



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON DC 20350-2000

OPNAVINST 1160.9A
N13
3 Jun 2019

OPNAV INSTRUCTION 1160.9A

From: Chief of Naval Operations

Subj: ENLISTMENT BONUS PROGRAM

Ref: (a) 37 U.S.C.
(b) DoD Instruction 1304.31 of 12 March 2013
(c) DoD Directive 1304.21 of 31 January 2005
(d) DoD Instruction 1304.29 of 15 December 2004
(e) DoD 7000.14-R, Financial Management Regulation
(f) DoD Instruction 1145.01 of 12 December 2013

1. Purpose

a. To revise policy and procedures for administration of the enlistment bonus program in line with references (a) through (f).

b. This revision includes changes listed in paragraphs 1b(1) through 1b(5).

(1) Updates governing authority and applicable restrictions to reflect guidance in the general bonus authority for enlisted members, section 331 of references (a) and (b).

(2) Adds specificity to responsibilities for Head, Military Pay and Compensation Branch (OPNAV (N130)), Commander, Navy Recruiting Command (COMNAVCRUITCOM), Service member's command, and servicing pay offices.

(3) Updates and clarifies when repayment of unearned portions of a bonus is required, left to secretarial discretion, or prohibited. Specifically states that unless special circumstances exist, unearned portions of the bonus will be repaid.

(4) Delegates to OPNAV (N130), not below the O-6 or equivalent level, the authority to determine when repayment is required. This does not prevent a member from applying for remission or modify the established delegation authorities for adjudicating remission requests.

(5) Allows reclassification date to be used as effective date of an enlistment bonus (initial or any subsequent classification affecting the rate, program or ship date while in the Navy Delayed Entry Program (DEP), and rate or program while in pipeline training).

c. This instruction is a complete revision and should be read in its entirety.

2. Cancellation. OPNAVINST 1160.9.
3. Scope and Applicability. Provisions of this instruction apply to Active Component, Reserve Component and prior service recruits enlisting on active duty.
4. Background. The enlistment bonus program is authorized by references (a) through (d). On 1 October 2013, Navy transitioned to the general bonus authority for enlisted members, section 331 of reference (a), and aligned with guidance provided in reference (b). Enlistment bonus contracts executed prior to 1 October 2013 remain under the authority of section 309 of reference (a) and policy in references (c) and (d).
5. Responsibilities
 - a. Deputy Chief of Naval Operations (Manpower, Personnel, Training and Education) (CNO N1). Responsible for the enlistment bonus program under the guidelines contained in references (a) through (f) and as delegated by the Secretary of the Navy (SECNAV).
 - b. Director, Military Personnel, Plans and Policies Division (OPNAV (N13)). Responsible for development and implementation of enlistment bonus program policy.
 - c. OPNAV (N130)
 - (1) Perform the functions as the program manager to include the planning, programming, budgeting, and execution of the enlistment bonus program.
 - (2) Develop and enforce enlistment bonus policy.
 - (3) Assess the impact of personnel policies, analyze problem areas, formulate recommendations for corrective action, and propose changes that will positively affect enlistment behavior.
 - (4) Submit an annual execution report analyzing the effect of the enlistment bonus program during the preceding fiscal year in line with reference (b).
 - (5) Generate and provide a bonus termination letter to the Service member via the command when a member fails to maintain eligibility under an enlistment bonus contract. The enlisted community manager, servicing pay office, and COMNAVCRUITCOM will be “Copy To” addressees on this correspondence.
 - d. COMNAVCRUITCOM
 - (1) Perform management functions in the execution of an enlistment bonus. Provide planning, programming, and budgeting input to OPNAV (N130). Oversee enlistment bonus

procedures and requirements and take appropriate action on any enlistment bonus request in the applicable information technology systems.

(2) Manage the enlistment bonus help desk.

(3) Liaise with OPNAV (N130) to develop periodic enlistment bonus award level and implementation plans consistent with the annual OPNAV (N13) enlisted recruiting goals and policy letters (as revised), and the enlistment bonus program budget.

(4) Review at a minimum, monthly, the execution of enlistment bonus skills and make recommendations for continued enlistment bonus offerings.

