



REPLY TO
ATTENTION OF

ATCC-TR-L

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY CADET COMMAND
FORT MONROE, VIRGINIA 23651-5000

MEMORANDUM FOR Region, Brigade, and Battalion Commanders,
U.S. Army Cadet Command

SUBJECT: Critical Language Incentive Pay Pilot Program
Implementation Guidance

1. Reference memorandum, HQDA G-1, DAPE-MPO, 8 Aug 08, subject: Officer Accession Pilot Program (OAPP) Implementation Guidance
2. Purpose. This document provides implementing guidance for Critical Language Incentive Pay (CLIP), as provided by referenced memorandum.
3. General. CLIP is a component of the overall recruiting efforts outlined in the Officer Accessions Pilot Program (OAPP), approved by Congress 8 August 2008. CLIP is aimed at recruiting qualified students for the ROTC program and promoting the study of languages that are of importance to the Army. There are currently ten specific languages of critical importance to the Army as outlined in this document. These languages are the focus of the incentive pay program. CLIP provides Professors of Military Science (PMS) an additional recruiting tool to bring qualified students willing to study these critical languages into the ROTC program as contracted Cadets. Monetary incentives are graduated in increasing amounts and in sufficient dollar amounts to provide a lucrative incentive to entice interested students. PMS/ROO should quickly incorporate CLIP into local marketing efforts.
4. Responsibilities:
 - a. HQCC, G-3 CULP, serves as the staff proponent for the CLIP pilot program and is responsible for collecting the data for quarterly reports required by reference memorandum paragraph 6b.
 - b. HQCC, G4/8 will be responsible for processing the payments submitted by the battalions for eligible students and for providing G3 CULP actual costs by fiscal year, on a quarterly basis, to meet reporting requirements.

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c. PMS are responsible for implementing and monitoring the CLIP program. PMS will ensure student's meet eligibility requirements for CLIP, and are contracted prior to submission for payment. PMS will report results of the CLIP as outlined in reporting requirements, Encl 4/5.

5. Implementing Guidance. CLIP is a monetary incentive payable to newly contracted Cadets beginning with the Fall Semester, AY 2008-2009.

a. Only those students who sign an ROTC contract (scholarship or non-scholarship) incurring a service obligation (i.e., commit to military service) on or after 8 Aug 08, are eligible to participate in the CLIP Pilot Program. Cadets who contracted prior to 8 Aug 08 are not eligible for this pilot program. Other Cadets/students with a service obligation prior to 8 Aug 08, e.g., Green to Gold Active Duty Option Cadets are ineligible for this program.

b. Languages currently qualifying for CLIP for AY 2008-2009 (Fall semester 2008, Spring and summer semesters, 2009), are Arabic, Persian-Farsi, Persian-Dari, Chinese-Mandarin, Pashto, Urdu, Indonesian, Swahili, Hausa, and Korean.

c. The dollar value of monthly CLIP increases commensurate with the academic level of the course.

- (1) \$100 per month for a freshmen or 101 level course.
- (2) \$150 per month for a sophomore or 201 level course.
- (3) \$200 per month for a junior or 301 level course.
- (4) \$250 per month for a senior or 401 level course.

d. CLIP will be paid IAW the Army G1 Implementation Plan (ref 1). The PMS will, on a monthly basis, verify continued enrollment and participation by the Cadet in the course or program of study prior to submitting DA Form 2142, Pay Inquiry requesting payment.

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e. Pay Calculation. According to the OAPP Option B, The payment of CLIP will be calculated on a monthly basis for each month in which the Cadet is both subject to an ROTC contract (pursuant to which the Cadet is receiving a subsistence allowance or pay under provisions of 37 USC § 209) and enrolled and participating satisfactorily in an approved language immersion program, study abroad, or academic course for a period of no less than five days in that month.

f. A student may receive CLIP in an amount totaling no more than \$3000 in a single academic year. CLIP is in addition to any other pay, allowance, or incentive to which the student may be entitled by law and regulation.

6. Procedures.

a. ROTC Cadet Procedures.

(1) Prior to the beginning of each academic term, the student will provide the PMS a proposal for the student's participation in an approved critical language course for the upcoming term.

