

Enlisted Bonus Payment Checklist

Note: IAW OPNAVINST 1160.9 para 11.b, page 13's are not authorized to change a member's contract, nor should they be used in the determination of an EB amount. The NAVCRUIT 1133/52 is the only document that should be used to determine of the EB amount. Additionally, this instruction provides a detailed description of eligibility for an EB and stipulates what should be met before payment of an EB. This guidance is not meant to supersede or modify OPNAVINST 1160.9 or DOD FMR 7000.14-R, Volume 7A, Chapter 9. In all questions, refer to the applicable instruction(s).

Enlistment Bonus Payment Checklist:

1. Historical EB messages are available for view at cnrc.navy.mil under the enlisted incentives tab. Get the Enlistment Bonus (EB) message that is applicable for member as follows:
 - a. **If member classified prior to RTC:** Use the message in effect on the day the member *initially* enrolled in DEP. This will be the date in the Sailor's Date of Enlistment Block 5 of the DD Form 4/1
 - b. **If member classified at RTC or later:** Use the EB message in effect on the date of reclassification.
Note: In all reclassifications, a new enlistment contract (NAVCRUIT 1133/52) must be done to replace the previous contract. Members are reclassified IAW PMO (PERS 00C32).
2. Ensure latest NAVCRUIT 1133/52 Annex is available.
3. Ensure the Enlistment Bonus amount in the applicable message matches the amount awarded on the NAVCRUIT 1133/52 Annex.
 - a. If not, the member must submit a BCNR request via DD Form 149. Note: this process may take 9-12 months.
 - b. If there are two Annex's with the same letter, the member must submit a BCNR request via DD Form 149. Note: this process may take 9-12 months.
 - c. If the date on the current Annex does not match the date on the DD Form 4 Block 5, the member must submit a BCNR request via DD Form 149. Note: this process may take 9-12 months.
4. **Check Section #9 of the appropriate EB message to comply with specific program related procedures, including when to pay an SEB for specific ratings.**
5. Ensure member holds proper rate/NEC and has graduated from the required 'A' school as per the NAVCRUIT 1133/52 Annex.
6. Ensure the member holds the proper security clearance for the rate on the NAVCRUIT 1133/52.
7. As per the NAVCRUIT 1133/52 Annex and the applicable EB message, ensure that an extension (NAVPERS 1070/621) "to establish eligibility for an enlistment bonus" is documented and posted on MMPA LOGP. Note, not all ratings require an EB extension as per OPNAVINST 1160.9. Check the applicable EB message.
8. Verify 34/R8/PL/MO Lines of MMPA to ensure member is eligible and has not already received the EB. Note: Some EBs require multiple payments: Refer to OPNAVINST 1160.9. If an initial payment has been made to the member, the EB will need to be sent to PERS 811 to be processed.
9. Ensure the member is in an ACC code that remains eligible for the EB. A member should not be paid an Enlistment Bonus if a member is in a ACC code of 105,109,351,355,370,371,372,373, 380,381,382,390,391,392,393.
Note that:
 - a. If member is in a pregnancy status, but has completed the above requirements, she is still eligible to receive an EB.
 - b. If member has been removed from the eligible rate or NEC, lost the required security clearance, lost submarine qualifications (for EB paid for ratings in the submarine community), the EB should not be paid, and should be recouped.
 - c. Members who are in a LIMDU status are entitled to keep previously paid EB, but are not entitled to receive additional EB payments, until off of LIMDU status, and again working in the rate/NEC eligible for the EB.
 - d. If a member can no longer work in the rating due to medical disqualification, no further EB payments should be made and a determination if recoupment should take place
 - e. If a member is in any process of separation, the member should not be paid any further EB payments and recoupment will be determined during the separation process.
10. If the member has over 1 year of Active Service under their current contract, documents will need to be submitted directly PERS 811 for payment.
11. For initial SEB payments and new-way payments (less than 1 year of active service), process payment via NSIPS.
12. Ensure loss transaction is not released in NSIPS until payments posts. Otherwise, payment will be rejected.
13. Verify final payment has posted by checking all 34/R8/PL/MO lines in MMPA.
14. All Nuclear Trained bonus payments should be processed by the prototype that the member graduated from.

Additional notes for EB for College Credit (EBCC):

1. A member remains eligible for EBCC so long as they stay in the Navy, have EBCC on the NAVCRUIT 1133/52, and have a signed 12 month extension in the MMPA LOGP.