(5) Submit to OPNAV (N130) an annual execution report analyzing the effect of the enlistment bonus program during the preceding fiscal year in line with reference (b).

e. Servicing Pay Offices (e.g., Personnel Support Detachments (PSD), Aircraft Carriers)

(1) Serve as debt collection office with primary responsibility for collection of enlistment bonus debt, to include calculating and initiating a debt. Under reference (e), volume 16, after establishing a debt, the debt collection office is responsible for initial debt collection and due process procedures, including the issuance of debt notification letters that comply with all the requirements for debt collection under the Federal Claims Collection Standards. OPNAV (N130) should be a "Copy to" addressee on all debt notification letters pertaining to enlistment bonus.

(2) Track all enlistment bonus remission requests, DD Form 2789 Waiver/Remission of Indebtedness Application, submitted to OPNAV (N130) until final adjudication.

f. Service Member's Command

(1) If applicable, coordinate with servicing PSD for the timely submission of enlistment bonus requests.

(2) Coordinate with servicing PSD on the status of member's eligibility for an enlistment bonus.

(3) Immediately notify OPNAV (N130) when a member fails to maintain eligibility in the skill, rating, or program for which an enlistment bonus was paid (e.g., loss of security clearance, medical disqualification, loss of eligible Navy enlisted classification code, misconduct).

6. General Policy. General enlistment bonus program guidelines are per the following subparagraphs 6a through 6d.

a. An enlistment bonus will be used to encourage initial enlistments in critical ratings, skills, or programs characterized by difficulty in attracting adequate accessions to meet accession objectives set by OPNAV (N13). Since this bonus is not an entitlement and is subject to annual budget constraints, classifiers and recruiters must use enlistment bonuses in the most cost-effective manner and should only offer an enlistment bonus to a recruit or reclassifying member if additional incentive is needed.

b. An enlistment bonus may also be used to:

(1) attract enlistees to the Navy who have college credit and suitable Armed Forces Qualification Test scores,

(2) aid in the efficient use of training facilities by influencing the timing of enlistees entering the Navy,

(3) provide incentive to reward members with certain skills as they successfully progress through a long or arduous training pipeline, and

(4) provide incentive to enlistees for other purposes as approved by OPNAV (N13).

c. The amount of enlistment bonus and eligible ratings, skills, and programs are normally announced by naval message at least 30 days in advance of implementation. The effective date of the enlistment bonus is the date the enlistee enters the Navy DEP or, if reclassified, the date the member is reclassified (see paragraph 10 for specific guidelines).

d. Any deviation from the policy guidance set forth in this instruction must be approved by OPNAV (N13).

7. Criteria for Designating Military Specialties for Enlistment Bonus. COMNAVCRUITCOM will recommend, via OPNAV (N130), and OPNAV (N13) will approve military specialties as enlistment bonus eligible based on guidelines in subparagraphs 7a through 7f, as established by reference (b).

a. Attainment of accessions in designated ratings, skills, and programs.

b. Attainment of total accession objectives.

c. Existing personnel shortages within the initial period of enlistment for pay grades E-1 through E-4.

d. Initial enlistment period.

- e. Length and cost of training.
- f. Critical nature of rating, skill, or program.

8. General Eligibility Criteria. Recruits desiring the enlistment bonus incentive must meet requirements in subparagraphs 8a through 8f.

a. Be an initial enlistee in the United States Navy, or if not an initial enlistee, the recruit must not have received or be eligible for an enlistment bonus or reenlistment bonus under reference (a), subchapter I or subchapter II, section 331(a)(3), or a critical skills retention bonus under reference (a), section 355. As such, Navy Reserve members not serving on active duty (including those in the DEP) and prior Service members may enlist for an enlistment bonus in the active component. In all cases, prior Service members must enlist in pay grade E-4 or below to establish enlistment bonus eligibility.

b. Not be enrolled in the DEP for another military service.

c. Remain fully qualified throughout the period of obligated service for all the requirements of the rating, skill, or program.

(1) Members under an enlistment bonus contract who do not complete the entire contracted time in the rating, skill, or program for which the bonus is paid are ineligible to receive any remaining enlistment bonus installments or payments.

(2) If a member does not remain fully qualified in the contracted rating, skill, or program for which enlistment bonus is paid, the unearned portion of any enlistment bonus received may be recouped and remaining enlistment bonus entitlement is forfeited. Once enlistment bonus entitlement is forfeited, it will not be re-established regardless of a successful requalification of the member in the enlistment bonus eligible rating, skill, or program originally contracted.

d. Successfully complete the required course of instruction, be designated and continue to serve in the guaranteed skill, rating, or program for which an enlistment bonus is paid.

e. Meet all eligibility requirements for the designated rating, skill, or program.

f. Accept assignment orders to any assignment in the contracted rating, skill, or program.

