

ALARACT 121/2013

DTG: 071800Z MAY 13

THIS MESSAGE HAS BEEN TRANSMITTED BY USAITA ON BEHALF OF DA WASHINGTON DC//DAPE-MSO//

SUBJECT: ASSIGNMENT INCENTIVE PAY (AIP) PROGRAM GUIDANCE FOR CALENDAR YEAR 2013 (CY13).

1. REFERENCES:

- A. 37 U.S.C. 307A
- B. DOD INSTRUCTION 1340.26, 26 FEBRUARY 2013, SUBJECT: ASSIGNMENT INCENTIVE PAY (AIP),
- C. DOD FINANCIAL MANAGEMENT REGULATION 7000.14-R, VOL 7A, CHAPTER 15
- D. MEMORANDUM, OUSD, (P&R), 21 SEPTEMBER 2011, SUBJECT: ASSIGNMENT INCENTIVE PAY (AIP) PILOT PROGRAM FOR FY12
- E. MEMORANDUM, USD, (P&R), 23 AUGUST 2012, SUBJECT: EXTENSION OF ASSIGNMENT INCENTIVE PAY PILOT PROGRAM THROUGH FISCAL YEAR 2013
- F. MEMORANDUM, HQDA, DAPE-PR, 7 DECEMBER 2012, SUBJECT: CONTINUANCE OF ASSIGNMENT INCENTIVE PAY (AIP) PROGRAMS FOR 2013
- G. MEMORANDUM, HQDA, DAPE-PR, 7 DECEMBER 2012, SUBJECT: CMF 18 ASSIGNMENT INCENTIVE PAY (AIP) RESTRUCTURE (CORRECTED COPY)
- H. MEMORANDUM, HQDA, DAPE-PR, 7 JANUARY 2013, SUBJECT: ASSIGNMENT INCENTIVE PAY (AIP) RESTRUCTURE FOR ARMY SPECIAL OPERATIONS AVIATION (ARSOA) UNITS
- I. MEMORANDUM, HQDA, DAPE-PR, 8 JANUARY 2013, SUBJECT: ASSIGNMENT INCENTIVE PAY (AIP) PROGRAM TERMINATION DATES FOR 2013
- J. MEMORANDUM, HQDA, DAPE-PR, 12 APRIL 2013, SUBJECT: ASSIGNMENT INCENTIVE PAY (AIP) PROGRAM APPROVAL AUTHORITIES
- K. ALARACT MESSAGE 141/2012, DAPE-MPE, 24 MAY 2012, SUBJECT: DEPLOYMENT EXTENSION INCENTIVE PAY (DEIP) PROGRAM

2. THIS IS A TWO-PART MESSAGE:

- A. PART I: PROVIDES PROGRAM MANAGEMENT GUIDANCE FOR COMMANDERS, PROGRAM MANAGERS, AND FINANCE OFFICES.
- B. PART II: PROVIDES BROAD POLICY GUIDANCE FOR EACH AIP PROGRAM.

3. THIS MESSAGE EXPIRES 31 DECEMBER 2013

PART I: PROGRAM MANAGEMENT GUIDANCE FOR COMMANDERS, PROGRAM MANAGERS, AND FINANCE OFFICES

1. GENERAL PROGRAM GUIDANCE:

- A. THE PURPOSE OF AIP IS TO PROVIDE AN ADDITIONAL MONETARY INCENTIVE IN THE ASSIGNMENT PROCESS TO ENCOURAGE MEMBERS TO VOLUNTEER FOR DIFFICULT-TO-FILL, OR LESS DESIRABLE ASSIGNMENTS, ASSIGNMENT LOCATIONS, OR CERTAIN ASSIGNMENT PERIODS. THE ARMY NEVER INTENDED TO USE AIP AS AN ENDURING ENTITLEMENT TO GAIN EQUITY AMONG THE SERVICES, REWARD PERFORMANCE, OR SUPPLEMENT BASIC AND/OR OTHER INCENTIVE PAYS FOR SPECIALIZED SKILLS.
- B. COMMANDERS/PROGRAM MANAGERS MUST TAKE IMMEDIATE ACTION TO BRING THEIR PROGRAMS IN COMPLIANCE WITH THE GUIDANCE LISTED IN THIS MESSAGE.
- C. AIP AGREEMENTS ARE REQUIRED AS OUTLINED BELOW; HOWEVER, ANY COMMANDER IN A SOLDIER'S CHAIN OF COMMAND WHO FEELS AN EXTENSION IS NOT IN THE BEST INTEREST OF THE ARMY MAY DISAPPROVE THE SOLDIER'S REQUEST TO

EXTEND THEIR TOUR.

D. AIP PAYMENTS START ON THE EFFECTIVE DATE OF THE AGREEMENT.

E. AIP PAYMENTS STOP UNDER THE FOLLOWING CONDITIONS:

1) SOLDIER INITIATED TERMINATION OF AN AIP CONTRACT.

2) SOLDIER IS NO LONGER ELIGIBLE, QUALIFIED, OR WILLING TO PERFORM THE REQUIRED DUTIES OF THE BILLET/POSITION DESIGNATED AND APPROVED FOR AIP.

