

Validating Bonus Paperwork is Correct before Submitting to PPC

Introduction

Validate all required documents are provided, correct form(s) are used, as well as the correct **form revision date(s)**, and use Direct Access to verify the member is entitled to the bonus.

References

[Military Bonus Programs, COMDTINST M7220.2A \(August 2022\)](#)

[Personnel and Pay Procedures Manual \(3PM\), PPCINST M1000.2 \(Chapter 8, Section G\)](#)

Designated Career Field Bonus to replace CSTB

1. Verify all highlighted portions are completed in full.
2. Check OPIs to verify the member hasn't been paid already.
3. Check PCS orders- Is the signature date on or before member departs A-school?
4. Verify the member has graduated from A-school.

DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD DESIGNATED CAREER FIELD BONUS (DCFB) AGREEMENT			
<small>Privacy Act Statement</small>			
<small>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.</small>			
<small>Authority: 14 U.S.C. §2319; 37 U.S.C. §§331, 355, 373.</small>			
<small>Purpose: To determine if a United States Coast Guard (USCG) enlisted service member meets eligibility requirements for a critical skills training bonus.</small>			
<small>Routine Uses: 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 66923 (October 28, 2011).</small>			
<small>Disclosure: Providing this information is voluntary. However, failure to provide this information may result in a delay in processing this agreement.</small>			
ALCOAST #	47423	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 47423 (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> <p>(1) I fail to graduate Class "A" School or obtain a rating designator;</p> <p>(2) I fail to retain my rating designator for the entirety of the service obligation; or</p> <p>(3) I execute a change in rating prior to completing the service obligation.</p> <p>e. Repayment of any unearned portion of the bonus may also be required when:</p> <p>(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,</p> <p>(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,</p> <p>(3) My current or future assignment in the military specialty is precluded for any reason within my control,</p> <p>(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,</p> <p>(5) I refuse to perform the duties of the rating for which the bonus was paid,</p> <p>(6) I refuse assignment of the rating for which the bonus was paid,</p> <p>(7) For any reason due to my own misconduct,</p> <p>(8) Determination is made by CG-133, or</p> <p>(9) For any additional reason as listed in COMDTINST M7220.2 (series).</p> <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	Page 1 of 1

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Validating Bonus Paperwork is Correct before Submitting to PPC, Continued

DCFB BM-RAP to replace CSTB BM-RAP

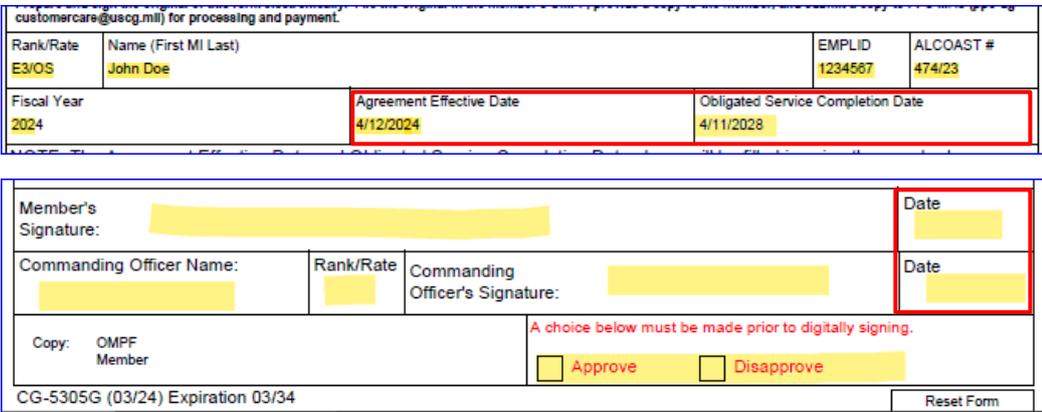
1. Verify highlighted areas are correct/completed in full.
2. Check OTPIs to verify the member hasn't been paid already.
3. Check PCS orders- Is the signature date on or before member departs A-school?
4. Verify the member has graduated from A-school.

DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD DCFB: BOATSWAIN'S MATE RATING APPRENTICESHIP PROGRAM (BM-RAP)			
Privacy Not Statement			
<p>Pursuant to 5 U.S.C. 552a(e)(3), this Privacy Statement serves to inform you of why DHS is requesting the information on this form. Authority: 37 U.S.C. §331, 37 U.S.C. §373 Purpose: To determine if a United States Coast Guard (USCG) enlisted service member meets the eligibility requirements for a critical skills training bonus (CSTB). Routine Uses: Authorized USCG officials will use this information to determine if a USCG enlisted member meets the service eligibility criteria for a CSTB. Any external disclosures of information within this record will be made in accordance with DHS/USCG-D14, Military Pay and Personnel, 76 Federal Register 66933 (October 28, 2011). Disclosure: Providing this information is voluntary. However, failure to provide this information may result in a delay in processing this agreement.</p> <p>Prepare and sign the original of this form electronically. File the original in the member's OMPF, provide a copy to the member, and submit a copy to PPC-MAS (ppc-dg-customer-care@uscg.mil) for processing and payment.</p>			
Rank/Rate E3/O3	Name (First MI Last) John Doe	EMPLID 1234567	ALCOAST # 474/23
Fiscal Year 2024	Agreement Effective Date 4/12/2024	Obligated Service Completion Date 4/11/2028	
<p>NOTE: The Agreement Effective Date and Obligated Service Completion Date above will be filled in using the member's expected graduation date and adding the 4-year ADSC, respectively.</p> <p>1. Under Title 37 U.S.C. §331 and in consideration of receiving a bonus to be paid in a single lump sum and IAW ALCOAST 474/23, I, E3/OS John Doe, 1234567, agree to obligate to FOUR (4) years of active duty service commencing upon receipt of rating designator or advancement to BM3, whichever occurs first, through the BM-RAP in Fiscal Year 2024. I will receive payment as follows: [check one]</p> <p>a. <input checked="" type="checkbox"/> Having NOT received an Enlistment Bonus (EB), I am authorized payment of the full amount of \$40,000.00 ; or b. <input type="checkbox"/> Having received an EB in the amount of _____, I am authorized payment of the full amount of _____, reduced by my received EB, for a calculated payment amount of _____.</p> <p>2. Conditions of agreement. I understand and agree that:</p> <p>a. The effective date of this agreement will be: the date upon which I have completed all eligibility requirements in FY 2024, but not later than 30 Sept 2024.</p> <p>b. Payment: A single, lump sum payment will be paid following the effective date of this agreement 4/12/2024. My obligated service completion date under this agreement is 4/11/2028.</p> <p>c. My active duty service commitment (ADSC) under this agreement will be FOUR (4) years of obligated service from the effective date of this agreement.</p> <p>d. My bonus eligibility terminates and a recoupment of unearned portion starts on the date: 1) I am discharged for cause; 2) I voluntarily separate; 3) For any additional reason as listed in COMDTINST M7220.2 (series).</p> <p>e. Per 37 U.S.C. §331, a member paid a bonus under this section who falls during the period of service covered by this agreement to satisfy eligibility criteria for which the bonus was paid shall be subject to the repayment provisions of 37 U.S.C. §373. Any unearned portion of the bonus paid me is a debt to the U.S. Government and will be repaid by me if my bonus eligibility ends.</p> <p>f. 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 bonus.</p> <p>3. The bonus will be paid IAW ALCOAST 474/23. I understand the bonus will be processed as a single lump sum payment, normally paid within two (2) to three (3) pay cycles after the effective date of bonus agreement, and following proper submission of required documentation to the Pay and Personnel Center.</p>			
Member's Signature: _____			Date: _____
Commanding Officer Name: _____	Rank/Rate: _____	Commanding Officer's Signature: _____	Date: _____
Copy: OMPF Member		A choice below must be made prior to digitally signing. <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove	
CG-5305G (03/24) Expiration 03/34			Reset Form

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Validating Bonus Paperwork is Correct before Submitting to PPC, Continued

Procedures See below.

