

# Designated Career Field Bonus (DCFB)

## Introduction

This guide provides an overview for verifying the DCFB agreement is completed correctly.

The complete steps can be viewed via the **Validating Bonus Paperwork is Correct before Submitting to PPC** guide.

## DCFB Agreement Form

Verify all highlighted portions are completed in full.

**Lump Sum Amount** – Verify in OTPI’s that there is not an existing bonus that the member received.

**Example:** If the member received an Enlistment Bonus in the amount of \$2,000.00. The new **Lump Sum Amount** to be entered is \$40,000.00 - \$2,000.00 = \$38,000.00.

DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD DESIGNATED CAREER FIELD BONUS (DCFB) AGREEMENT			
<b>Privacy Act Statement</b> Pursuant to 5 U.S.C. 552a(e)(3), this Privacy Act Statement serves to inform you of why DHS is requesting the information on this form. <b>Authority:</b> 14 U.S.C. §2319; 37 U.S.C. §§331, 355, 373. <b>Purpose:</b> To determine if a United States Coast Guard (USCG) enlisted service member meets eligibility requirements for a critical skills training bonus. <b>Routine Uses:</b> Authorized USCG officials will use this information to determine if a USCG enlisted member meets the eligibility criteria for a critical skills training bonus. Any external disclosures of information within this record will be made in accordance with DHS/USCG-014, Military Pay and Personnel, 76 Federal Register 66933 (October 28, 2011). <b>Disclosure:</b> Providing this information is voluntary. However, failure to provide this information may result in a delay in processing this agreement.			
ALCOAST #	474/23	Enter Rank: E4	Applicant Name (First MI, Last): John Doe
			# of Years to Remain on Active Duty: 4
Type of Training	A-school	Rating Designator	OS
			Lump Sum Amount: \$40,000
<p>1. In consideration of receiving a DCFB in accordance with ALCOAST/ACN 474/23 (Complete with the information contained in the most recent ALCOAST/ACN, I, E4 John Doe, agree to remain on active duty for 4 years upon the completion of A-school training.</p> <p>2. Conditions of agreement. I understand and agree that:</p> <p>a. The effective date of the agreement will be the date I complete my training and receive my applicable rating designator: OS.</p> <p>b. I will receive a lump sum DCFB payment in the following amount: \$40,000. DCFB payment will be less any payment received from any Enlistment Bonus payment.</p> <p>c. I must receive a designator or advance to third class petty officer.</p> <p>d. Any unearned portion of the DCFB paid to me is considered a debt to the U.S. Government and may be subject to repayment if my DCFB entitlement ends because:</p> <ul style="list-style-type: none"><li>(1) I fail to graduate Class 'A' School or obtain a rating designator;</li><li>(2) I fail to retain my rating designator for the entirety of the service obligation; or</li><li>(3) I execute a change in rating prior to completing the service obligation.</li></ul> <p>e. Repayment of any unearned portion of the bonus may also be required when:</p> <ul style="list-style-type: none"><li>(1) I am unable to perform the duties of the rating for which the bonus was paid as result of injuries caused by my own misconduct,</li><li>(2) I am unable to perform the duties of the rating for which the bonus was paid as a result of a loss of security clearance due to my own misconduct,</li><li>(3) My current or future assignment in the military specialty is precluded for any reason within my control,</li><li>(4) I am removed by the CO or OIC from the duties or responsibilities of the rating for which the bonus was paid due to a loss of confidence or poor performance,</li><li>(5) I refuse to perform the duties of the rating for which the bonus was paid,</li><li>(6) I refuse assignment of the rating for which the bonus was paid,</li><li>(7) For any reason due to my own misconduct,</li><li>(8) Determination is made by CG-133, or</li><li>(9) For any additional reason as listed in COMDTINST M7220.2 (series).</li></ul> <p>f. If I am separated from the active duty Coast Guard or enter the temporary separation program (TEMPSEP) prior to completing the period of service for which the DCFB was paid, a prorated share of all paid but unearned bonus must be repaid except under the conditions described in Title 37 U.S.C. §373.</p> <p>g. Per Title 37 U.S.C., § 373 (c), a discharge in bankruptcy under Title 11 that is entered less than five (5) years after the termination of this agreement does not discharge me from a debt arising under this agreement. Thus, the U.S. Government may recoup any unearned DCFB.</p>			
<input type="checkbox"/> Accept <input type="checkbox"/> Decline			
_____ Member (Rank/Name)		_____ Signature	_____ Date
<input type="checkbox"/> Approve <input type="checkbox"/> Decline			
_____ Commanding Officer (Rank/Name)		_____ Signature	_____ Date
Copy: Member Commander (CG-PSC-psd-mr)			

