

DEPARTMENT OF MILITARY AFFAIRS
MINNESOTA NATIONAL GUARD
20-12th Street West
St. Paul, MN 55155

MN National Guard Circular 621-5-1: Chapter 7 Update

1 December 2023

Military Personnel

MINNESOTA NATIONAL GUARD STATE INCENTIVE PROGRAMS

Summary: This MN National Guard Circular 621-5-1: Chapter 7 Update, dated 1 December 2023, with chapter 7 changes in effect until June 30, 2024, unless superseded. It provides information and describes procedures for administering the Minnesota State Reenlistment Bonus.

Applicability: This circular change is applicable to all Minnesota Army and Air National Guard units/organizations.

Proponent and Exception Authority: The proponent of this circular change is the Joint Force Headquarters – J1 (Manpower & Personnel). The proponent has the authority to approve exceptions to this circular that are consistent with controlling laws and regulations.

Interim Changes: Interim changes to this circular are not official unless authenticated by the NGMN-PEA-Z. This circular change becomes obsolete on the expiration date shown above, unless sooner rescinded or amended.

SUMMARY OF CHANGES

Chapter 7: State Reenlistment Bonus

- Change Chapter 7-1: The Adjutant General has authorized a \$4,500 (3 year) and \$15,000 (6 year) state reenlistment bonus (SRB) for Service Members in the Minnesota National Guard.
- Change Chapter 7-2.c: Reenlist for 3 or 6 years.

CHAPTER 7**STATE REENLISTMENT BONUS**

7-1. **GENERAL.** The Adjutant General has authorized a \$4,500 (3 year) and \$15,000 (6 year) state reenlistment bonus (SRB) for Service Members in the Minnesota National Guard.

7-2. **ELIGIBILITY.** Service Members must have completed 6 years total time in service (TIS) creditable for retirement and must have less than 20 years of service creditable for retirement to meet eligibility requirements on current Expiration Term of Service (ETS) date (Service Members are not eligible beginning the first day of the 20th year). Source verifying documents are the NGB Form 23B (RPAM) or ANG PCARS forms. Individual Ready Reserve (IRR) and Inactive National Guard (ING) time is not considered creditable time for retirement for this purpose. The reenlisting authority or unit rep must verify TIS SRB eligibility on the day of reenlistment before contracting.

- a. Meet Minnesota National Guard reenlistment eligibility criteria.
- b. ARNG members be duty-MOS qualified. ANG members must be at least 3-level qualified in assigned duty AFSC. Unless non-duty MOS qualification is due to mobilization. All Service Members must also be the grade of the assigned position or one grade below the required grade of the position to be eligible.
- c. Reenlist for 3 or 6 years.
- d. Service Members that receive a federal reenlistment bonus may also be eligible for an SRB.
- e. Permanent full-time members of the Minnesota National Guard (AGR and Permanent/Indefinite Technicians) are eligible for the SRB. AGR eligible are those with less than 20 years total TIS, not Active Federal Service.
- f. No retroactive incentives authorized. Incentives offered after reenlistment are not valid for payment.

7-3. PAYMENT PROCEDURES.

- a. Initial Payment of \$1,500 (3-year) or \$2,500 (6-year) will be made on the anniversary date of ETS after the first year the reenlistment is complete. Additional payments will be evenly distributed once a year during the Service Member's anniversary month.
- b. The Education Services Office monitors payments made and tracks future payments.
- c. Payments of bonus will not be processed for initial or anniversary payments while Service Member is under suspension of favorable actions (Army/Air). Payments will resume when the suspension has been favorably lifted.

7-4. **TAXES.** Taxes are not withheld from bonus payments. The bonus recipient is responsible to report this payment as income when completing federal and state tax returns. Service Members will receive Form 1099R (Miscellaneous Income) for filing.