Step	Action
<p>1</p>	<ul style="list-style-type: none"> • Agreement Effective Date: should be the latest of: Promotion to E-4, Graduation, and Received Rating Designator. • Verify rating designator/amount are correct IAW ALCOAST. • Obligation Service Completion Date: 4 years minus 1 day from Effective Date. • Signature Date: Should be on or before the date member departed prior unit to attend "A" School. 
<p>2</p>	<p>Verify Date of Promotion / Rating Designator / Obligated Service in Direct Access (DA) by navigating to Core HR Tile > Job Data.</p> 

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Validating Bonus Paperwork is Correct before Submitting to PPC, Continued

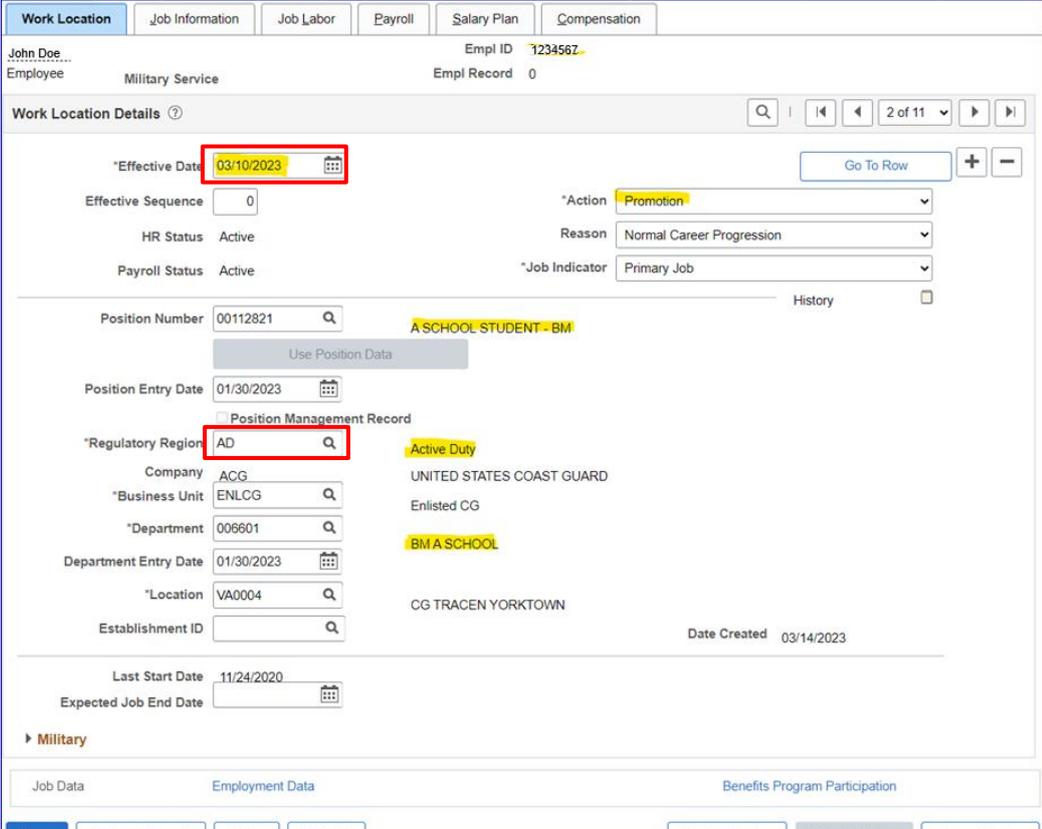
Procedures,
continued

Step	Action
3	<p data-bbox="328 506 1366 542">Enter the member's Empl ID and check the Include History box. Click Search.</p> <div data-bbox="328 542 1216 1527"><p data-bbox="336 546 464 577">Job Data</p><p data-bbox="336 582 1206 613">Enter any information you have and click Search. Leave fields blank for a list of all values.</p><p data-bbox="357 627 868 676"><input type="button" value="Find an Existing Value"/> <input type="button" value="Keyword Search"/></p><p data-bbox="336 689 536 721">▼ Search Criteria</p><p data-bbox="533 730 1072 775">Empl ID begins with ▼ <input type="text" value="1234567"/></p><p data-bbox="478 797 1072 842">Empl Record = ▼ <input type="text"/></p><p data-bbox="552 864 1072 909">Name begins with ▼ <input type="text"/></p><p data-bbox="501 931 1072 976">Last Name begins with ▼ <input type="text"/></p><p data-bbox="418 999 1072 1043">Second Last Name begins with ▼ <input type="text"/></p><p data-bbox="341 1066 1072 1111">Alternate Character Name begins with ▼ <input type="text"/></p><p data-bbox="478 1133 1072 1178">Middle Name begins with ▼ <input type="text"/></p><p data-bbox="466 1200 1072 1245">Business Unit begins with ▼ <input type="text"/></p><p data-bbox="424 1267 1110 1312">Department Set ID begins with ▼ <input type="text"/> 🔍</p><p data-bbox="491 1335 1110 1379">Department begins with ▼ <input type="text"/> 🔍</p><p data-bbox="336 1424 941 1456"><input checked="" type="checkbox"/> Include History <input type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p><p data-bbox="336 1464 986 1518"><input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Basic Search"/> <input type="button" value="Save Search Criteria"/></p></div>

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Validating Bonus Paperwork is Correct before Submitting to PPC, Continued

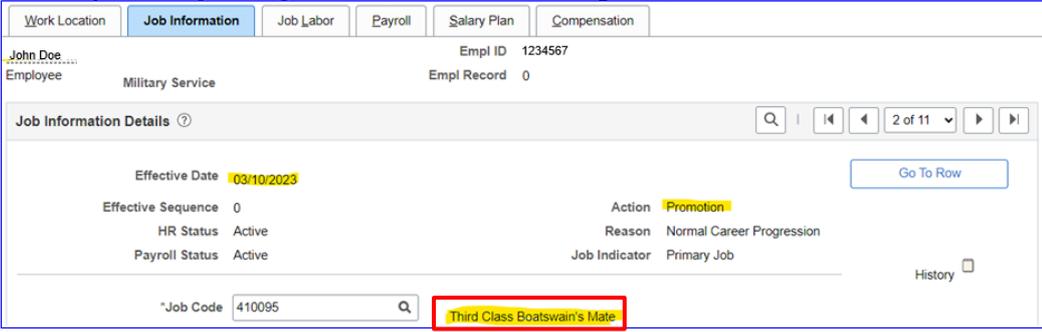
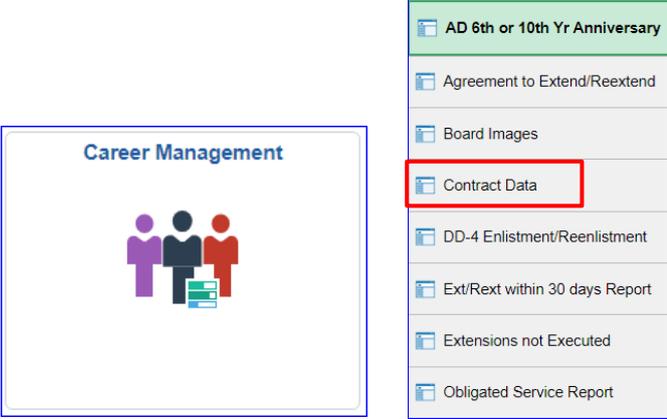
Procedures,
continued

Step	Action
4	<p>On the Work Location tab.</p> <ul style="list-style-type: none"> • Verify Effective Date of Promotion Job Row at “A” School. • Verify Regulatory Region: “AD” (Active Duty) or “RSV” (Reservists)  <p>The screenshot shows the 'Work Location Details' form for employee John Doe (Empl ID 3234567). The form is divided into several sections:</p> <ul style="list-style-type: none"> Effective Date: 03/10/2023 (highlighted with a red box) Effective Sequence: 0 HR Status: Active Payroll Status: Active Action: Promotion Reason: Normal Career Progression Job Indicator: Primary Job Position Number: 00112821 (A SCHOOL STUDENT - BM) Position Entry Date: 01/30/2023 Regulatory Region: AD (highlighted with a red box) Company: ACG (UNITED STATES COAST GUARD) Business Unit: ENLCG (Enlisted CG) Department: 006601 (BM A SCHOOL) Department Entry Date: 01/30/2023 Location: VA0004 (CG TRACEN YORKTOWN) Establishment ID: (empty) Last Start Date: 11/24/2020 Expected Job End Date: (empty)