CG-7220D (03/24) Expiration 03/34

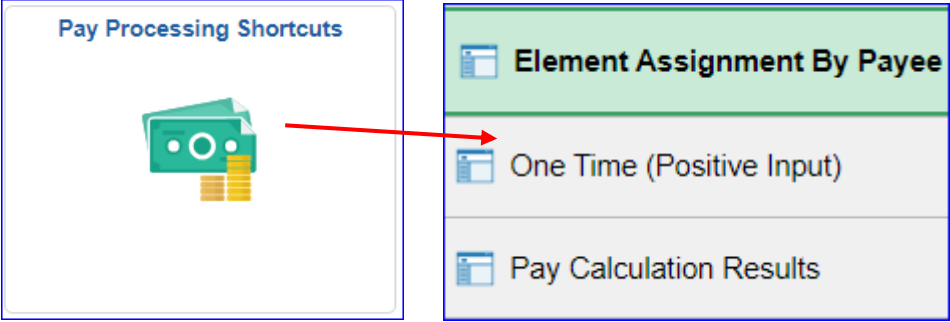
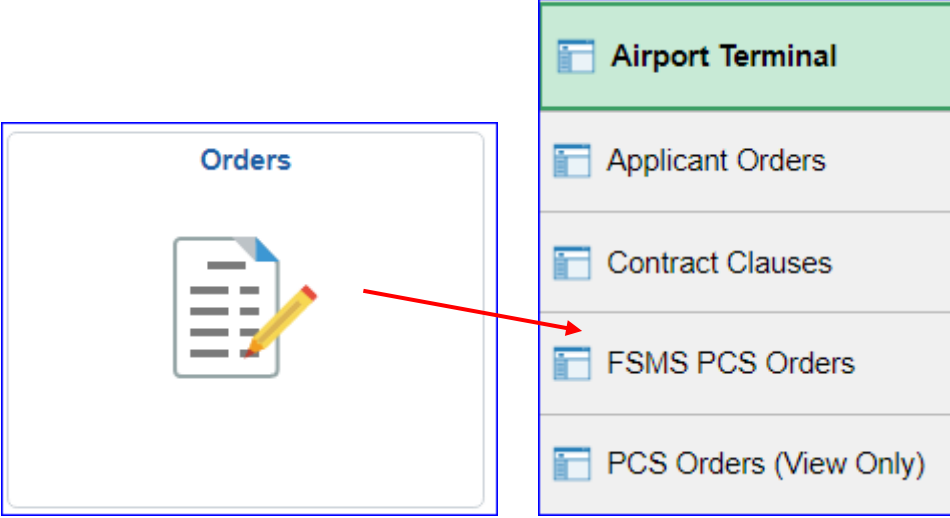
Reset Form

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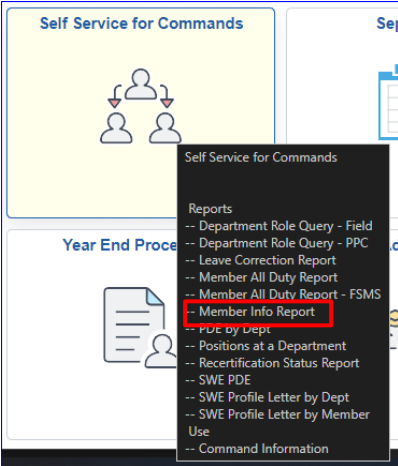
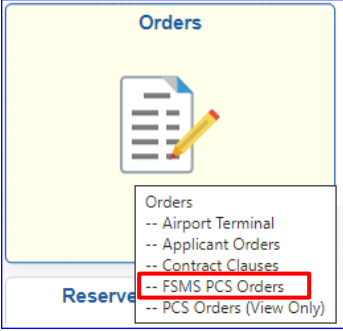
Procedures See below.

