**BONUS BRIEFING AND INSTRUCTIONS**

The following documents need be completed and returned to the Wing Career Advisor for further processing. Items require wet signatures (exception: individuals assigned to 730 AMTS can scan and email required documents due to being geographically separated).

* AF IMT 4021: Review the 4021 for accuracy. Ensure SSN and bonus TOE (Term of Enlistment) is marked correctly. Member will sign and date items 9a and 9b (member’s signature and date).
* Written Agreement: Review, sign and date at the bottom of the page, where it states ‘service member’. This information is what is also provided in the briefing below.
* Bonus Briefing: Review the below briefing information. Initial on the lines provided by each subject and sign at the bottom where it states ‘service member’.

The “Enlisted Bonus Frequently Asked Questions” is for you to keep.

**BONUS OVERVIEW AND BRIEFING**

**PAYMENT COMPUTATION** (*initial*) \_\_\_\_\_\_\_\_\_\_

The easiest way to explain the bonus program is to explain how you are going to get paid. First and foremost you have to be here. Your Date of Enlistment (DOE) will be your bonus effective date and determines your bonus window. When it is time to process your bonus payment, I will be looking at your bonus window to compute your payment. For example, if you enlisted on 5 October, your bonus effective date (anniversary) would be 5 October and your bonus window would be 5 Oct – 4 Oct.

How TO get paid: Bonus payments are based on UTA participation – basically, we are looking for the 12 UTA weekends that we scheduled for you during your bonus window. Three things we are going to look for:

* If you performed all the UTAs on the original date you were scheduled.
* If you rescheduled any UTA weekend. If you need to RUTA, you must keep it within your bonus window in order to get credit for that weekend, otherwise your payment will be prorated.
* If you were constructively present. This applies to unit reservists who are on tours of active duty which overlap a scheduled UTA.

How NOT to get paid: Don’t be here! Here I explain the difference between excused and unexcused.

* Excused UTAs will not be computed into the payment but there is no limit to how many excused UTAs you can have. Pretty much as many as you can financially afford.
* Unexcused UTAs are different. 5 unexcused PERIODS in a 12-month rolling period and you will be terminated from the incentive program – permanently. Other ways you can be terminated are: becoming an ART or leaving the AFSC (Retraining).

**PAYMENT AMOUNTS** (*initial*) \_\_\_\_\_\_\_\_\_\_

Bonus payments are paid annually based on your anniversary date (see above). For example, if your bonus effective date is 5 October 2013, your initial payment would be due 5 October 2014 and subsequent payments in 2015, 2016, 2017, etc. Enlisted bonuses are a total of $15,000 for a 6-year enlistment and $7500 for an enlistment of 3-5 years. The first payment will be $7,500 and subsequent payments will be $1,500 (bonus amounts for a 3-5 year enlistment are $3750 initial/$1875 annual). This is provided you complete all the participation requirements. Please note these amounts are BEFORE TAXES. This is an incentive and is taxed accordingly – approx. 28%.

**\*\*\*\*FOR THOSE INDIVIDUALS WHO MUST ATTTEND TECHNICAL SCHOOL\*\*\*\*** (*initial*) \_\_\_\_\_\_\_\_\_\_

Bonus application can NOT be processed until you receive your 3-skill level. You must come and see me after you graduate, with your certificate, so that I can process the request. The briefing is conducted now so you are aware of the participation requirements - your time starts now. Your bonus approval date will still be your DOE but nothing will be processed until you return from school and see me.

**Signature of Service Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**