



NATIONAL GUARD BUREAU

111 South George Mason Drive
ARLINGTON VA 22204-1382

NGB-EDU-10-007

11 January 2010

MEMORANDUM FOR the ARNG Education and Incentives Personnel of all States, Puerto Rico, The Virgin Islands, Guam and the District of Columbia.

SUBJECT: Implementation Guidance for Incentive Contracts not in iMARC

1. References:

- a. Education and Incentives Operational Message (EIOM) 09-45, Changes to ARNG Selective Reserve Incentives Program.
- b. Memorandum NGB-EDU-IN, 17 February 2009, Army National Guard (ARNG) Selected Reserve Incentive Program (SRIP) Guidance Fiscal Year (FY) 2007, 2008, and 2009, 10 August 2007 - 30 September 2009 with updates.

2. Effective immediately, any incentive contracts being identified by the States, District or Territories that are not entered into iMARC will be forwarded to the Incentives Operations Team using the attached manual contract request form for input into the system. This includes all incentive contracts without a control number that would result in an iMARC generated control number being issued for a month not corresponding with the signed contractual agreement date. For example, a contract signed in November 2009 is delinquent if it is not in the system and would require iMARC to issue a control number from December 2009 or later. Any delinquent contracts will be forwarded by the Incentive Manager to the following address:

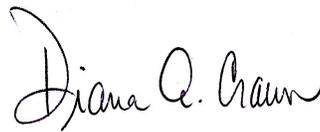
incentives@pec.ngb.army.mil

Please ensure the subject line contains "Manual Contract Request for (Last Name, First Name)."

3. All control numbers for incentives are required to be requested through iMARC. The issuance of any incentive without an iMARC generated control number is not authorized. A manual control number may only be issued on a case by case bases when extenuating circumstance is present. (ie. iMARC system down, validated by Tiber Creek) When system is back on-line, as example, would result in iMARC issuing a bonus control number not within the same month of the signed contractual agreement, a request for manual entry of the contract will be IAW paragraph 2.
4. Every effort must be made to capture all delinquent contracts that may exist within the States, District or Territories. All States, District & Territories have until 1 March 2010 to find any and all delinquent contracts and get them entered into iMARC through this process outlined without penalty. **After 1 March 2010, those delinquent contracts being requested for input into iMARC may result in the State, District or Territories being held fiscally liable for the payment of that Soldier's incentive.**
5. Point of Contact for inquiries on Incentive programs is at the state Incentive Manager level. Incentive Managers that have questions, please direct them to Mr. Mitchell T. Flemming at the Education and Incentive Support Center at the Professional Education Center (PEC) in Little Rock, Arkansas. Questions may be directed to 501-212-4756 or by email address: mitchell.flemming@us.army.mil.

NGB-EDU-10-007

SUBJECT: Implementation Guidance for Incentive Contracts not in iMARC



DIANA A. CRAUN
LTC, FI
Chief, Education, Incentives
and Employment Division

1 Encls

1. [EIOM 10-007 \(IN\)](#)
[\[attachment\] - Manual Control](#)
[Number Request Form](#)
[\(2\).doc](#)