



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
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OPNAVINST 1160.9
N130
5 Apr 07

OPNAV INSTRUCTION 1160.9

From: Chief of Naval Operations

Subj: ENLISTMENT BONUS (EB) PROGRAM

Ref: (a) 37 U.S.C. 309
(b) DOD Directive 1304.21 of 31 Jan 05
(c) DOD Instruction 1304.29 of 15 Dec 04
(d) DOD FMR 7000.14-R, Volume 7A, Chapter 9
(e) DOD Instruction 1145.1 of 20 Sep 05
(f) Accredited Institutions of Postsecondary Education
Series Manual
(g) MILPERSMAN Article 1440-010

Encl: (1) DOD Education Credential Codes and Definitions
(2) Sample EB Page 13 Entries

1. Purpose. Revise policy and procedures for administration of the EB program per references (a) through (d).

2. Cancellation. The policy guidance provided in this instruction supersedes the EB program policy guidance contained in OPNAVINSTs 1160.6B and 1160.8A.

3. Background. The EB program is authorized by references (a) through (d).

4. Responsibility

a. The Director, MPT&E Policy Division (CNO (N13)) is responsible for EB program policy oversight per this instruction and United States Code and Department of Defense guidelines contained in references (a) through (d).

b. Commander, Navy Recruiting Command (CNRC) is responsible for developing periodic EB award level and implementation plans to be approved by CNO (N13). These plans will be consistent with the annual CNO (N13) Enlisted Recruiting Goals and Policies letter (as revised) and the EB program budget.

5. General Policy. The following general guidelines apply to the EB program:

a. An EB 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 CNO (N13).

(1) Since this bonus is not an entitlement and is subject to annual budget constraints, classifiers and recruiters must use EB in the most cost-effective manner and should only offer EB to a recruit or reclassifying member if additional incentive is needed.

(2) Individuals that contract for an EB eligible rating, skill, or program without the need for the EB incentive must be counseled per the guidelines in paragraph 11e(5).

b. EB 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.

(4) Provide incentive for enlistees to extend an initial enlistment by a minimum of 12 months (not including exceptions listed in paragraph 7f).

(5) Provide incentive to enlistees for other purposes as approved by CNO (N13).

c. The amount of EB and eligible ratings, skills, and programs are normally announced by naval message. The EB message in effect on the date the enlistee enters the Navy Delayed Entry Program (DEP) or, if reclassified at the Recruit Training Center (RTC), the date the member is reclassified determines the amount of EB that may be awarded. (See paragraph 10 for specific guidelines.)

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

6. Criteria for Designating Military Specialties for EB. CNRC will designate and CNO (N13) will approve military specialties as EB eligible based on the following guidelines established by reference (c):

- 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.

7. General Eligibility Criteria. Recruits desiring the EB incentive must:

- a. Be an initial enlistee in the United States Navy. If not an initial enlistee, the recruit must not have previously received an EB payment, per reference (c). Prior service members, including Navy Veterans (NAVETS) and Other Service Veterans (OSVETS), who have either previously received or are currently eligible for an enlistment, reenlistment, or retention bonus are not eligible for EB. In all cases, prior service members must enlist in pay grade E-4 or below to establish EB eligibility. Navy Reserve members not serving on active duty (including those in the DEP) may enlist for EB in the active component, provided they have not received and are not currently eligible for a Selective Reenlistment Bonus (SRB) or Critical Skills Retention Bonus (CSRB).

- b. Be classified as either DOD Credential Code Tier 1 or Tier 2 as defined in enclosure (1).

- c. Achieve a score on the Armed Forces Qualification Test (AFQT) that falls within Category I, II, or III, per reference (e).

- d. Not be enrolled in the DEP for another military service.

