



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

SAMR (637-1)

MEMORANDUM FOR COMMANDER, U.S. ARMY TRAINING AND DOCTRINE
COMMAND, 950 JEFFERSON AVENUE, FORT EUSTIS, VA 23604

SUBJECT: Recruiting Duty Volunteer Assignment Incentive Pay (AIP) Program

1. References:

- a. Title 37, United States Code, Section 352.
- b. Department of Defense Instruction (DoDI) 1340.26, Assignment and Special Duty Pays.
- c. Army Regulation (AR) 600-8-104, Army Military Human Resource Records Management.
- d. AR 637-1, Army Compensation and Entitlements Policy.
- e. Memorandum, Office of the Assistant Secretary of the Army for Manpower and Reserve Affairs, 23 June 2021, Subject: Delegation to Extend or Curtail Assignment Incentive Pay (AIP) Programs.
- f. United States Army Recruiting Command (USAREC) Regulation 350-1, Training and Leader Development.

2. Effective the date of this memorandum Soldiers who are not currently serving as a Department of the Army Selected Recruiter (DASR) or 79R, and who volunteer and are approved for recruiting duty by means of USAREC's Recruit the Recruiter program are eligible for this AIP provided they meet all the requirements listed in paragraph 4 of this memorandum.

3. Responsibilities:

a. The Headquarters, Department of the Army (HQDA) G-1 Compensation and Entitlements Division will -

- (1) Provide policy guidance for the administration of the Army's AIP program.
- (2) Approve exceptions to the eligibility requirements listed in paragraph 4.

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

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

b. The Army Human Resources Command will—

(1) Serve as a program manager for the Recruiting Duty Volunteer AIP Program providing oversight and program management to ensure compliance.

(2) Serve as the approval authority for this AIP program, unless the approval authority is delegated to an appropriate commander, but not lower than an O-5 permanently assigned to the command.

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

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

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

4. Eligibility: All Soldiers must meet all the eligibility requirements below.

a. Must volunteer for recruiting duty by completing a volunteer recruiter packet and submitting through Recruit the Recruiter program.

b. Must be fully eligible for and selected for recruiting duty.

c. Must ship to the Army Recruiter Course (ARC) before February 2024 and successfully graduate from the ARC.

e. Must successfully complete the Advanced Training Program (ATP) in accordance with reference 1f, within the first 120 days of assignment to a recruiting station.

f. Must receive a satisfactory ATP quality score from the New Recruiter NCO Board in accordance with reference 1f.

g. Soldiers must be in good standing and not flagged for adverse action under AR 600-8-2 and must meet Army standards for retention (to include Army fitness and body composition program minimum standards) at the time of payment.

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5. Payment: A Soldier who meets all the eligibility criteria listed in paragraph 4 will be paid a one-time lump sum payment of \$5,000.

6. Repayment: Soldiers who fail to complete their entire tour as a recruiter will be subject to collection in accordance with (IAW) Title 37, United States Code, Section 373.

7. Limitations and Restrictions:

a. IAW reference 1b this AIP program is authorized in addition to any other AIP program for which the Soldier may be eligible. 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 set forth in reference 1b.

b. Soldiers may receive more than one assignment or special duty pay listed in reference 1b; however, a Soldier may not receive multiple assignment or special duty pay for the same purpose and period of service and the combination of pays authorized under reference 1b may not exceed an average monthly amount of \$3,500.

c. AIP will not be utilized as an indefinite pay entitlement, a retention program tool, a form of pay equity among Soldiers with similar skills, for recognition, or to supplement basic or incentive pays for specialized skills.

d. AIP written agreements will not be antedated.

e. Under no circumstance will a written agreement or order for a previously approved AIP program be terminated or revoked solely to change an existing AIP program rate. Any changes must ultimately benefit the United States Army.

f. Soldiers currently serving as Department of the Army (DA) Selected Recruiters are not eligible for this program. DA Selected Recruiters are NCOs whose branches have nominated them for duty as Recruiters.

8. Written Agreements.

a. Approval authorities will require a Soldier to enter into a written agreement to qualify for this AIP program. The written agreement will specify the period for which the AIP will be paid to the Soldier and the amount of the AIP payment.

b. Written agreements will be prepared using the Integrated Personnel and Pay System – Army. Soldiers and commanders will use the “ADMIN Correction PAR”, Reason “Other”.

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c. The following text will be added to the Personnel Action Request (PAR):

"I meet all the requirements for the Recruiting Duty Volunteer Assignment Incentive Pay (AIP) Program and agree to accept a \$5,000 lump sum AIP to serve as a detailed recruiter for 36 months to qualify for the program. I understand must be in good standing, not flagged, and not be under Uniform Code of Military Justice action at time of approval and must remain in good standing during the entire 36-month tour.

d. Upon final approval of the written agreement, it will be printed, digitally or otherwise, and provided to the supporting Army Military Pay Office for payment.

e. IAW reference 1c, AIP written agreements will be manually uploaded to the finance folder in the Soldier's Army Military Human Resource Record via interactive Personnel Electronic Records Management System by the supporting unit S-1.

9. Reporting Requirements:

a. Implementation Plan. An implementation plan outlining specific program eligibility and the current business process for requesting, reviewing, approving AIP submissions, to include strategies to lessen critical manning and assignment-based personnel shortfalls and application procedures, and a document storage solution must be provided to the HQDA, DCS G-1, Plans and Resources Directorate, Compensation and Entitlements Division no later than 31 January 2024. AIP agreements will not be executed without an approved implementation plan.

b. Reporting Schedule. Quarterly reports are due no later than 15 working days after the end of each quarter. Submit reports via email to usarmy.pentagon.hqda-dcs-g-1.mbx.dape-prc-special-pay@army.mil. The email subject and filename should have the command name followed by the quarter report being submitted (HQDA – 2d Quarter AIP Report). The following reporting schedule and enclosed quarterly and annual reporting template, will assist your staff with providing the required information. A cost benefit analysis will be provided with a program renewal request to justify the continued use of AIP.

Period	Due Date	Report Format
1st Quarter	15 January 2024	Quarterly
2nd Quarter	15 April 2024	Quarterly
3rd Quarter	15 July 2024	Quarterly
Recertification	31 July 2024	Renewal Request (CBA Required)
Annual	15 October 2024	Annual

10. Program Suspensions: The authority to approve AIP packets will be temporarily suspended when a required report is not received by the due date. The Chief, Compensation and Entitlements Division will provide a program suspension

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memorandum to inform your staff of the suspension. Once the required report is received, the Chief, Compensation and Entitlements Division will revoke the program suspension memorandum to allow AIP packets approvals to resume.

11. Program Termination: This AIP program is subject to annual budget constraints; therefore, no new AIP orders will be issued after 30 September 2024, without HQDA, DCS, G-1, Plans and Resources Directorate, Compensation and Entitlements Division reauthorization of the program.

12. Termination of Authority: AIP is subject to Congressional annual reauthorization of 37 USC § 352; therefore, no new AIP orders will be issued after 31 December 2023, without Congressional reauthorization in the National Defense Authorization Act.

13. Point of contact is MR. JD Riley, HQDA, DCS, G-1, Compensation and Entitlements at (703) 571-7117 or email at james.d.riley14.civ@army.mil.

AGNES GEREKEN SCHAEFER