

Personnel Action Packet Checklist

T-36-A-3 Request for Exception to Policy for Incentives (AMEDD Officer)

1. SOLDIER'S NAME (Last, First MI) 2. RANK 3. EMAIL ADDRESS 4. DATE INITIATED

6. UNIT NAME 7. UIC 8. UNIT/RPAC POC RANK/TITLE NAME 9. RPAC NAME

10. POC CONTACT INFORMATION 11. GFC CMD 12. RPSC 13. POC SIGNATURE

a. Phone:

b. Email:

14. REQUIRED PROCESS FLOW

a. Intermediate:

b. Intermediate:

c. Final Approval Auth:

15. Required Forms and Documents

The following documents are to be submitted thru the chain of command to the USAR G-1 through ePAT

Exception to Policy (Select one):

1. Copy of this checklist
2. Command Endorsement Memos
3. Memo from Officer (required)
4. Officer Incentive Written Agreement/Contract (See Note 1)
5. DA 61 (Application for Appointment)
6. DA 71 (Oath of Office)
7. Appointment Memorandum
8. DA 1059 showing completion of AOC
9. IRR/Reserve Transfer Orders (If applicable)
10. DA 4856 (Developmental Counseling Form) by Commander of unit of assignment
11. Unit Manning Report (UMR) Page (Soldier must be in valid position)

Requests for Fellowship must include the above items along with memorandum of acceptance from the institution and course curriculum

12. IUSAREC Form 1081 AMEDD Professional Management Command (APMC) Assignment Verification and Acceptance (if applicable)
13. USAREC Form 1103 Incentive Enrollment Data Sheet (if applicable)
14. USAREC Form 1105 STRAP Enrollment Verification (if applicable)
15. USAREC Form 1166 Selected Reserve Special Pay Program Contract (if applicable)
16. USAREC Form 1252 US Army Reserve and National Guard Incentives Declaration Statement (if applicable)

16. CERTIFYING HR STAFF MEMBER

17. STAFF MEMBER SIGNATURE

SOLDIER'S NAME (Last, First MI) RANK

18. REMARKS

The Army Reserve G-1 is the final authority for approval or disapproval

Note 1: Information must be verified by the unit commander, this authority may not be delegated

Note 2: The completed written agreement will be dated upon transition or assignment to the Troop Program Unit. However, eligibility of the bonus is based on the effective date of assignment or completion of required training. The Commander will sign as the Soldier's representative (this authority may not be delegated).