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e. Enlist or extend the initial period of enlistment in the Navy's active component (or, in the case of enlistees in the DEP, in the reserve component) in a rating, skill, or program listed in the effective EB message.

f. Incur initial active duty service obligation that exceeds, by at least 12 months, the established obligation for the designated military rating, skill, or program. Individuals who agree to extend for 12 or more months to fulfill other program requirements must execute any additionally required 12 month EB extension(s), as outlined in paragraph 9. Individuals electing to enter the Submarine Electronic/Computer Field (SECF) program or any program with a six year obligation (6YO) need not execute the additional 12 month extension to contract for EB. In all cases, no initial active duty enlistment term shall exceed six years.

g. Remain fully qualified throughout the period of obligated service for all the requirements of the rating, skill, or program. Members under EB contract who voluntarily fail to complete the entire contracted time in the rating, skill, or program for which the bonus is paid are ineligible to receive any future EB payments and may have any EB already received recouped.

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

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

8. Special Policy Regarding Personnel Serving Initial Assignments to the DC Ceremonial Guard or USS CONSTITUTION.

a. Members eligible for EB do not normally participate in assignment directly from RTC to the DC Ceremonial Guard or USS CONSTITUTION. Before recruiting a member who is contracted for EB into these special programs, recruiters must ensure that the member will be able to continue to meet all EB eligibility criteria and will have sufficient time under the EB contract to meet all of the following eligibility criteria:

(1) Complete a maximum of one tour in the DC Ceremonial Guard or on the USS CONSTITUTION.

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

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

(4) Serve a minimum of 12 months in the rating, skill, or program following the DC Ceremonial Guard or the USS CONSTITUTION tour.

b. Members participating in the above programs who are designated in a rating, skill, or program eligible for SRB may reenlist for SRB, if otherwise eligible. However, reenlisting for SRB prior to receipt of EB will make the member ineligible to receive any contracted EB, in accordance with paragraph 7a.

9. Bonus Eligibility. Specific types of EB have specific eligibility requirements. In addition to the above EB eligibility criteria, members receiving EB are required to fulfill the following requirements, listed by bonus type:

a. EB 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 EB. Members must meet all eligibility criteria specified above and all requirements for each type of EB, as specified in the effective EB message that pertains to the member (see paragraph 10) and as follows:

(1) EB for Source Rating or Program (EBSR/Program EBSR): Individuals eligible for EBSR incentive must successfully complete Class "A" and, if appropriate, Class "C" school to receive the EBSR. Nuclear Field members must successfully complete Nuclear Power School and Nuclear Prototype Training.

(2) EB for Extended Enlistment (EBEE): Some enlistees contracting for EBSR may be eligible for EBEE (see effective EB message for details). Enlistment Bonus for Extended Enlistment requires an additional 12-month extension, which is served after the 12-month extension for EBSR. With the exception of Special Warfare or Special Operations (SPECWAR/SPECOPS), SECF, and 6YO programs (all ineligible for EBEE), EBEE extends an enlistment to a six-year obligation.

(3) Any other EB tied to a specific rating, skill, or program, as approved by CNO (N13): See effective EB message for details.

b. EB not tied to a specific rating, skill, or program: Members may retain these EBs regardless of changes to rating, skill, or program if the member remains in the Navy. Members must meet all eligibility criteria specified in paragraphs 7 and 8 and all requirements for each type of EB, as specified in the effective EB message that pertains to the member (see paragraph 10) and as follows:

(1) EB for College Credit (EBCC): Individuals enlisting in any Navy regular component rating, skill, or program with college credit from an accredited postsecondary institution listed in reference (f) may be eligible. Members with an extension for another EB need not execute an additional 12 month extension for EBCC; those without an EB extension must extend 12 months to be eligible for EBCC. Members receiving EBCC are required to fulfill all EB guidelines.

(2) EB for Extended DEP (EBED): Enlistees may be eligible for EBED if they need additional incentive to remain in the DEP for at least 10 months. This EB does not require an additional 12-month extension and should be paid upon arrival to 'A' School.

(3) EB for Test Score Category (EBTSC): Enlistees may be eligible for EBTSC if they need additional incentive to remain in the DEP for greater than six months. An enlistee who achieves a score on the AFQT that falls within Category I per reference (e) may contract for EBTSC based on every month greater than six months that they remain in the DEP. This EB does not require an additional 12-month extension and should be paid upon arrival to 'A' School.

(4) Any other EB not tied to a specific rating, skill, or program, as approved by CNO (N13): See effective EB message for details.

