

**VOLUME 7A, CHAPTER 9: “ACTIVE DUTY ENLISTED MEMBERS
ENLISTMENT, REENLISTMENT, AND RETENTION BONUSES”**

SUMMARY OF MAJOR CHANGES

Changes are identified in this table and also denoted by [blue font](#).

Substantive revisions are denoted by an asterisk (*) symbol preceding the section, paragraph, table, or figure that includes the revision.

Unless otherwise noted, chapters referenced are contained in this volume.

Hyperlinks are denoted by [bold, italic, blue, and underlined font](#).

The previous version dated [August 2020](#) is archived.

PARAGRAPH	EXPLANATION OF CHANGE/REVISION	PURPOSE
2.2	Updated to enlistment bonus maximum amount to \$50,000 for a 2-year obligation.	Revision
3.0	Updated the Selected Retention Bonus entitlement provisions.	Addition
5.0	Renamed Prior Service Enlistment Bonus to Prior Service Reenlistment Bonus and updated the entitlement provisions.	Revision
6.0	Renamed Military Occupational Specialty Conversion Bonus to Conversion Bonus and updated the entitlement provisions.	Revision
References	Updated to reflect current statutes and other supporting references.	Revision

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CHAPTER 9

**ACTIVE DUTY ENLISTED MEMBERS ENLISTMENT, REENLISTMENT AND
RETENTION BONUSES**

1.0 GENERAL

1.1 Purpose

This chapter establishes DoD policy guidance pertaining to active duty enlistment, reenlistment, and retention bonuses.

1.2 Authoritative Guidance

The pay policies and requirements established by DoD in this chapter are derived primarily from, and prepared in accordance with Title 37, United States Code (U.S.C.), section 331 ([37 U.S.C. § 331](#)). Due to the subject matter in this chapter, the list of authoritative sources is extensive. The specific statutes, regulations, and other applicable guidance that govern each individual section are listed in a reference section at the end of the chapter.

2.0 ENLISTMENT BONUS

2.1 Eligibility

An enlistment bonus is authorized for individuals who enlist in a Military Service for a specific period and, if applicable, for service in a military skill that is experiencing critical personnel shortages as designated by the Secretary of the Military Department concerned. The individual must meet the qualifications listed in subparagraphs 2.1.1 through 2.1.8:

2.1.1. Possess a high school diploma, a completion or attendance certificate in lieu of a high school diploma, or a General Educational Development program certificate;

2.1.2. The individual must be an initial enlistee, who enlists in a Regular Component of the Military Service. An initial enlistee is a person who has either never served or has served, and was released from such service before completing the basic training requirements of the Service of which the person was a member and the service was characterized as either honorable or uncharacterized.

2.1.3. Enlist for at least 2 years or extend an initial period of obligated service to a total of at least 2 years in a Regular Component of a Military Service and serve for a specified period of obligated service in at least one of the following categories:

2.1.3.1. A designated military skill,

2.1.3.2. Career field,

2.1.3.3. Unit,

2.1.3.4. Grade, or

2.1.3.5. Other condition or conditions imposed by the Under Secretary of Defense (Personnel and Readiness) (USD (P&R)) or the Secretary of the Military Department concerned;

2.1.4. Execute a written agreement with the Secretary of the Military Department concerned that specifies the:

2.1.4.1. Amount of the bonus;

2.1.4.2. Method of bonus payment - lump sum amount or periodic installments;

2.1.4.3. Period of obligated service; and

2.1.4.4. Designated military skill or specialty, career field, unit, grade, or such other condition or conditions of service imposed by the Secretary of the Military Department concerned;

2.1.5. Not have previously received an enlistment bonus, a retention bonus, an affiliation bonus, or a transfer bonus for the same period of service;

2.1.6. Not have previously received and not be eligible to receive a [Selective Retention Bonus \(SRB\)](#) under section 3.0 or a [Critical Skill Retention Bonus \(CSRB\)](#) under section 4.0;

2.1.7. Successfully complete training and become technically qualified in a designated skill if completion of such training and technical qualification forms the basis under which the bonus is paid; and

2.1.8. Meet any additional military service specific eligibility criteria and quality standards established by the Secretary of the Military Department concerned.