9. Special Policy Regarding Personnel Serving Initial Assignments to the District of Columbia Ceremonial Guard or USS *Constitution*

a. Members eligible for an enlistment bonus do not normally participate in assignment directly from Navy Recruit Training Command (NAVCRUITRACOM) to the District of Columbia Ceremonial Guard or USS *Constitution*. Before recruiting a member who is

contracted for an enlistment bonus into these special programs, classifiers must ensure that the member will be able to continue to meet all enlistment bonus eligibility criteria and will have sufficient time under the enlistment bonus contract to meet all of the eligibility criteria in subparagraphs 9a(1) through 9a(4).

(1) Complete a maximum of one tour in the District of Columbia Ceremonial Guard or on the USS *Constitution*.

(2) Complete all pipeline training as required by the enlistment bonus contract.

(3) Achieve designation in the enlistment bonus contracted rating, skill, or program.

(4) Serve a minimum of 12 months in the rating, skill, or program following the District of Columbia Ceremonial Guard or USS *Constitution* tour.

b. Members participating in the District of Columbia Ceremonial Guard or USS *Constitution* programs who are designated in a rating, skill, or program eligible for selective reenlistment bonus may reenlist for selective reenlistment bonus, if otherwise eligible. However, an individual may not be paid an enlistment bonus and selective reenlistment bonus for the same period of service.

10. Bonus Eligibility. Specific types of enlistment bonus have specific eligibility requirements. In addition to the eligibility criteria specified in paragraphs 8 and 9, members also need to meet all requirements for each type of enlistment bonus in subparagraphs 10a or 10b, or both.

a. Enlistment Bonus Tied to a Specific Rating, Skill, or Program. Members must complete all pipeline training for and continue in the contracted rating, skill, or program to be eligible to receive the enlistment bonus. Members must meet all eligibility criteria and all requirements for each type of enlistment bonus, as specified in the effective enlistment bonus message that pertains to the member and subparagraphs 10a(1) and 10a(2).

(1) Enlistment Bonus for Source Rating or Program. Individuals eligible for an enlistment bonus for source rating incentive must successfully complete class "A" school and, if appropriate, class "C" school to receive the enlistment bonus for source rating. Nuclear field members must successfully complete nuclear power school and nuclear prototype training.

(2) Other Enlistment Bonus for Source Rating or Program. For any other enlistment bonus tied to a specific rating, skill, or program, as approved by OPNAV (N13), see the effective enlistment bonus message for details.

b. Enlistment Bonus Not Tied to a Specific Rating, Skill, or Program. Members may retain these enlistment bonuses regardless of changes to rating, skill, or program if the member remains in the Navy. Members must meet eligibility criteria and all requirements for each type of

enlistment bonus, as specified in the effective enlistment bonus message that pertains to the member and subparagraphs 10b(1) through 10b(5).

(1) Enlistment Bonus for College Credit. Individuals enlisting in any Navy regular component rating, skill, or program with college credit from an accredited postsecondary institution may be eligible. This enlistment bonus should be paid upon arrival to class "A" school.

(2) Enlistment Bonus for Extended DEP. Enlistees may be eligible for an enlistment bonus for extended DEP if they need additional incentive to remain in the DEP for at least 10 months. This enlistment bonus should be paid upon arrival to class "A" school.

(3) Enlistment Bonus for Test Score Category. Enlistees may be eligible for an enlistment bonus for test score category if they need additional incentive to remain in the DEP for greater than 6 months. An enlistee who achieves a score on the Armed Forces Qualification Test that falls within category I in line with reference (f) may contract for the enlistment bonus for test score category based on every month greater than 6 months that they remain in the DEP. This enlistment bonus should be paid upon arrival to class "A" school.

(4) Enlistment Bonus for Shipping. Enlistees may be eligible for the enlistment bonus for shipping if they need additional incentive to move their ship date up or back in order for COMNAVCRUITCOM to make monthly shipping mission. An enlistee will be awarded a fixed amount as identified in the effective message. The annex to DD Form 4 Enlistment/Reenlistment Document Armed Forces of the United States will be updated with the enlistment bonus for shipping by day of shipment and will not be prorated. The enlistment bonus for shipping should be paid upon graduation from NAVCRUITRACOM.

