



DEPARTMENT OF THE ARMY
U.S. ARMY CYBER COMMAND
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ARCC-PE

NOV 20 2019

MEMORANDUM FOR Office of the Deputy Chief of Staff, G-1 (DAPE-PR), 300 Army Pentagon, Washington DC 20310-0300

SUBJECT: Implementation Guidance for the Warrant Officer Retention Bonus for 170A Cyber Operations and Electronic Warfare, 170B Warrant Officers

1. References:

a. Department of Defense (DoD) Instruction 1304.34 (General Bonus Authority for Officers), July 11, 2016.

b. DoD Instruction 1332.45 (Retention Determinations For Non-Deployable Service Members), July 30, 2018.

c. Memorandum, Office of the Assistant Secretary Manpower and Reserve Affairs, 14 May 2018, subject: Implementation of General Bonus Authority for Officers.

d. Memorandum Office of the Deputy Chief of Staff G-1, 13 September 2019, Subject: Warrant Officer Retention Bonus (WORB) for Cyber Operations (Military Occupational Specialty MOS) 170A and Electronic Warfare (MOS 290A/170B) Warrant Officers

2. This memorandum serves as the written agreement for implementing the Warrant Officer Retention Bonus (WORB) for 170A Cyber Operations and Electronic Warfare, 170B Warrant Officers.

3. As directed by Office of the Deputy Chief of Staff G-1, the Commander, U.S. Army Cyber Command serves as the Army's single Executive Agent for the WORB for 170A and 170B Warrant Officers. Therefore, I am delegating WORB approval authority to the Deputy to the Commander, ARCYBER. This authorization will not be further delegated.

4. Responsibilities:

a. The Deputy to the Commander, ARCYBER will –

(1) Provide oversight on the management of the program execution by means of periodic reporting and packet reviews to ensure appropriate stewardship.

ARCC-PE

SUBJECT: Implementation Guidance for the Warrant Officer Retention Bonus for 170A Cyber Operations and Electronic Warfare, 170B Warrant Officers

(2) Develop systems that analyze program performance and processes to track and measure the effectiveness of the MOS 170A and 170B WORB program that use cost-benefit ratios to justify the continued use of the bonus. At a minimum, the systems will predict short-term end-strength and mission needs. Moreover, the analysis will focus on criticality of skill, manpower composition, force structure changes, replacement costs, operational impacts on the command's missions, and current market conditions for MOS 170A and 170B.

(3) Provide timely and accurate quarterly execution updates and annual program reviews per the requirements listed in paragraph 13 and reference 1.a.

(4) Publish information and implementation guidance to the eligible population to ensure they are fully aware of the program.

(5) Monitor bonus recipients and immediately report any status change that affects a bonus recipient's continuous eligibility for the bonus to the servicing finance office, U.S. Army Human Resources Command (HRC), and the HQDA G-1.

(6) Prepare and submit an annual request and justification to the Director of Plans and Resources, Army G-1 (DAPE-PR) to continue the use of this bonus program beyond FY2020. Requests to continue the program must be submitted before the end of the 3rd quarter of each fiscal year. The request will include the following:

(a) A year to date inventory for the skills and specialties receiving bonuses based on grade and years of service, as well as authorizations for each skill and specialty by grade.

(b) The current and projected number of warrant officers eligible for the bonus and the projected number of officers who will receive the bonus by grade and skill.

(c) The anticipated bonus payment amount for each bonus for the next fiscal year.

(d) An obligation ceiling amount for each bonus for the next fiscal year.

(e) The analysis of, to include the justification for, the bonus amounts to be offered, ensuring the appropriate level of compensation for the desired personnel effect.

(f) An assessment of the operational impact as well as the recruiting and retention impact if the bonus is discontinued.

5. WORB Distribution: Eligible warrant officers will receive their bonus payments based on the terms and conditions of their written agreements. The approval authority approve WORB written agreements in the amount of \$20K for each year of additional obligated service and the written agreements will be for no less than and no more than four (4) years of additional service.

ARCC-PE

SUBJECT: Implementation Guidance for the Warrant Officer Retention Bonus for 170A Cyber Operations and Electronic Warfare, 170B Warrant Officers

6. Method of Payment: Bonus will be paid in a lump sum payment. However, the bonus will not be paid until completion of any previous service obligations as restricted by paragraph 7. The service obligation for a new bonus will begin on the date of the agreement or completion of a previous service obligation, whichever date is later.