*2.2 Amount

The Secretary of the Military Department concerned will determine the amount of the enlistment bonus awarded for a designated military skill. The bonus payment for a designated military skill or cumulative amount of enlistment bonuses to any individual is not to exceed [\\$50,000 for a minimum 2-year service obligation](#).

2.3 Computation

The Secretaries of the Military Departments are required to establish rules of computation for enlistment bonuses.

2.4 Method of Payment

2.4.1. The bonus may be paid either in periodic installments or a single lump sum. The timing of the initial payment is at the discretion of the Secretary of the Military Department concerned, except that it must not be paid before the member completes basic recruit training. For individuals enlisted for specialties requiring formal training, the Service concerned may withhold the initial payment until the individual completes the training and qualifies in the military skill, so the bonus serves as an incentive to complete the training needed to qualify in the skill.

2.4.2. If paid in installments, after the initial payment, the remainder of the bonus must be paid in equal periodic installments.

2.5 Repayment

2.5.1. A member, who does not complete the term of enlistment, or extension of enlistment, or who is not technically qualified in the skill for which the bonus was paid, will be subject to the repayment provisions of Chapter 2.

2.5.2. A member, who is discharged 12 months or less before the expiration of enlistment or extension of enlistment [in accordance with 10 U.S.C. § 1171](#) may be considered to have completed the terms of enlistment or extension of enlistment for which the bonus was paid. [For all other early discharges](#), the Military Departments will determine and advise when repayment is [not](#) required.

2.6 Duration of Authority

An enlistment bonus may not be paid to any person after the date on the [Duration of Authority](#) table. No payments will be made after the termination date unless the entitlement commenced prior to that date.

*3.0 SRB

3.1 Eligibility

The Secretary of the Military Department concerned may designate a unit, grade, or impose such other condition or conditions of service with respect to the SRB, as determined necessary to mitigate a significant current or projected personnel shortage or changing force structure requirements. An SRB based on unit, grade, or such other condition or conditions of service are subject to USD (P&R) approval. The member must:

3.1.1. Serve in a pay grade E-3 or higher;

3.1.2. Reenlist for a period of at least 3 years or voluntarily extend an enlistment for a period of at least 1 year on active duty;

3.1.3. Execute a written agreement with the Secretary of the Military Department concerned that specifies the:

3.1.3.1. Amount of the bonus;

3.1.3.2. Method of bonus payment - lump sum amount or periodic installments;

3.1.3.3. Period of obligated service; and

3.1.3.4. Designated military skill, career field, unit, or grade, or such other condition or conditions of service imposed by the Secretary of the Military Department concerned;

3.1.4. Agree to serve for a specified period in at least one of the following reenlistment or extension categories:

3.1.4.1. A designated military skill,

3.1.4.2. Career field,

3.1.4.3. Unit,

3.1.4.4. Grade, or

3.1.4.5. Other condition or conditions imposed by the Secretary of the Military Department concerned;

3.1.5. Meet skill qualification prior to payment of the SRB for a member transferring into a designated military skill;

3.1.6. Qualify under any additional eligibility criteria prescribed by the Secretary of the Military Department concerned;

3.1.7. Not be in receipt of an enlistment bonus, a retention bonus, an affiliation bonus, or a transfer bonus for the same period of service; and

3.1.8. In addition to the eligibility requirements in subparagraphs 3.1.1 through 3.1.7 an enlisted service member serving under an indefinite reenlistment must:

3.1.8.1. Be in the pay grade of E-5 or above;

3.1.8.2. Have 10 or more years of military service; and

3.1.8.3. Sign an agreement to remain on active duty for a period of at least 3 years.

3.2 Limitations

3.2.1. A re-entry or reenlistment must occur no later than 3 months (or within a lesser period if so prescribed by the Secretary of the Military Department concerned) after the date of discharge or release from active duty.

3.2.2. Veterans with more than a 3-month but less than a 4-year break in active duty may qualify for a broken service, or a prior service re-entry, SRB program in accordance with regulations prescribed by the Secretary of the Military Department concerned.