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Validating Bonus Paperwork is Correct before Submitting to PPC, Continued

Procedures,
continued

Step	Action
<p>5</p>	<p>On the Job Information tab.</p> <ul style="list-style-type: none"> Verify Rating Designator (Job Code Description). 
<p>6</p>	<p>On the Job Labor tab.</p> <p>Verify member has enough Obligated Service.</p> <ul style="list-style-type: none"> For AD (Active Duty): Expected AD Term Date: For RSV (Reserve): Expected Loss Date: 
<p>7</p>	<p>To verify Obligated Service in DA, navigate to the Career Management tile > Contract Data.</p> 

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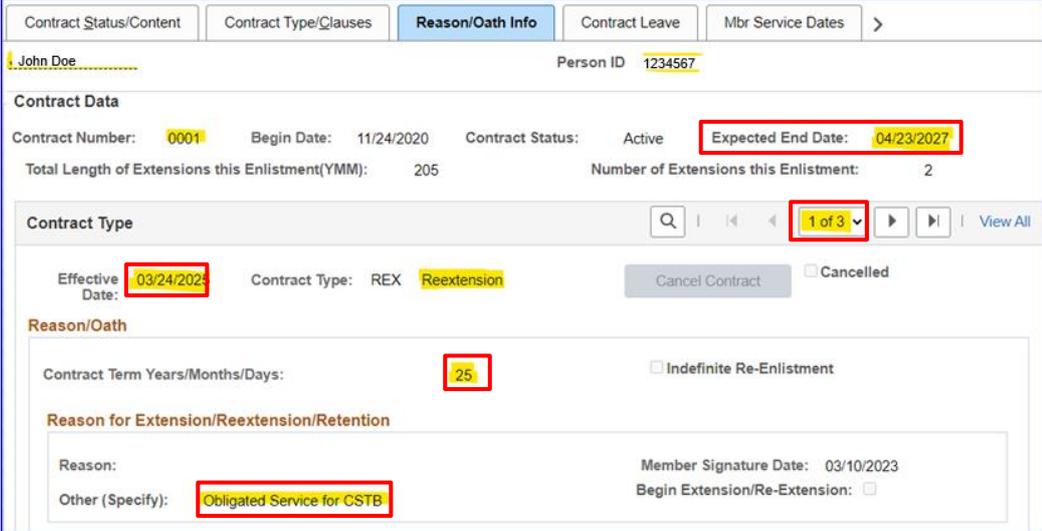
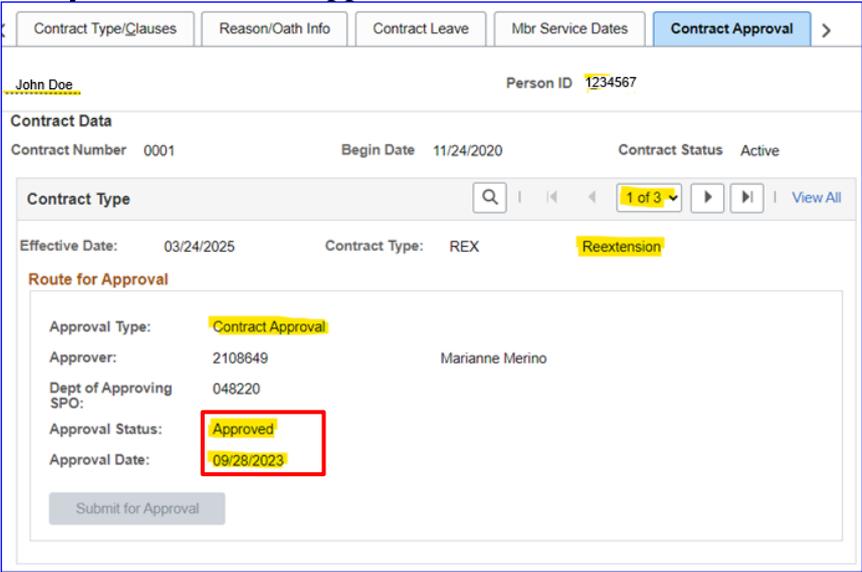
Procedures,
continued