7. Minimum Eligibility Requirements:

a. Must have completed all service obligations or be within one (1) year of completing all service obligations with the exception of those service obligations listed in paragraph 9.

b. Must be in good standing and not under the UCMJ process (to include Article 15 or courts-martial proceedings), investigations, and must meet Army standards for retention (to include Army Physical Fitness Test and Army Body Composition Program) at the time of approval and must remain in good standing throughout the bonus tour.

c. Must not be permanently prohibited from deployment in accordance with reference 1.b. For the purpose of this memorandum, "deployment" is defined as the movement of personnel into and out of an operational area or in support of operations. Deployment encompasses all activities from origin or home station through destination, specifically including inter-theater, and intra-theater movement legs, staging, and holding areas.

8. Restrictions:

The following restrictions apply:

a. ARCYBER will not approve a bonus when the aggregate strength of MOS 170A or 170B is at or above 95% for the previous 90 days or is projected to be at or above 95% in the next 180 days.

b. ARCYBER will not approve a bonus for a specific grade within MOS 170A or 170B, when the grade is at or above 95% for the previous 90 days or is projected to be at or above 95% in the next 180 days.

c. Cyber warrant officers may not receive a bonus or incentive pay in accordance with Subchapter I and Subchapter II of Title 37, U.S.C., for the same activity, skill, or period of military service.

d. Cyber warrant officers may not receive multiple bonuses payments for the same period of obligated service.

e. Cyber warrant officers may not receive more than \$300,000 in combined bonus payments during the course their career.

ARCC-PE

SUBJECT: Implementation Guidance for the Warrant Officer Retention Bonus for 170A Cyber Operations and Electronic Warfare, 170B Warrant Officers

f. Cyber warrant officers are not eligible for a bonus if the individual was previously discharged or released from active duty or military service in an active status based on a determination of misconduct, substandard duty performance, or moral or professional dereliction.

g. Cyber warrant officers receiving pre-commissioning compensation or financial assistance through a loan repayment program as outlined in reference 1.a are not eligible for a bonus until the military service obligation is completed.

h. Cyber warrant officers are not eligible for a bonus if, at the start of the period of additional obligated service, the warrant officer:

- (1) Has between 14 and 19 years of active federal service
- (2) Has between 16 and 19 years of active commissioned service
- (3) Is retirement eligible with more than 22 years of active commissioned service

i. Cyber warrant officers are not eligible if the service obligation for the WORB extends a warrant officer's service beyond 25 years of active commissioned service

j. Cyber warrant officers who have transferred their Post-9/11 GI Bill or Montgomery GI Bill are not eligible for a bonus until he or she is within one year of completing the service obligation and the bonus service obligation will be served consecutively to Post-9/11 GI Bill or Montgomery GI Bill transfer service obligation.

9. Service Obligations.

a. Cyber warrant officers who have a service obligation, including a service obligation for a government funded undergraduate education program, are not eligible for a bonus, with the exception of the service obligations listed in paragraph 9.b.

b. The following service obligations will run concurrently, all other service obligations will run consecutively.

- (1) Permanent change of station; and
- (2) A service obligation for attending and completing professional military education or government-funded education courses (this exception does not apply to undergraduate education).

ARCC-PE

SUBJECT: Implementation Guidance for the Warrant Officer Retention Bonus for 170A Cyber Operations and Electronic Warfare, 170B Warrant Officers

10. Written Agreements:

a. ARCYBER will require warrant officers to enter into a written agreement (see attached) in order to qualify for the bonus. The written agreement will specify the period for which the bonus will be paid, the bonus amount, and method of payment.

b. ARCYBER will submit the executed written agreement to HRC, Incentives and Compensation Branch (ICB) for validation. ICB will submit the written agreement to the Defense Finance and Accounting Service (DFAS) for payment. ICB will submit the written agreement to DFAS for payment, input the service obligation, and upload written agreements to the finance folder in the Soldier's Army Military Human Resource Record via Interactive Personnel Electronic Records Management System (iPERMS) in accordance with reference AR 600-8-104 (Army Military Human Resource Records Management).

11. Written Agreement Renegotiations and Terminations:

a. Written agreements will not be renegotiated or voluntarily terminated. Warrant officers must be within one (1) year of completing the term of any existing written agreement before they are eligible to enter into a subsequent written agreement or request voluntary separation. Requests for voluntary separation will be disapproved without exception, if the date of separation falls within the bonus obligation period.

b. Warrant officers whose agreement was terminated by the Army, for any reason, are not eligible to enter into a written agreement for five (5) years from the date the written agreement was terminated.

