

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

SUMMARY OF MAJOR CHANGES

All changes are 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 [September 2018](#) is archived.

PARAGRAPH	EXPLANATION OF CHANGE/REVISION	PURPOSE
090102	Updated the “Authoritative Guidance” paragraph to comply with current administrative instructions.	Revision
090206 090309 090406 090505 090605 090704 090804	Added hyperlinks to the “Duration of Authority” table on dfas.mil .	Revision
0909	Inserted Voluntary Extension Retention Bonus.	Addition
References	Renamed “Bibliography” to “References” and updated statutes and supporting references.	Revision

Table of Contents

0901 GENERAL 4

 090101. Purpose 4

 *090102. Authoritative Guidance 4

0902 ENLISTMENT BONUS 4

 090201. Eligibility..... 4

 090202. Amount..... 6

 090203. Computation..... 6

 090204. Method of Payment 6

 090205. Repayment..... 6

 *090206. Duration of Authority..... 6

0903 SRB 7

 090301. Eligibility..... 7

 090302. Limitations 8

 090303. Amount..... 9

 090304. Computation..... 9

 090305. Method of Payment 9

 090306. Additional Obligated Service..... 10

 090307. Changes and Termination of Awards..... 10

 090308. Repayment..... 10

 *090309. Duration of Authority..... 10

0904 CSRB..... 11

 090401. Eligibility..... 11

 090402. Limitations 11

 090403. Amount..... 11

 090404. Method of Payment 11

 090405. Repayment..... 12

 *090406. Duration of Authority..... 12

0905 PRIOR SERVICE ENLISTMENT BONUS..... 12

 090501. Eligibility..... 12

 090502. Amount..... 13

 090503. Method of Payment 13

 090504. Repayment..... 14

 *090505. Duration of Authority..... 14

Table of Contents (Continued)

0906 MILITARY OCCUPATIONAL SPECIALTY (MOS) CONVERSION BONUS 14

 090601. Eligibility..... 14

 090602. Amount..... 15

 090603. Method of Payment 15

 090604. Repayment..... 15

 *090605. Duration of Authority..... 15

0907 BONUS FOR TRANSFER BETWEEN MILITARY SERVICES..... 15

 090701. Eligibility..... 15

 090702. Amount and Method of Payment 16

 090703. Repayment..... 17

 *090704. Duration of Authority..... 17

0908 BONUS FOR TRANSFER BETWEEN COMPONENTS OF A MILITARY SERVICE
..... 17

 090801. Eligibility..... 17

 090802. Amount and Method of Payment 18

 090803. Repayment..... 18

 *090804. Duration of Authority..... 18

*0909 VOLUNTARY EXTENSION RETENTION BONUS (VERB)..... 19

 090901. Eligibility..... 19

 090902. Restrictions..... 19

 090903. Amount and Method of Payment 19

 090904. Repayment..... 20

 090905. Duration of Authority..... 20

*REFERENCES 21

CHAPTER 9

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

0901 GENERAL

090101. Purpose

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

*090102. 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. 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.

0902 ENLISTMENT BONUS

090201. 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 090201.A-H:

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

B. The individual must be an initial enlistee, a prior Military Service enlistee, who enlists in a Regular Component of the Military Service as defined in subparagraphs 090201.B.1 and 2.

1. Initial/Non-prior Service Enlistee. An Initial or Non-prior Service 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. Prior Military Service Enlistee. A Prior Military Service Enlistee is a person who has prior military experience but has not previously received an enlistment or reenlistment bonus or who currently is not entitled to a Selective Retention Bonus (SRB) under section 0903, or a Critical Skill Retention Bonus (CSR) under section 0904, or a Prior Service Enlistment Bonus under section 0905;

C. 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:

1. A designated military skill,
2. Career field,
3. Unit,
4. Grade, or
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;

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

1. Amount of the bonus;
2. Method of bonus payment - lump sum amount or periodic installments;
3. Period of obligated service; and
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;

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

F. Not have previously received and not be eligible to receive an SRB under section 0903 or a CSRB under section 0904;

G. 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

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

090202. 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 \$40,000.

090203. Computation

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

090204. Method of Payment

A. 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.

B. Members, with prior military service who do not require formal training to be technically qualified in the skill for which the bonus is paid, [are](#) paid the first installment no earlier than 30 days after arrival at the first permanent duty station following re-entry to active duty.