3) SOLDIER IS REASSIGNED DUTIES IN ANOTHER FUNCTIONAL AREA (FA), AREA OF CONCENTRATION (AOC), SKILL IDENTIFIER (SI), CAREER MANAGEMENT FIELD (CMF), MILITARY OCCUPATIONAL SPECIALTY (MOS), SPECIAL QUALIFICATION IDENTIFIER (SQI), OR ADDITIONAL SKILL IDENTIFIER (ASI), NOT APPROVED FOR AIP.

4) SOLDIER IS ABSENT WITHOUT LEAVE (AWOL), CONFINED, ON TERMINAL LEAVE, DISCHARGED, OR RELEASE FROM ACTIVE DUTY.

5) SOLDIER IS REMOVED, VOLUNTARILY OR INVOLUNTARILY, FROM THE BILLET/POSITION DESIGNATED AND APPROVED FOR AIP, OR THEIR OFFICIAL DUTIES ARE TERMINATED.

6) SOLDIER IS PROMOTED, OR REDUCED TO A GRADE, WHICH IS NOT APPROVED FOR AIP. IF AIP IS AUTHORIZED AT THE NEW GRADE, A NEW WRITTEN AGREEMENT MUST BE SIGNED PRIOR TO PAYING AIP AT THE NEW RATE.

F. FINANCE OFFICES WILL RECOUP UNEARNED AIP PAYMENTS FOR SOLDIERS IAW WITH THE CONDITIONS OF PART I, SUBPARAGRAPH 1E ABOVE.

G. AIP RATES WILL NOT BE INCREASED WITHOUT A NEW WRITTEN AGREEMENT, WHICH EXTENDS THE SOLDIER'S TOUR, OR SERVICE REMAINING REQUIREMENT.

H. AIP IS PAID IN MONTHLY INCREMENTS IN THE AMOUNTS AUTHORIZED FOR EACH PROGRAM. LUMP SUM OR OTHER FORMS OF INSTALLMENT PAYMENTS ARE NOT AUTHORIZED UNLESS OTHERWISE NOTED UNDER EACH PROGRAM. THE MONTHLY PAY SHALL BE PRORATED FOR PARTIAL MONTHS SERVED, EXCEPT AS MAY BE NOTED UNDER EACH PROGRAM.

I. SOLDIERS ARE NOT AUTHORIZED TO APPLY FOR AIP AND RECEIVE OVERSEAS TOUR EXTENSION INCENTIVE PROGRAM (OTEIP) BENEFITS. IF A SOLDIER IS INADVERTENTLY APPROVED FOR AIP AND OTEIP BENEFITS, THE COMMANDER WILL TERMINATE THE AIP CONTRACT AND THE SERVICING FINANCE OFFICE WILL PROCESS A COLLECTION ACTION TO RECOUP THE AIP PAYMENTS

J. SOLDIERS ARE NOT AUTHORIZED TO RECEIVE MORE THAN ONE AIP SIMULTANEOUSLY FOR THE SAME PERIOD OF SERVICE. IF A SOLDIER IS ELIGIBLE FOR MORE THAN ONE AIP, HE OR SHE WILL RECEIVE THE HIGHER OF THESE AMOUNTS. ANY INDIVIDUAL AIP AGREEMENT IN EXISTENCE BEFORE 26 FEBRUARY 2013 WILL REMAIN VALID UNDER ITS TERMS UNTIL ITS EFFECTIVE TERMINATION DATE.

K. RESERVE COMPONENT MEMBERS ARE NOT AUTHORIZED AIP FOR ASSIGNMENTS AT THEIR PERMANENT DUTY STATION.

L. AIP PAYMENTS WILL NOT TRANSFER FROM ONE ASSIGNED DUTY LOCATION OR POSITION TO ANOTHER UNLESS THE NEW DUTY LOCATION OR POSITION IS ELIGIBLE FOR AN ESTABLISHED AIP PROGRAM.

2. REPORTING GUIDANCE FOR COMMANDERS AND PROGRAM MANAGERS:

RECENT QUERIES TO FIELD PROGRAM MANAGERS ABOUT AIP PROGRAM IMPLEMENTATION PLANS AND BUSINESS PROCESSES HAVE YIELDED MIXED RESULTS. THEREFORE, TO SUPPORT ARMY AUDIT READINESS DIRECTIVES, IT IS NECESSARY TO INCREASE THE MANAGEMENT CONTROL OF THE PROGRAM. THE FOLLOWING INFORMATION IS REQUIRED BY THE SUSPENSE DATES LISTED; MOREOVER, IF THE COMMANDER AND PROGRAM MANAGER FAIL TO PROVIDE THE INFORMATION OUTLINED BELOW BY THE SUSPENSE DATE, THEIR RESPECTIVE AIP PROGRAM WILL BE SUSPENDED UNTIL THE COMMANDER AND PROGRAM MANAGER PROVIDE THE

REQUIRED INFORMATION.