10. Contractual Changes. Any changes to EB contracts must adhere to the following guidelines:

a. An individual who is currently enrolled in the Navy DEP or attending RTC may volunteer for an EB rating or skill with a greater bonus amount; however, a change in EB rating, skill, or program may affect a member's EB eligibility as follows:

(1) If an enlistee changes rating, skill, program, or ship date while in the DEP, the message in effect at the time of the enlistee's enrollment into the DEP remains applicable to that individual. Recruiters are not authorized to negotiate award levels other than those promulgated via the EB 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 EB amount resulting from a subsequent EB message is not authorized. An enlistee who changes rating, skill, program, or ship date while in the DEP must sign and date a new EB annex with the appropriate award level for the new rating, skill, or program and ship month per paragraph 11.

(2) For a member who is reclassified to a different rating, skill, or program at RTC, EB 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 promulgated via the EB message. An enlistee who changes rating, skill, or program while at RTC must sign and date a new EB annex with the appropriate award level for the new rating, skill, or program per paragraph 11.

(3) Once training has started a change in rating, skill, or program will normally terminate a member's eligibility for any EB categorized under paragraph 9a. The member may remain eligible for any previously contracted EB that is not tied to a specific rating, skill, or program.

b. Requests for rating conversion during the term of the EB contract will not normally be approved; however, a conversion request may be submitted for consideration when a member is within nine months of the expiration of active obligated service (EAOS) of the term for which the bonus was paid. Conversion will not occur earlier than three months from EAOS.

11. Service Record Entries. Recruiters and classifiers offering the EB incentive must abide by the following guidance:

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

b. Page 13 entries cannot be used to create an EB contract or to modify or supersede an existing EB contract. Any document other than the NAVCRUIT 1133/52 (including a page 13 entry) 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 effective message on the date of signing. The bonus amounts listed on this contract will be honored if they do not conflict with the effective EB message.

d. A recruit who does not opt for an EB at enlistment but enters into an EB contract while attending RTC must sign a NAVCRUIT 1133/52.

e. Upon entry into the DEP or while attending RTC, all individuals enlisting or enrolling in EB eligible rating, skill, or program listed in the effective EB message should be counseled regarding the EB option, including any additional service obligation. Sample page 13 entries for the purpose of documenting this counseling are provided in enclosure (2). Use example number:

(1) One - when the individual is eligible for the EB incentive to enlist under a 6YO rating, skill, or program guarantee (other than in the Nuclear Field).

(2) Two - when the individual is eligible for the EB incentive to enlist in the Nuclear Field program.

(3) Three - when the individual is eligible for the EB incentive to enlist for a school guarantee in an EB-eligible rating, skill, or program.

(4) Four - when the individual is eligible for an EB that is not tied to a specific rating/skill/program.

(5) Five - when the individual does not need the EB incentive to enlist in an EB eligible rating, skill, or program.

f. Upon entry into the DEP or reclassification at RTC, recruiters and classifiers must enter the following statement on the NAVPERS 1070/621 Agreement to Extend Enlistment: "To establish eligibility for the Enlistment Bonus as specified in OPNAVINST 1160.9." Enlistment Bonus eligible individuals enlisting into the SECF or any 6YO program do not require this statement to be entered on their NAVPERS 1070/621.

12. General EB Payment Policy. The current statutory limit for EB is \$40,000. No combination of EBs will exceed the statutory limit. Enlistment Bonus payments are limited by the effective EB message, are contingent upon successful fulfillment of all EB eligibility criteria, and are subject to the following additional guidelines:

a. Enlistment Bonus will be paid as specified in reference (d), and as modified by the appropriate EB message. Partial payment of EB is not authorized except as announced via the effective EB message.

b. Initial EB payments will not be made prior to successful completion of RTC in accordance with reference (b).

c. For individuals being paid EB in lump sum (i.e., not receiving phased EB payments), Personnel Support Activities (PSAs) and Personnel Support Detachments (PSDs) supporting training commands (including RTC and pipeline training schools) should pay EB to non-prior service 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 EB rating/skill/program upon successful completion of Class "A" (or, if appropriate, Class "C") school.