3.2.3. Re-enlistees reentering active duty with a break in active duty greater than 24 hours, only the original DoD (DD) Form 214, Certificate of Release or Discharge from Active Duty, (copy 1 or copy 4) or a reproduction of the DD 214, with a certified true-copy stamp and appropriate Federal Government authenticating seal imprinted thereon, is acceptable documentation and identification. The 24-hour period begins on the day following the date of discharge or separation.

3.2.4. Members with prior enlisted service and subsequent service as an officer, who were discharged or released from active duty and who, within 3 months after discharge or release from active duty as an officer, reenlist in the same Regular Component of a Military Service in which they previously served as an enlisted member may be eligible for an SRB. The individual must meet all other requirements established in paragraphs 3.1 and 3.2.

3.2.5. Service members may be eligible for an SRB if they extend their existing service obligation for a minimum of 12 months.

3.2.6. Members who reenlist or voluntarily extend an enlistment to obtain sufficient obligated service to participate in a program leading to commissioned or warrant officer status are not eligible for an SRB.

3.2.7. A member is not eligible for an SRB if the member was discharged or released from active duty or service in an active status based upon a determination of misconduct, substandard duty performance, or moral or professional dereliction.

3.2.8. An SRB may be paid to an enlisted member up to 28 years of active duty or service. The Deputy Assistant Secretary of Defense for Military Personnel Policy may waive this restriction based upon a request and justification submitted by the Secretary of the Military Department concerned.

3.2.9. Generally, a member may not use any preexisting period of obligated service to satisfy an obligated service requirement under an SRB agreement, unless such service is determined by the Secretary of the Military Department concerned to be consistent with the requirements of [37 U.S.C. § 371](#); and

3.2.9.1. Such preexisting period of obligated service is necessary for the member to qualify for continuous submarine duty incentive pay and is service for which no bonus was previously authorized or payable; or

3.2.9.2. Such preexisting period of obligated service includes no more than a 2-year period of an unserved voluntary extension of enlistment for which no bonus was previously authorized or payable, and the member agrees to an additional 2-year period of obligated service in connection with the SRB.

3.3 Amount

The SRB may not exceed **\$30,000** for each year of obligated service in a Regular Component. The maximum amount for an SRB is **\$180,000**.

3.3.1. The Secretary of the Military Department concerned must determine the amount of the SRB based on a business case model that targets the retention of adequate levels of enlisted personnel in a reenlistment or extension category.

3.3.2. Members may receive more than one SRB for a career, but the total combined SRB payments over a career must not exceed **\$360,000**.

3.3.3. SRB amounts may be prorated for extension requests greater than one year and reenlistments greater than 3 years. The additional service time will be calculated on a monthly basis at a rate equal to 1/12th the annual amount.

3.4 Computation

The Secretaries of the Military Departments are required to establish and publish the rules for computing the SRB.

3.5 Method of Payment

The bonus may be paid either in periodic installments or a single lump sum. If the Secretary of the Military Department concerned elects to pay SRBs in installments:

3.5.1. The installment amount will be at the discretion of the Secretary of the Military Department concerned, and may be paid at the time of reenlistment, or at the beginning of the member's service commitment for the voluntary extension of enlistment. All payments must be made before the member completes a total of **28** years of service.

3.5.2. An initial installment to a member who reenlists after a break in active duty service greater than 24 hours is to be made no earlier than 30 days after arrival at the first permanent duty station following reenlistment.

3.5.3. Where there is lost time, the subsequent installment payments will be delayed by the number of days of lost time.

3.5.4. Discharge for the purpose of immediate reenlistment does not affect a member's entitlement to subsequent SRB installment payments.

3.6 Additional Obligated Service

Additional obligated service is defined as any active service commitment beyond an existing contractual service agreement. Existing contractual service agreements include enlistments, extensions of enlistment, and reenlistments.

