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**NAVAL SPECIAL OPERATIONS  
EOD SENIOR ENLISTED  
RETENTION BONUS PROGRAM  
BUSINESS RULES**

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**03 OCT 2022**

**NAVAL SPECIAL OPERATIONS (NSO) SENIOR ENLISTED EXPLOSIVE ORDNANCE  
DISPOSAL (EOD) RETENTION BONUS PROGRAM  
BUSINESS RULES (NAVADMIN 222/22)**

These Business Rules announce NAVADMIN 222/22 renewal of the Naval Special Operations (NSO) Senior Enlisted Explosive Ordnance Disposal (EOD) Retention Bonus Program Business Rules.

**\*\*\*RULES SUBJECT TO CHANGE AT ANY TIME\*\*\***

**NSO EOD Enlisted RB Program Overview:**

This bonus is authorized under title 37 U.S.C. 331, Special Pay: Retention Incentives for members qualified in critical military skills or assigned to high priority units. DOD Instruction 1304.31; Enlisted Bonus Program. Specific critical Navy enlisted classifications (NEC) and approved award levels have been prescribed by the Office of the Assistant Secretary of the Navy. NSO EOD Enlisted Community Manager (BUPERS-329F) will act as the NSO EOD RB program manager. All applications for this bonus will be submitted to the program manager for processing and tracking. By law, a member may receive no more than \$360,000 in retention bonus/continuation bonus monies over a career. Selective reenlistment bonus (SRB) awards are included in that cap. The eligibility criteria stated in NAVADMIN 222/22 can be changed at any time by the program manager based on the needs of the NSO EOD community. The NSO EOD RB is part of the Navy's overarching effort to size, shape and stabilize the force.

1. Determine Member's Eligibility per NAVADMIN 222/22:
  - a. Serving on active duty in a regular component.
  - b. Serving in paygrades E-7 through E-9 with NEC M04A.
  - c. Between 19-28 years of service (YOS). – sign at 19<sup>th</sup> year, paid for 20-30 YOS
  - d. E7, Successfully completed milestone per EOD Career Path.
  - e. E8, Successfully completed milestone per EOD Career Path
  - f. E9, For Phase III eligibility must have CMC NEC (8CMC)
  - g. Has favorable recommendation of Commanding Officer.
  - h. Member must meet minimum rank and service length requirements to be RB eligible:
    - i. Phase I (E7/E8/E9)
    - ii. Phase II (E8/E9)
    - iii. Phase III (E9)
    - iv. Between 19-28 years of service (YOS).
  
2. Submit application to EOD RB program manager via chain of command **60-180** days prior to entering into a RB contract. Application packages must include:
  - a. Member's letter requesting contract
  - b. Commanding Officer's endorsement letter
  - c. Evaluation or documentation of appropriate milestone qualification/designation listed in para 1.d-f.

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3. EOD RB Program Manager will verify receipt of application (terms of contract/service obligation will be validated and any adjustments required will be corrected prior to final contract execution).
4. Upon acceptance of a member's agreement by the program manager, the amount of the contract becomes fixed and the member incurs a firm service obligation.
5. Upon effective date of RB contract/obligation, member is responsible to send the following documents to the program manager as a single PDF titled (lastname\_firstname\_EOD RB.pdf):
  - a. Copy of signed Immediate Reenlistment/Extension Agreement
  - b. Commanding Officers endorsement letter
  - c. Member's RB contract with tax free status indicated

**\*\*\* Do not reenlist members for RB prior to receiving EOD ECM approval \*\*\***

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**Appendix A  
NSO Senior Enlisted EOD RB ROE**