d. If the Training Command is unable to pay EB, the member will be paid at the next permanent duty station after presenting the original contract to the appropriate office, usually the PSD or PSA.

e. Enlistees contracted for EB who do not require Class "A" school or who do not have an EB tied to a specific rating,

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skill, or program (including those with EBCC) are entitled to the full bonus amount upon achievement of rating, skill, or program designation. These include General Detail personnel (GENDETs) and members with prior service who do not require formal training to be technically qualified in the skill for which EB is being paid. Initial EB payment will be made no earlier than 30 days after arrival at the first permanent duty station.

f. Combinations of EBSR and Navy College Fund (NCF) or EBSR and Loan Repayment Program (LRP) are subject to change. Refer to the effective EB message for current eligible combinations of these pays and benefits. The combination of LRP benefits and NCF is prohibited.

g. Members paid EB who are discharged and immediately reenlist prior to completion of the term of service for which the EB was paid are not subject to recoupment. The new reenlistment contract must include the remaining period of service on the prior enlistment contract, in accordance with reference (d).

h. Members in the Nuclear Field, SPECWAR/SPECOPS programs, with EB for College Credit (EBCC), and as designated in the effective EB message, will be paid in accordance with the instructions in paragraph 13.

13. Phased EB Payment Policy.

a. Members who are contracted for EBCC will receive 20 percent of the total EB following RTC or upon arrival at "A" school and 80 percent of the total EB upon both successful completion of required pipeline training and designation in the rating, skill, or program for which the member enlisted.

b. Under Nuclear Phased EB, a Nuclear Field selectee with an EB (no EBCC) in his or her contract will receive 33 percent of the EB total upon completion of Nuclear Power School. A Nuclear Field selectee who has EBCC in his or her contract will receive a 20 percent EB payment in accordance with paragraph 13a and a 33 percent payment of the remaining EB upon completion of Nuclear Power School. The final phased EB payment will be paid upon the completion of Nuclear Prototype training.

c. Members in a SPECWAR/SPECOPS pipeline who are offered EBCC will receive 20 percent of any EB not associated with a specific rating, skill, or program (e.g., EBCC, EBED, or EBTSC) upon arrival at SPECWAR/SPECOPS training and will receive the remaining 80 percent upon completion of SPECWAR/SPECOPS training.

d. Members in a SPECWAR/SPECOPS pipeline may be eligible for phased EB payments as incentives for completion of milestones in the pipeline training. Again, no initial EB payment will be made before the completion of RTC. Refer to the effective EB message for further details.

14. Payment Procedures.

a. Initial EB payments for members attending "A" school at Pensacola, Great Lakes, New London, Charleston, and Basic Underwater Demolition School at Coronado will normally be processed by PSD Pensacola and RTC Great Lakes, PSDs New London, Charleston, Coronado, respectively. Nuclear phased EB payments will normally be processed by PSD Charleston. Initial EB payments made to members who attend "A" schools not mentioned above will be processed centrally by (PERS-4811).

b. Personnel Support Detachments will record (via page 13 entries) all phased EB payments that they make and inform (PERS-4811). PERS-4811 will process all payments subsequent to the initial phased EB payment. Commands making an EB payment must submit an e-mail or fax request to (PERS-4811) using the EB contact information on the NPC website (www.npc.navy.mil). Each request should include the following information: SSN, last name, first name, and a copy of the EB annex(es) in the member's record. PERS 4811 will then process valid follow-on payments.

c. If a member does not receive an EB payment for which he or she is entitled:

(1) The command requesting the EB payment must verify the member's current annex documented on NAVCRUIT 1133/52 and the member's Master Military Pay Account (MMPA). Page 13 entries are not acceptable for EB payments and no money will be authorized for contracts written on a page 13. Requesting commands must verify that:

(a) Any required extensions for the EB are displayed in the "LOPG" screen of the Personnel On-Line Listing (POLL) in the Enlisted Assignment Information System (EAIS).

(b) The Sailor has met the particular requirement of the annex pertaining to the request. Note that some EBs have multiple requirements and multiple payments.

