

**Selected Reserve Incentive Program (SRIP) Adjustment Certification Worksheet**

[For use of this form see Reserve Pay Supplemental Guidance; the proponent agency is the AR G-8.]

RCS exempt per AR 335-15, paragraph 5-2b(1).

1. FROM (Unit Address to include PAS)

**DATA REQUIRED BY THE PRIVACY ACT**

Authority: Title 37, U.S. Code, Sec. 101 and following.  
 Principal Purpose: To adjust the military compensation of a Reserve Component Soldier, subject to the provisions of USAR Pam 37-1 and internal controls.  
 Routine Uses: To specify and certify as correct, the details of an adjustment in pay for an individual member of the Army Reserve.  
 Disclosure: Voluntary; however, failure to provide the requested information may result in a delay or otherwise adversely impact upon the adjustment in pay.

2. NAME (Last, First, Middle/MI as shown on MMPA)

3. SSN (As shown on MMPA)

4. GRADE

5. TYPE OF BONUS

**ACTION (Check one)**

6. INITIAL PAYMENT (NOTE: Documentation must be attached.)

MOS \_\_\_\_\_ UIC \_\_\_\_\_

(Refer to Reserve Pay Supplemental Guidance Chapter 7 for payment processing requirements. ETP memos must be attached to process the bonus, if applicable)

7. INSTALLMENT PAYMENT

Soldier has participated satisfactorily during the period of \_\_\_\_\_ through \_\_\_\_\_ and is eligible for continued SRIP participation. (date after last payment) (date installment due)

(NOTE: Satisfactory participation=Soldier attended AT, accrued less than 9 'U's in a 12 month period, passed APFT, etc.)

8. SUSPEND BONUS Effective: \_\_\_\_\_

- |                         |                               |
|-------------------------|-------------------------------|
| Missionary Obligation   | Overseas Employment/Residency |
| Cogent personal reasons | Other DOD approved program    |
| Other (i.e. FLAG):      | CO-ADOS                       |

9. REINSTATE BONUS. (Attach extension contract, must be completed within 90 days of return to unit.)

Effective Date: \_\_\_\_\_ Reason for reinstatement: \_\_\_\_\_

10. TERMINATE BONUS Enter reason for termination here and enter effective date below: \_\_\_\_\_

- |                       |  |
|-----------------------|--|
| UNSAT: _____          | Date 2nd consecutive APFT failure _____              |
| Date of 9th U _____   | Date 2nd consecutive body fat standard failure _____ |
| Date of 1st U _____   | Date transfer to IMA/AGR/IRR (Except CO-ADOS) _____  |
| Date AT No Show _____ | Date accepted MilTech _____                          |
| **Other _____         | Date of unauthorized change in unit or MOS _____     |

11. BONUS CORRECTION (Continue in Remarks)

12. REMARKS

13. PREPARER'S SIGNATURE

14. DATE

## Instructions for USAR Form 23-R

### *(Selected Reserve Incentive Program (SRIP) Adjustment Certification Worksheet)*

[Use - To initiate payment, suspension, termination and recoupment of Selected Reserve Incentive Program (SRIP) entitlements for USAR Soldiers. Refer to Chapter 7, Reserve Pay Supplemental Guidance, for bonus information.]

**Block 1.** Enter unit address to include Personnel Accounting Symbol (PAS).

**Blocks 2 and 3.** Enter name and SSN as shown on the Master Military Pay Account (MMPA).

**Block 4. Grade.** Enter the Soldier's current pay grade.

**Block 5. Type of Bonus.** Enter the type of bonus program in which the Soldier is currently enrolled; i.e., enlistment, reenlistment, affiliation.

**Block 6. Initial Payment.** Check this block to request the initial payment of bonus. Enter the Soldier's MOS, and the UIC. For initial payment of bonus attach corresponding checklist and ETP memo, if applicable.

**Block 7. Installment Payment.** Check this block to request the installment payment of the bonus listed in block 5 above. Enter the date after last payment was due and the date the installment is due\*.

*\* (NOTE: Request for installment cannot be submitted to the USAR Pay Center prior to the date of last installment due.*

**Block 8. Suspend Bonus.** Check this block to temporarily suspend a bonus when a Soldier transfers out of the unit for an authorized period of non-availability (as prescribed by AR 601-210 – Regular Army and Reserve Components Enlistment Program) such as a missionary obligation. Attach copy of transfer order. If a Soldier's bonus is suspended for another reason, such as a FLAG (Suspension of Favorable Personnel Action), use the effective date the FLAG was initiated.

**Block 9. Reinstate Bonus.** This block is likewise used to reinstate the bonus when the Soldier returns to the unit or the FLAG has been favorably adjudicated. To have the bonus reinstated, the Soldier must extend or reenlist for a period at least equal to the period of non-availability. Attach a copy of extension or reenlistment contract and enter the reason for the reinstatement. If previously FLAG'd, enter the date FLAG was lifted and reason.

**Block 10. Termination.** Check this block to terminate the bonus when the Soldier is no longer eligible for payment (e.g., received ninth unexcused absence). Enter termination date and the reason for termination.

**Block 11. Bonus Correction.** Check this block to make a correction to the Soldier's MMPA when the Bonus Type, MOS, or UIC was incorrectly established.

**Block 12. Remarks.** Use this section to provide information/data that would explain entry made in above blocks or any action/information not covered.

**Blocks 13 - 14.** Self-explanatory.