3.7 Changes and Termination of Awards

3.7.1. The Military Departments will notify USD (P&R) of any changes to a Military Department's SRB guidance under the enlisted bonus program. The Secretary of the Military Department concerned will issue an announcement that fully describes the change along with an effective date. The amount of the SRB offered after the date of such change may not exceed that authorized under 37 U.S.C. § 331(c).

3.7.2. Members agreeing to retrain and reenlist for a different specialty may be paid a bonus in the amount offered at the time of the agreement or upon completion of the training, whichever is greater. If after completion of the training a bonus is no longer offered for the skill, the bonus amount at the time of the agreement will be awarded to the Service member.

3.8 Repayment

3.8.1. A member, who does not complete the term of reenlistment, or extension of reenlistment, or who is not technically qualified in the skill for which the bonus was paid, will be subject to the repayment provisions of Chapter 2.

3.8.2. A member, who is discharged 12 months or less before the expiration of enlistment or extension of enlistment in accordance with 10 U.S.C. § 1171 may be considered to have completed the terms of enlistment or extension of enlistment for which the bonus was paid. For all other early discharges, the Military Departments will determine and advise when repayment is not required.

3.9 Duration of Authority

An SRB may not be paid to any person after the date on the Duration of Authority table. No payments will be made after the termination date unless the entitlement commenced prior to that date.

4.0 CSRB

4.1 Eligibility

An enlisted member of the Armed Forces, who is serving on active duty in a Regular Component and is qualified in a critical military skill designated by the Secretary of Defense, may

be paid a retention bonus as provided in this section, if the member is not serving on an indefinite enlistment and reenlists or voluntarily extends the enlistment for at least 1 year.

4.2 Limitations

4.2.1. A retention bonus may not be given under paragraph 4.1 to a member of the Armed Forces who has completed more than 25 years of active duty or who will complete the 25th year before the end of the period of active duty or active status for which the bonus is offered. This limitation does not apply with respect to a member who is qualified in a skill related to special operations forces.

4.2.2. The USD (P&R) or the Principal Deputy, USD (PDUSD) (P&R) may waive the 25-year service limitation on eligibility with respect to a member who, during a period of active duty or service in an active status in a Reserve Component for which the bonus is being offered, is assigned duties in a skill designated as critical.

4.2.3. CSRB payments may not be made before the start of the active duty service period for which the CSRB is being awarded, unless specifically authorized by the PDUSD (P&R).

4.3 Amount

4.3.1. A member may enter into an agreement, reenlist, or voluntarily extend enlistment more than once in order to receive a bonus under this section. However, a member may not receive a total of more than \$200,000 in payments under this section.

4.3.2. A CSRB amount may not exceed \$30,000, [annually](#) unless PDUSD (P&R) has granted an exception.

NOTE: The combined total of CSRB and [Selective Reenlistment Bonus](#), in accordance with, DoD Directive (DoDD) 1304.21, during an individual's career, shall not exceed \$200,000, unless the PDUSD (P&R) authorizes it for the skill concerned as an exception to policy.

4.4 Method of Payment

A bonus under this section may be paid in a single lump sum or periodic installments.

4.5 Repayment

4.5.1. A member, who does not complete the term of retention bonus or who is not technically qualified in the skill for which the bonus was paid, will be subject to the repayment provisions of Chapter 2.

4.5.2. A member, who is discharged 12 months or less before the expiration of enlistment or extension of enlistment [in accordance with](#) 10 U.S.C. § 1171 may be considered to have completed the terms of enlistment or extension of enlistment for which the bonus was paid. [For](#)

all other early discharges, the Military Departments will determine and advise when repayment is not required.

4.6 Duration of Authority

An SRB may not be paid to any person after the date on the Duration of Authority table. No payments will be made after the termination date unless the entitlement commenced prior to that date.