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

(2) Once the above information has been verified, the requesting command must send the EB payment request to (PERS-4811) Phased EB Manager using the e-mail addresses contained on the NPC website as listed in paragraph 14b. Upon receipt, (PERS-4811) will contact the request originator via e-mail.

(3) The payment request originator will be responsible for tracking payment of the EB. 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 (PERS-4811) e-mail response to Defense Finance and Accounting Service (via the CCL-TD range mailbox) to determine the status of the payment.

15. Recoupment. Reference (d) lists circumstances requiring the recoupment of EB. This guidance is modified by the following guidelines:

a. Pro-rata recoupment of the unearned portions of an EB is required when a member:

(1) Loses qualification in the EB eligible skill (i.e., removal of NEC or rating designator), except when the loss of qualification results solely from pregnancy.

(2) Voluntarily or for reasons of misconduct fails to complete the enlistment as specified in reference (d).

(3) Is separated for disability resulting from misconduct, willful neglect, or incurred during a period of unauthorized absence.

(4) Is involuntarily converted (forced conversion) or is discharged after refusing a forced conversion. A waiver will not normally be considered for these reasons. Reference (g) contains details on forced conversions.

b. Enlistment Bonus payments will stop, but recoupment of payments already received will not be required, if a member becomes ineligible for an EB for any of the reasons below:

(1) Disability, injury, or illness not the result of misconduct or willful neglect, or not incurred during a period of unauthorized absence.

(2) Separation from naval service by operation of laws or regulations independent of misconduct.

(3) Death (see paragraph 15c).

(4) Where SECNAV determines repayment would be against equity and good conscience, or would be contrary to the best interests of the United States.

c. For members who die while serving under an EB contract, the remaining EB balance will be paid as a lump sum as part of the settlement of the member's final military pay account.

d. Enlistment Bonus will not be recouped due to appointment to commissioned officer status or acceptance to an officer procurement program. Although EB will not be recouped, the member becomes ineligible to receive any remaining installments. A member who does not complete the officer program and returns to the EB enlisted rating, skill, or program for which the member originally contracted will receive the remaining EB prorated for the time spent in the officer program.


e. EB recoupment will occur as follows:

(1) EBs tied to a specific rating, skill, or program such as EBSR: Recoupment of the unearned portion of EB is required when the member willfully or voluntarily does not complete all required training successfully or willfully or voluntarily fails to remain in the skill for which the EB was paid; in such cases. In cases where members are not able to continue in the training pipeline due to medical

disqualification (not including misconduct, alcohol or drug use), members will no longer receive EB payments; however, any EB already received will not be recouped.

(2) EBs not tied to a specific rating, skill, or program such as EBCC: Recoupment is not required if the member remains in the Navy. If the member is discharged before the end of the initial enlistment, the unearned portion of these EBs will be recouped.

16. Forms. DD 4 Enlistment/Reenlistment Document Armed Forces of The United States can be downloaded from the DoD Forms Website at <http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>. NAVPERS 1070/621 Agreement to Extend Enlistment can be downloaded from Navy Forms Online <https://forms.daps.dla.mil/>.


J. C. HARVEY, JR.
Vice Admiral, U.S. Navy
Deputy Chief of Naval Operations
(Manpower, Personnel, Training
and Education)

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DOD EDUCATION CREDENTIAL CODES AND DEFINITIONS

<u>CREDENTIAL</u>	<u>CODE</u>	<u>DEFINITION</u>
Tier 1		
Currently in High School	9	An individual who is currently in high school and not yet a high school senior.
High School Senior	S	An individual who is attending high school, completed the junior year, and is a high school senior.
Currently Enrolled other than High School Diploma	M	An individual who is currently enrolled and attending class in a Tier I category (credential) other than a High School Diploma
High School Diploma	L	A diploma issued to an individual who completed a 12-year "traditional" graded (credit-based) day program of classroom instruction; the diploma must be issued from the high school where the individual completed the requirements for graduation.
Adult/Alternative Diploma	B	A secondary school diploma awarded on the basis of attending and completing an alternative, continuation, adult, or charter school/program. A diploma issued from a school/program whose course content and curriculum are similar to, but whose method of instruction differs from the traditional high school program. The diploma received must be issued on the basis of completing a classroom structured, {teacher-student environment) teacher directed, credit-based program.
Completed One Semester Of College	8	A non-high school diploma graduate (i.e., Tier 2 credential holder) who attended and completed 15 semester hours of college credit or 22 quarter hours of college credit or 675 clock hours of classroom instruction from an accredited post-secondary institution. Credit earned through testing, adult

