

Before using, please review applicable ALCOAST/ACN and verify the member meets eligibility requirements.

For ADMIN/SPO Use		USCG FY25 SRB ELIGIBILITY CHECKLIST	
Name (Last, First, MI)		Rate/Rank	Employee ID#:
Unit	SPO/P&A	Is this a Tax Exclusion Zone? <input type="checkbox"/> Yes <input type="checkbox"/> No	
• REFERENCES			
A) Military Bonus & Incentive Programs, COMDTINST 7220.2 (series) B) Enlistments, Evaluations, and Advancements, COMDTINST M1000.2 (series)			
SERVICE & OBLIGATION DATES			
Active Duty Base Date (ABDD)	End of Current Enlistment (EOE) (Prior to this Reenlistment)	Reenlistment Effective Date	
REASON FOR SRB ELIGIBILITY (Check One)			
Within Fiscal Year of EOE		Within Fiscal Year of 6- Year Anniversary	OBLISERV (For reasons other than PCS, include orders)
ZONE A SRB (17 Months – 6 Years) Rate / Term (Check One)			
CS (all grades) 3-Year Term		ET (all grades) 3-Year Term	MK (all grades) 3-Year Term OS (all grades) 3-Year Term
CHECKLIST			
Yes	No	Review the following questions. The below activities MUST be completed prior to submission to PPC for payment.	
		Has a (SRB) CG-3307 been completed?	
		Does member's SRB CG-3307 reflect the current ALCOAST?	
		Does member's SRB CG-3307 reflect the correct number newly obligated service months?	
		Is the SRB CG-3307 signed by an appropriate authority? (Reference COMDTINST 1000.14 (series))	
		In DA, is the member's Weigh-In data current and reflects that member is in compliance?	
Has member verified that their TSP Bonus election percentage is correct and, if applicable, active? Important: ➤ Member must execute TSP election changes in DA Self-Service <i>before bonus is processed.</i> ➤ Do not submit a PPC ticket for payment until member's TSP Bonus election is properly set. <i>This could take up to 30 days.</i> ➤ Once the bonus is processed, the TSP election cannot be adjusted retroactively.			

If you answered "NO" to any of the above questions: **Stop**, and complete the task.

If you answered "YES" to all the questions above, you may request processing of the member's SRB payment by submitting the Checklist, CG-3307, and any other applicable documentation to PPC Customer Care e-mail at ppc-dg-customercore@uscg.mil. Some other examples of documentation may include but is not limited to: Waiver, Orders, and Career Information Worksheets. Please allow 90-120 business days for bonus processing upon submission. Updates may be obtained by submitting a ticket after 90-120 business days have passed to ppc-dg-customercore@uscg.mil.

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