A. IMPLEMENTATION PLAN (SUSPENSE: 31 MAY 2013): IMPLEMENTATION PLANS WILL INCLUDE THE FOLLOWING INFORMATION:

- 1) A PROCESS FLOW, WHICH VISUALLY DOCUMENTS THE STEPS IN THE AIP REQUEST AND APPROVAL PROCESS, TO INCLUDE ALL INPUTS, OR REQUESTS FOR INFORMATION, PRODUCTS, OR ANY OTHER DELIVERABLE; THE PROCEDURAL STEPS TO SATISFY THAT REQUEST; AND THE OUTPUT, OR DELIVERABLE, THAT IS GENERATED BY THE INPUT.
- 2) PROCESS NARRATIVE, WHICH DESCRIBES IN DETAIL EACH STEP LISTED IN THE PROCESS FLOW. PROCESS NARRATIVES WILL ADDRESS AUTOMATED SYSTEMS, DOCUMENTS, AND PUBLICATIONS REQUIRED IN ORDER TO COMPLETE THE PROCESS.
- 3) RISK ASSESSMENT AND CONTROL WORKSHEET THAT DOCUMENTS PROCESS RISKS AND THE ASSOCIATED CONTROL ACTIVITIES (MANUAL AND AUTOMATED) USED TO DETECT, MITIGATE, AND/OR PREVENT FRAUD, WASTE, AND ABUSE.
- 4) DOCUMENT STORAGE SOLUTION, WHICH OUTLINES THE STORAGE OF ALL SUPPORTING AND KEY SUPPORTING DOCUMENTS USED TO PROCESS THE SOLDIER'S AIP PACKET. DOCUMENTS MUST BE READILY AVAILABLE FOR EXAMINATION BY AUDITORS AND/OR OTHER REPRESENTATIVES OF THE DEPARTMENT OF THE ARMY FOR A PERIOD OF NOT LESS THAN SIX (6) YEARS AND THREE (3) MONTHS.

NOTE: FOR THE PURPOSE OF THIS MESSAGE, "READILY AVAILABLE" IS DEFINED AS BEING ABLE TO RETRIEVE AND PRESENT THE DOCUMENTS TO AUDITORS AND/OR OTHER REPRESENTATIVES OF THE DEPARTMENT OF THE ARMY WITHIN 3 WORKING DAYS.

5) INTERNAL CONTROL EVALUATION TEST QUESTIONS IAW AR 11-2 (MANAGERS' INTERNAL CONTROL PROGRAM), DESIGNED TO DETERMINE WHETHER KEY INTERNAL CONTROLS ARE IN PLACE AND OPERATING AS INTENDED.

6) COPIES OF ALL GUIDANCE ISSUED BY PROGRAM MANAGERS TO SUBORDINATE FIELD LEVELS.

B. QUARTERLY REPORTS (SUSPENSE DATES: 15 MAY 2013 [1ST & 2ND QTR], 15 JUL 2013 [3RD QTR], AND 15 OCT 2013 [4TH QTR]): PROGRAM MANAGERS WILL SUBMIT A QUARTERLY REPORT TO THE POC LISTED BELOW NLT 10 WORKING DAYS AFTER A QUARTER ENDS. QUARTERLY REPORTS WILL INCLUDE SOLDIERS' NAME, RANK, AIP AMOUNT, AIP START/TERMINATION DATE, AGREEMENT END DATE, MOS, AND DUTY POSITION.

C. ANNUAL REPORT (SUSPENSE DATE: 15 OCTOBER 2013): ANNUAL REPORTS WILL BE A ROLL UP OF EACH QUARTERLY REPORT; HOWEVER, IT WILL ALSO INCLUDE INFORMATION ON ALL SOLDIERS APPROVED IN PREVIOUS YEARS WHO ARE CURRENTLY RECEIVING AIP.

D. JUSTIFICATION PACKET (SUSPENSE DATE: 15 JULY 2013): ANNUALLY, COMMANDERS AND PROGRAM MANAGERS WILL PROVIDE THE CHIEF, DCS G-1 COMPENSATION AND ENTITLEMENTS A JUSTIFICATION PACKET REQUESTING THE CONTINUED USE OF AIP BEYOND CY2013. PACKETS MUST INCLUDE DETAILED PROGRAM OBJECTIVES, WHICH DESCRIBE AN EXPECTED END STATE CONSISTENT WITH THE PURPOSE OF THE AIP PROGRAM AND PERFORMANCE METRICS, WHICH MEASURES THE PROGRAM'S ACCOMPLISHMENTS AGAINST THE STATED PROGRAM OBJECTIVES. MOREOVER, PACKETS MUST INCLUDE ALL ASSOCIATED DATA USED TO MEASURE THE EFFECTIVENESS OF THE AIP PROGRAM AND A LISTING OF POSITIONS/BILLETS CURRENTLY RECEIVING AIP. A GENERAL OFFICER/CIVILIAN EQUIVALENT (SES) MUST ENDORSE THE JUSTIFICATION PACKET REQUEST TO CONTINUE THE USE OF AIP BEYOND CY13.

3. MANAGEMENT AND INTERNAL CONTROL GUIDANCE:

A. IAW AR 11-2, PARA 1-5; COMMANDERS AND PROGRAM MANAGER WILL ESTABLISH

INTERNAL CONTROLS TO PROVIDE REASONABLE ASSURANCE THAT AIP PAYMENTS ARE IN COMPLIANCE WITH APPLICABLE LAWS AND ARE SAFEGUARDED AGAINST WASTE, LOSS, UNAUTHORIZED USE, OR MISAPPROPRIATION. ADDITIONALLY, COMMANDERS AND PROGRAM MANAGERS MUST PROPERLY RECORD AND ACCOUNT FOR ALL PROGRAM EXPENDITURES; AND ENSURE THEIR RESPECTIVE AIP PROGRAM IS EFFICIENTLY AND EFFECTIVELY CARRIED OUT ACCORDING TO THE APPLICABLE LAW AND MANAGEMENT POLICY.

