

DOCUMENT RESUME

00668 - [A1051831]

[Need for Improved Reports for Monitoring Military Bonus Program]. FPCD-77-34; B-160096. March 31, 1977. 11 pp. + enclosures (9 pp.).

Report to Rep. Melvin Price, Chairman, House Committee on Armed Services; by Elmer B. Staats, Comptroller General.

Issue Area: Personnel Management and Compensation (300).

Contact: Federal Personnel and Compensation Div.

Budget Function: National Defense: Military Assistance (052);

National Defense: Department of Defense - Military (except procurement & contracts) (051).

Organization Concerned: Department of Defense.

Congressional Relevance: House Committee on Armed Services;

Senate Committee on Armed Services.

Authority: Armed Forces Enlisted Personnel Bonus Revision Act of 1974 (P.L. 93-277). H. Rept. 93-857.

As a result of an earlier GAO report, the House Committee on Armed Services (the Committee) directed the Department of Defense (DOD) to submit semiannual reports on its bonus programs in an effort to insure that the services would do their utmost to eliminate wasteful practices and administer the programs as intended. GAO now believes that certain changes in the structure of these reports could improve their usefulness in monitoring both the administration of the bonus authority and the bonuses' effect on solving attraction and retention problems in critical skills. Findings/Conclusions: Current report information (format 1) on the number and skills of members who received bonuses is not sufficient to evaluate the bonuses' effect on solving attraction and retention problems in critical skills. Information on the number and skill of bonus recipients serving outside their bonus skills (format 2) does not show whether the data reported is significant in relation to the total bonus recipients on active duty. The Committee did not request DOD to report the number of bonus recipients who received involuntary discharges or the amount of their unearned bonuses. The substantial length of the current reports makes it difficult to use them to monitor the bonuses' effect on solving attraction and retention problems in critical skills. Current reporting periods are not in concurrence with established data collection cycles. Recommendations: Format 1 should show: the total enlistments and reenlistments achieved in each critical skill; the funded enlistment and reenlistment bonus goals; and the number and amount of all enlistment bonuses committed and reenlistment bonuses paid. Bonus program achievements should be viewed in the light of the bonus costs. Report format 2 should distinguish among: recipients improperly assigned and serving outside their bonus skills; recipients reclassified due to normal career progression; and recipients serving in approved comparable skills. Future reports should include all recipients

discharged prior to completion of their obligated bonus service. The report should include a highlights section summarizing the most significant information and the report cycle should be adjusted to coincide with the Federal fiscal year so that the reported program results can be reconciled with other program information. The Committee should instruct DOD to evaluate each service's data collection and reporting procedures to insure that the above criteria will be met. (QH)

00668



COMPTROLLER GENERAL OF THE UNITED STATES  
WASHINGTON, D.C. 20548

B-160096

MAR 31 1977

The Honorable Melvin Price  
Chairman, Committee on Armed Services  
House of Representatives

Dear Mr. Chairman:

The Committee will soon be considering legislation proposed by the Department of Defense to make permanent the authority to pay enlisted personnel bonuses. The authority for these bonuses expires June 30, 1977; however, H.R. 583, which proposes to extend the authority to September 30, 1978, was passed by the House of Representatives February 8, 1977.

Since the enlisted personnel bonus program was authorized June 1, 1974, the Committee has used semiannual bonus reports by the Department of Defense to monitor the bonus program's progress. We believe that certain changes in the report's structure could improve its usefulness in monitoring both the administration of the bonus authority and the bonuses' effect on solving attraction and retention problems in critical skills.

BACKGROUND

Public Law 93-277, the Armed Forces Enlisted Personnel Bonus Revision Act of 1974, approved May 10, 1974, authorizes the Department of Defense to pay enlistment and reenlistment bonuses to enlisted personnel on a selective basis in order to fill critical and shortage skills in the armed services. By May 31, 1976, the services had awarded 95,600 bonuses. Bonus payments through fiscal year 1975 totaled about \$188.5 million. This amount, plus projected bonus payments through fiscal year 1977, will total about \$541.3 million.

