Personnel Action Packet Checklist

T-36-A-3 Request for Exception to Policy for USAR Bonus - Enlisted

1. SOLDIER'S NAME (Last, First MI) (Enlisted)	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 a. Phone: b. Email:	11. GFC CMD	12. RPSC	13. POC SIGNATURE

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

1. Copy of this checklist

2. Written Request for Exception to Policy (Memo from Soldier)

3. Command Endorsement Memo (from each level of command)

4. MOS Orders

5. DA 1059 showing completion of Training

6. DD 214 (All previous service)

7. DD Form 4 (Enlistment/Reenlistment document) (current and previous contracts)

8. DA 3540 (Certificate and Acknowledgement of US Army Reserve Service Requirements and Methods of Fullfillment

9. DD Form 1966 (Record of Military Processing)

10. Bonus Addendum or Written Agreement

11. Discharge Orders (if applicable)

12. IRR Transfer Orders (if applicable)

13. UMR Page (Soldier must be in a valid position)

14. All correspondence from USAR Pay Center or RD (showing why bonus was not paid)(see note 1)

15. Other Supporting Documentation (as applicable)

The U.S. Army Reserve G-1 is the final authority for approval or disapproval.
Note 1: Do not include LESs unless the remarks list the reason for bonus termination.

16. CERTIFYING HR STAFF MEMBER	17. STAFF MEMBER SIGNATURE

SOLDIER'S NAME (Last, First MI)   RANK

18. REMARKS