1. Minimum eligibility requirements: defined in *Para 3* of the NAVADMIN 222/22. Additionally, in order to ensure EOD community health, the following eligibility restrictions apply. [There are no exceptions to policy \(ETP\) for the criteria outlined in these business rules.](#)
  - a. Phase I (20 through 23 YOS): E7-E9
  - b. Phase II (24 through 25 YOS): E8 (select)-E9
  - c. Phase III (26 through 29 YOS): E9 (select)
  - d. Reenlistment/extension contracts will be limited to a maximum of four years and minimum of two years in total length.
  - e. E7 shall not be in a frocked status. All diary entries and pay action documents shall reflect E7/CPO.
  - f. All E7 applicants must have successfully completed their leadership milestone per the current enlisted career path (ECP).
  - g. All E8 applicants per EOD ECP must have successfully completed their LCPO leadership milestone.
  - h. All E9 applicants must be successfully screened for Command Master Chief (CMC) to be eligible (only for phase III of the bonus).
  - i. Members may not reenlist earlier than their 19<sup>th</sup> year of service. **No payment for 19<sup>th</sup> year.**
  - j. Fit for full duty (Members serving in Supervisory Status are ineligible).
  - k. Successful tour completion must be documented in an Evaluation and included in application package. Members currently filling their milestone requirement or if there are questions with milestone completion, the RB request will include an endorsement from their Commanding Officer. This request shall be forwarded through the member's Echelon IV Command Master Chief for endorsement and included in applicant's package to the Program Manager
2. Members will be paid a fixed amount per year of service. If member serves a partial year, that year will be prorated as per that year's bonus amount.
3. Members may receive payment after the EOD RB eligibility start day.
  - a. Day after completion of their 19th year of service (ADSD + 20 years).
  - b. Date of reenlistment.
  - c. Day after previous CSRB/RB contract end date.

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4. RB total entitlements will not exceed \$360,000 over a member’s lifetime. Additionally, there are entitlement caps per phase.
  - a. Phase I, through the end of 23 YOS: \$100,000
  - b. Phase I & II, through the end of 25 YOS: \$150,000
  - c. Phase I, II, & III through the end of 29 YOS: \$190,000

Phase I E7 / E8 / E9 \$100K				Phase II E8 / E9 \$150K		Phase III E9 \$190K			
20	21	22	23	24	25	26	27	28	29
\$25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$10,000	\$10,000	\$10,000	\$10,000

5. RB Contract Lengths: Members may apply no earlier than the same fiscal year of their 20th YOS. Reenlistments may be between 2 and 4 years in length. Extensions may be between 1 and 12 months in length. Reenlistments and extensions may be combined to maximize RB opportunity for a maximum RB award length of 4 years. At a minimum, Phase I contracts will be a minimum of 2 years and must extend through the end of a member’s 21<sup>st</sup> YOS. Members must reenlist in the same FY as their EAOS for a period of two or more years beyond current SEAOS to be eligible for RB contract payments.
6. HYT Waivers are **NOT** authorized for RB payments. Any HYT Waiver granted does not authorize RB payment to members who are otherwise ineligible for the specific phase as per the NAVADMIN.
7. Disciplinary Action: Members must carry a promotion recommendation of 3.0 or above and have zero disciplinary action within the past 36 months to be eligible for RB. Relevant disciplinary action includes Non-Judicial Punishment of Commanding Officer's Mast or above, as well as Courts Martial or Administrative Separation proceedings. Members who have signed an early enlistment contract but become subject to disciplinary proceedings prior to their payment date will have their payment held until final eligibility can be determined through the outcome of such proceedings.
8. NEC Revocation: Members whose NEC is revoked and are no longer qualified are subject to repayment of RB for time not fulfilled based on original RB contract agreement. Recoupment determination date will be based off of the Commanding Officer’s signature date on the NAVPERS 1221/6. If a member is selected not to continue military service due to poor performance or misconduct or if selected on the Senior Enlisted Continuation Board (SECB) not to continue service, then the member may be required to pay back any unearned portion of the RB.

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9. In order to maximize contracts, members should reenlist on the anniversary day of their ADSD.
10. Tax Free Zones: Members may reenlist TAX FREE and receive their entire bonus TAX FREE. The RB is excluded from taxes if the enlisted member reenlists in the same month in which the member served in a combat zone; NOT the date that the RB contract takes effect. See link below for the law defining combat tax exclusion for additional information.  
<http://militarypay.defense.gov/Pay/TaxInformation/CZTE.aspx>.
11. Payments: RB are paid in lump sum. Members receiving bonus entitlement amounting over \$99999.99 will receive two payments disbursed over two pay installments. This is due to DFAS computer system limitations. Both payments are usually paid within 3 working days of each other.
12. Unique Scenarios: Members and CCCs are encouraged to contact the NSO ECM shop to assist with determining the best option for members that have unique scenarios or situations.