The objective of the enlistment bonus, limited to \$3,000, is to increase the number of initial enlistments in critical and shortage skills. The Secretary of Defense has the authority to determine critical skills. Currently, only the Army and Marine Corps pay enlistment bonuses in combat arms and highly technical skills.

To be eligible for the bonus, an individual must meet the following requirements:

--Be a high school graduate or have successfully completed the General Educational Development program. 1/

--Be classified as mental category group I, II, or III.

--Enlist for the purpose of qualifying and serving in a bonus skill for at least 4 years.

The member begins receiving his bonus upon successful completion of his bonus skill training.

The selective reenlistment bonus is intended to increase reenlistments in critical skills that have retention levels insufficient to adequately staff the career force. Bonuses are limited to \$12,000, except for certain nuclear trained and qualified enlisted members of the Navy who may receive up to \$15,000.

The reenlistment bonus is designed to offer a financial incentive at any point between 21 months and 10 years of active service. Two reenlistment periods have been established, Zone A and Zone B. Zone A includes reenlistments occurring between 21 months and 6 years of service. Reenlistment during this period is considered the first career decision point for an enlistee and receives the major emphasis of the selective reenlistment bonus program. Zone B includes reenlistments between 6 and 10 years of service.

Service personnel must meet the following conditions to be eligible for the bonus:

--Be serving on active duty in pay grade E-3 or higher.

--Be qualified and serving in a critical skill.

--Reenlist within 3 months after the date of discharge or release from active duty.

--Reenlist for at least 3 years.

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1/In January 1976, the Army announced that effective June 1, 1976 personnel certified by the General Educational Development program would no longer be eligible for the enlistment bonus.

NEED TO IMPROVE REPORTS FOR MONITORING  
ENLISTED PERSONNEL BONUS PROGRAMS

Prior to the enactment of Public Law 93-277, GAO reported to the House Committee on Armed Services concerning the use of variable reenlistment bonus recipients in non-bonus skills and unsuccessful service attempts to recoup unearned bonuses. As a result, the Committee notified the Department of Defense that it intended to monitor use of the expanded bonus authority on a careful and continuing basis. To assure that the services would do their utmost to eliminate wasteful practices and administer the bonus incentive programs as intended, the Committee directed the Department of Defense, in House Report 93-857, to submit semiannual reports showing

"\* \* \* the number and skill of members of the armed forces who received enlistment or reenlistment bonuses during the reporting period; the number and skill of personnel serving outside the skill for which a bonus was paid; the number and skill of personnel who, for any means, did not complete the enlistment or reenlistment for which the bonus was paid and for which recoupment action has been required, including the uncollected amount of bonus and the type of discharge for the persons involved."

As currently structured, the bonus report presents most of the requested data in three formats corresponding to the three areas of Committee interest. We believe the report should be restructured according to the formats proposed herein.

Number and skill of bonus recipients

Format 1 in the current report lists the number and skill of members who received enlistment and reenlistment bonuses during the reporting period. (See enc. I.) However, this information is not sufficient to evaluate the bonuses' effect on solving attraction and retention problems in critical skills.

We believe format 1 should show (1) the total enlistments and reenlistments achieved in each critical skill, (2) the funded enlistment and reenlistment bonus goals, and (3) the number and amount of all enlistment bonuses committed and reenlistment bonuses paid. (See enc. II.)

This would permit the monitor to evaluate whether the services are achieving the bonus goals set by the Department of Defense and funded by the Congress, and whether the bonuses are assisting in solving the problems of attraction and retention in critical skills.

Another factor omitted from format 1 is the money spent on bonuses in each critical skill. We believe bonus program achievements should be viewed in light of the bonus cost.