(5) Other Enlistment Bonus Not Tied to a Specific Rating, Skill, or Program. Any other enlistment bonus not tied to a specific rating, skill, or program, as approved by OPNAV (N13). See the governing enlistment bonus message for details.

11. Contractual Changes. Any changes to enlistment bonus contracts must adhere to the guidelines in subparagraphs 11a and 11b.

a. An individual who is currently enrolled in the Navy DEP or attending initial accession training may volunteer for an enlistment bonus. However, a change in enlistment bonus rating, skill, program or ship date may affect a member's enlistment bonus eligibility. See subparagraphs 11a(1) and 11a(2) for example.

(1) If an enlistee changes rating, skill, program, or ship date while in the DEP, enlistment bonus is determined by the message in effect on the date of reclassification. Recruiting personnel are not authorized to negotiate award levels other than those published via the enlistment bonus message. Discharging an enlistee from and subsequently re-enrolling the

individual into the DEP (or direct-shipping the individual to active duty) to take advantage of a higher enlistment bonus amount is not authorized. An enlistee who changes rating, skill, program, or ship date while in the DEP must sign and date a new enlistment bonus annex with the appropriate award level for the new rating, skill, or program and ship month in line with paragraph 12.

(2) For a member who is reclassified to a different rating, skill, or program while attending training, as categorized under subparagraph 10a, the enlistment bonus is determined by the message in effect on the date of reclassification. The reclassification month will be used as the ship month. Classifiers are not authorized to negotiate award levels other than those published via the enlistment bonus message. An enlistee who changes rating, skill, or program while at initial accession training must sign and date a new enlistment bonus annex with the appropriate award level for the new rating, skill, or program in line with paragraph 12.

b. Requests for rating conversion during the term of the enlistment bonus contract will not normally be approved. However, a conversion request may be submitted for consideration when a member is within 9 months of the expiration of active obligated service of the term for which the bonus was paid. Conversion will not occur earlier than 3 months from expiration of active obligated service.

12. Service Record Entries. Recruiting personnel offering the enlistment bonus incentive must abide by the guidance of subparagraphs 12a through 12e.

a. The DD Form 4 and its annex(es), once signed and dated, constitute the official documents used to identify enlistment guarantees. Only the NAVCRUIT 1133/52 Enlistment Guarantees will be used as an annex to the DD Form 4.

b. NAVPERS 1070/613 Administrative Remarks entries cannot be used to create an enlistment bonus contract or to modify or supersede an existing enlistment bonus contract. Any document other than the NAVCRUIT 1133/52 will not be recognized by the Navy as a legal contract.

c. An individual's current NAVCRUIT 1133/52, once signed and dated, forms a legal and binding contract, subject to the governing message on the date of signing. The bonus amounts listed on this contract will be honored if they do not conflict with the governing enlistment bonus message.

d. A recruit who does not opt for an enlistment bonus at enlistment but enters into a job classification that requires a new annex (superseding the old one) must sign a new NAVCRUIT 1133/52.

e. Upon entry into the DEP or while attending training, as categorized in subparagraph 10a, all individuals enlisting or enrolling in an enlistment bonus eligible rating, skill, or program

listed in the effective enlistment bonus message should be counseled regarding the enlistment bonus option, and should sign an NAVCRUIT 1133/102 Enlistment Bonus Statement of Understanding.

13. Payment. The current Department of Defense (DoD) policy limit for enlistment bonus is \$40,000. No combination of enlistment bonuses will exceed the DoD policy limit identified in reference (b). Enlistment bonus payments are limited by the governing enlistment bonus message, contingent upon successful fulfillment of all enlistment bonus eligibility criteria, and subject to the following additional guidelines:

a. Enlistment bonus will be paid as specified in reference (e), volume 7A, and as modified by the appropriate enlistment bonus message. Partial payment of an enlistment bonus is not authorized except as announced via the effective enlistment bonus message.

b. Initial enlistment bonus payments will not be made prior to successful completion of basic training at NAVCRUITRACOM in line with reference (b).

c. For individuals being paid an enlistment bonus in lump sum (i.e., not receiving phased enlistment bonus payments), PSDs supporting training commands (including NAVCRUITRACOM and pipeline training schools) should pay an enlistment bonus to enlistees if the member has:

(1) sufficient academic standing to continue in the skill for which the member enlisted, and

(2) achieved designation in the enlistment bonus rating, skill, or program upon successful completion of class "A" school or, if appropriate, class "C" school.