*5.0 PRIOR SERVICE REENLISTMENT BONUS

5.1 Eligibility

The Secretary of the Military Department concerned may pay an individual who reenlist in a regular component of a military service after a break in active duty. An individual must:

5.1.1. Not have previously received, or currently be entitled to, and SRB under section 3.0; or a CSRB under section 4.0;

5.1.2. Not have more than 16 years of total military service and have received an honorable discharge at the conclusion of all previous periods of service;

5.1.3. Not have been released, not be released, from active duty for the purpose of enlistment in a Reserve Component;

5.1.4. Provide either:

5.1.4.1. The original DD Form 214 (copy 1 or copy 4);

5.1.4.2. A reproduction of the DD Form 214 with a certified true copy stamp and the appropriate Federal Government authenticating seal imprinted on the reproduction for any period of previous military service; or

5.1.4.3. Other official documentation verifying member's satisfactory participation for all periods of previous service in the Active Component and Selected Reserve;

5.1.5. Successfully complete any additional training or re-training required to become technically qualified in a designated critical skill for which the member is projected to occupy;

5.1.6. Reenlist for at least 3 years; and

5.1.7. Execute an agreement to serve as an enlisted member in the Regular or Reserve Component of a Military Service for a period of not less than 3 years upon acceptance of the agreement by the Secretary of the Military Department concerned that specifies the:

5.1.7.1. Amount of the bonus;

5.1.7.2. Method of bonus payment - lump sum amount or periodic installments;

5.1.7.3. Period of obligated service; and

5.1.7.4. Designated:

5.1.7.4.1. Military skill or specialty;

5.1.7.4.2. Career field;

5.1.7.4.3. Unit;

5.1.7.4.4. Grade; or

5.1.7.4.5. Such other condition or conditions of service imposed by the Secretary of the Military Department concerned.

5.2 Amount

The Prior Service Reenlistment Bonus amount must not exceed \$20,000 for each year of obligated service in a Regular Component.

5.3 Method of Payment

5.3.1. The Secretary of the Military Department concerned must establish a method of payment for the bonus (lump sum or periodic installments). Payment should be disbursed based on training milestones, amounts, and length of enlistment. The Secretary of the Military Department concerned must not pay a person or member any portion of the bonus prior to completion of training.

5.3.2. Members with prior military service, who do not require formal training to be technically qualified in the skill for which the bonus is being paid, will receive their first installment no earlier than 30 days after arrival at the first permanent duty station following re-entry on active duty.

5.4 Repayment

5.4.1. A member, who does not complete the term of this bonus or who is not technically qualified in the skill for which the bonus was paid, will be subject to the repayment provisions of Chapter 2.

5.4.2. A member, who is discharged 12 months or less before the expiration of enlistment or extension of enlistment in accordance with 10 U.S.C. § 1171 may be considered to have completed the terms of enlistment or extension of enlistment for which the bonus was paid. For all other early discharges, the Military Departments will determine and advise when repayment is not required.

5.5 Duration of Authority

An SRB may not be paid to any person after the date on the Duration of Authority table. No payments will be made after the termination date unless the entitlement commenced prior to that date.

*6.0 CONVERSION BONUS

6.1 Eligibility

The Secretary of the Military Department concerned may pay a conversion bonus to a member of the Armed Forces, who agrees to execute a written agreement to convert to, and serve for a period of not less than three years in, a MOS for which there is a shortage of trained and qualified personnel. The member must:

6.1.1. At the time the agreement is executed, be serving in a pay grade E-6 or below, with no more than 12 years of service as computed in accordance with [37 U.S.C. § 205](#).

6.1.2. Have completed all service obligations incurred for receipt of an enlistment bonus as prescribed in section 2.0, a retention bonus as prescribed in section 3.0, or CSRB as prescribed in section 4.0;

6.1.3. Meet all eligibility requirements prescribed in section 2.1;

6.1.4. [Extend the existing enlistment contract to qualify for the bonus if he or she has less than 3 years of active duty or duty in an active status in the Selected Reserve.](#)

6.1.5 Execute a written agreement with the Secretary of the Military Department concerned that specifies the:

6.1.5.1. Amount of the bonus;

6.1.5.2. Method of bonus payment - lump sum amount or periodic installments;

6.1.5.3. Period of obligated service; and

6.1.5.4. Designated military skill, career field, unit, grade, or such other condition or conditions of service imposed by the Secretary of the Military Department concerned; and

6.1.6. Not be in receipt of an enlistment bonus, a retention bonus, an affiliation bonus, or a transfer bonus for the same period of service.