Recipients serving outside bonus skills

Format 2 in the current report provides the number and skill of bonus recipients serving outside their bonus skills. (See enc. I.) However, the format does not show whether the data reported is significant in relation to the total bonus recipients on active duty.

To show this relationship, it would be necessary to maintain a cumulative inventory of all bonus recipients from a particular date, such as October 1, 1976. Recipients who completed their obligated bonus service or were discharged after this date would be subtracted from the total bonuses paid. This would show the individuals on active duty who were receiving bonuses.

Since bonus recipients may serve in comparable skills approved by the Assistant Secretary of Defense (Manpower and Reserve Affairs) or may be reclassified in line with normal career progression, such as a promotion to a more complex skill, we believe report format 2 should distinguish between the following (see enc. III):

- Recipients improperly assigned and serving outside their bonus skills.
- Recipients reclassified due to normal career progression.
- Recipients serving in approved comparable skills.

In addition, we believe the Navy should provide an estimate of the number of bonus recipients serving in general billets. This will be further discussed later in our report.

Recipients discharged prior to completion of enlistments

Format 3 in the current report provides the number and skill of bonus recipients who were discharged prior to completion of their obligated service, for voluntary reasons or misconduct, and the unearned bonuses and amounts uncollected from those individuals. (See enc. I.)

A summary of the discharge and recoupment information reported to the Committee from June 1, 1974, through May 31, 1976, shows that more than 89 percent of the unearned bonuses were uncollected.

Selective Reenlistment Bonus (SRB)

| <u>Service</u> | <u>Number of discharges</u> | <u>Required recoupment</u> | <u>Uncollected</u>  |
|----------------|-----------------------------|----------------------------|---------------------|
| Army           | 476                         | \$1,138,510.41             | \$1,062,972.20      |
| Navy           | 38                          | 101,253.00                 | 86,538.78           |
| Air Force      | 18                          | 16,008.73                  | 815.60              |
| Marine Corps   | <u>3</u>                    | <u>1,998.94</u>            | -                   |
| Total SRB      | <u>535</u>                  | <u>1,257,771.38</u>        | <u>1,150,326.58</u> |

Enlistment Bonus (EB)

|              |              |                       |                         |
|--------------|--------------|-----------------------|-------------------------|
| Army         | 1,712        | 3,225,529.43          | 2,901,473.34            |
| Marine Corps | <u>72</u>    | <u>56,813.44</u>      | -                       |
| Total EB     | <u>1,784</u> | <u>3,282,342.87</u>   | <u>2,901,473.34</u>     |
| Total        | <u>2,319</u> | <u>\$4,540,114.25</u> | <u>a/\$4,051,799.92</u> |

a/The scope of our review did not include an analysis of the recoupment procedures used by the services.

Involuntary discharges should be reported

Unearned bonuses are not required to be recouped from bonus recipients who receive involuntary discharges, other than for misconduct, prior to completion of their enlistments or reenlistments. The Committee did not request the Department of Defense to report the number of recipients who received such discharges or the amount of their unearned bonuses.

A sample of 146 Navy bonus recipients discharged during the 6-month period which ended December 31, 1975, prior to completing their bonus service obligation, showed that only 14, or less than 10 percent, were reported to the Committee. We also noted that 28 recipients, or almost 20 percent, were discharged with physical disabilities and therefore not reported to the Committee. We could not determine whether the remaining 104 recipients discharged in this period were not reported because recoupment was not required.

We believe future reports should include all recipients discharged prior to completion of their obligated bonus service. (See enc. IV.)

Total discharge statistics would assist the Committee in evaluating the performance of program administrators, particularly those involved in screening personnel eligible for a bonus. Further, the Committee could more effectively monitor the use of bonus funds and the overall cost effectiveness of the bonus program. When recipients are discharged prior to completing their obligated service, unearned bonus payments are lost and additional funds must be made available to recruit and train or reenlist replacements.