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

090205. Repayment

A. 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.

B. A member, who is discharged 12 months or less before the expiration of enlistment or extension of enlistment, may be considered to have completed the terms of enlistment or extension of enlistment for which the bonus was paid. The Military Departments will determine and advise when repayment is required, since this 12-month rule is not applicable to all early discharges.

[*090206.](#) 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.](#)

0903 SRB

090301. 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:

- A. Serve in a pay grade E-3 or higher;
- B. 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;
- C. Execute a written agreement with the Secretary of the Military Department concerned that specifies the:
 1. Amount of the bonus;
 2. Method of bonus payment - lump sum amount or periodic installments;
 3. Period of obligated service; and
 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;
- D. Agree to serve for a specified period in at least one of the following reenlistment or extension categories:
 1. A designated military skill,
 2. Career field,
 3. Unit,
 4. Grade, or
 5. Other condition or conditions imposed by the Secretary of the Military Department concerned;
- E. Meet skill qualification prior to payment of the SRB for a member transferring into a designated military skill;

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

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

090302. Limitations

A. 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.

B. 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.

C. 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.

D. 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 090301 and 090302.

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

F. 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.

G. 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.

H. An SRB may not be paid to an enlisted member who has completed more than 20 years of active duty or service in an active status, or who will complete a total of 24 years of service before the end of the period of active duty or active status for which the bonus is offered.

I. 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

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

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.

090303. Amount

The SRB may not exceed \$25,000 for each year of obligated service in a Regular Component. The maximum amount for an SRB is \$100,000.

A. 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.

B. Members may receive more than one SRB for a career, but the total combined SRB payments over a career must not exceed \$200,000.

C. 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. Total bonus amounts are limited to \$100,000.

090304. Computation

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

090305. 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:

A. 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 24 years of service.

B. 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.

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

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

090306. 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.

090307. Changes and Termination of Awards

A. 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).

B. A member who agrees to train and reenlist for military service in a skill, that at the time of that agreement is designated for an award of an SRB, may be paid a bonus for that skill at the award level in effect at the time of agreement or the award level in effect at the time of reenlistment, whichever is higher, on completion of qualification training and reenlistment in that skill. The bonus would still be payable if the member otherwise qualifies for the bonus, even if that skill is no longer designated for an award of the SRB at the time the member becomes eligible for payment of the bonus.

090308. Repayment

A. 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.

B. A member, who is discharged 12 months or less before the expiration of reenlistment or extension of reenlistment, may be considered to have completed the terms of reenlistment or extension of enlistment for which the bonus was paid. The Military Departments will determine and advise when repayment is required, since this 12-month rule is not applicable to all early discharges.

*090309. 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.

0904 CSRB

090401. 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.

090402. Limitations

A. A retention bonus may not be given under paragraph 090401 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.

B. 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.

C. 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).

090403. Amount

A. 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.

B. A CSRB amount may not exceed \$30,000 unless PDUSD (P&R) has granted an exception.

NOTE: The combined total of CSRB and SRB, 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.

090404. Method of Payment

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

090405. Repayment

A. A member, who does not complete the terms of the 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.

B. A member, who is discharged 12 months or less before the expiration of the terms of the retention bonus, may be considered to have completed the terms of the retention bonus for which the bonus was paid. The Military Departments will determine and advise when repayment is required, since this 12-month rule is not applicable to all early discharges.

**090406. Duration of Authority*

An CSRB 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.

0905 PRIOR SERVICE ENLISTMENT BONUS

090501. Eligibility

The Secretary of the Military Department concerned may pay an individual with prior military service who reenlists in a Regular Component of a Military Service after a break in active duty. The individual must:

- A. Enlist in a Regular Component of a Military Service;
- B. Reenlist for a period of at least 3 years or extend the initial period of obligated service to a total of 3 years;
- C. Execute a written agreement with the Secretary of the Military Department concerned that specifies the:
 1. Amount of the bonus;
 2. Method of bonus payment - lump sum amount or periodic installments;
 3. Period of obligated service; and
 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;
- D. Agree to serve for a specified period in at least one of the following reenlistment or extension categories:

1. A designated military skill,
2. Career field,
3. Unit,
4. Grade, or
5. Other condition or conditions imposed by the Secretary of the Military Department concerned;

E. Successfully complete training or re-training and become technically qualified in a designated military skill, when additional training is required;

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

G. Provide the original DD 214 (copy 1 or copy 4), "Certificate of Release or Discharge from Active Duty," or a reproduction of the DD 214 with a certified true-copy stamp and the appropriate Federal Government authenticating seal imprinted thereon for any period of prior military service, or other official documentation verifying member's satisfactory participation for all periods of prior service in the Regular Component;

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

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

090502. Amount

The Prior Service Enlistment Bonus or the cumulative amount of enlistment bonuses will not exceed \$40,000.

