UTAH ARMY NATIONAL GUARD
12953 Minuteman Drive
Draper, Utah 84020-9286

STATE RETENTION AND RECRUITMENT BONUSES

Summary: This policy is in effect until superseded. It provides information and describes procedures for administering the Utah Army National Guard (UTARNG) state incentive programs. The most recent version can be found on the website: https://guard.utah.gov/join-army-guard/ under the Join the Guard - Retention section.

Applicability: This Policy applies to Utah Army National Guard Soldiers. The purpose of this incentive program is to provide the UTARNG with the necessary mechanisms to sustain and/or increase its personnel end-strength, thereby ensuring mission readiness.

Proponent and Exception Authority: In accordance with Utah Code § 39A-3-205, the Utah National Guard may provide recruitment and retention bonus assistance to a member of the Utah National Guard for the purpose of recruitment and retention. The adjutant general may award the assistance as necessary to meet recruitment and retention needs. https://le.utah.gov/xcode/Title39A/Chapter3/39A-3-S205.html.

Exceptions to this policy are intended to be rare and granted only in extraordinary circumstances. All requests for exceptions must be formally routed through the State Operations Office for the appropriate level of coordination with the respective Assistant Adjutant General (Army or Air) before being submitted to The Adjutant General (TAG) for final approval. All approved exceptions must remain strictly consistent with Utah Code § 39A-3-205 and applicable State of Utah administrative rules.

Interim Changes: Interim changes to this policy are only official if authenticated by the Adjutant General. This policy becomes obsolete when rescinded, amended, or extended.

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CHAPTER 1 OVERVIEW

1-1. GENERAL. In accordance with Utah Code § 39A-3-205, the Utah State Legislature appropriates funds to provide recruitment and retention incentives for active members of the Utah National Guard. These programs are established under the authority of The Adjutant General (TAG) to support the recruitment, retention, and readiness of the force.

This policy outlines the eligibility criteria, application procedures, and administrative requirements for the Utah Army National Guard recruiting and retention program. This program is meant to supplement Federal programs available to the members of the Utah National Guard.

This policy establishes comprehensive eligibility criteria and administrative procedures governing the UTARNG state incentive programs. The effective period for these programs aligns with the fiscal year, commencing 1 July and concluding 30 June, unless formally rescinded, amended, or otherwise specified. The continuation and execution of this program are strictly contingent upon the availability of state funds. The detailed payment schedule for retention and enlistment bonuses shall be determined and managed by State Operations.

1-2. REFERENCES. The following authorities govern the administration and eligibility requirements of the UTARNG Incentive Programs. All references include any subsequent amendments or successor publications.

A. Utah Code 39A-3-205. Recruitment and retention bonus assistance for Utah National Guard members
B. Senate Bill 2, New Fiscal Year Supplemental Appropriations Act
C. Utah House Bill 7, National Guard, Veterans Affairs, and Legislature Base Budget
D. DoD Instruction 1332.45, Retention Determinations for Non-Deployable Service Members
E. Army Regulation 600-8-2
F. AR 135-91
G. NGR 600

1-3. PURPOSE. The purpose of the State Incentive Program is to sustain personnel strength and ensure total mission fulfillment within the UTARNG by achieving the following objectives:

A. Incentivize the retention and recruitment of qualified Soldiers for the UTARNG.

B. Incentivize members currently assigned to the Inactive National Guard (ING) or Individual Ready Reserve (IRR) to re-affiliate with the UTARNG.

C. Incentivize current UTARNG members to extend their enlistment.

1-4. RESPONSIBILITIES

A. A. **The Adjutant General (TAG).** Per Utah Code § 39A-3-205 TAG holds ultimate responsibility for the policies, guidance, administration, implementation, and proper utilization of the Utah National Guard incentive programs.

B. **Joint Force Headquarters (JFHQ)**. JFHQ and State Operations administers the program for TAG and are the official designee of TAG for such purposes. The preponderance of administration will be with state funded positions. The Retention Office Manager (ROM) works with both State Operations and JFHQ.