6.2 Amount

The bonus payment will not exceed [\\$10,000](#).

6.3 Method of Payment

6.3.1. The conversion bonus may be paid in periodic installments or in a lump sum.

6.3.2. The Secretary of the Military Department concerned must not pay a member any portion of the bonus before completion of training.

6.4. Repayment

6.4.1. A member, who does not complete the term of this bonus or who is not technically qualified in the skill for which the bonus was paid, will be subject to the repayment provisions of Chapter 2.

6.4.2. A member, who is discharged 12 months or less before the expiration of enlistment or extension of enlistment in accordance with 10 U.S.C. § 1171 may be considered to have completed the terms of enlistment or extension of enlistment for which the bonus was paid. For all other early discharges, the Military Departments will determine and advise when repayment is not required.

6.5 Duration of Authority

An SRB may not be paid to any person after the date on the Duration of Authority table. No payments will be made after the termination date unless the entitlement commenced prior to that date.

7.0 BONUS FOR TRANSFER BETWEEN MILITARY SERVICES

7.1 Eligibility

The Secretary of the gaining Military Department may pay a bonus to an enlisted member who agrees to transfer and serve in another Military Service, for a specified period in a designated military skill, career field, unit, grade, or to meet some other condition or conditions imposed by the Secretary of the gaining Military Department. The member must:

7.1.1. Execute a written agreement with the Secretary of the Military Department concerned that specifies the:

7.1.1.1. Amount of the bonus;

7.1.1.2. Method of bonus payment - lump sum amount or periodic installments;

7.1.1.3. Period of obligated service, which must be for a minimum 3 year period;

and

7.1.1.4. Designated military skill, career field, unit, grade, or such other condition or conditions of service imposed by the Secretary of the Military Department concerned;

7.1.2. Agree to serve for a specified period in at least one of the following reenlistment or extension categories:

7.1.2.1. A designated military skill,

7.1.2.2. Career field,

7.1.2.3. Unit,

7.1.2.4. Grade, or

7.1.2.5. Other condition or conditions imposed by the Secretary of the Military Department concerned;

7.1.3. [Have](#) satisfactorily completed any term of enlistment in a Military Service;

7.1.4. Qualify for reenlistment in the Regular Component of the Military Service to which the member is transferring;

7.1.5. Prior to the transfer, fulfill the requirements established by the Secretary with jurisdiction over the Military Service to which the member is transferring;

7.1.6. Not be in receipt of an enlistment bonus, retention bonus, an affiliation bonus, or a transfer bonus for the same period of service;

7.1.7. [Not be in receipt of separation pay in accordance with 10 U.S.C. Chapter 59](#); and

7.1.8. Meet any additional military service specific eligibility criteria and quality standards established by the Secretary of the Military Department to which the member is transferring.

7.2 Amount and Method of Payment

The Secretary of the gaining Military Department may pay the transfer bonus in one \$10,000 lump sum amount upon approval of the transfer by the Secretary of that Military Department. Alternatively, the bonus may be paid in annual installments, the total of which may not exceed \$10,000.

7.3 Repayment

7.3.1. A member, who does not complete the term of this bonus or who is not technically qualified in the skill for which the bonus was paid, will be subject to the repayment provisions of Chapter 2.

7.3.2. A member, who is discharged 12 months or less before the expiration of enlistment or extension of enlistment [in accordance with 10 U.S.C. § 1171](#) may be considered to have completed the terms of enlistment or extension of enlistment for which the bonus was paid. [For](#)

all other early discharges, the Military Departments will determine and advise when repayment is not required.

7.4 Duration of Authority

An SRB may not be paid to any person after the date on the Duration of Authority table. No payments will be made after the termination date unless the entitlement commenced prior to that date.