(2) Cadet Proposal packet will include:
-Proposed Critical Language Course requested.
-Statement of Understanding (Encl 2) indicating full understanding of the requirements for receiving CLIP.
-Student's schedule of classes.
-Course description for proposed critical language course requested.

(3) On approval of the student proposal by the PMS, students may enroll in a course in one of the critical languages listed in paragraph 5b above for academic credit.

(4) CLIP only applies to courses or programs of study that are recognized and accepted by the institution where the Cadet is enrolled. Courses taken from other institutions or programs not recognized by the University or College of enrollment will not be accepted.

(5) Students must be contracted ROTC Cadets with a military service commitment, who contract on or after 8 Aug 08, and complete the Contract Addendum at Encl 1.

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(6) Cadets taking remedial classes, non-credit courses, or programs not meeting the above requirements are not eligible for CLIP.

b. PMS.

(1) Initiate the CLIP Contract Addendum. Information pertinent to the student's participation in the CLIP Pilot Program will be appended to the base ROTC contract in the form of the CLIP Contract Addendum at Encl 1.

(2) Require proof of enrollment in the qualifying Critical language academic course or program of study comprising the student's proposal prior to approval of CLIP, (Paragraph 6a(2)).

(3) Approve the student's proposal.

-Complete the Proposal Approval portion, (Part I), of the Memorandum for Record, Subject: CLIP (Encl 3).

-A student whose proposal does not meet established guidelines will be provided advice and assistance in restructuring his or her proposal.

-Consolidate Proposals. Ensure each applicant for CLIP meets eligibility and language course or program of study requirements. Record participants on Memo, Encl 4, and submit to Headquarters Cadet Command, G3.

-Submit a certified DA Form 2142 (Pay inquiry) completed by the Human Resource Assistant or someone so designated by the PMS and certified by the PMS requesting payment for CLIP. See example at Encl 6. DA Forms 2142, Pay Inquiry, will be submitted monthly while the Cadet is enrolled and making satisfactory progress in the course.

7. CLIP Documentation.

a. CLIP Application and Approval. The PMS will review, approve, and maintain within the Cadet's Student File the following documentation:

(1) PMS approved Student Program of Study Proposal including:

-Course or program description including time, location, instructor and quarter/semester hours.

-Student's academic schedule.

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(2) Letter of Endorsement signed by the PMS acknowledging course or program of study meets the requirements outlined herein.

(3) CLIP Contract Addendum. (Encl 1)

(4) Cadet Statement of Understanding. (Encl 2)

b. CLIP Completion Packet and Any Request for Payment of CLIP.

(1) Cadet. On completion of the Critical Language Course or Program, the participating ROTC Cadet will submit a certified transcript, stamped and signed by the Registrar or designated institution official, to the PMS.

(2) PMS. Upon successful completion (Cadet receives a "C" grade or better) of the approved language immersion program, program of study abroad, or academic course, the PMS will submit the following documentation to USACC DCS, G-3 CULP, (Mr. John Fox), 102 Pratt St. Bldg 268 Fort Monroe, VA 23651:

-Completed MEMORANDUM FOR RECORD, Subj: CLIP, PMS Approval Checklist and Recommendation for Final Payment.

-Copy of the Cadet's contract with CLIP addendum.

-Official College Transcript certifying academic credit awarded for satisfactory course completion. All monthly stipends will be recouped for any Cadet receiving a grade less than a "C".

-A certified DA Form 2142 (Pay inquiry) completed by the Human Resource Assistant or someone so designated by the PMS and certified by the PMS requesting final payment for CLIP. See example at Encl 6.

(3) USACC DCS, G-3 CULP will:

-Consolidate Completion Packets and tabulate data for Quarterly Report.

-Check Completion Packets for compliance and errors.

-Review for accuracy, recommend approval / disapproval for pay, and forward DA Forms 2142 (Pay Inquiry) requesting payment for CLIP to the DCS, G-4/8, Pay Operations Division.

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(4) USACC DCS, G-4/8 Pay Operations Division will:

-Review all documentation, and make input for the Cadet to be paid via EFT from DFAS to their respective checking or savings account, reflected in the Defense Joint Military Pay System/Reserve Component-ROTC (DJMS-RC/ROTC).