B. ESTABLISHMENT AND REVIEW OF PERFORMANCE MEASURES AND INDICATORS: COMMANDER AND PROGRAM MANAGERS WILL ESTABLISH AND MONITOR PERFORMANCE MEASURES AND INDICATORS, WHICH COMPARE ACTUAL PERFORMANCE TO PLANNED OR EXPECTED RESULTS OF THEIR AIP PROGRAM.

C. SEGREGATION OF DUTIES: COMMANDERS AND PROGRAM MANAGERS MUST SEGREGATE KEY DUTIES AND RESPONSIBILITIES AMONG DIFFERENT PEOPLE TO REDUCE THE RISK OF ERROR OR FRAUD. THIS WILL INCLUDE SEPARATING THE RESPONSIBILITIES FOR AUTHORIZING TRANSACTIONS, PROCESSING AND RECORDING THEM, REVIEWING THE TRANSACTIONS, AND HANDLING ANY RELATED ASSETS. NO ONE INDIVIDUAL WILL CONTROL ALL KEY ASPECTS OF A PROCESS.

D. DOCUMENT STORAGE: EACH QUARTER THE CHIEF, G-1 COMPENSATION AND ENTITLEMENTS WILL REVIEW 10 PERCENT OF THE KEY FINANCE AND PERSONNEL (I.E., PAY-AFFECTING) DOCUMENTS THAT SUPPORT AIP PROGRAM PAYMENTS. THEREFORE, COMMANDERS AND PROGRAM MANAGERS WILL MAINTAIN A LEGIBLE COPY OF ALL AIP PROGRAM SUPPORTING DOCUMENTS IN SUCH A MANNER THEY ARE READILY AVAILABLE FOR EXAMINATION BY AUDITORS AND/OR OTHER REPRESENTATIVES OF THE DEPARTMENT OF THE ARMY FOR A PERIOD OF NOT LESS THAN SIX (6) YEARS AND THREE (3) MONTHS FROM THE TERMINATION DATE OF THE AIP PAYMENT.

PART II: INDIVIDUAL PROGRAM GUIDANCE

1. KOREA AIP PROGRAM:

A. THERE ARE THREE CATEGORIES OF ASSIGNMENTS ELIGIBLE FOR THIS PROGRAM. THE CATEGORIES ARE:

- 1) SOLDIERS WHO VOLUNTEER FOR A 36-MONTH INITIAL ASSIGNMENT TO PYEONGTAEK, OSAN, DAEGU, CHINHAE, OR SEOUL. AGREEMENTS FOR THIS CATEGORY BECOME EFFECTIVE ON THE DATE OF ARRIVAL TO THE ASSIGNMENT.
- 2) SOLDIERS WHO VOLUNTEER FOR A 24-MONTH INITIAL ASSIGNMENT TO UIJONGBU, OR DONGDUCHEON. AGREEMENTS FOR THIS CATEGORY BECOME EFFECTIVE ON THE DATE OF ARRIVAL TO THE ASSIGNMENT.
- 3) SOLDIERS WHO ACCEPT AN INITIAL TOUR TO KOREA IN ANY LOCATION AND LATER ELECT TO EXTEND THEIR ASSIGNMENT LENGTH FOR 12 OR 24 MONTHS. AGREEMENTS FOR THIS CATEGORY BECOME EFFECTIVE UPON COMMENCEMENT OF THE TOUR WITH AN EXTENSION AGREEMENT, OR ENTERING THE EXTENSION, WHICHEVER IS EARLIER.

B. A WRITTEN AGREEMENT THAT CLEARLY IDENTIFIES THE EXTENDED TOUR LENGTH AND AIP RATE IS REQUIRED.

C. APPROVED SOLDIERS MAY BE PAID \$300 PER MONTH BEGINNING ON THE EFFECTIVE DATE OF THE AGREEMENT.

D. **THE APPROVAL AUTHORITY FOR THIS PROGRAM IS THE FIRST FIELD GRADE OFFICER IN THE SOLDIER'S CHAIN OF COMMAND, UNLESS ONE OF THE FOLLOWING APPLIES:**

- 1) IF A SOLDIER INITIATES THE AIP APPLICATION AFTER A REQUEST FOR ORDERS/ASSIGNMENT INSTRUCTIONS HAVE BEEN ISSUED. THESE APPLICATIONS WILL BE TREATED/PROCESSED AS AN EXCEPTION TO POLICY. THE APPROVAL AUTHORITY IS THE COMMANDER, U.S. ARMY HUMAN RESOURCES COMMAND (HRC) WHO MAY FURTHER DELEGATE THIS AUTHORITY IN WRITING TO THE APPROPRIATE BRANCH CHIEFS (COMMISSIONED OFFICER OR CIVILIAN EQUIVALENT). REQUESTS WILL BE

FORWARDED TO HRC WITH APPROPRIATE COMMAND LEVEL ENDORSEMENT. REQUEST FOR OFFICER PERSONNEL WILL BE TRANSMITTED VIA ELECTRONIC MAIL TO, USARMY.KNOX.HRC.MBX.OPMD-OPD-PCS-POLICY@MAIL.MIL, AND ENLISTED PERSONNEL, USARMY.KNOX.HRC.MBX.EPMD-PSA-BRANCH@MAIL.MIL. FINAL DISPOSITION WILL BE RETURNED TO APPROPRIATE PROGRAM MANAGER FOR ACTION AND STORAGE IAW PART I, PARAGRAPH 3D.

