

Officer/Warrant Officer Accession Bonus (OAB) Eligibility Checklist

SOLDIER'S RANK/NAME: _____

SSN: _____ AOC/MOS: _____ UIC: _____

Completion of this checklist is required to initiate Accession Bonus payments. Soldier must meet all checklist criteria to qualify for payment. If the Soldier does not meet all criteria, follow instructions in Section 3 for requesting an Exception to Policy (ETP).

Section 1 – OAB Eligibility Requirements

_____ AOC/MOS is on the SRIP list effective at the time of application

_____ OAB Written Agreement was signed by Soldier, Service Representative, and Witnessing Officer on the same day

_____ ROTC commissions (09R) – Written Agreement was completed after the published Component Board Results, but prior to the date of appointment (DA Form 71)

_____ Direct commission - Written Agreement was completed prior to the date of appointment (DA Form 71) and at the time of application (DA Form 61)

_____ OCS commissions (09S) - Written Agreement was completed prior to the date of appointment (DA Form 71) and at the time of application (DA Form 61)

_____ Soldier is not accessing to become a Military Technician or AGR

_____ Soldier is not accessing into IMA or IRR

_____ If 09S, primary AOC is on the SRIP list

_____ If currently serving under an enlistment, reenlistment, or affiliation bonus, it must be terminated and the unearned portion recouped

_____ Soldier has never used the Student Loan Repayment Program (SLRP) (eff 3 Apr 17)

_____ Bonus AOC/MOS is listed on Written Agreement

_____ Soldier was not previously appointed as an officer/warrant officer in any military service

_____ Soldier does not have an Adverse Action FLAG

_____ Soldier has Direct Deposit

Officer/Warrant Officer Accession Bonus (OAB) Eligibility Checklist (cont'd)

Section 2 – Required Documents

If Soldier met all criteria above, submit the documents below to initiate payment of the OAB. Send the documents to the bonus team at the USAR Pay Center at usarmy.usarc.usarc-hq.mbx.rcpsotmbonusscan@mail.mil. Do not submit to your regular pay team, this will delay processing.

- _____ Copy of this checklist
 - _____ USAR Form 26-R – Transmittal Letter
 - _____ USAR Form 23-R – Selected Reserve Incentive Program Adjustment Certification Worksheet
 - _____ NGB 22, if transferring from the National Guard
 - _____ Officer Accession Bonus Written Agreement or 5261-X*
 - _____ iMARC Data Sheet (if applicable)
 - _____ DD Form 214 (Copy 4) or Order awarding AOC/MOS
 - _____ DA Form 61 (Application for Appointment) (Direct Commission and ROTC) or Component Board Results (09S)
 - _____ DA Form 71 (Oath of Office – Military Personnel) or Appointment Memorandum (Commissioning Letter)
 - _____ If ETP was required, include approved AR G-1 ETP memo
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Section 3 – ETP Process

If Soldier did not meet all criteria in Section 1, unit may request an ETP for payment of the bonus from AR G1.

1. Go to the G-1 Incentives Branch SharePoint site at: [ETP](#)
2. Choose the applicable checklist from the bottom of the page
3. Submit all documents thru the Electronic Personnel Action Tracker (ePAT) module at <https://rcms.usar.army.mil/v3> (click on eActions)
4. If ETP is approved, follow steps in Section 2 to initiate payment