**References:**

1. NAVADMIN 222/22 renewal Of Naval Special Operations Explosive Ordnance Disposal (EOD) Senior Enlisted Retention Bonus Program
2. MILPERSMAN 1160-040/ Extensions of Enlistment
3. MILPERSMAN 1160-030/ Certain Enlistments and Reenlistments under Continuous Service Conditions
4. 10 U.S.C. § 505 – Regular Components; Qualifications, Terms, Grade for Reenlistments

**Points of contact:**

NSO EOD Enlisted Community Management Office, BUPERS-329F  
EOD ECM, RB Program Manager: EODCM Tim Mendenhall, 901-874-2827  
EOD/ND ECM BUPERS-329 G/F: LT Zach Krueger, 901-874-4433  
EOD ECM Functional email account; [eod\\_comm\\_mgr.fct@navy.mil](mailto:eod_comm_mgr.fct@navy.mil)

Request from SVM for EOD Retention Bonus

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Date

From: EODCM Doe, John, USN, 0000

To: Commander, Navy Personnel Command (BUPERS-329F)

Via: (Chain of Command)

Subj: REQUEST FOR THE NAVAL SPECIAL OPERATIONS EXPLOSIVE ORDNANCE  
DISPOSAL SENIOR ENLISTED RETENTION BONUS

Ref: (a) 37 U.S.C. 331

(b) NAVADMIN 222/22

(c) EOD Retention Bonus Business rules

1. I hereby apply for the Naval Special Operations Senior Enlisted Explosive Ordnance Disposal Technician Retention Bonus (NSO EOD RB) authorized by references (a) and (b). I have read, understand, and agree to the provisions of reference (b) including all provisions relating to recoupment of payments to be made under this agreement and the circumstances under which recoupment by the government of sums paid is required per title 37, U.S.C., section 331. I also certify that I meet all eligibility requirements outlined in reference (b) and (c).

2. Contingent upon acceptance of my application for this bonus, I,(John Doe), agree to remain on active duty as a Master EOD Technician until my new SEAOS of (dd-mmm-year). I understand I am not eligible to request removal of the Master EOD Technician (NEC M04A) designation. I further agree not to submit a request for retirement with an effective date that is prior to completion of my NSO EOD RB agreement.

3. I understand as per ref (a) that recoupment of the unearned portion of the Retention Bonus is required if I fail to maintain eligibility or fail to complete the full contractual period of obligated military service. The recoupment amount will be calculated by applying the yearly values on a pro-rata basis outlined in ref (b) from the first day of ineligibility to the end of my original contract.

4. I also understand my accepted application is binding and I will be eligible to receive the RB award amount, as calculated, IAW ref (b).

5. On (dd-mmm-year), I intend to reenlist for (x) years and sign an extension for (xx) month(s), for a new SEAOS of: (dd-mmm-year).

6. Any questions concerning my application may be directed to: (John Doe)

Phone number: (###) ###-####, or e-mail: xxx.xxxx(at)navy.mil.

(SIGNATURE)

Typed Name

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Endorsement for CPOs and SCPOs that are Milestone Complete: Platoon, Troop, Company, and/or Department LCPO

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FIRST ENDORSEMENT on EODCS JON JONES, USN, ltr of XX XXX XX

From: Commander, EODMU XXX

To: EOD Enlisted Community Manager (BUPERS-329F)

Subj: FIRST ENDORSEMENT ON REQUEST FOR THE NAVAL SPECIAL OPERATIONS  
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1. Forwarded, recommending approval.
2. I have verified that EODCS Jones has successfully completed a tour as an operational (Platoon, Troop, Company, Department, Training, and/or Division LCPO) as documented in their Evaluation report in accordance with their current paygrade and ECP.
3. I have verified that member is not pending disciplinary action, nor has the member had disciplinary action taken within the past 36 months.

C. O. SIGNATURE

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Endorsement for CPOs and SCPOs that are Currently in Milestone requirement:  
Platoon, Troop, Company, and/or Department LCPO and will need SECOND  
Endorsement from ECH VI CMC

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FIRST ENDORSEMENT on EODCS JON JONES, USN, ltr of XX XXX XX

From: Commander, EODMU XXX

To: EOD Enlisted Community Manager (BUPERS-329F)

Subj: FIRST ENDORSEMENT ON REQUEST FOR THE NAVAL SPECIAL OPERATIONS  
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1. Forwarded, recommending approval.
2. EODCS JONES has my full trust and confidence that he will successfully complete the operational (Platoon, Troop, Company, Department, Training, and/or Division LCPO) tour in which he is currently performing at or above my personal professional performance standard in accordance with their current paygrade and ECP. He has been counseled that failure to successfully complete this tour may result in recoupment of the unearned portion of the bonus.
3. I have verified that member is not pending disciplinary action, nor has the member had disciplinary action taken within the past 36 months.

C. O. SIGNATURE

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