#### Bonus program highlights

The 4 bonus reports submitted thus far to the Committee averaged 78 pages and consisted entirely of raw data. Such length makes it difficult to use the reports to monitor the bonuses' effect on solving attraction and retention problems in critical skills. We believe the report should include a highlights section summarizing the most significant information. Generally, this would require the services to provide narrative comments on the bottom line totals of each format, such as those listed as follows.



FORMAT

- 1 (Part I)
  - Total Enlistments Required
  - Total Enlistments Achieved
  - Number of Bonuses Committed
- 1 (Parts IIa and IIb)
  - Total Reenlistments
  - Reenlistment Rate
  - Number of Bonuses Paid
- 2
  - Number Serving Outside Bonus Skill
  - Percent Serving Outside Bonus Skill
- 3 (Parts Ia, Ib, IIa, and IIb)
  - Total Discharges - Recoupment Required
  - Total Discharges - Recoupment Not Required

Report frequency

The Committee required the Department of Defense to submit the first semiannual report within 60 days after completion of the first 6 months of operation under the new bonus authority. The initial report included data as of November 30, 1974, and subsequent reports as of May 31, 1975, November 30, 1975, and May 31, 1976.

In an August 1974 memorandum, the Assistant Secretary of Defense (Manpower and Reserve Affairs) noted that these reporting periods, which end November 30 and May 31, were not in accordance with normal report periods. He stated that the Department of Defense would request the Congress to allow submission of these reports concurrent with established data collection cycles, following the implementation of the Congressional Budget and Impoundment Control Act of 1974. However, the report schedule has not been adjusted.

We believe the report cycle should be adjusted to coincide with the Federal fiscal year, October 1 through September 30, so that reported program results can be reconciled with other program information.

Conclusion

The monitor of each service's bonus program reviewed the drafts of the new report formats and furnished us comparative estimates for preparing the current semiannual and proposed annual reports. A breakdown of these cost estimates follows.

| <u>Service</u> | <u>Current report cost</u> | <u>Estimated startup cost of proposed report</u> | <u>Estimated recurring maintenance cost of proposed report</u> |
|----------------|----------------------------|--|--|
| Army           | \$20,156                   | Not provided                                     | \$30,156   |
| Navy           | 2,100                      | \$5,161  | 1,050  |
| Air Force      | 1,000                      | 7,760  | 2,500  |
| Marine Corps   | 3,000                      | Not provided                                     | Not provided   |

Although these estimates may not be precise, we believe the report preparation cost would be small in comparison to the large investment in the bonus program and the Committee's need for better data to monitor this program.

#### Recommendations

If new authority to pay enlisted personnel bonuses is enacted, we recommend that the Committee require the Department of Defense to revise the current report. Specifically, we recommend that the report

- be restructured according to the new formats found in enclosures II through IV,
- provide a highlights section summarizing the significant information contained in the report, and
- be submitted annually to coincide with the Federal fiscal year.

#### DEFICIENCIES IN PRIOR REPORTS

During our analysis we found several reporting deficiencies which impair the usefulness of the reports to the Committee as a program-monitoring tool. These problems include the failure of some services to report all bonus recipients serving outside their bonus skill and to report accurate and complete recoupment information.

#### Failure to report bonus recipients serving outside their bonus skill

A memorandum by the Assistant Secretary of Defense (Manpower and Reserve Affairs), dated August 12, 1974, specified that:

"The starting date for data collection will be June 1, 1974. \* \* \* Future semi-annual reports concerning personnel serving outside the skill for which a bonus was paid and recoupment actions relate to all bonuses authorized under Public Law 93-277. Consequently, complete files must be maintained of all personnel receiving bonuses from June 1, 1974."

Notwithstanding these instructions, we found that the Navy and Air Force failed to identify and report all bonus recipients serving outside their bonus skills. Since bonus recipients are expected to serve in their bonus skill or a comparable skill, the Committee has emphasized that the practice of assigning personnel outside their skill violates the intent of the Congress.