-Payment will be paid on a monthly basis, based on the course or program level and satisfactory participation as approved by the PMS and USACC G-3 CULP Chief, less federal and state taxes IAW G1 Implementation Plan (ref 1a).

8. Reports.

a. PMS.

(1) Initial Report. PMS will consolidate information from MFRs, SUBJ: CLIP PMS Approval Checklist and Recommendation for Payment, and complete the Initial Report as outlined in Encl 4, Memo, Subj: CLIP Initial Report. Initial Reports will be submitted NLT 1 October and 1 March.

(2) Final Report. PMSs will consolidate information from MFRs, SUBJ: CLIP PMS Approval Checklist and Recommendation for Payment, and complete the Final Report as outlined in Encl 5, Memo, subj: CLIP Final Report. Final Reports will be submitted NLT 15 January and 15 July.

(3) Forward Initial and Final Reports via email to: USACC DCS, G-3 CULP, (Mr. John Fox, john.fox@usacc.army.mil), 102 Pratt St. Bldg 268 Fort Monroe, VA 23651.

b. USACC G-3 CULP Division. Consolidate and analyze information submitted by PMS and prepare Quarterly Reports IAW reference to include:

(1) Appropriate numeric/statistical analyses, including cost estimates and impact on recruiting.

(2) Detailed description and assessment of actual and perceived costs and benefits associated with OAPP, Option Bravo implementation.

(3) Certification that the OAPP is being implemented in accordance with law, regulation, and policy, and

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(4) Recommendation as to whether the OAPP recruitment incentive should be continued.

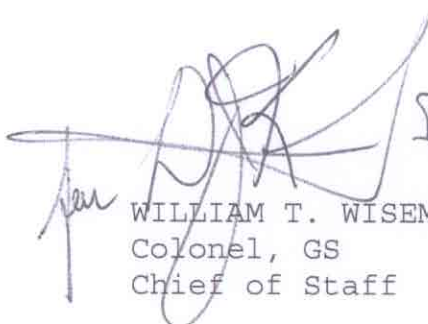
b. The first report to DA G-1 will be submitted not later than 30 Jan 09.

9. Point of Contacts:

a. G-3 Chief CULP Division, (757) 788-4586, MAJ Windle Ray Causey, windle.causey@usacc.army.mil, or Mr. John Fox, (757) 788-3803, john.fox@usacc.army.mil.

b. G-4/8 CLIP Reimbursement, (757) 788-4633, Mr. John Hepner, Chief Pay Operations Division, john.hepner@usacc.army.mil.

FOR THE COMMANDER:

 *Dep CofS*
WILLIAM T. WISEMAN
Colonel, GS
Chief of Staff

6 Encls

1. Contract Addendum
2. Cadet Statement of Understanding
3. PMS Approval Document
4. PMS Initial Report
5. PMS Final Report
6. Example DA Form 2142

**CRITICAL LANGUAGE INCENTIVE PAY (CLIP)
ADDENDUM TO ARMY SENIOR RESERVE OFFICERS' TRAINING CORPS (SROTC)
CADET CONTRACT**

For use of this form, see AR 145-1; the proponent agency is DCS, G-1

DATA REQUIRED BY THE PRIVACY ACT OF 1974

Authority: Title 10, USC, Chapter 103, 37 USC Section 209, 37 USC Section 303a(e).

Principal Purpose: To be used in conjunction with DA Form 597 (Army Senior Reserve Officer's Training Corps (SROTC) Non-scholarship Cadet Contract) or DA Form 597-3 (Army Senior Reserve Officers' Training Corp (SROTC) Scholarship Cadet Contract) to specify the contractual agreements and obligations and to document contracting in the Army and accepting Foreign Language Incentive Pay.

Routine Uses: This form will be attached to, and filed with, DA Form 597 or DA Form 597-3, in the cadet's official personnel records as confirmation of the modification to the agreements and obligations between the cadet and the Army. All uses of this form are internal to the U.S. Army.

Disclosure: Disclosure of the information requested in this contract is voluntary. However, applicable portions must be completed if you want to be enrolled in the Army SROTC Program.