2) IF THE SOLDIER IS ASSIGNED TO A DIRECT REPORTING UNIT (I.E NETCOM); THE APPROVAL AUTHORITY WILL BE DETERMINED BY THE DRU COMMANDER. THE DRU COMMANDER MAY DELEGATE THE APPROVAL AUTHORITY, IN WRITING, TO ANY FIELD GRADE OFFICER IN THEIR COMMAND.

2. VOLUNTARY EXTENSION IN IRAQ, AFGHANISTAN, OR CERTAIN THEATER UNITS AIP PROGRAM:

A. SUBJECT TO SUBPARAGRAPH 2.A.1 AND 2.A.2 BELOW, SOLDIERS WHO AGREE TO SERVE BEYOND 12 MONTHS BOOTS ON GROUND (BOG) IN IRAQ (INCLUDING KUWAIT STAGING AREAS), AFGHANISTAN, AND CERTAIN THEATER UNITS MAY BE PAID AIP IF THEY AGREE TO SERVE UP TO 12 ADDITIONAL MONTHS. FOR THE PURPOSE OF THIS MESSAGE, CERTAIN THEATER UNITS ARE UNITS THAT ROUTINELY CONDUCT OPERATIONS IN, OR SUPPORT UNITS IN IRAQ OR AFGHANISTAN, BUT ARE NOT BASED IN IRAQ OR AFGHANISTAN. THE FOLLOWING SOLDIERS MAY APPLY FOR AIP:

1) ACTIVE COMPONENT SOLDIERS: SOLDIERS ASSIGNED TO POSITIONS, OR UNITS IN ECHELONS ABOVE BRIGADE WHO ARE NOT SUBJECT TO UNIT ROTATIONS, TO INCLUDE TRANSITION TEAMS. SOLDIERS MUST AGREE TO VOLUNTEER TO CONTINUE TO SERVE BEYOND THEIR 12 MONTH BOG OR 12 MONTHS OUT OF THE PREVIOUS 15 MONTHS BOG IN IRAQ (INCLUDING KUWAIT STAGING TIME), AFGHANISTAN, OR CERTAIN THEATER UNITS.

2) RESERVE COMPONENT SOLDIERS: SOLDIERS WHO VOLUNTEER TO SERVE AN EXTENDED TOUR UP TO 12 ADDITIONAL MONTHS OR TO BE REASSIGNED TO ANOTHER UNIT UPON COMPLETION OF A 12 MONTH BOG IN IRAQ, AFGHANISTAN, OR CERTAIN THEATER UNITS FOR UP TO 12 ADDITIONAL CONSECUTIVE MONTHS WILL BE OFFERED AIP. NATIONAL GUARD SOLDIERS MAY EXTEND ONLY WITH THE CONSENT OF THEIR RESPECTIVE GOVERNOR.

B. A WRITTEN AGREEMENT THAT CLEARLY IDENTIFIES THE EXTENDED TOUR LENGTH AND AIP RATE IS REQUIRED.

C. APPROVED SOLDIERS MAY BE PAID \$300 PER MONTH FOR AN EXTENSION OF 3 MONTHS OR LESS. SOLDIERS WHO AGREE TO EXTEND FOR MORE THAN 3 MONTHS MAY BE PAID \$500 PER MONTH. AGREEMENTS BECOME EFFECTIVE ON THE FIRST DAY OF THE EXTENSION.

D. THE APPROVAL AUTHORITY FOR THIS PROGRAM IS THE ARCENT, G1, WHICH MAY BE FURTHER DELEGATED IN WRITING TO THE FIRST O6 COMMANDER IN THE CHAIN OF COMMAND. IF A SOLDIER INITIATES AN APPLICATION AFTER A REQUEST FOR ORDERS/ASSIGNMENT INSTRUCTIONS HAVE BEEN ISSUED, THESE APPLICATIONS WILL BE TREATED/PROCESSED AS AN EXCEPTION TO POLICY. THE APPROVAL AUTHORITY IS THE COMMANDER, HRC WHO MAY FURTHER DELEGATE THIS AUTHORITY IN WRITING TO THE APPROPRIATE BRANCH CHIEFS (COMMISSIONED OFFICER OR CIVILIAN EQUIVALENT). REQUESTS WILL BE FORWARDED TO HRC WITH APPROPRIATE COMMAND LEVEL ENDORSEMENT. REQUEST FOR OFFICER PERSONNEL WILL BE TRANSMITTED VIA ELECTRONIC MAIL TO, USARMY.KNOX.HRC.MBX.OPMD-OPD-PCS-POLICY@MAIL.MIL, AND ENLISTED PERSONNEL, USARMY.KNOX.HRC.MBX.EPMD-PSA-BRANCH@MAIL.MIL. FINAL DISPOSITION WILL BE RETURNED TO APPROPRIATE PROGRAM MANAGER FOR ACTION AND STORAGE IAW PART I, PARAGRAPH 3D.

E. THE APPROVAL AUTHORITY FOR CERTAIN THEATER UNIT STATUS IS THE ARCENT

COMMANDER; THIS AUTHORITY WILL NOT BE FURTHER DELEGATED.