We found that the Navy practice of assigning enlisted personnel to general billets conceals a large number of recipients who do not serve in their bonus skills. When Navy personnel rotate from sea to shore, it is not always possible to assign them a shore billet requiring the same or similar skills. The Navy has established about 5,000 general billets to accommodate these personnel while ashore. Examples of general billet assignments include recruiting, counseling, security, and recreation. Navy officials said if bonus recipients are performing jobs specified in authorized general billets, they are not reported as serving outside their bonus skill.

The Navy's management information system cannot readily identify the number of enlistment and reenlistment bonus recipients serving in general billets. Navy officials said significant computer reprogramming would be required to retrieve data from personnel and finance center sources that would enable the Navy to track bonus recipients to the skill in which they are serving. It could take up to 3 years to implement changes in the personnel distribution and accounting systems to develop this information. Although the number of bonus recipients serving in general billets could not be identified, the Navy provided us data which indicates approximately 525 bonus recipients are normally assigned to general billets.

The Air Force has identified and reported only the bonus recipients serving outside skills for which bonuses were paid during the last 6-month bonus report period. The report for this period, which ended May 31, 1976, showed that the Air Force paid reenlistment bonuses for 45 skills and reported 24

persons as serving outside their bonus skill. However, the Air Force had paid reenlistment bonuses for 90 different skills between June 1, 1974, and May 31, 1976. All bonus recipients in the 90 different skills paid should have been screened to identify the recipients serving outside their bonus skills as of May 31, 1976. We believe it is highly unlikely that none of the personnel paid a bonus in the remaining 45 skills were serving outside their bonus skills.

Failure to report accurate and complete recoupment statistics

Our analysis of previous reports showed that the Air Force, Marine Corps, and Navy did not report all the required data concerning bonus amounts recouped and uncollected.

The Air Force reports submitted to the Committee showed that unearned bonuses were uncollected from 2 of 18 discharged bonus recipients. The uncollected amounts for the remaining 16 recipients were reported as "Unknown." The Air Force program monitor said action would be taken to provide the required recoupment information in future reports.

The Marine Corps reported that all unearned bonuses required to be recouped from 75 discharged bonus recipients had been collected at discharge. However, discussion with the bonus program monitor disclosed that the Marine Corps Finance and Accounting Center reported only the amounts required to be recouped, not the amounts actually recouped or uncollected. The Marine Corps monitor confirmed that the individual pay records needed to compute the amounts recouped and uncollected were available and that action would be taken to provide the required recoupment information in future bonus reports.

The Navy Finance Center provided us printouts of 210 selective reenlistment bonus recipients who were discharged prior to completing their obligated service. We found a number of cases where discharges and recoupments were not reported to the Committee, as required.

We also found that Navy bonus recipients in identical discharge categories were reported to the Committee in some instances, but not in others. For example, 28 bonus recipients were discharged prior to the completion of their enlistments because of substandard performance. Recoupment action is required in these cases, but only 4 of the bonus recipients were included in the Department of Defense reports; 24 were not.

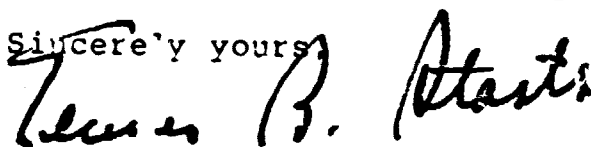
Conclusion

It is essential that the Committee receive accurate and complete information to monitor the bonus programs. We believe the Committee should instruct the Department of Defense to evaluate each service's data collecting and reporting procedures to insure that the information in future bonus reports meets these criteria.

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Officials of the Department of Defense and the services have informally commented on this report, and their comments were considered in finalizing it. They generally concur with our report. We are sending copies of this report to the Secretary of Defense; the Secretaries of the Army, Navy, and Air Force; and the Commandant of the Marine Corps.

