



DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY
MANPOWER AND RESERVE AFFAIRS
111 ARMY PENTAGON
WASHINGTON DC 20310-0111

SAMR (RN 637-1)

MEMORANDUM THRU Commander, United States Army Forces Command, 4700
Knox Street, Fort Bragg, NC 28310

FOR Commander, Headquarters, National Training Center and Fort Irwin, Fort Irwin, CA
92310-5000

SUBJECT: Assignment Incentive Pay (AIP) Pilot Program for Officers and NCOs
Assigned to the National Training Center (NTC) and Fort Irwin, California

1. References:

- a. Title 37, United States Code, Section 352 (Assignment Pay or Special Duty Pay)
- b. Department of Defense Instruction (DoDI) 1340.26 (Assignment and Special Duty Pays)
- c. DoDI 1332.45 (Retention Determinations for Non-Deployable Service Members)
- d. Army Regulation (AR) 600-8-104 (Army Military Human Resources Management)
- e. AR 637-1 (Army Compensation and Entitlements Policy)
- f. Memorandum, Commander, Headquarters, National Training Center and Fort Irwin, 16 July 2021, subject: Request the Establishment of an Assignment Incentive Pay (AIP) Pilot Program for Officers and NCOs at the National Training Center (NTC) & Fort Irwin.

2. Your request for an AIP Pilot Program narrowly targeting officers and NCOs with a preference for Fort Irwin as their first choice in the Assignment Interactive Module (AIM) and Assignment Satisfaction Key-Enlisted Module (ASK-EM) marketplace is approved.

3. Responsibilities.

a. The Headquarters, Department of the Army Deputy Chief of Staff, G-1, Plans and Resources Directorate will:

- (1) Provide policy guidance for the administration of the Army's AIP program.

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(2) Approve exceptions to the eligibility requirements listed in paragraph 4.

(3) Develop templates and specific requirements for AIP reports due from the program manager.

(4) Monitor program execution by means of the periodic reporting and packet reviews to ensure appropriate stewardship and discontinue any program abuses.

b. The Commander, U. S. Army Forces Command (FORSCOM) will;

(1) Serve as the program manager for this AIP program providing oversight and program management to ensure compliance.

(2) Serve as the approval authority for this AIP program or delegate authority in writing to a lower organizational level, not below an O-6 level, to ensure timely action and processing in accordance with the applicable rules, regulations, and governing policies.

(3) Publish implementation guidance on the eligibility, training requirements, and application procedures.

(4) Develop systems to track and measure the effectiveness of this AIP program that include statistical, economic, and historical data.

(5) Provide timely and accurate econometric reports detailing the costs and effectiveness of this AIP program.

(6) Develop and report strategies to lessen critical manning and assignment-based personnel shortfalls to limit the prolonged use of AIP.

4. Eligibility. Soldiers permanently assigned to the NTC and Fort Irwin may request AIP provided they meet the following eligibility criteria.

a. Must be serving on active duty.

b. Must be in the grade of O-6 or below.

c. Must be permanently assigned to the NTC and Fort Irwin as their first choice in the AIM and ASK-EM marketplaces to include those under FORSCOM, MEDDAC, DENTAC, and AMC from a previous duty station other than Fort Irwin.

d. Must be within the first 90 days of arrival to the duty station.

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e. Must be in good standing and not under the Uniform Code of Military Justice (UCMJ) process (to include Article 15 or courts-martial proceedings), investigations, and must meet Army standards for retention (to include Army Physical Fitness Test and Army Body Composition Program) at the time of approval and must remain in good standing throughout the AIP tour; and

f. Must not be permanently non-deployable per reference 1.c. For the purpose of this memorandum, "deployment" is defined as the movement of personnel into and out of an operational area or in support of operations. Deployment encompasses all activities from origin or home station through destination, specifically including inter-theater, and intra-theater movement legs, staging and holding areas.

5. Payment. Will be in the lump sum amount of \$4,800, to be paid upon in-processing at Fort Irwin for any Officer or NCO that preferences NTC and Fort Irwin as their first choice of duty assignment in the AIM or ASK-EM marketplace.

6. Restrictions. The following restrictions apply.

a. AIP shall not be utilized as an indefinite pay entitlement, a retention program tool, a form of pay equity among Soldiers with similar skills, for good performance or recognition, or to supplement basic or incentive pays for specialized skills. AIP must target specific populations based on measurable assignment shortfalls.

b. Soldiers may receive multiple AIP payments; however, Soldiers will not receive multiple AIPs for the same purpose and period of service and the combination of AIP payments will not exceed a monthly average of \$1,500.

7. Administrative Rules.

a. Absences.

(1) AIP eligibility will continue when a Soldier is on an authorized leave, other than leave authorized for a period ending upon the discharge of the Soldier or the release of the Soldier from active duty.

(2) When a Soldier entitled to AIP is absent without leave, the Soldier will repay a prorated portion of the AIP payment.

b. Hospitalization.

(1) When a Soldier requires hospitalization away from the permanent duty station, the Soldier is still considered eligible for AIP.

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(2) If a line of duty investigation determines the Soldier's injuries are due to his or her own misconduct, the Soldier will repay a prorated portion of the payment for the period beginning the first day of hospitalization through the day before the date the Soldier is restored to full duty, provided the Soldier remained otherwise eligible.

c. Confinement.

(1) When a Soldier entitled to AIP is confined awaiting trial by court-martial, the Soldier will repay a prorated portion of the AIP payment for the period beginning the first day of confinement through the day before the date the Soldier is restored to full duty, provided the Soldier remained otherwise eligible.

(2) When a Soldier confined awaiting trial by court-martial is acquitted, or has charges dismissed, he or she will be entitled to the repayment of AIP retroactive to the first day of confinement, provided the Soldier remained otherwise eligible.

d. Captured or Missing Status. A Soldier entitled to AIP immediately before entering a status of missing, missing-in-action, interned in a foreign country, or captured by a hostile force continues to be eligible for AIP while in such a status.

8. Repayment.

a. Soldiers who are not cleared for movement, permanent or temporary, and/or not cleared to receive an award or decoration are not in good standing. This includes Soldiers currently under the UCMJ process (to include Article 15 or courts-martial proceedings), investigations, and Soldiers failing to meet Army standards for retention (to include Army Physical Fitness Test and Army Body Composition Program). If the Soldier's commander determines that there are adverse findings against the Soldier, the Soldier will repay their AIP for the period they were not in good standing.

b. Soldiers, with the exception of sole survivor discharges and those who die or are retired or separated with a combat-related disability, will repay an amount equal to the unearned portion of AIP, if the Soldier fails to complete the extension period.

9. Restrictions.

a. AIP written agreements will not be antedated. The date of the approval will be the date the agreement is signed by the approval authority.

b. Under no circumstance will a written agreement be terminated based solely on a change to the existing AIP program rates.

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10. Written Agreements. Soldiers will enter into a written agreement with the Army in order to qualify for AIP on a lump sum basis. The written agreement will specify the period for which the AIP will be paid to the Soldier and the amount of the lump sum of AIP.

11. Reporting Requirement. Reference 1.b. requires an econometric analysis be provided to justify the continued use of AIP. The Chief, Compensation and Entitlements Division (DAPE-PRC) will provide a reporting schedule and a quarterly and annual reporting template, which will assist your staff with providing the required information to justify the continued use of this program.

12. Point of contact is Ms. Christine Haynes at (703) 692-6923 or email at christine.haynes10.civ@army.mil.

//original digitally signed//

MARK R. LEWIS

Senior Official Performing the Duties of the
Assistant Secretary of the Army
(Manpower and Reserve Affairs)