8.0 BONUS FOR TRANSFER BETWEEN COMPONENTS OF A MILITARY SERVICE

8.1 Eligibility

The Secretary of the Military Department concerned may pay a bonus to an enlisted member who agrees to transfer from the Regular Component to the Ready Reserve or vice versa of the same service. The member must:

8.1.1. Execute a written agreement with the Secretary of the Military Department concerned that specifies the:

8.1.1.1. Amount of the bonus;

8.1.1.2. Method of bonus payment - lump sum amount or periodic installments;

8.1.1.3. Period of obligated service; and

8.1.1.4. Designated military skill, career field, unit, grade, or such other condition or conditions of service imposed by the Secretary of the Military Department concerned;

8.1.2. Agree to serve for a specified period in at least one of the following reenlistment or extension categories:

8.1.2.1. A designated military skill,

8.1.2.2. Career field,

8.1.2.3. Unit,

8.1.2.4. Grade, or

8.1.2.5. Other condition or conditions imposed by the Secretary of the Military Department concerned;

8.1.3. Not be in receipt of an enlistment bonus, retention bonus, an affiliation bonus, or a transfer bonus for the same period of service;

8.1.4. Satisfactorily complete all terms of enlistment within their current component;

8.1.5. Qualify for reenlistment in the Regular Component of the Military Service to which the member is transferring;

8.1.6. Agree to remain in the component for which the transfer bonus is offered for a minimum 2 year period;

8.1.7. Have fewer than 15 years of active service time; and

8.1.8. Meet any additional military service specific eligibility criteria and quality standards established by the Secretary of the Military Department concerned.

8.2 Amount and Method of Payment

The Secretary of the Military Department concerned must establish the amount and method of payment for the bonus (lump sum or periodic installments). The bonus for transfer between components of a Military Service may not exceed \$10,000 and is payable upon approval of the Secretary concerned.

8.3 Repayment

8.3.1. A member, who does not complete the term of this bonus or who is not technically qualified in the skill for which the bonus was paid, will be subject to the repayment provisions of Chapter 2.

8.3.2. A member, who is discharged 12 months or less before the expiration of enlistment or extension of enlistment **in accordance with** 10 U.S.C. § 1171 may be considered to have completed the terms of enlistment or extension of enlistment for which the bonus was paid. **For all other early discharges**, the Military Departments will determine and advise when repayment is **not** required.

8.4 Duration of Authority

An SRB may not be paid to any person after the date on the Duration of Authority table. No payments will be made after the termination date unless the entitlement commenced prior to that date.

9.0 VOLUNTARY EXTENSION RETENTION BONUS (VERB)

9.1 Eligibility

Effective April 27, 2020, the Secretary of the Military Department concerned may pay a VERB to an enlisted member who volunteers to remain on active duty, for at least 6, but not more than, 24 months of additional obligated service beyond their expiration of term of service (ETS) dates. The member must:

9.1.1. Be within 12 months of the date of their ETS;

9.1.2. Volunteer to remain on active duty, for at least six, but not more than, 24 months of additional obligated service beyond their existing ETS dates;

9.1.3. Be in the pay grade of E-3 or above;

9.1.4. Have less than 28 years of service; and

9.1.5. Sign an extension agreement specifying the amount of the bonus, the payment method, period of obligated service, and type or condition of service.

9.2 Restrictions

9.2.1. Enlisted members volunteering for VERB are not eligible for an early discharge in accordance with title [10 U.S.C. § 1171](#).

9.2.2. Enlisted members may not be in receipt of any other bonus pursuant to title 37 U.S.C. § 331 for the same period of service.

9.2.3. Members who are pending disciplinary action, administrative separation, or mandatory discharge pursuant to any other provision of law or regulation, or who are being evaluated for disability retirement or separation pursuant to [10 U.S.C. Chapter 61](#) are not eligible for an extension bonus.

9.2.4. Additionally, unless otherwise waived by the Secretary concerned, an enlisted member is not eligible for VERB if the additional obligated service will extend the member's service beyond the member's mandatory retirement or high-year tenure date.

9.2.5. Members may only receive one VERB during their career.

9.3 Amount and Method of Payment

Secretaries concerned may pay the bonus in a lump sum or in periodic installments. The bonus amount may not exceed \$12,000 for each 12-month period. For bonus agreements less than 12 months, the bonus amount may be prorated to a monthly rate not to exceed \$1,000 per month. Bonus amounts may be paid at the time of the agreement, but the bonus amount will be calculated based only on the additional service obligation. Lastly, the entire term of the extension will be included as previously obligated service for any future bonus calculations.