3. INVOLUNTARY EXTENSIONS IN IRAQ, AFGHANISTAN, OR CERTAIN THEATER UNITS PROGRAM

A. ACTIVE AND RESERVE COMPONENT SOLDIERS DEPLOYED TO IRAQ (TO INCLUDE STAGING TIME IN KUWAIT), AFGHANISTAN, OR CERTAIN THEATER UNITS, WHO HAVE BEEN INVOLUNTARILY EXTENDED BY THE SECRETARY OF DEFENSE BEYOND 12 CONSECUTIVE MONTHS BOG OR 12 MONTHS WITHIN A 15 MONTH PERIOD (365 DAYS OF 450 DAYS), ARE ENTITLED TO AIP. FOR THE PURPOSE OF THIS PROGRAM, CERTAIN THEATER UNITS ARE DEFINED AS THOSE UNITS THAT ROUTINELY CONDUCT OPERATIONS OR SUPPORT UNITS THAT CONDUCT OPERATIONS IN IRAQ OR AFGHANISTAN BUT ARE NOT BASED IN IRAQ OR AFGHANISTAN.

B. SOLDIERS WILL BE PROVIDED A WRITTEN STATEMENT SPECIFYING THE PERIOD OF THE APPROVED INVOLUNTARY EXTENSION FOR WHICH THE AIP WILL BE PAID.

C. THE RATE OF AIP IS \$1,000 FOR EACH MONTH OR PORTION OF A MONTH SERVED LONGER THAN 12 MONTHS BOG. PAYMENT WILL NOT BE PRORATED FOR PARTIAL MONTHS, BUT RATHER WILL BE PAID IN FULL FOR ANY PARTIAL MONTH OF QUALIFICATION. THIS IS AN EXCEPTION TO THE USUAL PRACTICE OF PRORATING AIP.

D. THE APPROVAL AUTHORITY FOR CERTAIN THEATER UNIT STATUS IS THE ARCENT COMMANDER; THIS AUTHORITY WILL NOT BE FURTHER DELEGATED.

4. EXPLOSIVE ORDNANCE DISPOSAL (EOD) AIP PROGRAM:

A. SOLDIERS IN THE MILITARY OCCUPATIONAL SPECIALTY (MOS) OF 89D, MOS 00Z, OR ACCESSION MOS 89D WHO GRADUATE FROM THE NAVAL SCHOOL EXPLOSIVE ORDNANCE DISPOSAL (NAVSCHOLEOD) WITH AT LEAST 12 MONTHS REMAINING IN SERVICE, WHO AGREE TO SERVE 12 TO 36 MONTHS ASSIGNED TO AN EOD BILLET, WHILE PERFORMING EOD DUTIES MAY APPLY FOR AIP. ARMY NATIONAL GUARD AND ARMY RESERVE 89D SOLDIERS WHO MEET THE ELIGIBILITY CRITERIA LISTED ABOVE WILL RECEIVE A PRORATED AIP AMOUNT BASED ON THEIR DRILLING STATUS.

B. A WRITTEN AGREEMENT THAT CLEARLY IDENTIFIES THE TOUR LENGTH AND AIP RATE IS REQUIRED.

C. THE MONTHLY PAYMENT OF AIP IS DETERMINED BY PAY GRADE AND TIME ACCREDITED TO WORKING THE EOD FIELD UPON GRADUATION FROM THE NAVSCHOLEOD. AIP IS PAID IN MONTHLY AMOUNTS IAW TABLE 15-1 OF REFERENCE C ABOVE. AGREEMENTS BECOME EFFECTIVE ON THE DATE THE FIRST FIELD GRADE OFFICER IN THE CHAIN OF COMMAND SIGNS THE AGREEMENT.

D. THE APPROVAL AUTHORITY FOR THIS PROGRAM IS THE FIRST FIELD GRADE OFFICER IN THE SOLDIER'S CHAIN OF COMMAND.

5. MILITARY OCCUPATIONAL SPECIALTY (MOS) 09L INTERPRETER TRANSLATOR PROGRAM

A. ARMY RESERVE AND NATIONAL GUARD MEMBERS WHO ARE QUALIFIED IN MOS 09L WHO AGREE TO EXTEND THEIR TOURS OF SERVICE BEYOND 12-MONTHS BOG MAY APPLY FOR AIP.

B. A WRITTEN AGREEMENT THAT CLEARLY IDENTIFIES THE TOUR LENGTH AND AIP RATE IS REQUIRED.

C. THE RATE OF AIP IS \$1,500 FOR EACH MONTH SERVED LONGER THAN 12-MONTHS BOG. AGREEMENTS BECOME EFFECTIVE ON THE FIRST DAY OF THE EXTENSION.