A. CADET'S NAME (*Last, First, MI*)

B. NATIONAL ID#

C. DATE OF BIRTH (*YYYYMMDD*)

D. HOME OF RECORD (*Include ZIP Code*)

E. NAME OF EDUCATIONAL INSTITUTION

F. ADDRESS OF INSTITUTION (*Include ZIP Code*)

EXPLANATION TO STUDENT

You should read the contents of this document carefully and request clarification, if required. You must sign this form in order for your contract to become effective. When the form is complete (to include your parent or guardian's signature on this document if you are a minor) you will be given a copy for your records.

PART I - AGREEMENT TO ACCEPT LANGUAGE INCENTIVE PAYMENT

1. GENERAL AGREEMENT. As the above named CLIP participant, I hereby agree to meet and maintain the requirements outlined in my Army ROTC Contract (DA Form 597 or 597-3).
2. I agree to reimburse the United States government. If I accept payment for the language immersion program, program of study abroad, or academic course involving instruction in a foreign language of strategic importance to the Department of Defense upon contracting and fail to fulfill any part of my military service obligation (MSO) or active duty service obligation (ADSO, if applicable), outlined in my Army ROTC Contract, I will be required to reimburse the United States government through repayment of an amount of money, plus interest, equal to the entire amount of the bonus paid by the United States.

I. SIGNATURE OF STUDENT

J. DATE (*YYYYMMDD*)

K. PRINT NAME/SIGNATURE OF WITNESS

L. DATE (*YYYYMMDD*)

PART II - CONSENT OF PARENT OR GUARDIAN (*To be completed if applicant is a minor*)

I have read and thoroughly understand the above statement that modifies the terms of the agreement under which the applicant is being enrolled as a cadet.

M. PRINT NAME/SIGNATURE OF PARENT OR GUARDIAN

N. DATE (*YYYYMMDD*)

O. PRINT NAME/SIGNATURE OF WITNESS

P. DATE (*YYYYMMDD*)

Cadet Command Critical Language Incentive Pay (CLIP) Application

CADET STATEMENT OF UNDERSTANDING

Cadet Name: _____

Date: _____

This statement of understanding refers to all ROTC Critical Language Incentive Pay (CLIP) entitlements.

By initialing next to all CLIP details, the applying Cadet acknowledges understanding these details.

1. _____ I have been informed and understand that the Army's payment and my receipt of Critical Language Incentive Pay is subject to the availability of funds for that purpose.
2. _____ I have been informed and understand that my contractual obligations to the Army under provisions of my ROTC contract will remain in effect without regard to:
 - a. _____ the termination or modification of Critical Language Incentive Pay under this pilot program;
 - b. _____ the lack of reasonably available Senior ROTC approved language critical language programs, programs for study abroad, or academic courses involving instruction in an approved foreign language.
 - c. _____ my inability, declination, or failure to enroll and participate satisfactorily in a Senior ROTC approved program or course involving instruction in an approved foreign language;
 - d. _____ whether or not I receive Critical Language Incentive Pay.
3. _____ I have been informed that only my enrollment and satisfactory completion of an approved Critical Language Course as evidenced by credit awarded on my official transcript at my home institution, will render me eligible for Critical Language Incentive Pay.
4. _____ I have been informed and understand that the Critical Language Incentive Pay is subject to recoupment if I fail to satisfy the provisions of the ROTC contract under the provisions of 37 USC 303a(e).

Cadet Signature _____ Date _____

PMS Signature _____ Date _____

Enclosure 2



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MEMORANDUM FOR RECORD

SUBJECT: Critical Language Incentive Pay PMS Approval Checklist and
Recommendation for Payment

RE: Cadet _____ SSN Last Four _____

Part I. Cadet Proposal and Course Enrollment	PMS Approval
Statement of Understanding, attached indicating full understanding of the requirements for receiving CLIP.	
Student Schedule of classes attached.	
Course description for proposed critical language course requested attached.	
Course is one of the critical languages listed in paragraph 5a of reference Memorandum of Instruction.	
Course is recognized, accepted and, subsequent to satisfactory completion, will be recorded on the student's official transcript as a course that meets requirements for Language credit at their home institution.	
Student is a newly contracted, (26 Jun 2008 or later) ROTC Cadet and has completed the CLIP Contract Addendum.	
Based on the information provided, this Cadet meets initial requirements for Critical Language Incentive Pay. _____, LTC, PMS Signature	
Part II. Critical Language Incentive Pay Documentation and recommendation for payment.	
1. Certified DA Form 2142 (Pay Inquiry) completed	
2. Official Transcript from the home institution certifying academic credit has been awarded.	
Recommend Payment of CLIP. _____, LTC, PMS Signature	

