

**SUBJECT: Selective Reenlistment Bonus (SRB) and Bonus and Extension Retraining (BEAR) Bonus Payment Processing Procedures for Career Counselors and Field Finance Sites**

1. References:

- A. AR 601-280, Army Retention Policy, 31 March 1999
- B. Military Pay E-Message 05-039
- C. Military Pay E-Message 05-040

2. This message announces procedures for processing SRB and BEAR contracts in an effort to reduce the processing time for bonus payments.

3. Selective Reenlistment Bonus:

Effective 1 April 2005, Field Finance Sites use excel spreadsheet to facilitate payment of the bonus and eliminate the need to transmit bonus contracts to central site. The spreadsheet is designed to provide the same data normally gathered off the reenlistment contract to authorize bonus payments. This is a short term fix and other methods are being considered. The spreadsheet is available from [ampe-lumpsum@dfas.mil](mailto:ampe-lumpsum@dfas.mil).

A. Career Counselors:

- 1. The local retention office will provide a copy of the soldier's reenlistment contract, and other pertinent information to the Field Finance Office.
- 2. Career Counselors must certify that all data on the reenlistment contract is complete, correct and accurate. Finance Field Sites will return contracts missing information missing or with incorrect data to the retention office.

B. Field Finance Sites:

- 1. Follow processing procedures in current Finance E-Message.
- 2. Complete and certify spreadsheet; forward to central site. Do not fax or email contracts to central site.
- 3. Retain a copy of the spreadsheet with attached contracts. These documents remain as the substantiating documents justifying the soldier's bonus entitlement.

4. BEAR Bonus

Do not place BEAR payment request on spreadsheet. Central Site can not process BEAR payments using the spreadsheet.

A. Career Counselor:

The local retention office will provide a copy of the soldiers BEAR extension, reenlistments contract, and other pertinent information to the Field Finance Office.

B. Field Finance Sites:

1. Submit a copy of the extension to Central Site(to calculate how many months to forgive), a copy of the first page of the reenlistment contract showing the MOS, SRB multiplier, and MILPER Message number the member is reenlisting under, a copy of the MOS award orders or graduation certificate (to verify the new MOS). For the multiplier, we need the original MILPER Message number, if SRB has remained the same, been reduced or eliminated, or the new MILPER Message number, showing the increased multiplier.

2. When the multiplier has increased, and the soldier reenlists using the new MILPER Message, along with the higher multiplier, the member also becomes subject to any limitations or restrictions (i.e. restriction as to a total dollar limitation) contained in that new MILPER Message as well.

**EXAMPLE:** Member extended for a .5B bonus, with no restrictions in the original MILPER Message. After graduating, he is allowed to elect the new multiplier, which is now a 2B. However, the new MILPER Message also contains a \$10,000 maximum entitlement. So the bonus will be computed as a 2B, but will have a maximum entitlement of \$10,000 factored in after computation.

5. Point of contact for finance is Mr. Baker at (317) 510-3537, email: [lance.baker@dfas.army.mil](mailto:lance.baker@dfas.army.mil). POC this message is SGM Carpenter, DSN: 221-6933 or email: [venus.carpenter@hoffman.army.mil](mailto:venus.carpenter@hoffman.army.mil).

End Policy Message 05-21

SGM Kuhar