12. Assignment Requirements: Cyber warrant officers receiving skill-based bonuses will serve in an assignment for which the skill is required. The Commander, HRC may approve an assignment outside of the required skill, based on the needs of the Army; however, at no time will Cyber warrant officer receiving a skill-based bonus serve in an assignment outside the required skill for more than one-third of the obligated service for which the bonus was paid.

13. Repayment: Warrant officers, with the exception of sole survivor discharges and those who die or are retired or separated with a combat-related disability, will repay an amount equal to the unearned portion of the bonus if the warrant officer fails to complete the bonus obligation period. This paragraph does not apply if the death or disability of the warrant officer is the result of the warrant officer's own misconduct.

ARCC-PE

SUBJECT: Implementation Guidance for the Warrant Officer Retention Bonus for 170A Cyber Operations and Electronic Warfare, 170B Warrant Officers

14. Reporting Requirement:

a. Quarterly Bonus Program Execution Updates: ARCYBER will provide quarterly execution updates to the Chief, Compensation and Entitlements Division (DAPE-PRC) no later than the last week of the month following the end of the 1st, 2nd and 3rd quarters. Each quarterly execution update will include the following information:

(1) A by name listing of each Cyber warrant officer that signed a written agreement, and the details of each agreement including but not limited to:

- (a) Grade,
- (b) Bonus Type,
- (c) Bonus Amount,
- (d) Service Obligation Start Date, and
- (e) Service Obligation End Date,

(2) MOS strength based on authorizations by grade for the previous 90 days and for the next 180 days.

b. Annual Bonus Program Report: ARCYBER will provide annual program report to the Chief, Compensation and Entitlements Division no later than no later than the last week of the month following the end of the fiscal year. The annual program review will not be a roll-up of the previous four quarters, but the annual program review will address the program as a whole from the previous fiscal year and include the following information:

(1) A business case substantiating the requirement for the bonus, the amounts offered, and an assurance that its continued execution will take place in an effective and efficient manner.

(2) A complete listing and description of the bonuses offered to warrant officers.

(3) The end-of-year inventory for the skills and specialties receiving bonuses based on grade and years of service, as well as authorizations for each skill and specialty by grade.

(4) The number of warrant officers eligible for each bonus and the number of warrant officers currently receiving each bonus by grade and skill.

(5) A final assessment of the operational impact as well as the recruiting and retention impact if the bonus is discontinued.

ARCC-PE

SUBJECT: Implementation Guidance for the Warrant Officer Retention Bonus for 170A Cyber Operations and Electronic Warfare, 170B Warrant Officers

15. Program Modifications: The Director, Plans and Resources, Army G-1 (DAPE-PR) will approve all program modifications to the parameters listed in paragraph 4 through 9, consistent with reference 1.a. and 1.b, MOS strengths, and the availability of funds.

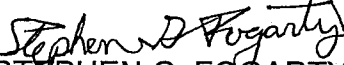
16. Prior Written Agreements: Any existing written agreements for the Critical Skills Accession Bonus (CSAB) or Critical Skills Retention Bonus (CSRB) approved prior to the date of this memorandum will remain valid and in effect, in accordance with terms of that agreement, until the termination date identified in the CSAB or CSRB written bonus agreement.

17. Program Suspension and Termination:

a. Program Suspension: The Director, Plans and Resources, Army G-1 (DAPE-PR) will temporarily suspend the bonus program when the reported strength of the MOS, based on authorizations, exceeds 95% for the previous 90 days or is projected to reach 95% in the next 180 days.

b. Program Termination: The Director, Plans and Resources, Army G-1 (DAPE-PR) will terminate the bonus program when a suspension, based on subparagraph 17.a, remains in place for more than 12 consecutive months.

18. Points of contact for this memorandum are ARCYBER G1 SGM, SGM Marlana Neal, (703) 428-6755, email: marlena.j.neal.mil@mail.mil or ARCYBER G1 MPD Strength, Mr. Jesse Cofield, (703) 428-6565, jesse.j.cofield.civ@mail.mil.


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ARCC-PE

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Cyber Operations and Electronic Warfare, 170B Warrant Officers

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Commander, 915th Cyber Warfare Battalion

Commander, U.S. Army Headquarters and Headquarters Company, ARCYBER

Director, Army Cyber Institute

Director, Department of the Army's Management Office-Cyber

Directors, Regional Cyber Centers