Step	Action
8	<p data-bbox="328 539 943 571">Enter the member's Empl ID and click Search.</p> <div data-bbox="328 571 1369 1458"><h3 data-bbox="339 577 632 616">Update Contracts</h3><p data-bbox="339 629 1361 660">Enter any information you have and click Search. Leave fields blank for a list of all values.</p><div data-bbox="360 678 975 736">Find an Existing Value Add a New Value</div><p data-bbox="339 757 572 788">▼ Search Criteria</p><p data-bbox="568 801 1251 846">Empl ID begins with ▼ <input data-bbox="884 792 1251 846" style="border: 2px solid red;" type="text" value="1234567"/> 🔍</p><p data-bbox="453 882 1203 927">Contract Number begins with ▼ <input data-bbox="884 875 1203 927" type="text"/></p><p data-bbox="592 963 1203 1008">Name begins with ▼ <input data-bbox="884 956 1203 1008" type="text"/></p><p data-bbox="533 1043 1203 1088">Last Name begins with ▼ <input data-bbox="884 1037 1203 1088" type="text"/></p><p data-bbox="437 1124 1203 1169">Second Last Name begins with ▼ <input data-bbox="884 1120 1203 1169" type="text"/></p><p data-bbox="347 1205 1203 1249">Alternate Character Name begins with ▼ <input data-bbox="884 1200 1203 1249" type="text"/></p><p data-bbox="347 1285 1046 1317"><input checked="" data-bbox="347 1285 371 1317" type="checkbox"/> Include History <input data-bbox="592 1285 616 1317" type="checkbox"/> Correct History <input data-bbox="836 1285 860 1317" type="checkbox"/> Case Sensitive</p><div data-bbox="339 1330 1098 1388">Search Clear Basic Search 📄 Save Search Criteria</div><p data-bbox="339 1413 842 1444">Find an Existing Value Add a New Value</p></div>

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Validating Bonus Paperwork is Correct before Submitting to PPC, Continued

