/DRU) retains curtailment authority for exceptional cases outlined in AR 614-30, Table 2-1.

i. Consequences of voluntary or involuntary termination of contract:

1) AIP payments will be recouped upon Soldier initiated termination of AIP contract, or upon a Soldier's AWOL or confinement status prior to completion of assignment. Curtailment of the Soldier's AIP tour, whether HRC-initiated or otherwise, which is not due to the fault of the Soldier, will result in termination of AIP, but not recoupment.

2) Soldiers who serve on a Temporary Duty assignment, to include TCS of less than 6 months (voluntary/involuntary), away from Korea will continue to receive AIP. Soldiers who volunteer for a 12-month or greater TCS in a combat zone will have their AIP stopped upon departure from Korea.

3) Ineligibility for concurrent Special Pays: Soldiers eligible for AIP-Korea may not enter into Overseas Tour Extension Incentive Program (OTEIP) for the same period of service, or be eligible for COT/ IPCOT entitlements for the same period of service.

j. AIP impact on entitlements: Hardship Duty Pay and other entitlements paid to Soldiers will not be impacted by AIP.

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