<u>CREDENTIAL</u>	<u>CODE</u>	<u>DEFINITION</u>
		education, assessment, military training or high school equivalency preparation is not applicable.
High School Grad, Failed Exit Exam	F	An individual who completed all the necessary credits for graduation but did not pass the state mandated exit exam(s). Individual must be at least 6 months beyond his/her high school completion date and must have a letter from a school official verifying that he/she met all the high school graduation requirements, but failed the exit exam(s) and did not receive a high school diploma.
Associate's Degree	D	An associate's degree from an accredited degree granting post-secondary institution.
Professional Nursing	G	A diploma from an accredited 3-year Hospital school of nursing program.
Bachelor's Degree	K	A bachelor's degree from an accredited degree granting post-secondary institution.
Master's Degree	N	A master's degree from an accredited degree granting institution.
Post Master's Degree	R	A degree conferred from an accredited institution that is beyond the master's level but below the doctoral level.
Doctoral Degree	U	A doctoral degree from an accredited degree granting institution.
First Professional Degree	W	A degree/certificate awarded upon completion of the academic requirements in selected professions: Dentistry (D.D.S, or D.M.D.), Law (L, .L.B. or J.D.), Medicine (M.D.), Theology (B.D.), and so forth.

<u>CREDENTIAL</u>	<u>CODE</u>	<u>DEFINITION</u>
Tier 2		
Test-Based Equivalency Diploma	E	A diploma or certificate of General Educational Development (GED) or other test-based credential. A state or locally issued secondary school diploma obtained solely on the basis of testing and not graded day coursework.
National Guard Youth "Challenge" Program	X	An individual who completed a 22 week National Guard Youth Challenge Program (NGYCP) and passed the GED. <i>Identified separately from other GED holders for tracking purposes.</i>
Occupational Program	C	An individual who completed at least 11 years of graded day high school and received a certificate for completion of a 6 month non-correspondence vocational-technical program.
High School Certificate of Attendance/Completion or Special Education		An attendance-based high school diploma or certificate or credential based on Individualized Education Program (IEP) that involves community experiences, employment, training, daily living skills and post-school transition skills which differ from the traditional high school graduation requirements.
Distance Learning School Diploma		A secondary school diploma or certificate awarded upon completion of an accredited correspondence, home study, internet or distance learning program.
Home School Diploma	H	A home school diploma from the parent, guardian, or home school association with certification and transcripts issued in compliance with applicable state laws. The curriculum must involve parental instruction and supervision and closely pattern the normal credit hours per subject used in the traditional high school. At a

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		minimum the last academic year (9 months) must be completed in a home school environment.
Other Non-Traditional High School Credential	5	A secondary school credential issued for completing an alternative school/program that differs in course content and curriculum from a traditional high school diploma program. Schools/programs that are accelerated and issue a diploma based on a combination of testing, independent study, adult basic education (ABE) and/or competencies are classified as Tier 2, regardless of whether the credential was issued by a secondary or post-secondary institution.
Tier 3		
Less than High School Diploma	1	An individual who is not currently attending high school and who is neither a high school diploma graduate nor alternate credential holder.

SAMPLE EB PAGE 13 ENTRIES

Example #1

(Record entry required at enlistment/enrollment for a six-year obligation EB option, except Nuclear Field.)

(Date): Guaranteed Enlistment Bonus option for the _____ rating/skill/program in the amount of _____ as prescribed in _____ (DTG of effective EB message).