7-5 CONTINUED RECEIPT

- a. Service Member accepts commission into the Minnesota National Guard (Air or Army). Service Member will be required to maintain other eligibility criteria.
- b. Service Member accepts an AGR position. Service Member will be required to maintain other eligibility criteria.
- c. Service Member transfers to a separate branch within the Minnesota National Guard. Service Member will be required to maintain other eligibility criteria.

7-6. TERMINATION OF BONUS.

a. Bonus will be terminated, and subsequent scheduled payments will not be paid if the Service Member:

(1) Becomes an unsatisfactory participant by any of the following:

(a) On receiving one MUTA/RSD of unexcused absence within a 12-month period. Termination is effective the date of the first unexcused absence.

(b) Determined an unsatisfactory participant during a period of AT. Termination is effective the first day of AT.

(c) Not being in a deployable status per criteria required for his/her current duty position, and not making diligent progress toward becoming deployable. Termination is effective the date the Service Member is considered non-deployable. Service Members that have completed a medical board process and are found fit for retention but not allowed to deploy are exempt from termination.

(d) Is not current or fails record APFT/ACFT (Army), ABCP (Army) or Fitness Assessment (Air). The effective termination date is the date the Service Member failed to meet standards. Termination with is effective the date the Service Member fails an ACFT/APFT/FA, becomes non-compliant with ABCP, or becomes overdue for ACFT/APFT/FA/ABCP.

(2) Fails to extend enlistment for time served in the ING within 30 days after return to unit. Termination is effective the date of transfer to ING.

(3) Exceeds maximum time in the ING (one year). Termination is effective date of transfer to the ING.

(4) Separates from the Minnesota National Guard for any reason. Termination is effective the date of separation.

(5) Interstate transfers (IST) to another state National Guard. Termination is effective date of transfer.

b. A Service Member is entitled to receive payment for months served satisfactorily. The amount will be determined by multiplying the number of months served satisfactorily during the term for which the bonus was authorized by the proportionate monthly dollar amount. This proportionate dollar amount is determined by dividing the total authorized bonus amount by 12 months.

b. Termination Matrix.

EVENT	TERMINATE	TERMINATE ON
1 AWOL	Yes	Date of 1 st AWOL
Unsatisfactory Participant - AT	Yes	1 st day of AT
Fails to extend for time spent in ING or Exceeds max time in ING	Yes	Date transferred to ING
Failing APFT/ACFT/FA and/or ABCP	Yes	Date of failure
Separate from MNNG for any reason	Yes	Date of separation
Becomes overdue for APFT/ACFT/FA and/or ABCP	Yes	Date became overdue
IST to another National Guard	Yes	Date of transfer

7-7. UNIT RESPONSIBILITY

- a. Unit or Wing ROM is responsible to offer the bonus to eligible Service Members and assist the Service Member in completing the bonus addendum (Annex I-1). If Service Member's Minnesota Direct Deposit Authorization (Annex D-1) form is not on file, attach a current Annex D-1 Which includes the W-9 form.
- b. Unit or Wing ROM will submit the bonus addendum (Annex I-1) and extension documents into the State Incentives Database no later than 30 days after the date of extension.
- c. Unit will notify the Education Services Office immediately upon any Service Member becoming an unsatisfactory participant per paragraph 7-6. Unit will provide the date the Service Member became an unsatisfactory participant.

The proponent of the Minnesota National Guard Circular is the Joint Force Headquarters – J1. Users are invited to send comments, suggested improvements, and changes on DA Form 2028 (Recommended Changes to Publications and Blank Forms). Email to: ng.mn.mnarng.mbx.assets-education@army.mil.

FOR THE ADJUTANT GENERAL:

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Director of Manpower & Personnel

DISTRIBUTION:
A (Army)
F (Air)

STATE REENLISTMENT BONUS ADDENDUM

MINNESOTA NATIONAL GUARD 2023-2024

-----DATA REQUIRED BY THE PRIVACY ACT OF 1974-----

AUTHORITY: Minnesota Statute 192.501 Financial Incentives for National Guard Members

PRINCIPLE PURPOSE: To explain obligation and participation requirements for the state reenlistment bonus (SRB) program and to ensure that your agreement to these conditions is a matter of record.