C. **UTARNG Commanders**. Commanders at all levels ensure members of their command are informed of the UTARNG state incentive programs and will inform their Soldiers of the benefits available to them. They must ensure members who are receiving state incentives remain eligible. Commanders may delegate this responsibility to the senior enlisted leader of the unit.

D. **Major Subordinate Commands.** MSCs are responsible for ensuring a service member's eligibility for re-enlistment prior to submission. Submit all completed application documents to the education and incentives division via the HUB no later than 30 days after obtaining a bonus control number. Commands must immediately notify the state and provide supporting documentation if a service member becomes ineligible.

E. **Recruiting and Retention Battalion.** Assist in the implementation of the incentives program to promote recruitment and retention in alignment with strategic goals and mission requirements. Provide statistical data points and staffed recommendations for distributing funds in accordance with TAG intent and recruiting requirements.

F. **Incentives.**

(1) Budget.

(a) Provide the G-1 directorate a weekly report of the initial available funds, total obligated, total amount disbursed, and total remaining. Illustrate all data in whole dollar amounts consistent with a detailed itemized budget worksheet and by name roster.

(b) Monthly reconciliation with state representatives validating expenditures.

(2) Administration.

(a) Create, distribute, update, and manage this Policy.

(b) Track bonus document receipt and submission dates. Track fund distribution details illustrating processing timelines (checks mailed/pickup dates).

(c) Provide weekly, monthly, and quarterly reports analyzing statistical data of program efficacy. Provide real-time courses of action aligned with the commander's intent validated against statistical data.

(d) Redistribute funds dependent upon institutional needs and mission requirements.

(e) Provide training and support to MSCs.

G. **Army National Guard State Incentives Working Group.** Responsible for formulating policy in this policy. The working group members are:

(1) Joint Force Headquarters - G1, Deputy G1, and G1 SGM

(2) Army Recruiting and Retention Manager

(3) Army Senior Retention Manager

(4) Incentives

H. **UTARNG Members.** Each service member is responsible for understanding the available programs, incentives, policies, and requirements upon reenlistment.

1-5. FUNDING

A. Legislative Appropriation: In accordance with Utah Code § 39A-3-205, funding for the recruiting and retention programs is provided through specific appropriations by the Utah State Legislature. The State of Utah and the Utah National Guard bear no obligation to continue these programs if legislative authorization ceases or if appropriated funds are fully depleted.

B. Management Authority: The Utah National Guard retains the authority to amend, suspend, or discontinue the recruiting and retention programs at any time, without advance notice, to ensure the effective management of the force, its resources, and compliance with state law.

C. Administrative Cap: Per Utah Code § 39A-3-201(5), the Utah Army National Guard may not utilize more than 10% of the total appropriated funds for the administration of these programs. The remaining 90% of funds are reserved strictly for bonuses in support of recruiting and retention.

1-6. STATE FISCAL YEAR

The state fiscal year begins on 1 July and ends on 30 June.

1-7. SATISFACTORY PARTICIPANT

A service member is a satisfactory participant if:

A. Is an active drilling member of their unit of assignment or attachment. An active drilling member is defined as attending monthly drills and Annual Training.

B. Is a satisfactory participant as defined in AR 135-91, "Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Provisions."

C. Not under Suspension of Favorable Actions (SFPA). Flagged service members are not eligible.

D. Has a “for record” passing Army Fitness Test score within 12 months of the reenlistment signature date.

E. Has a “for record” indicating that they meet the standards of the Army Body Composition Program with an effective date within 8 months of the contract signature date.

1-8. TAXES

Service members will receive IRS Form 1099 for tax reporting purposes. Service members do not establish an employment relationship with the State of Utah. Service members are not considered state employees. Service members are solely responsible for reporting their own individual tax requirements.

1-9. TERMINATION AND RECOUPMENT

The state of Utah shall terminate an incentive with recoupment for any of the following but not limited to:

A. The service member receives four Unit Training Assemblies (UTAs)/periods of unexcused absence within 12 months. Termination with recoupment is effective on the date of the fourth unexcused absence.

