

Personnel Action Packet Checklist

T-36-A-3 Request Exception to Policy for USAR Bonus - Officer or Warrant 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

1. Copy of this checklist
2. DA 61 or DA 597
3. Command Endorsement Memo
4. Memo from Soldier (Requesting Exception to Policy)
5. Bonus Written Agreement (Original and any Corrected Copies)
6. DA 71 or Appointment Memorandum
7. AOC/MOS Orders or Memorandum
8. DA 1059 showing completion of AOC/MOS
9. DD 214 (For all previous service)
10. DD Form 4 (Enlistment/Reenlistment document)(current and previous contracts)
11. IRR/Reserve Transfer Orders (If applicable)
12. All correspondence from USAR Pay Center or RD (showing why bonus was not paid) (See Note 1)
13. DA 4856 (Counseling for bonus if applicable)
14. UMR Page (Soldier must be in valid position)
15. Additional Supporting Documentation (as applicable)

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

Note 1: Do not include any LESs unless the remarks states why the bonus was recouped.

16. CERTIFYING HR STAFF MEMBER

17. STAFF MEMBER SIGNATURE

SOLDIER'S NAME (Last, First MI) RANK

18. REMARKS