d. If the respective training command is unable to pay the enlistment bonus, the member will be paid at the next permanent duty station after presenting the original contract to the appropriate office, usually the PSD.

e. Enlistees contracted for an enlistment bonus who do not require class "A" school or who do not have an enlistment bonus tied to a specific rating, skill, or program are entitled to the full bonus amount upon achievement of rating, skill, or program designation. These include Professional Apprenticeship Career Track Program personnel and members with prior service who do not require formal training to be technically qualified in the skill for which enlistment bonus is being paid. Initial enlistment bonus payment will be made no earlier than 30 days after arrival at the first permanent duty station.

f. Combinations of an enlistment bonus and loan repayment program are subject to change. Refer to the governing enlistment bonus message for current eligible combinations of these pays and benefits.

g. Members paid an enlistment bonus who are discharged and immediately reenlist prior to completion of the term of service for which the enlistment bonus was paid are not subject to recoupment. The new reenlistment contract must include the remaining period of service on the prior enlistment contract, in line with reference (e), volume 7A.

h. Members with one or more enlistment bonuses may have bonuses paid out at different times over the course of training. The terms of the agreement found on a member's NAVCRUIT 1133/102 will provide the payment amount, what qualifies for payment, and timing of the payment. This is to avoid a misunderstanding that disrupts training and causes the need for a correction to a naval record.

14. Payment Procedures

a. Initial enlistment bonus payments for members attending class "A" school at Pensacola, Great Lakes, New London, Charleston, and Basic Underwater Demolition School at Coronado will normally be processed by PSDs Pensacola, Great Lakes, New London, Charleston, and North Island, respectively.

b. Initial enlistment bonus payments made to members who attend class "A" schools not mentioned in subparagraph 14a will be processed centrally by Bureau of Naval Personnel (BUPERS) Community Management Support Branch (BUPERS-328). Commands processing an enlistment bonus payment must submit requests to BUPERS-328 using the enlistment bonus contact information via the MyNavyPortal Web site at: <https://www.mnp.navy.mil/group/pay-and-benefits>, then click on the "SRB" tab. Submission requirements can be found on the Web page.

c. Subsequent nuclear enlistment bonus payments will normally be processed by the respective nuclear power training unit servicing PSD (PSD Charleston for Nuclear Power Training Unit Charleston, PSD Great Lakes for Nuclear Power Training Unit Ballston Spa).

d. If a member does not receive an enlistment bonus payment for which he or she is entitled, see subparagraphs 14d(1) through 14d(3).

(1) The command requesting the enlistment bonus payment must verify the member's current annex documented on NAVCRUIT 1133/52 and the member's Master Military Pay Account (MMPA). NAVPERS 1070/613 entries are not acceptable for enlistment bonus payments and no money will be authorized for contracts written on a NAVPERS 1070/613. Requesting commands must verify that:

(a) the Sailor has met the particular requirement of the annex pertaining to the request. Note that some enlistment bonuses have multiple requirements and multiple payments; and

(b) the Sailor has not already been paid, as reflected on lines R8 and 34 of the member's MMPA.

(2) Once the information in subparagraph 14d(1) has been verified, the requesting command must send the enlistment bonus payment request to BUPERS-328 phased enlistment bonus manager using the e-mail addresses accessible via the MyNavyPortal Web site at: <https://www.mnp.navy.mil/group/pay-and-benefits>, then click on the "SRB" tab. Upon receipt, BUPERS-328 will contact the request originator via e-mail.

(3) The payment request originator will be responsible for tracking payment of the enlistment bonus. If the payment is not reflected on lines R8 or 34 of the member's MMPA after 21 business days, the request originator should forward the BUPERS-328 e-mail response to Defense Finance and Accounting Service (via the CCL-TD range mailbox) to determine the status of the payment.

15. Repayment. Repayment policy is governed by sections 303a and 373 of reference (a) and chapter 2 of reference (e), volume 7A. These policies collectively determine when repayment of the unearned portion of a bonus is required, not required but left to secretarial discretion, or prohibited. Except as provided in subsequent subparagraphs 15b and 15c, a Service member who is paid an enlistment bonus will be required to repay any unearned portion of the bonus in the event the Service member fails to fulfill the conditions of eligibility, service, or assignment. To document repayment decisions, OPNAV (N130) will issue a bonus termination letter to Service members via the command when a member fails to maintain eligibility under an enlistment bonus contract. Repayment decisions cannot be delegated below the O-6 or equivalent level. The enlisted community manager, servicing pay office, and COMNAVCRUITCOM will be copy to addressees on this correspondence.

