



NATIONAL GUARD BUREAU

111 South George Mason Drive
ARLINGTON VA 22204-1382

NGB-EDU-10-028

23 June 2010

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

SUBJECT: Guidance for Out of Service Bonus Payment Claims

1. References:

- a. NGR 600-7, Selected Reserve Incentive Program, 26 March 1999
- b. DoD Financial Management Regulation 7000.14-R, Volume 7A, Chapter 2, March 2010
- c. AR 601-210, Active and Reserve Components Enlistment Program, Chapter 10, 7 June 2007

2. Purpose: Former service members (SM) who have been discharged, that no longer have a DFAS Master Military Pay Account (MMPA) after being separated for one year or more may file an out of service bonus claim through DFAS-IN, Claims Branch for payment.

a. The State Incentive Manager (IM) may submit a claim packet with a memorandum that states specifically what is being claimed, along with the following substantiating documents:

- Complete DD Form 827 for final payment (signed by former SM only)
- Memorandum from State Incentive Manager
- Separation order
- Copy of enlistment/reenlistment document
- Copy of bonus addendum
- Documentation of payment due. Transmittal Letter (TL) from iMARC with all pay information.
- Former SM's hand written statement.

b. SM will submit a hand written statement as to the claim and include their social security number, branch of service, date of separation, current address and phone number.

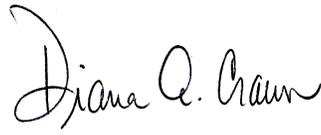
c. DFAS-IN, Claims Branch handles all out of service claims. Claims can be submitted via email, fax or mail. Submit claims to:

DFAS-IN, Claims Branch
8899 East 56th Street
Department 3300 (Attn: COR/Claims)
Indianapolis, IN 46249-3300
Monday-Friday, 7:00-4:00 PM EST
Inquiry Line: 317-510-6167
FAX: 317-275-0279
cor_claims@dfas.mil

3. Do not submit a claim to this office if you have received a notice of debt after separation. In addition, if a claim is for a period that is 6 years or more from the date of separation and evidence cannot be provided, it is barred from consideration by Section 1 of the Barring Act of 1940, amended by 31 U.S.C. 3702.

4. Point of Contact for inquiries on Incentive programs is at the state Incentive Manager level. Incentive Managers that have questions, please direct them to PEC Incentive Team at the Professional Education Center (PEC) in Little Rock, Arkansas. Questions may be directed to email address: incentives@pec.ngb.army.mil

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A handwritten signature in black ink that reads "Diana A. Craun". The signature is written in a cursive, flowing style.

0 Encls

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