D. THE APPROVAL AUTHORITY FOR THIS PROGRAM IS THE FIRST FIELD GRADE OFFICER IN THE SOLDIER'S CHAIN OF COMMAND.

6. DEPLOYMENT EXTENSION STABILIZATION PAY (DESP) INCENTIVE PROGRAM

A. ARMY NATIONAL GUARD SOLDIERS IN GRADES E3 TO E8, W01 TO CW3, AND O-2 TO O-4, WHO ARE ASSIGNED, OR REASSIGNED TO UNITS MOBILIZING, AND WHO VOLUNTARILY AGREE TO EXTEND THEIR SERVICE WITHIN 365 DAYS TO THE DAY PRIOR

TO THE UNIT'S MOBILIZATION DATE MAY APPLY FOR AIP. AGREEMENTS MUST BE FOR AN ADDITIONAL 12 TO 21 MONTHS OF SERVICE, WHICH MUST INCLUDE 365 DAYS OF VOLUNTARY MOBILIZATION/DEPLOYMENT, PLUS 90 DAYS FOR POST-MOBILIZATION REINTEGRATION, WHICHEVER IS GREATER.

B. A WRITTEN AGREEMENT THAT CLEARLY IDENTIFIES THE TOUR LENGTH AND AIP RATE IS REQUIRED.

C. APPROVED SOLDIERS WILL BE PAID MONTHLY, NOT TO EXCEED 12 MONTHS, AT A RATE UP TO \$500 FOR EACH MONTH AFTER THE MOBILIZATION DATE.

D. THE APPROVAL AUTHORITY FOR THIS PROGRAM IS THE FIRST FIELD GRADE OFFICER IN THE SOLDIER'S CHAIN OF COMMAND.

7. DEPLOYMENT EXTENSION INCENTIVE PAY (DEIP) PROGRAM

A. IAW REFERENCE K. LISTED ABOVE, AIP APPROVAL AUTHORITIES ARE NOT AUTHORIZED TO APPROVE NEW DEIP AIP CONTRACTS AFTER 31 DECEMBER 2012.

B. EXISTING AGREEMENTS UNDER THE DEIP AIP PROGRAM WILL BE PAID IAW THE TERMS OF THE EXISTING WRITTEN AGREEMENT SIGNED ON, OR BEFORE 31 DECEMBER 2012.

8. ASYMMETRIC WARFARE GROUP (AWG) INCENTIVE PROGRAM

A. ALL SOLDIERS ASSIGNED TO AN AWG BILLET FOR A PERIOD OF 12 TO 36 MONTHS MAY APPLY FOR AIP.

B. A WRITTEN AGREEMENT THAT CLEARLY IDENTIFIES THE TOUR LENGTH AND AIP RATE IS REQUIRED.

C. THE RATE OF AIP IS \$400 FOR AN ASSIGNMENT OF 12 TO 36 MONTHS IN AN AWG BILLET. AGREEMENTS BECOME EFFECTIVE ON THE FIRST DAY OF THE ASSIGNMENT.

D. THE APPROVAL AUTHORITY IS FOR THIS PROGRAM IS THE AWG COMMANDER.

9. 780TH MILITARY INTELLIGENCE (MI) BRIGADE INCENTIVE PROGRAM

A. ENLISTED PERSONNEL, WARRANT OFFICERS, AND COMMISSIONED OFFICERS WHO VOLUNTEER TO SERVE IN AN OPERATOR BILLET FOR 36 MONTHS ARE ELIGIBLE TO RECEIVE AIP.

B. A WRITTEN AGREEMENT THAT CLEARLY IDENTIFIES THE TOUR LENGTH AND AIP RATE IS REQUIRED.

C. THE RATE OF AIP IS \$300 FOR A 36 MONTH ASSIGNMENT. AGREEMENTS BECOME EFFECTIVE ON THE FIRST DAY OF THE ASSIGNMENT.

D. THE APPROVAL AUTHORITY IS FOR THIS PROGRAM IS THE 780TH MI BRIGADE COMMANDER.

10. ARMY SPECIAL OPERATIONS AVIATION AIP PROGRAM

A. THERE ARE TWO (2) CATEGORIES OF ASSIGNMENTS ELIGIBLE FOR THIS PROGRAM. THE CATEGORIES ARE:

1. INITIAL ASSIGNMENT: AVIATION WARRANT OFFICERS WHO VOLUNTEER FOR DUTY WITH THE 160TH SOAR, SUCCESSFULLY COMPLETE "GREEN PLATOON" TRAINING, AND HAVE A MILITARY OCCUPATIONAL SPECIALTY (MOS) OF 152C, 153E, OR 154E ARE ELIGIBLE, PROVIDED THEY AGREE TO SERVE WITH THE 160TH SOAR FOR A MINIMUM 48 MONTH ASSIGNMENT.

2. ASSIGNMENT CONTINUATION: AVIATION WARRANT OFFICERS WITH 21 YEARS OF ACTIVE FEDERAL SERVICE OR MORE WHO ARE ASSIGNED TO THE 160TH SOAR AND HAVE AN MOS OF 152C, 153E, OR 154E AND ARSOA AVIATORS (ASI K4) ASSIGNED TO HQ, ARSOAC BILLETS ARE ELIGIBLE, PROVIDED THEY EXECUTE A WRITTEN AGREEMENT TO SERVE AN ADDITIONAL 24 MONTH ASSIGNMENT IN AN AIP APPROVED BILLET WITH THE 160TH SOAR, OR HQ, ARSOAC.