090503. Method of Payment

A. 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 basic recruit training.

B. 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 entry on active duty.

090504. Repayment

A. A member, who does not complete the term 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.

B. A member, who is discharged 12 months or less before the expiration of enlistment, may be considered to have completed the terms of enlistment for which the bonus was paid. The Military Departments will determine and advise when repayment is required, since this 12-month rule is not applicable to all early discharges.

*090505. Duration of Authority

[A prior service 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.](#)

0906 MILITARY OCCUPATIONAL SPECIALTY (MOS) CONVERSION BONUS

090601. 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:

A. At the time the agreement is executed, be serving in a pay grade E-6, with not more than 10 years of service, or be serving in a pay grade E-5 or below, regardless of years of service;

B. Have completed all service obligations incurred for receipt of an enlistment bonus as prescribed in section 0902, a retention bonus as prescribed in section 0903, or CSRB as prescribed in section 0904;

C. Meet all eligibility requirements prescribed in section 090201;

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

1. Amount of the bonus;
2. Method of bonus payment - lump sum amount or periodic installments;
3. Period of obligated service; and

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

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

090602. Amount

The bonus payment will not exceed \$4,000.

090603. Method of Payment

The bonus will be disbursed in one lump sum when the member's conversion to the MOS is approved by the chief personnel officer of the member's Armed Force.

090604. Repayment

A. A member, who does not complete the terms of the conversion 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.

B. A member, who is discharged 12 months or less before the expiration of the terms of the conversion bonus, may be considered to have completed the terms of the conversion bonus for which the bonus was paid. The Military Departments will determine and advise when repayment is required, since this 12-month rule is not applicable to all early discharges.

*090605. Duration of Authority

[A MOS conversion 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.](#)

0907 BONUS FOR TRANSFER BETWEEN MILITARY SERVICES

090701. 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:

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

1. Amount of the bonus;

installments;

2. Method of bonus payment - lump sum amount or periodic
3. Period of obligated service; and
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;

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

1. A designated military skill,
2. Career field,
3. Unit,
4. Grade, or
5. Other condition or conditions imposed by the Secretary of the Military Department concerned;

C. Not have failed to satisfactorily complete any term of enlistment in a Military Service;

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

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

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

G. 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.

090702. 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.

090703. Repayment

A. A member, who does not complete the terms of the transfer 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.

B. A member, who is discharged 12 months or less before the expiration of the terms of the transfer bonus, may be considered to have completed the terms of the transfer bonus for which the bonus was paid. The Military Departments will determine and advise when repayment is required, since this 12-month rule is not applicable to all early discharges.

[*090704. Duration of Authority](#)

[A bonus for transfer between military service 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.](#)

0908 BONUS FOR TRANSFER BETWEEN COMPONENTS OF A MILITARY SERVICE

090801. 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:

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

1. Amount of the bonus;
2. Method of bonus payment - lump sum amount or periodic installments;
3. Period of obligated service; and
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;

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

1. A designated military skill,
2. Career field,
3. Unit,

4. Grade, or
5. Other condition or conditions imposed by the Secretary of the Military Department concerned;
 - C. Not be in receipt of an enlistment bonus, retention bonus, an affiliation bonus, or a transfer bonus for the same period of service;
 - D. Satisfactorily complete all terms of enlistment within their current component;
 - E. Qualify for reenlistment in the Regular Component of the Military Service to which the member is transferring; and
 - F. Meet any additional military service specific eligibility criteria and quality standards established by the Secretary of the Military Department [concerned](#).

090802. 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.

090803. Repayment

- A. A member, who does not complete the terms of the transfer 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.
- B. A member, who is discharged 12 months or less before the expiration of the terms of the transfer bonus, may be considered to have completed the terms of the transfer bonus for which the bonus was paid. The Military Departments will determine and advise when repayment is required, since this 12-month rule is not applicable to all early discharges.

*090804. Duration of Authority

A bonus for transfer between components of a military service 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.

*0909 VOLUNTARY EXTENSION RETENTION BONUS (VERB)

090901. 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:

- A. Be within 12 months of the date of their ETS;
- B. 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;
- C. Be in the pay grade of E-3 or above;
- D. Have less than 28 years of service; and
- E. Sign an extension agreement specifying the amount of the bonus, the payment method, period of obligated service, and type or condition of service.

