



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, CALIFORNIA ARMY NATIONAL GUARD
9800 GOETHE ROAD - P.O. BOX 269101, BOX 65
SACRAMENTO, CA 95826-9101

AUG 19 2012

S:

JUL 18 2012

CAAD-ITF

MEMORANDUM FOR HALEY SUSAN ELIZABETH, E8, XXX-XX-██████████

SUBJECT: Request for Documentation Supporting Your Incentive(s)

1. The California Army National Guard (CAARNG) has audited your bonus and/or student loan repayment incentive payments, and noted a discrepancy. The Incentives Task Force has taken all available measures prior to notification; however, we cannot resolve the discrepancy without your assistance.
2. Your information regarding recoupment is as follows:
 - a. Incentive Type(s):
Re-enlistment/Extension Bonus, Student Loan Repayment
 - b. Recoupment Amount: \$21,000.00
 - c. Reason for the Recoupment:
Payment made in violation of DoD guidance, Payment made in violation of federal law
 - d. Discrepancy Reference(s):
31 USC 3702, AR 135-7 para 5-1.4.1(b)(2), DoDI 1205.21 Sec 6.2, NGR 600-7 para 5-7(a), Title 37 USC Sec 308(b) para (b)(1)
3. We have determined that you may be eligible for an Exception to Policy (ETP), or the supporting documentation to substantiate your incentive payment(s) are absent from your personnel file. Please contact the Incentives Task Force at (855) 751-4087 or by email at NGCAITF@ng.army.mil for further detailed information regarding your specific incentive(s). You have 30 days from the date of this memorandum to either submit your ETP request or to provide the required supporting documentation.
4. If you are eligible for an Exception to Policy, you may submit your ETP request to the Incentives Task Force either via email, fax or mail. Requests for Exception to Policy must be detailed in nature and contain official copies of service and incentive documentation. In addition, there must be substantiating documentation that indicates extenuating circumstances to be considered regarding termination without recoupment. For specific guidance and assistance regarding ETP preparation, you may contact your Unit Readiness NCO/Battalion Career Counselor, the Incentive Task Force ETP Manager at (855) 751-4087, or reference the Incentives Task Force webpage at <http://www.calguard.ca.gov/army/itf/Pages/default.aspx>.



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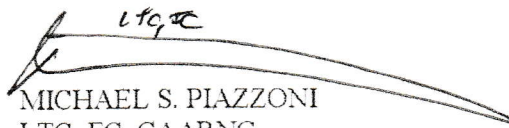
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SUBJECT: Request for Documentation Supporting Your Incentive(s)

5. If the supporting documentation to substantiate your incentive payment(s) are absent from your personnel file, you may submit all documentation to the Incentives Task Force (ITF), either via email at NGCAITF@ng.army.mil, via fax at (916) 843-3968, or by mail to California Army National Guard, ATTN: ITF, 9800 Goethe Road, Box # 65, Sacramento, CA 95826. Upon our timely receipt of these documents, the ITF will review your record again to determine the documentation provided validates your eligibility for your incentive(s).
6. Failure to submit an ETP request **or** provide the requested supporting documentation to substantiate your request to the ITF within 30 days may result in immediate termination and/or recoupment of your incentive in accordance with 31 U.S.C. Section 3702. Please contact the Incentives Task Force if you wish to discuss this matter further at (855) 751-4087.
7. You may have the right to speak with a Legal Assistance Attorney. If you are an active member of the CAARNG, this assistance is available at no cost to you, and is highly recommended. You may contact the CAARNG Legal Assistance Office at: California National Guard, ATTN: Legal Assistance, 1300 Federal Way, Los Angeles, CA 90025, by phone at (310) 478-5798 or at their webpage www.calguard.ca.gov/sja/LA/Pages/default.aspx. Please note that requests for legal assistance submitted through the legal assistance webpage have a response time of 3 business days.
8. Should you have any questions regarding this notification, please contact the Incentives Task Force by email NGCAITF@ng.army.mil, by phone at (855) 751-4087, or write us at California Army National Guard, 9800 Goethe Road ATTN: Box 65, Sacramento, CA 95826.

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MICHAEL S. PIAZZONI
LTC, FC, CAARNG
/ Commanding