a. Situations requiring pro-rata repayment of the unearned portion and cancellation of future payment(s) of an enlistment bonus include, but are not limited to:

(1) an approved request for voluntary release from the written agreement specifying the conditions for receipt of an enlistment bonus;

(2) an approved voluntary separation from naval service, or from active duty in the naval service, or release from an active status in the Navy Reserve prior to fulfillment of the terms and conditions required for receipt of an enlistment bonus;

(3) an approved voluntary request for relief from a qualifying assignment;

(4) failure to execute orders to a billet commensurate with the individual's specialty or skill, grade, or career progression;

(5) disability or physical disqualification resulting from misconduct, willful neglect, or incurred during a period of unauthorized absence;

(6) separation for cause, including misconduct;

(7) an approved detachment for cause;

(8) separation by reason of body composition assessment, physical readiness test failure, or both; and

(9) separation for a medical condition not amounting to a disability.

b. Repayment of the unearned portion of the bonus will not be sought when a member fails to complete an enlistment bonus contract in the circumstances in subparagraphs 15b(1) through 15b(4), as described in reference (e), volume 7A, table 2-1, "Disposition of Unearned Portions of Bonuses, Special Pay, Educational Benefits, or Stipends."

(1) Death, not due to misconduct (Rule 1). Any unpaid portion of the bonus will be paid in the member's final pay.

(2) Injury or illness, not due to misconduct, that results in separation or retirement for disability under Title 10 U.S. Code, chapter 61 (rule 2). If the separation or retirement for a disability is incurred in the line of duty in a combat zone designated by the President or the Secretary of Defense or in a combat-related operation designated by the Secretary of Defense, involves a combat-related disability as defined in section 1413a(e) of Title 10, U.S. Code, or both, then any unpaid portion of the bonus will be paid to the member upon separation.

(3) Completion of the contract is prevented by the Navy due to specified force management actions such as Navy directed transfer into another military specialty, the rating or skill is phased out or eliminated, or otherwise affected by a force structure or mission essential requirement. Note that rating or skill conversions following disqualification for medical conditions not amounting to a disability are elective and do not constitute forced conversion at the needs of the Navy (rules 6 and 7).

(4) Separation under hardship separation or a sole survivor discharge as defined under section 373(b)(3)(B) of reference (a) (rule 8).

c. Repayment is at the discretion of the SECNAV in circumstances in subparagraphs 15c(1) and 15c(2). As the program manager and in line with this instruction, OPNAV (N130) is delegated the authority to make these repayment determinations. However, this delegation cannot be below the O-6 or equivalent level.

(1) Repayment of the unearned portion of the bonus would be contrary to a personnel policy or management objective, against equity or good conscience, or contrary to the best interest of the United States.

(2) The member continues service outside of the originally contracted skill due to medical reasons (illness or injury), that do not rise to the level of a disability.

d. Upon application of a request for remission by the Service member, the SECNAV or their designee has the discretion to make a determination that repayment of the unearned bonus will not be required because repayment would be contrary to a personnel policy or management objective, against equity and good conscience, or contrary to the best interests of the United States. If applicable, the Service member may submit a request for remission of debt through their servicing pay office.

16. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy/Assistant for Administration, Directives and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the Department of the Navy/Assistant for Administration, Directives and Records Management Division program office.

17. Review and Effective Date. Per OPNAVINST 5215.17A, OPNAV (N130) will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

18. Forms and Information Management Control

a. Forms

(1) DD Form 2789 Waiver/Remission of Indebtedness Application
<https://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd2789.pdf>.

(2) DD Form 4 Enlistment/Reenlistment Document Armed Forces of the United States
<http://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd0004.pdf>.

(3) NAVCRUIT 1133/52 Enlistment Guarantees
<https://forms.documentservices.dla.mil/order/>.

(4) NAVPERS 1070/613 Administrative Remarks
<https://forms.documentservices.dla.mil/order/>.

(5) NAVCRUIT 1133/102 Enlistment Bonus Statement of Understanding
<https://forms.documentservices.dla.mil/order/>.

b. Information Management Control. The reporting requirements referenced in subparagraphs 5c(4) and 5d(5) have been assigned report control symbol DD-P&R(A)2508.



JOHN B. NOWELL, JR
Deputy Chief of Naval Operations
(Manpower, Personnel, Training
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