090902. Restrictions

- A. Enlisted members volunteering for VERB are not eligible for an early discharge in accordance with title 10 U.S.C. § 1171.
- B. 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.
- C. 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.
- D. 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.
- E. Members may only receive one VERB during their career.

090903. 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.

090904. 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.

090905. 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**

0902 – ENLISTMENT BONUS

	37 U.S.C. § 331
090202	DoD Instruction (DoDI) 1304.31, March 12, 2013
090203	DoDI 1304.31, March 12, 2013 Incorporating Change 1, Effective April 23, 2020
090204	DoDI 1304.31, March 12, 2013 Incorporating Change 1, Effective April 23, 2020
090205.A	37 U.S.C. § 373
090205.B	10 U.S.C. § 1171

0903 – SRB

090301	37 U.S.C. § 331(h) DoDI 1304.31, March 12, 2013 Incorporating Change 1, Effective April 23, 2020
090301.H	DoDI 1304.31, March 12, 2013 Incorporating Change 1, Effective April 23, 2020
090302	DoDI 1304.31, March 12, 2013 Incorporating Change 1, Effective April 23, 2020
090303	DoDI 1304.31, March 12, 2013 Incorporating Change 1, Effective April 23, 2020
090304	DoDI 1304.31, March 12, 2013 Incorporating Change 1, Effective April 23, 2020
090305	DoDI 1304.31, March 12, 2013 Incorporating Change 1, Effective April 23, 2020
090306	DoDD 1304.21, January 31, 2005
090307.A	DoDI 1304.31, March 12, 2013 Incorporating Change 1, Effective April 23, 2020
090307.B	DoDI 1304.21, January 31, 2005
090308.A	37 U.S.C. § 373
090308.B	10 U.S.C. § 1171

0904 – CSRB

090401	DoDD 1304.21, January 31, 2005
090402	DoDD 1304.21, January 31, 2005
	37 U.S.C. § 355(h)
090403	37 U.S.C. § 355(d) DoDI 1304.31, March 12, 2013 Incorporating Change 1, Effective April 23, 2020

090404	DoDI 1304.31, March 12, 2013 Incorporating Change 1, Effective April 23, 2020
090405.A	37 U.S.C. § 373
090405.B	10 U.S.C. § 1171

0905 – PRIOR SERVICE ENLISTMENT BONUS

090501	37 U.S.C. § 331 DoDI 1304.31, March 12, 2013 Incorporating Change 1, Effective April 23, 2020
090502	DoDI 1304.31, March 12, 2013 Incorporating Change 1, Effective April 23, 2020
090503	DoDI 1304.31, March 12, 2013 Incorporating Change 1, Effective April 23, 2020
090504.A	37 U.S.C. § 373
090504.B	10 U.S.C. § 1171

0906 – MILITARY OCCUPATIONAL SPECIALTY (MOS) CONVERSION BONUS

090601	37 U.S.C. § 326(g)
090602	DoDI 1304.31, March 12, 2013 Incorporating Change 1, Effective April 23, 2020
090603	DoDI 1304.31, March 12, 2013 Incorporating Change 1, Effective April 23, 2020
090604.A	37 U.S.C. § 373
090604.B	10 U.S.C. § 1171

0907 – BONUS FOR TRANSFER BETWEEN MILITARY SERVICES

090701	37 U.S.C. § 331 DoDI 1304.31, March 12, 2013 Incorporating Change 1, Effective April 23, 2020
090702	DoDI 1304.31, March 12, 2013 Incorporating Change 1, Effective April 23, 2020
090703.A	37 U.S.C. § 373
090703.B	10 U.S.C. § 1171

0908 – BONUS FOR TRANSFER BETWEEN COMPONENTS OF A MILITARY SERVICE

090801	37 U.S.C. § 331 DoDI 1304.31, March 12, 2013 Incorporating Change 1, Effective April 23, 2020
090802	DoDI 1304.31, March 12, 2013 Incorporating Change 1, Effective April 23, 2020
090803.A	37 U.S.C. § 373
090803.B	10 U.S.C. § 1171

0909 – VOLUNTARY EXTENSION RETENTION BONUS (VERB)

37 U.S.C. § 331

DoDI 1304.31, March 12, 2013 Incorporating Change 1,

Effective April 23, 2020

ASD M&RA Memo, April 27, 2020