ROUTINE USES: To outline and confirm eligibility requirements for the SRB program participation. This may be used as a basis for suspension, termination and recoupment if requirements are not met.

DISCLOSURE: Disclosure of your SSN is voluntary; however, if not provided, you will not be eligible for the SRB program.

DISCLAIMER: The funding available for the SRB programs is limited by appropriation set by the state legislature.

This contract is valid for payment provided funds are available in each fiscal year of eligibility. All members are responsible to read and understand the correlating circular chapter that covers this incentive and applicable Minnesota statute.

I-1. **GENERAL:** The unit, squadron/flight, reenlisting official, or ROM will explain all procedures and entitlements of the state reenlistment bonus program to the Service Member upon reenlisting. The unit will pre-qualify Service Members to preliminarily determine qualification for reenlistment bonus. If initially qualified, unit/squadron/flight/ROM is responsible to offer the bonus to eligible Service Members and assist them in completing this bonus addendum. All supporting documentation (DD Form 4/DA Form 4836, or Air Guard Extension Form) must be attached to this form (Annex I-1) and uploaded to the State Incentives Database within 30 days of contract signature date. A copy of all documents should be provided to the Service Member at the time of contracting.

I-2. **ELIGIBILITY:** Upon my reenlistment in the Minnesota Army or Air National Guard, I am eligible for a reenlistment bonus under the SRB program if I meet the following criteria (**initial all except choose “f” OR “g” and place N/A in any block that are not applicable**):

- a. ____ (initial) Meet Minnesota National Guard reenlistment eligibility criteria.
- b. ____ (initial) My MOS/AFSC matches my assigned position and I hold the rank/grade of the position unless due to mobilization OR am no more than one grade below the required grade of the position. I will become Duty-MOS qualify in mobilized MOS within 24 months or return to my qualified MOS upon demobilization.
- d. ____ (initial) I am a satisfactory participant as defined in paragraph 1-7 of MN National Guard Circular 621-5-1 on the date of my reenlistment.
- e. ____ (initial) I have **completed 6 years of total time in service creditable for retirement and I have less than 20 years of service creditable for retirement** at current expiration term of service (ETS) date. I understand any time serviced in the IRR or the ING is not considered creditable service for retirement for this purpose. Source verifying documents are the NGB Form 23B (RPAM) or ANG PCARS forms. I am reenlisting for **3 years** within 1 year prior or 24 hours after completion of my current ETS.

OR

- f. ____ (initial) I have **completed 6 years of total time in service creditable for retirement and I have less than 20 years of service creditable for retirement** at current expiration term of service (ETS) date. I understand any time served in the IRR or the ING is not considered creditable service for retirement for this purpose. Source verifying documents are the NGB Form 23B (RPAM) or ANG PCARS forms. I am reenlisting for **6 years** within 1 year prior or 24 hours after completion of my current ETS.

I-3. **BONUS AMOUNT AND PAYMENTS:** Incentives amount and payments will be as follows (**initial either item 1 OR 2 and place N/A in any fields that are not applicable**):

a. _____ (initial) I will receive a bonus of \$4,500 for a 3-year reenlistment or \$15,000 for a 6-year reenlistment as indicated below.

- _____ (initial) For a 3-year reenlistment I will receive a total bonus of \$4,500. The first \$1,500 payment will be processed on the anniversary date of ETS (after the first year the reenlistment contract is complete). Additional payments of \$1,500 will be paid once a year during my anniversary month.
- _____ (initial) For a 6-year reenlistment I will receive a total bonus of \$15,000. The first \$2,500 payment will be processed on the anniversary date of ETS (after the first year the reenlistment contract is complete). Additional payments of \$2,500 will be paid once a year during my anniversary month until the \$15,000 limit is met.

