



NATIONAL GUARD BUREAU

111 South George Mason Drive
ARLINGTON VA 22204-1382

ARNG-GSE-10-037

27 August 2010

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

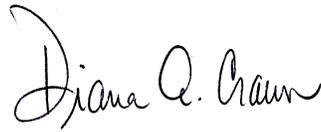
SUBJECT: Incentive Processing Procedures during iMARC outages

PURPOSE: To explain the processing procedures for offering incentives when iMARC is not operational during the FY SRIP effective dates.

1. Incentives may continue to be offered to individuals enlisting, appointing, commissioning, affiliating or reenlisting/extending into the Army National Guard during times of extended inaccessibility of the iMARC system. NPS and PS incentives will be offered based upon the Critical skills list provided at time the SRIP policy was fielded. All other incentives will be offered based on the current policy. All elements requesting control numbers during these periods of inaccessibility will contact the State Incentive Manager (IM) to obtain incentive control numbers.
2. The ARNG Military Entrance Processing Station Guidance Counselor (MEPS GC) will verify and provide a copy of the vacancy management screen to the IM showing the management score of 840 and the vacancy control number being used for enlistment. (See attached sample)
3. The IM must verify just before contractual execution that the MOS from the authorized list still remains less than 100% filled at state level, that the state is not at end strength (ES) ceiling (exception to those incentive programs authorized over ES ceiling) and the specific criteria outlined in the SRIP are fully met. IM will maintain a log of all manual control numbers issued.
4. Upon the IM's verification and approval, a state generated control number will be issued for tracking. The control number should emulate an iMARC incentive control number and will be sequential with an "M" placed in the control number immediately prior to the state designator

Example: E1008001MAR would be the first manual control number issued for August of 2010 for the state of Arkansas.
5. Once the applicant/Soldier has officially executed the contractual agreement and corresponding addendums, forward documents to the respective IM daily. To include the REQUEST training reservation letter being provided by the MEPS Guidance Counselor.
6. The IM will consolidate all agreements and forward to the PEC Incentive Support team for validation and manual up load into iMARC upon system on line. The IM will include the Manual Load Request Form currently published, a copy of the control number log and the documents to support the request on a daily basis.
7. The PEC Incentive Support Team after verification may manually load the bonus control number request. Recommend use of REQUEST for the vacancy control number displaying the management score of 840 under Management of Unit Vacancies.
8. Contractual agreements executed with incentives under this procedure when iMARC is operational are not authorized unless approved by ARNG-GSE-I.
9. The point of contact is the State Incentive Manager. The point of contact for the State Incentive Managers is the Incentive Operations Team at the Professional Education Center in Little Rock, Arkansas. Questions may be directed to email address: incentives@pec.ngb.army.mil.

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

3 Encls

1. EIOM 10-037 (IN)
[attachment] - REQUEST
vacancy.docx
2. EIOM 10-037 (IN)
[attachment] - Manual Control
Number Log (State).xls
3. EIOM 10-037 (IN)
[attachment] - Manual Control
Number Request Form
(2).doc