I understand that payment of the Enlistment Bonus is contingent upon my successful fulfillment of the eligibility criteria contained in OPNAVINST 1160.9 which includes attainment of designation in the _____ rating/skill/program and attainment of sufficient academic standing to continue in the rating/skill/program for which I enlisted. I acknowledge that should I fail to fulfill these criteria, my Enlistment Bonus option will be nullified and I will serve the period of my basic enlistment, plus additional service which may be required as 'payback' for advanced training received.

I fully understand that continued entitlement to the Enlistment Bonus may be terminated and a pro-rata portion of my Enlistment Bonus may be recouped if I am considered not technically qualified in the bonus specialty (rating/skill/ program) because (a) I am no longer classified in that specialty, (b) the specialty designator is removed from my records, and (c) current and future assignment in my military specialty is precluded for any of the following reasons within my control:

a. Should I refuse to perform certain duties required for effective performance in my military specialty when I have volunteered for such duties in writing prior to accepting the bonus;

b. Should disciplinary action be taken under the Uniform Code of Military Justice (UCMJ) or by a civil court (when such action renders me unqualified for future performance in my military specialty) or should an administrative determination result in my inability to continue performance in my military specialty;

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c. Should injury, illness, or other impairment resulting from my misconduct, as established through existing line of duty determination procedures, interfere with effective performance in my military specialty; or

d. Should I have withdrawal of the minimum security clearance, loss of qualification under the Personnel Reliability Program (PRP), or loss of any other mandatory qualification required for effective performance in my Military Specialty, when such withdrawal or loss is voluntary or caused by my misconduct, and results in my removal from my Military Specialty.

e. Other reasons established by OPNAVINST 1160.9.

(Member's Signature, Date)
(F. M. Last Name)

(Signature of Personnel Officer)
(Name, Rank), USN, Personnel
Officer (Date)
By direction of the commanding
officer

Enclosure (2)

Example #2

(Record entry required at enlistment/enrollment for Nuclear Field EB option.)

(Date): Guaranteed Enlistment Bonus option for the nuclear field program in the amount of _____ as prescribed in _____ (DTG of effective EB message).

I understand that payment of the Enlistment Bonus is contingent upon my successful fulfillment of the eligibility criteria contained in OPNAVINST 1160.9 which includes attainment of designation in NEC 335X or 338X and attainment of sufficient academic standing to continue in the program for which I enlisted. I acknowledge that should I fail to fulfill these criteria my Enlistment Bonus option will be nullified and I will serve the period of my basic enlistment, plus additional service which may be required as 'payback' for advanced training received.

I fully understand that continued entitlement to the Enlistment Bonus may be terminated and a pro-rata portion of my Enlistment Bonus may be recouped if I am considered not technically qualified in the bonus specialty NEC (rating/skill/program) because (a) I am no longer classified in that specialty, (b) the specialty designator is removed from my records, and (c) current and future assignment in my military specialty is precluded for any of the following reasons within my control:

a. Should I refuse to perform certain duties required for effective performance in my military specialty when I have volunteered for such duties in writing prior to accepting the bonus;

b. Should disciplinary action be taken under the Uniform Code of Military Justice (UCMJ) or by a civil court (when such action renders me unqualified for future performance in my military specialty) or should an administrative determination result in my inability to continue performance in my military specialty;

c. Should injury, illness, or other impairment resulting from my misconduct, as established through existing line of duty determination procedures, interfere with effective performance in my military specialty; or

d. Should I have withdrawal of the minimum security clearance, loss of qualification under the Personnel Reliability Program (PRP), or loss of any other mandatory qualification required for effective performance in my NEC, when such withdrawal or loss is voluntary or caused by my misconduct, and results in my removal from my NEC.

e. Demonstrated unreliability for the supervision, operation, and maintenance of naval nuclear propulsion plants, as defined in BUPERSINST 1540.41B.

f. Other reasons established by OPNAVINST 1160.9.

I understand the Enlistment Bonus will not be paid until after completion of nuclear prototype training and designation in nuclear propulsion plant operator NEC series 335X or 338X, as appropriate.

(Member's Signature, Date)
(F. M. Last Name)

(Signature of Personnel Officer)
(Name, Rank), USN, Personnel
Officer (Date)
By direction of the commanding
officer

Example #3

(Record entry required at enlistment/enrollment for school guarantee rating/skill/program EB option.)