Sincerely yours,



Comptroller General  
of the United States

Enclosures - 4

FORMATS OF THE CURRENT  
BONUS REPORT

FORMAT 1

Skills and Bonuses Paid

Report Period \_\_\_\_\_  
Service \_\_\_\_\_

|                                     |              |                                      |
|-------------------------------------|--------------|--------------------------------------|
| Military Bonus<br><u>Skill Code</u> | <u>Title</u> | Number of<br><u>Bonus Recipients</u> |
|-------------------------------------|--------------|--------------------------------------|

FORMAT 2

Recipients Serving Outside Bonus Specialty

As of Date \_\_\_\_\_  
Service \_\_\_\_\_

|  |              |   |
|--|--------------|---|
| <u>Military Bonus</u><br><u>Skill Code</u> | <u>Title</u> | Number Serving<br>Outside<br><u>Bonus Skill</u> |
|--|--------------|---|

FORMAT 3

Recipients Discharged Prior to  
Completing the Bonus Service  
Obligation and Requiring  
Recoupment Action

Report Period \_\_\_\_\_  
Service \_\_\_\_\_

|                                |                                   |   |   |                                     |
|--------------------------------|-----------------------------------|---|---|-------------------------------------|
| <u>Military</u><br><u>Code</u> | Reason<br>for<br><u>Discharge</u> | Amount<br>Recoupment<br><u>Required</u> | Amount<br>Recouped at<br><u>Discharge</u> | <u>Uncollected</u><br><u>Amount</u> |
|--------------------------------|-----------------------------------|---|---|-------------------------------------|

FORMAT 1 (PART I): ENLISTMENT BONUS (EB)

GOALS AND COMMITMENTS

FISCAL YEAR: \_\_\_\_\_

Service: \_\_\_\_\_

| Critical skill<br>( <u>note a</u> ) | Total enlistments required<br>( <u>note b</u> ) | Total enlistments achieved<br>( <u>note c</u> ) | <u>EB goal</u>  | Bonuses Committed<br>( <u>note e</u> ) |                     |
|-------------------------------------|---|---|-----------------|--|---------------------|
|                                     |   |   |                 | <u>Number</u>                          | <u>Amount</u><br>\$ |
| _____                               | _____   | _____   | _____           | _____                                  | _____               |
| Total                               | =====   | =====   | ===== <u>d/</u> | =====                                  | \$ =====            |

a/Changes during fiscal year: #EB skill added; ##EB skill deleted.

b/Enlistments needed to maintain authorized strength level for each critical skill.

c/Represents all enlistments, including individuals who received EB and those who did not receive the bonus.

d/Number of new bonuses approved by the Assistant Secretary of Defense (Manpower and Reserve Affairs) and funded by the Congress for the fiscal year.

e/Payment of EB is contingent on successful completion of training and qualification for the bonus skill.

FORMAT 1 (PART IIa): SELECTIVE REENLISTMENT BONUS (SRB)

ZONE A GOALS AND PAYMENTS (NOTE A)

FISCAL YEAR: \_\_\_\_\_

Service: \_\_\_\_\_

| Critical skill<br>( <u>note b</u> ) | Number eligible to reenlist<br>( <u>list</u> ) | Total reenlistments<br>( <u>note c</u> ) | Reenlistment rate<br>( <u>note d</u> ) | SRB goal | Bonuses paid<br>( <u>note f</u> ) |                     |
|-------------------------------------|--|--|--|----------|-----------------------------------|---------------------|
|                                     |  |  |  |          | <u>Number</u>                     | <u>Amount</u><br>\$ |
| _____                               | _____  | _____                                    | _____                                  | _____    | _____                             | _____               |
| Total                               | =====  | =====                                    | =====                                  | e/       | =====                             | \$                  |

a/Includes all reenlistments occurring between 21 months and 6 years of service.

b/Changes during fiscal year: #SRB skill added; ##SRB skill deleted.

c/Represents all reenlistments in Zone A, whether or not SRB was paid.

d/Represents total reenlistments divided by the number eligible to reenlist.

e/Number of new bonuses approved by the Assistant Secretary of Defense (Manpower and Reserve Affairs) and funded by the Congress for the fiscal year.

f/Changes during fiscal year: \*award level increased; \*\*award level decreased.