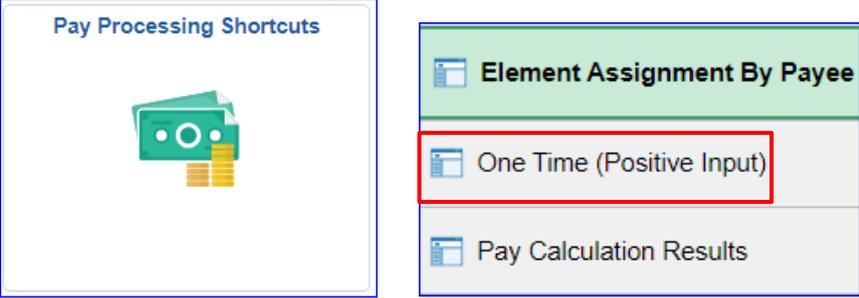
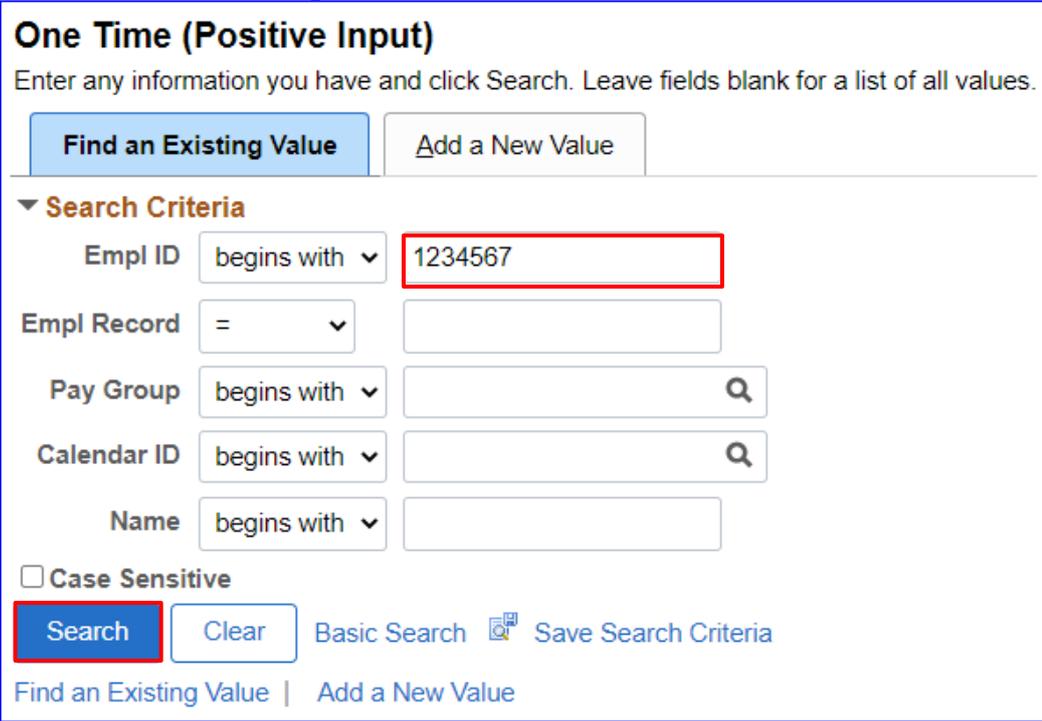
Procedures, Continued

Step	Action
<p>9</p>	<p>Verify the member meets Obligated Service requirement. On the Reason/Oath Info tab:</p> <ul style="list-style-type: none"> • Verify Expected End Date. • Review Contract Rows, Effective Date, Length, Reason. 
<p>10</p>	<p>On the Contract Approval tab: Verify Contract Row is approved.</p> 

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Validating Bonus Paperwork is Correct before Submitting to PPC, Continued

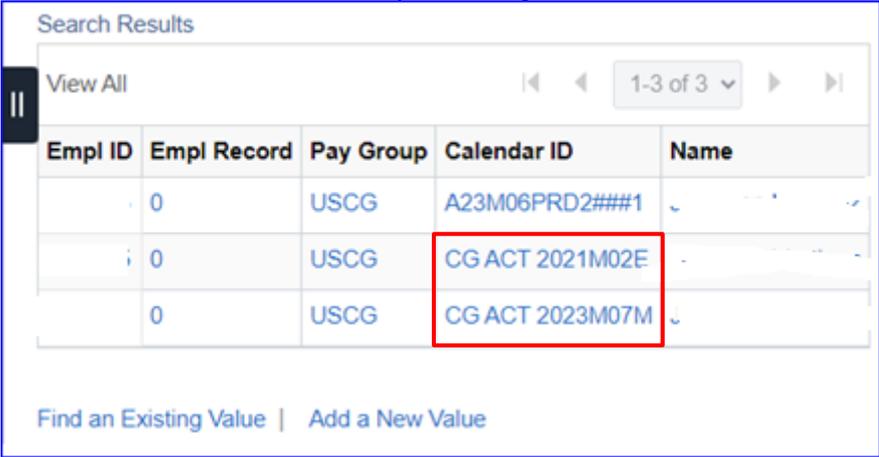
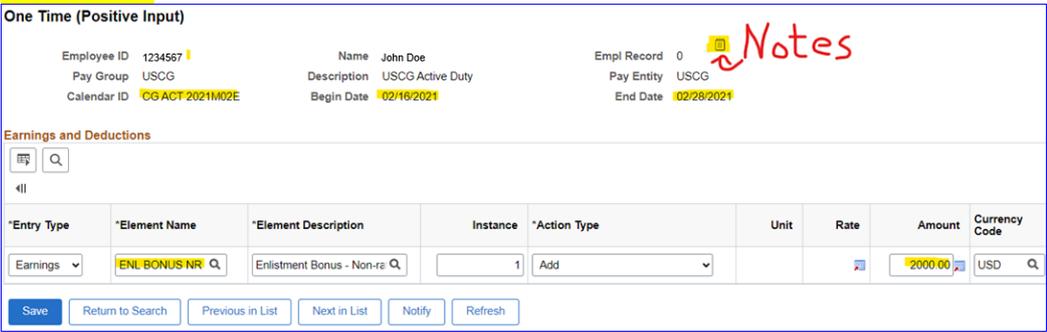
Procedures,
Continued