Enclosure 3



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HEADQUARTERS, UNITED STATES ARMY CADET COMMAND
FORT MONROE, VIRGINIA 23651-5000

MEMORANDUM FOR USACC G-3 Culture and Language Program

SUBJECT: Critical Language Incentive Pay, CLIP, PMS Initial Report

1. In accordance with USACC CLIP Implementation Guidance, the following information relating to current term enrollment in CLIP is provided:

Cadet Name	CLIP Course Enrolled	If Scholarship Cadet, Tuition Cost of Course	Academic Credit to be awarded
		\$	
		\$	
		\$	
		\$	
		\$	

PMS Signature

Murphy State U.

Enclosure 4



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MEMORANDUM FOR USACC G-3 Culture and Language Program

SUBJECT: Critical Language Incentive Pay, CLIP, PMS Final Report

1. In accordance with USACC CLIP Implementation Guidance, the following information relating to Completed term enrollment in CLIP is provided:

Cadet Name	CLIP Course Enrolled	If SS, Tuition Cost of Course	Academic Credit awarded (SH or QH)	CLIP PAY REC'D
		\$		\$
		\$		\$
		\$		\$
		\$		\$
		\$		\$

PMS Signature

Murphy State U.

Enclosure 5

PAY INQUIRY For use of this form see AR 37-104-3; the proponent agency is USAFAC.		BLOCK NUMBER 8 Aug 2008	
		INQUIRY NO.	DATE
SECTION I (To be completed by soldier)			
NAME (Last, First, Middle)	SSN	GRADE	
Snuffy, Joe E.	123-45-6789	Cadet	
UNIT		PHONE NUMBER	
Henderson State University, Dept of Military Science, Arkadelphia, AR 71123		123-234-3456	
NATURE OF PAY INQUIRY (Be specific)			
Usacc G-3 CULP: Recommend approval for payment of CLIP in the amount of \$600 based on documents submitted IAW USACC CLIP Implementation Guidance dated 15 October 2008. <i>Geraldine Jones</i> Geraldine Jones, MAJ USACC G-3 CULP Chief			
SECTION II (To be completed by Unit Commander)			
<input type="checkbox"/> 1. Supporting document(s) submitted or will be submitted to finance.		DATE	TL NUMBER
<input type="checkbox"/> 2. Local payment. Soldier has been counseled regarding impact on future pay. My recommendation is to approve/disapprove (cross out the appropriate word) the local payment.			
<input type="checkbox"/> 3. Other (Specify)			
Signature of Unit Commander (or soldier as appropriate)		DATE	
George E. Jones, LTC, PMS		11 Aug 2008	
SECTION III (To be completed by)			
PROBLEM	<input type="checkbox"/> Allotment <input type="checkbox"/> Non-receipt Check	<input type="checkbox"/> Entitlements <input type="checkbox"/> Non-receipt LES	<input type="checkbox"/> Collection <input type="checkbox"/> Other (Specify)
<input type="checkbox"/> 1. Non-receipt of document from Unit Commander. <input type="checkbox"/> 2. Document received from Unit Commander. <input type="checkbox"/> 3. Document received - Finance did not process. <input type="checkbox"/> 4. Document received and processed but rejected on DJUOL. <input type="checkbox"/> 5. Document received from Unit Commander on time but too late to be processed prior to JU. <input type="checkbox"/> 6. Problem with prior station. <input type="checkbox"/> 7. USAFAC <input type="checkbox"/> Other (Specify)			
DESCRIPTION OF CAUSE AND ACTION TAKEN.			
<div style="text-align: right;">Enclosure 6</div>			
ACTION REQUIRED			
<input type="checkbox"/> DA Form 3684 <input type="checkbox"/> Other (Specify)		<input type="checkbox"/> Local Payment INQUIRY EVALUATION <input type="checkbox"/> Valid <input type="checkbox"/> Invalid	
DATE APPROVED LOCAL PAYMENT PAID		SIGNATURE OF PAY CLERK	