b. _____ (initial) I understand I will not receive payment if I do not meet eligibility criteria in paragraph I-2 of this document at the time my reenlistment takes effect. My reenlistment will be verified by the education services office prior to any payment being processed.

c. _____ (initial) State payments are made via direct deposit using Minnesota Direct Deposit Authorization for EFT (Annex D-1). If my form is not on file, I will email a current Annex D-1, which includes the W-9 form, to ng.mn.mnarng.mbx.assets-education@army.mil.

d. _____ (initial) Service Member is required to keep a copy of this completed bonus contract for their own records in the event the contract is not uploaded correctly to the state incentive database. If original copy cannot be found, the contract will not be approved nor will an ETP be considered.

b. _____ (initial) I understand I will not receive payment during any period during which I am under suspension of favorable actions (Army/Air), and that payments will resume only if and when the suspension has been favorably lifted.

I-4. **CONTINUED RECEIPT:** I understand that I will be eligible for continued receipt of this incentive under the following conditions:

- a. Accept a commission into the Minnesota Army National Guard (Air or Army).
- b. Accept an AGR position.
- c. Transfer to a separate branch within the Minnesota National Guard.

I-5. **TERMINATION OF BONUS:** I understand my bonus will be terminated and I will not receive future payments if I:

a. Become an unsatisfactory participant by any of the following:

(1) _____ (initial) Do not transfer back to duty-MOS within 120 days from DD 214 separation date. Termination is effective 121 days after separation date.

(2) _____ (initial) Accumulate one MUTA/RSD of unexcused absence. Termination is effective on the date of the first unexcused absence.

(3) _____ (initial) Not being deployable per criteria required for my current duty position, or not making diligent progress toward becoming deployable, or I'm non-compliant with fit-for-duty (FFD) requirements. Termination is effective the date of non-deployability. There is no termination for those who are determined through an FFD medical evaluation to be retained/non-deployable.

(4) _____ (initial) Not having a current passing record APFT/ACFT/FA or failing to meet HT/WT standards. Termination is effective the date of the failed record APFT/FA or HT/WT, or the date that the Service Member becomes overdue for APFT/ACFT, FA, or ABCP.

b. _____(initial) Fail to extend my enlistment for time served in the ING within 30 days after return to my unit. Termination is effective the date of transfer to the ING.

c. _____(initial) Exceed maximum time in the ING (one year). Termination is effective the date of transfer into the ING.

d. _____(initial) Separate from the Minnesota National Guard for any reason. Termination is effective the date of transfer into the ING.

e. _____(initial) Interstate transfer (IST) to another state National Guard. Termination is effective the date of separation.

f. _____(initial) Recoupment will be initiated if payment is received after termination date.

I-6. **STATEMENT OF UNDERSTANDING:** I have read this addendum and understand the requirements of my reenlistment bonus. I understand this addendum will be void if I do not meet all requirements, and **failing to meet all requirements for the duration of my contract may result in termination of my bonus.** No other promises have been made to me in connection with this reenlistment bonus addendum.

SIGNATURE OF SERVICE MEMBER DATE

PREFERRED EMAIL ADDRESS

TYPED OR PRINTED NAME OF SERVICE MEMBER SSN

TYPED OR PRINTED ADDRESS OF SERVICE MEMBER

Unit administrators use only:

___ Service Member has a current (Annex D-1) Minnesota Direct Deposit Form & W9 on file stored in the incentives database or the unit has emailed the completed forms to ng.mn.mnarnng.mbx.assetseducation@army.mil.

___ This bonus addendum (Annex I-1) and supporting documents will be uploaded to the state incentives database within 30 days after the date of extension.

___ Ensure the Service Member receives a copy of this bonus addendum (Annex I-1).

VERIFICATION BY SERVICE REPRESENTATIVE:

UNIT REPRESENTATIVE PRINTED NAME/RANK PHONE NUMBER

UNIT REPRESENTATIVE SIGNATURE DATE

UNIT NAME / UNIT ADDRESS