



DEPARTMENT OF THE ARMY

MEMORANDUM FOR U.S. Army Reserve G-1, Incentives Branch, 4710 Knox St, Fort Bragg, NC 28310

SUBJECT: Commander's Concurrence for the Conversion Bonus

1. As the gaining Commander, I acknowledge that _____ is requesting a bonus to be reassigned to my unit in position _____ (para/line) for the MOS or SQI _____. I concur with this request and agree to keep the Soldier in this position for the full term of the bonus. I will initiate the necessary transfer paperwork as soon as USARC G-1 approves this bonus.
2. I understand that I am responsible for enrolling _____ in the required training, and that the training must be completed within 24 months from the date of assignment. I further understand that if training is delayed through no fault of the Soldier (ie. Shortage of seats, shortage of funds, etc.), I must ensure an exception to policy is submitted to the USARC G-1 Incentives Branch for approval.
3. I have informed _____ that they cannot voluntarily transfer or mobilize outside of their incentivized MOS/SQI for the full term of the bonus obligation. In addition, I have informed them that they cannot request a voluntary discharge. I further explained to _____ that the bonus obligation starts upon award of the MOS/SQI and not the date of the written agreement.
4. _____ has reviewed the initial eligibility criteria and fully understands the bonus agreement. Furthermore, we both understand that completion of the bonus request and this memorandum is not a guarantee that the bonus will be approved. All bonuses are subject to the availability of funding.
5. The point of contact for this memorandum is the undersigned at _____ (phone) or _____ (email).