B. SFPA closed unfavorably by applicable regulation and policy. Termination with recoupment is effective on the date the unfavorable flag was initiated.

C. Has two consecutive Army Fitness Test (AFT)/Army Body Composition Program (ABCP), as applicable, failures within this contract term. Termination with recoupment is effective on the date of the second "For Record" AFT/ABCP failure.

D. Enter a period of non-availability in the Inactive National Guard (ING) exceeding the maximum authorized time. Maximum periods of ING non-availability are:

(1) Up to one year for personal reasons.

(2) Three years for completing religious missionary programs.

E. The service member transfers out of the Utah National Guard prior to contract completion. Termination with recoupment is effective on the date of transfer.

F. The service member is discharged out of the UTARNG due to a service-connected injury/illness. Termination without recoupment is effective on the date of discharge.

G. Does not complete Warrant Officer Basic Course within two years if Federal Recognition (FEDREC) is required.

1-10. PAYMENT PROCEDURES. State Operations shall process a one-time lump sum payment directly to the Soldier via paper check. In most cases, the State will disburse funds no later than 30 days after state level eligibility validation.

- Warrant Officer fund disbursement is subject to the completion of Warrant Officer Basic Course within two years of the Federal Recognition Board.

- Warrant Officer bonus payments must comply with paragraph 2-1 B at the completion of Warrant Officer Basic Course (WOBC).

1-11. UNUSUAL CIRCUMSTANCES

State Operations retains decision authority regarding all eligibility requirements and termination issues not covered under applicable law and/or policy on a case-by-case basis. JFHQ will assist as needed.

CHAPTER 2 ELIGIBILITY AND INCENTIVE STRUCTURE

2-1. ELIGIBILITY

Service members must meet the following requirements for eligibility consideration:

A. Enlisted

1. Expiration Term of Service (ETS) date between 1 July 2026 and 30 June 2028.

2. ETS no more than 365 days from contract start date.

3. Soldier has no more than 13 years and 1 month of service creditable for retirement on contract start date. IRR and ING time is not considered creditable for retirement for purposes of this Policy.

4. Meets all satisfactory participation requirements per paragraph 1-7.

5. Not employed full-time as an AGR or Full-Time National Guard (FTNG) Counter Drug member.

B. Warrant Officer

1. Meet the Utah Army National Guard warrant officer 170B eligibility criteria.

2. Enter into a critical skill or low-density warrant officer position requiring Military Occupational Specialty Qualification (MOSQ).

3. Agree to a six-year service agreement obligation commencing upon completion of WOBC. This obligation runs concurrently with all other obligations incurred per the references.

4. Projected to complete all service obligations prior to the age of 60.

5. Meets all satisfactory participation requirements per paragraph 1-7.

2-2. INCENTIVE OPTIONS

The Utah Army National Guard offers several service obligation and payment options to assist in recruitment and retention. The following options are available to service members meeting eligibility criteria per the references and Chapter 2. Service members reenlisting into a state identified Critical Skill/Low Density (CS/LD) Military Occupation Specialty (MOS) are further incentivized through the use of additional funds.

A. State Reenlistment Bonus - Three-year service obligation / $5,000

B. Warrant Officer (MOS 170B) - Six-year service obligation / $15,000

C. Active Duty to Guard Accession Bonus - One-year service obligation / $2,500

2-3. CRITICAL SKILLS / LOW DENSITY

Each quarter, the G1 section will submit a list of CS/LD MOSs to State Operations. This list can also be found on the G1 Incentives SharePoint. Service members reenlisting into a CS/LD MOS shortfall may elect to receive additional funds if, at the time of reenlistment, the elected MOS is considered a CS/LD MOS.

A. CS/LD MOS - Three-year service obligation / $2,500 (to be served concurrently)
B. Non-Prior Service Critical Skill/Low Density / $2,500

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DANIEL D. BOYACK
Major General
The Adjutant General

ANNEXES

Annex A – Enlisted Statement of Agreement
Annex B – Warrant Officer Statement of Agreement