Step	Action																																													
<p><b>1</b></p>	<p>Check <b>OTPIs</b> to verify the member hasn't been paid already, to avoid duplicate tickets.</p>  <p>The screenshot shows a 'Pay Processing Shortcuts' menu on the left with an icon of a green bill and yellow coins. A red arrow points from this menu to a 'Element Assignment By Payee' menu on the right. The 'Element Assignment By Payee' menu has three options: 'Element Assignment By Payee' (highlighted in green), 'One Time (Positive Input)', and 'Pay Calculation Results'.</p>																																													
<p><b>2</b></p>	<p>Check <b>PCS Orders</b>- Verify the signature date is on or before the member departs A-school.</p>  <p>The screenshot shows an 'Orders' menu on the left with an icon of a document and a pencil. A red arrow points from this menu to an 'Airport Terminal' menu on the right. The 'Airport Terminal' menu has five options: 'Airport Terminal' (highlighted in green), 'Applicant Orders', 'Contract Clauses', 'FSMS PCS Orders', and 'PCS Orders (View Only)'.</p>																																													
<p><b>3</b></p>	<p><b>Example:</b> Member departed to A-school 9/3/2023 from CGC TAHOMA. The form should be <b>dated on or before 9/3/2023 signed by the TAHOMA prior to departing.</b></p> <table border="1" data-bbox="352 1592 1366 1832"> <thead> <tr> <th>Seq Nbr</th> <th>Travel Type</th> <th>Travel Approval</th> <th>Estimated Date</th> <th>Actual Date</th> <th>Nature of Duty</th> <th>Deptid Description</th> <th>Position Description</th> <th>Location Description</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Depart</td> <td>Approved</td> <td>09/03/2023</td> <td>09/03/2023</td> <td>Duty</td> <td>CGC TAHOMA</td> <td>DUTY</td> <td>NEWPORT AFLOAT UNITS</td> </tr> <tr> <td></td> <td></td> <td></td> <td>09/04/2023</td> <td></td> <td>Leave INCONUS</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td>09/16/2023</td> <td></td> <td>Travel Time</td> <td></td> <td></td> <td></td> </tr> <tr> <td>99</td> <td>Report</td> <td>Approved</td> <td>09/17/2023</td> <td>09/17/2023</td> <td>Duty</td> <td>GMA SCHOOL</td> <td>A SCHOOL STUDENT - GM</td> <td>CG TRACEN YORKTOWN</td> </tr> </tbody> </table>	Seq Nbr	Travel Type	Travel Approval	Estimated Date	Actual Date	Nature of Duty	Deptid Description	Position Description	Location Description	1	Depart	Approved	09/03/2023	09/03/2023	Duty	CGC TAHOMA	DUTY	NEWPORT AFLOAT UNITS				09/04/2023		Leave INCONUS							09/16/2023		Travel Time				99	Report	Approved	09/17/2023	09/17/2023	Duty	GMA SCHOOL	A SCHOOL STUDENT - GM	CG TRACEN YORKTOWN
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# Designated Career Field Bonus (DCFB), Continued

Procedures,  
Continued

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4	<p>Verify member has graduated from A-school: <b>If the member hasn't graduated the ticket is closed and no payment is entered.</b></p> <p>The <b>Member Info Report</b> can be checked under training summary or the <b>PCS Orders</b>.</p>  <table border="1" data-bbox="352 1128 1329 1240"> <thead> <tr> <th>Course</th> <th>Title</th> <th>Sessn</th> <th>Start Dt</th> <th>End Dt</th> <th>Attendance</th> <th>Grade</th> <th>Training Reason</th> </tr> </thead> <tbody> <tr> <td>210080</td> <td>GM "A" SCHOOL</td> <td>2401</td> <td>2023-09-18</td> <td>2023-12-15</td> <td>Completed</td> <td></td> <td></td> </tr> <tr> <td>230280</td> <td>Firearms Instructor FAI Course</td> <td>0142</td> <td>2024-08-26</td> <td>2024-09-20</td> <td>Enrolled</td> <td></td> <td></td> </tr> </tbody> </table>  <table border="1" data-bbox="352 1666 1347 1895"> <thead> <tr> <th>Seq Nbr</th> <th>Travel Type</th> <th>Travel Approval</th> <th>Estimated Date</th> <th>Actual Date</th> <th>Nature of Duty</th> <th>Deptid Description</th> <th>Position Description</th> <th>Location Description</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Depart</td> <td>Approved</td> <td>12/15/2023</td> <td>12/15/2023</td> <td>Duty</td> <td>GM A SCHOOL</td> <td>A SCHOOL STUDENT - GM</td> <td>CG TRACEN YORKTOWN</td> </tr> <tr> <td></td> <td></td> <td></td> <td>12/16/2023</td> <td></td> <td>Leave INCONUS</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td>12/30/2023</td> <td></td> <td>Actual Day of Report</td> <td></td> <td></td> <td></td> </tr> <tr> <td>99</td> <td>Report</td> <td>Approved</td> <td>12/30/2023</td> <td>12/30/2023</td> <td>Duty</td> <td>CG ESCANABA</td> <td>DUTY</td> <td>PORTSMOUTH VA AFLOAT UNITS</td> </tr> </tbody> </table>	Course	Title	Sessn	Start Dt	End Dt	Attendance	Grade	Training Reason	210080	GM "A" SCHOOL	2401	2023-09-18	2023-12-15	Completed			230280	Firearms Instructor FAI Course	0142	2024-08-26	2024-09-20	Enrolled			Seq Nbr	Travel Type	Travel Approval	Estimated Date	Actual Date	Nature of Duty	Deptid Description	Position Description	Location Description	1	Depart	Approved	12/15/2023	12/15/2023	Duty	GM A SCHOOL	A SCHOOL STUDENT - GM	CG TRACEN YORKTOWN				12/16/2023		Leave INCONUS							12/30/2023		Actual Day of Report				99	Report	Approved	12/30/2023	12/30/2023	Duty	CG ESCANABA	DUTY	PORTSMOUTH VA AFLOAT UNITS
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