FORMAT 1 (PART IIB): SELECTIVE REENLISTMENT BONUS (SRB)

ZONE B GOALS AND PAYMENTS (NOTE A)

FISCAL YEAR: \_\_\_\_\_

Service: \_\_\_\_\_

| Critical skill<br>(note b) | Number eligible to reenlist | Total reenlistments<br>(note c) | Reenlistment rate<br>(note d) | SRB goal | Bonuses paid<br>(note f) |              |
|----------------------------|-----------------------------|---------------------------------|-------------------------------|----------|--------------------------|--------------|
|                            |                             |                                 |                               |          | Number                   | Amount<br>\$ |
| _____                      | _____                       | _____                           | _____                         | _____    | _____                    | _____        |
| Total                      | =====                       | =====                           | =====                         | _____/   | =====                    | =\$=====     |

a/Includes all reenlistments occurring between 6 and 10 years of service.

b/Changes during fiscal year: #SRB skill added; ##SRB skill deleted.

c/Represents all reenlistments in Zone B, whether or not SRB was paid.

d/Represents total reenlistments divided by the number eligible to reenlist.

e/Number of new bonuses approved by the Assistant Secretary of Defense (Manpower and Reserve Affairs) and funded by the Congress for the fiscal year.

f/Changes during fiscal year: \*award level increased; \*\*award level decreased.

FORMAT 2: ENLISTMENT AND SELECTIVE REENLISTMENT BONUS

RECIPIENTS SERVING OUTSIDE BONUS SKILL

END OF FISCAL YEAR:

Service: \_\_\_\_\_ (note a)

|                              | Net cumulative bonuses paid since 10-1-76 (note b) | Number serving outside skill (note c) | Percent serving outside bonus skill | Number of career progressions (note d) | Number serving in comparable skills (note e) |
|------------------------------|--|---------------------------------------|-------------------------------------|--|--|
| Enlistment bonus             | (aggregate entry for all EB skills)                |                                       |                                     |  | _____  |
| Selective reenlistment bonus | (aggregate entry for all SRB skills)               |                                       |                                     |  | _____  |

a/Navy estimate of: EB recipients serving in general billets \_\_\_\_\_.  
 SRB recipients serving in general billets \_\_\_\_\_.

b/Total members paid the bonus beginning 10-1-76 reduced by the number of these members who have been discharged or completed their obligated bonus service since 10-1-76.

c/Does not include those serving in comparable skills or those serving in another skill due to career progression.

d/Reclassified in line with normal career progression, such as promotion to a more complex skill than that for which EB or SRB was paid.

e/Assignments in highly related skills that require about the same training are allowed due to distribution problems.

FORMAT 3 (PART Ia): ENLISTMENT BONUS RECIPIENTS DISCHARGED

BEFORE COMPLETION OF SERVICE OBLIGATION

RECOUPMENT REQUIRED (NOTE A)

FISCAL YEAR: \_\_\_\_\_

Service: \_\_\_\_\_

| <u>Reason for discharge</u> | <u>Number discharged</u> | <u>Total bonuses awarded</u><br>\$ | <u>Recoupment required</u><br>\$ | <u>Recouped at discharge</u><br>\$ | <u>Uncollected at discharge</u><br>\$ |
|-----------------------------|--------------------------|------------------------------------|----------------------------------|------------------------------------|---------------------------------------|
|-----------------------------|--------------------------|------------------------------------|----------------------------------|------------------------------------|---------------------------------------|

(aggregate entry for each discharge reason)

|              |       |          |          |          |          |
|--------------|-------|----------|----------|----------|----------|
| <u>Total</u> | _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
|--------------|-------|----------|----------|----------|----------|

a/Recoupment is required when discharge is for voluntary or misconduct reasons.