Step	Action
<p>11</p>	<p>Verify no duplicate OTPIs in DA by navigating to Pay Processing Shortcuts tile > One Time (Positive Input).</p> 
<p>12</p>	<p>Enter the member's Empl ID and click Search.</p> 

Continued on next page

Validating Bonus Paperwork is Correct before Submitting to PPC, Continued

Procedures,
continued

Step	Action																				
<p>13</p>	<p>Verify there are no duplicate OTPIs for this bonus and if the member received a Non-Rate Enlistment Bonus, by selecting each Calendar ID.</p>  <p>Search Results</p> <p>View All 1-3 of 3</p> <table border="1"> <thead> <tr> <th>Empl ID</th> <th>Empl Record</th> <th>Pay Group</th> <th>Calendar ID</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td>0</td> <td></td> <td>USCG</td> <td>A23M06PRD2###1</td> <td></td> </tr> <tr style="border: 2px solid red;"> <td>0</td> <td></td> <td>USCG</td> <td>CG ACT 2021M02E</td> <td></td> </tr> <tr> <td>0</td> <td></td> <td>USCG</td> <td>CG ACT 2023M07M</td> <td></td> </tr> </tbody> </table> <p>Find an Existing Value Add a New Value</p>	Empl ID	Empl Record	Pay Group	Calendar ID	Name	0		USCG	A23M06PRD2###1		0		USCG	CG ACT 2021M02E		0		USCG	CG ACT 2023M07M	
Empl ID	Empl Record	Pay Group	Calendar ID	Name																	
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0		USCG	CG ACT 2023M07M																		
<p>14</p>	<p>Review OTPI Notes (if necessary)</p> <p>Since this member has received an Enlistment Bonus, the \$2,000.00 must be subtracted from the new Lump Sum Amount for the DCFB bonus before submission.</p>  <p>One Time (Positive Input)</p> <p>Employee ID 1234567 Name John Doe Empl Record 0 Pay Group USCG Description USCG Active Duty Pay Entity USCG Calendar ID CGACT2021M02E Begin Date 02/16/2021 End Date 02/28/2021</p> <p>Earnings and Deductions</p> <table border="1"> <thead> <tr> <th>*Entry Type</th> <th>*Element Name</th> <th>*Element Description</th> <th>Instance</th> <th>*Action Type</th> <th>Unit</th> <th>Rate</th> <th>Amount</th> <th>Currency Code</th> </tr> </thead> <tbody> <tr> <td>Earnings</td> <td>ENL BONUS NR</td> <td>Enlistment Bonus - Non-r</td> <td>1</td> <td>Add</td> <td></td> <td></td> <td>2000.00</td> <td>USD</td> </tr> </tbody> </table> <p>Save Return to Search Previous in List Next in List Notify Refresh</p>	*Entry Type	*Element Name	*Element Description	Instance	*Action Type	Unit	Rate	Amount	Currency Code	Earnings	ENL BONUS NR	Enlistment Bonus - Non-r	1	Add			2000.00	USD		
*Entry Type	*Element Name	*Element Description	Instance	*Action Type	Unit	Rate	Amount	Currency Code													
Earnings	ENL BONUS NR	Enlistment Bonus - Non-r	1	Add			2000.00	USD													
<p>15</p>	<p>Once all information in DA is verified, fill in the required data on the Bonus forms and submit to PPC for processing.</p>																				