B. A WRITTEN AGREEMENT THAT CLEARLY IDENTIFIES THE TOUR LENGTH AND AIP RATE IS REQUIRED.

C. AVIATION WARRANT OFFICERS SERVING ON AN INITIAL ASSIGNMENT OF NOT LESS

THAN 48 MONTHS WITH THE 160TH SOAR MAY BE PAID A ONE-TIME LUMP SUM PAYMENT OF \$10,000. AVIATION WARRANT OFFICERS SERVING ON A SUBSEQUENT ASSIGNMENT (ASSIGNMENT CONTINUATION) OF NOT LESS THAN 24 MONTHS IN THE 160TH SOAR OR HQ, ARSOAC MAY BE PAID \$1,000 PER MONTH. AGREEMENTS BECOME EFFECTIVE ON THE FIRST DAY OF THE EXTENSION.

D. THE APPROVAL AUTHORITY FOR THIS PROGRAM IS THE BATTALION COMMANDER (OR FIRST O-5 IN THE CHAIN OF COMMAND).

11. CMF 18, E9 MFP-11 USASOC BILLETS

A. SOLDIERS ASSIGNED IN MFP-11 BILLETS LISTED IN SUBPARA 1) THROUGH 6) BELOW MAY BE PAID AIP AT THE RATE LISTED:

1) CMF 18 SGM WITH AT LEAST 25 YEARS OF ACTIVE FEDERAL SERVICE (AFS) AND LESS THAN 28 YEARS OF AFS MAY BE PAID AIP AT A MONTHLY RATE OF \$500.

2) CMF 18 BATTALION CSM WITH AT LEAST 25 YEARS OF AFS AND LESS THAN 30 YEARS AFS MAY BE PAID AIP AT A MONTHLY RATE OF \$750.

3) CMF 18 SGM IN A VALID E9 POSITION WITH AT LEAST 25 YEARS AFS AND LESS THAN 30 YEARS AFS, WHO RATED BY AN O6 IN A VALID O6 POSITION MAY BE PAID AIP AT A MONTHLY RATE OF \$750.

4) CMF 18 GROUP/BRIGADE CSM WITH AT LEAST 25 YEARS AFS AND LESS THAN 32 YEARS AFS MAY BE PAID AIP AT A MONTHLY RATE OF \$1,000.

5) CMF 18 NOMINATIVE SGM WITH AT LEAST 25 YEARS AFS AND LESS THAN 32 YEARS AFS, WHO IS RATED BY A GENERAL/FLAG OFFICER MAY BE PAID AIP AT A MONTHLY RATE OF \$1,000.

6) CMF 18 NOMINATIVE CSM WITH AT LEAST 25 YEARS AFS THROUGH 35 YEARS AFS "IF OTHERWISE QUALIFIED," OR AGE 62, WHICHEVER OCCURS FIRST, MAY BE PAID AIP AT A MONTHLY RATE OF \$1,250.

B. A WRITTEN AGREEMENT THAT CLEARLY IDENTIFIES THE TOUR LENGTH AND AIP RATE IS REQUIRED.

C. PAYMENT FOR THE AIP WILL START WHEN THE SOLDIER BEGINS SERVING ON AND CONTINUES THROUGH THE END OF THE TOUR, SUBJECT TO THE CONDITIONS LISTED IN PART I, PARAGRAPH 1.E, LISTED ABOVE.

D. THE APPROVAL AUTHORITY FOR THIS PROGRAM IS THE USASOC DEPUTY CHIEF OF STAFF G-1. THIS AUTHORITY WILL NOT BE FURTHER DELEGATED.

12. SPECIAL MISSION UNITS (SMU) AIP PROGRAM

A. ENLISTED PERSONNEL AND WARRANT OFFICERS SERVING IN A SMU OPERATOR BILLET MAY APPLY FOR AIP.

B. SOLDIERS MUST SIGN A WRITTEN AGREEMENT TO SERVE 1 TO 3 YEARS IN A SMU OPERATOR ASSIGNMENT.

C. SOLDIERS WITH LESS THAN 3 YEARS OF SERVICE IN A SMU OPERATOR BILLET MAY BE PAID \$750 PER MONTH. SOLDIERS WITH 3 YEARS OR MORE SERVICE IN A SMU OPERATOR BILLET MAY BE PAID \$1,000.

D. THE APPROVAL AUTHORITY FOR THIS PROGRAM IS THE USASOC DEPUTY CHIEF OF STAFF G-1. THIS AUTHORITY WILL NOT BE FURTHER DELEGATED.

13. JOINT SPECIAL OPERATIONS COMMAND (JSOC) PROGRAM

A. ENLISTED PERSONNEL AND WARRANT OFFICERS SERVING IN A SMU OPERATOR BILLET MAY APPLY FOR AIP.

B. SOLDIERS MUST SIGN A WRITTEN AGREEMENT TO SERVE 12 TO 36 MONTHS IN A SMU OPERATOR ASSIGNMENT.

C. SOLDIERS WITH LESS THAN 3 YEARS OF SERVICE IN A SMU OPERATOR BILLET MAY BE PAID \$750 PER MONTH. SOLDIERS WITH 3 YEARS OR MORE SERVICE IN A SMU OPERATOR BILLET MAY BE PAID \$1,000.

D. THE APPROVAL AUTHORITY FOR THIS PROGRAM IS THE FIRST FIELD GRADE OFFICER

IN THE SOLDIER'S CHAIN OF COMMAND.

14. POC THIS MESSAGE IS MR. JD RILEY, DAPE-PRC, COM 703-571-7117, OR
JD.RILEY@US.ARMY.MIL

15. EXPIRATION DATE CANNOT BE DETERMINED