FORMAT 3 (PART 1b): ENLISTMENT BONUS RECIPIENTS DISCHARGED

BEFORE COMPLETION OF SERVICE OBLIGATION

RECOUPMENT NOT REQUIRED (NOTE A)

FISCAL YEAR: \_\_\_\_\_

Service: \_\_\_\_\_

| <u>Reason for discharge</u> | <u>Number discharged</u> | <u>Total bonuses awarded</u><br>\$ | <u>Status at discharge</u> |                             | <u>Unearned bonuses (note b)</u><br>\$ |
|-----------------------------|--------------------------|------------------------------------|----------------------------|-----------------------------|--|
|                             |                          |                                    | <u>Bonuses paid</u><br>\$  | <u>Earned bonuses</u><br>\$ |  |

(aggregate entry for each discharge reasor.)

|              |       |          |          |          |          |
|--------------|-------|----------|----------|----------|----------|
| <u>Total</u> | _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
|--------------|-------|----------|----------|----------|----------|

a/Recoupment is not required when members receive involuntary discharges, except for misconduct.

b/Unearned bonus equals total bonus minus earned bonus.

FORMAT 3 (PART Iia): SELECTIVE REENLISTMENT BONUS RECIPIENTS

DISCHARGED BEFORE COMPLETION OF SERVICE OBLIGATION

RECOUPMENT REQUIRED (NOTE A)

FISCAL YEAR: \_\_\_\_\_

Service: \_\_\_\_\_

| <u>Reason for discharge</u> | <u>Number discharged</u> | <u>Total bonuses awarded</u><br>\$ | <u>Recoupment required</u><br>\$ | <u>Recouped at discharge</u><br>\$ | <u>Uncollected at discharge</u><br>\$ |
|-----------------------------|--------------------------|------------------------------------|----------------------------------|------------------------------------|---------------------------------------|
|-----------------------------|--------------------------|------------------------------------|----------------------------------|------------------------------------|---------------------------------------|

(aggregate entry for each discharge reason)

|       |       |          |          |          |          |
|-------|-------|----------|----------|----------|----------|
| Total | _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
|-------|-------|----------|----------|----------|----------|

a/Recoupment is required when discharge is for voluntary or misconduct reasons.

FORMAT 3 (PART Iib): SELECTIVE REENLISTMENT BONUS RECIPIENTS

DISCHARGED BEFORE COMPLETION OF SERVICE OBLIGATION

RECOUPMENT NOT REQUIRED (NOTE A)

FISCAL YEAR: \_\_\_\_\_

Service: \_\_\_\_\_

| <u>Reason<br/>for<br/>discharge</u> | <u>Number<br/>discharged</u> | <u>Total<br/>bonuses<br/>awarded<br/>\$</u> | <u>Status at discharge</u>     |                                  |   |
|-------------------------------------|------------------------------|---|--------------------------------|----------------------------------|---|
|                                     |                              |   | <u>Bonuses<br/>paid<br/>\$</u> | <u>Earned<br/>bonuses<br/>\$</u> | <u>Unearned<br/>bonuses<br/>(note b)<br/>\$</u> |

(aggregate entry for each discharge reason)

|              |       |                 |                 |                 |                 |
|--------------|-------|-----------------|-----------------|-----------------|-----------------|
| <u>Total</u> | _____ | <u>\$</u> _____ | <u>\$</u> _____ | <u>\$</u> _____ | <u>\$</u> _____ |
|--------------|-------|-----------------|-----------------|-----------------|-----------------|

a/Recoupment is not required when members receive involuntary discharges, except for misconduct.

b/Unearned bonus equals total bonus minus earned bonus.