(Date): Guaranteed Enlistment Bonus option(s) _____
(EBSR/EBEE) for the rating/skill/program in the amount
of _____ as prescribed in _____ (DTG of
effective EB message).

I understand that payment of the Enlistment Bonus is contingent upon my successful fulfillment of the eligibility criteria contained in OPNAVINST 1160.9 which includes extension of enlistment to provide for a total active service obligation of five years, attainment of designation in the rating/skill/program, and attainment of sufficient academic standing to continue in the rating/skill/program for which I enlisted. I acknowledge that should I fail to fulfill these criteria, my Enlistment Bonus option will be nullified and I will serve the period of my basic enlistment plus additional service which may be required as 'payback' for advanced training received.

I fully understand that continued entitlement to the Enlistment Bonus may be terminated and a pro-rata portion of my Enlistment Bonus may be recouped if I am considered not technically qualified in the bonus specialty (rating/skill/program) because, (a) I am no longer classified in that specialty, (b) the specialty designator is removed from my records, and (c) current and future assignment in my military specialty is precluded, for any of the following reasons within my control:

a. Should I refuse to perform certain duties required for effective performance in my military specialty when I have volunteered for such duties in writing prior to accepting the bonus;

b. Should disciplinary action be taken under the Uniform Code of Military Justice (UCMJ) or by a civil court (when such action renders me unqualified for future performance in my military specialty) or should an administrative determination result in my inability to continue performance in my military specialty;

c. Should injury, illness, or other impairment resulting from my misconduct, as established through existing line of duty determination procedures, interfere with effective performance in my military specialty; or

d. Should I have withdrawal of the minimum security clearance, loss of qualification under the Personnel Reliability Program (PRP), or loss of any other mandatory qualification required for effective performance in my military specialty, when such withdrawal or loss is voluntary or caused by my misconduct, and results in my removal from my military specialty.

e. Other criteria as established by OPNAVINST 1160.9.

(Member's Signature, Date)
(F. M. Last Name)

(Signature of Personnel Officer)
(Name, Rank), USN, Personnel
Officer (Date)
By direction of the commanding
officer

Example #4

(Record entry required at enlistment/enrollment for EB option not tied to a specific rating/skill/program.)

(Date): Guaranteed Enlistment Bonus option for _____
(EBCC, EBED, EBTSC, other) in the amount of _____
as prescribed in _____ (DTG of effective EB
message).

I understand that payment of the Enlistment Bonus is contingent upon my successful fulfillment of the eligibility criteria contained in OPNAVINST 1160.9.

I fully understand that continued entitlement to the Enlistment Bonus may be terminated and a pro-rata portion of my Enlistment Bonus may be recouped if I do not remain in the Navy through my initial enlistment for any of the following reasons within my control:

a. Should disciplinary action be taken under the Uniform Code of Military Justice (UCMJ) or by a civil court (when such action renders me unqualified for future performance in my military specialty) or should an administrative determination result in my inability to continue performance in my military specialty;

b. Should injury, illness, or other impairment resulting from my misconduct (as established through existing line of duty determination procedures), willful neglect, or incurred during a period of unauthorized absence, interfere with effective performance in my military specialty.

c. Other reasons established by OPNAVINST 1160.9.

(Member's Signature, Date)
(F. M. Last Name)

(Signature of Personnel Officer)
(Name, Rank), USN, Personnel
Officer (Date)
By direction of the commanding
officer

Example #5

(Record entry required at enlistment for eligible personnel declining to accept enlistment bonus.)

(Date): I have been fully counseled on the option to elect the Enlistment Bonus as described in OPNAVINST 1160.9. I understand that I am eligible to receive the Enlistment Bonus based upon the agreement to complete successfully the requirements contained in the above directive. However, I hereby decline to accept the Enlistment Bonus under the above provisions and waive the right to make claim for the Enlistment Bonus at a later date.

(Member's Signature, Date)
(F. M. Last Name)

(Signature of Personnel Officer)
(Name, Rank), USN, Personnel
Officer (Date)
By direction of the commanding
officer