9.4 Repayment

Service members failing to complete the service obligation specified in the bonus agreement may have their agreement terminated and may be required to repay any unearned portion of the bonus amount in accordance with title [37 U.S.C. § 373](#), and Chapter 2.

9.5 Duration of Authority

Subject to congressional reauthorization of title 37 U.S.C. § 331, this authority will remain in effect until September 30, 2021, unless otherwise modified or terminated earlier by the Assistant Secretary of Defense for Manpower and Reserve Affairs (ASD M&RA).

*REFERENCES

**CHAPTER 9 – ACTIVE DUTY ENLISTED MEMBERS ENLISTMENT,
REENLISTMENT, AND RETENTION BONUSES**

2.0 – ENLISTMENT BONUS

- 2.1 37 U.S.C. § 331
DoD Instruction (DoDI) 1304.31, November 5, 2020,
paragraph 3.1.b and 4.1.c
- 2.2 DoDI 1304.31, November 5, 2020, paragraph 4.1.e
- 2.4 DoDI 1304.31, November 5, 2020, paragraph 3.1.e
- 2.5.1. 37 U.S.C. § 373(a)
DoDI 1304.31, November 5, 2020, paragraph 3.1.j
- 2.5.2. 10 U.S.C. § 1171

3.0 – SRB

- 3.1 37 U.S.C. § 331
- 3.2 DoDI 1304.31, November 5, 2020, paragraph 4.4.d(1)(b)
- 3.2.8 DoDI 1304.31, November 5, 2020, paragraph 4.4.d(3)
- 3.3 DoDI 1304.31, November 5, 2020, paragraph 4.4.d(4)(a).1
- 3.5 DoDI 1304.31, November 5, 2020, paragraph 4.5
- 3.7.1. DoDI 1304.31, November 5, 2020, paragraph 4.1.h and
4.4.d(6)

4.0 – CSRB

- 4.1 37 U.S.C. § 355
DoDD 1304.21, January 31, 2005, paragraph E1.5.1
- 4.2 DoDD 1304.21, January 31, 2005, paragraph E1.5.3.1
37 U.S.C. § 355(e)
- 4.3 37 U.S.C. § 355(d)
- 4.3.2 Note DoDD 1304.21, January 31, 2005, paragraph E1.5.3.2

5.0 – PRIOR SERVICE REENLISTMENT BONUS

- 5.1 37 U.S.C. § 331
DoDI 1304.31, November 5, 2020, paragraph 4.3
- 5.2 DoDI 1304.31, November 5, 2020, paragraph 4.3.c
- 5.3 DoDI 1304.31, November 5, 2020, paragraph 4.3.d

6.0 – CONVERSION BONUS

- 6.1 37 U.S.C. § 331
DoDI 1304.31, November 5, 2020, paragraph 4.4.e

- 6.2 DoDI 1304.31, [November 5, 2020, paragraph 4.4.e\(2\)](#)
- 6.3 DoDI 1304.31, [November 5, 2020, paragraph 4.4.e\(3\)](#)

7.0 – BONUS FOR TRANSFER BETWEEN MILITARY SERVICES

- 7.1 37 U.S.C. § 331
DoDI 1304.31, [November 5, 2020, paragraph 4.5.b](#)
- 7.2 DoDI 1304.31, [November 5, 2020, paragraph 4.5.b\(5\)](#)

8.0 – BONUS FOR TRANSFER BETWEEN COMPONENTS OF A MILITARY SERVICE

- 8.1 37 U.S.C. § 331
DoDI 1304.31, [November 5, 2020, paragraph 4.5.a](#)
- 8.2 DoDI 1304.31, [November 5, 2020, paragraph 4.5.a\(5\)](#)

9.0 – VOLUNTARY EXTENSION RETENTION BONUS (VERB)

- 37 U.S.C. § 331
ASD M&RA Memo, April 27, 2020