

The SRB Checklist is a counseling tool for SRBs authorized by ACN 088/18. Before using, the user should ensure a new ALCOAST/ACN has not been issued changing a member's eligibility for date reenlisted.

Per ACN 088/18 Valid from 10/01/2018 to Present For ADMIN/SPO Use		<b>USCG SRB ELIGIBILITY CHECKLIST</b>	
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
<b>REFERENCES</b>			
A) <a href="#">Military Bonus Programs, COMDTINST M7220.2</a> B) <a href="#">Enlistments, Evaluations, and Advancements, COMDTINST M1000.2 (series)</a> C) <a href="#">ACN 088/18</a> ; FY19 Workforce Planning SITREP 3 - Enlisted Interventions D) <a href="#">SRB Knowledge Document</a>			
<b>SERVICE &amp; OBLIGATION DATES (Prior to this REN)</b>			
Active Duty Base Date (ADBBD)	End of Current Enlistment (EOE) (Prior to this Reenlistment)	*Resulting EOE* if member is authorized to cancel a previously executed extension IAW 1.B.5.f., Military Bonus Programs, COMDTINST M7220.2	
*See "common errors" section in SRB Knowledge document (reference D)*			
<b>REASON FOR SRB ELIGIBILITY (Check one)</b>			
<input type="checkbox"/> Within 3 Months of EOE (Without cancelling EXT)	<input type="checkbox"/> Within 3 Months of 6- or 10-Year Anniversary	<input type="checkbox"/> OBLISERV (For reasons other than PCS, include orders)	
<b>ZONE A SRB (17 Months – 6 Years)</b>			
Rate (Check One)		Term (Check One)	
<input type="checkbox"/> CS <input type="checkbox"/> ET <input type="checkbox"/> OS <input type="checkbox"/> EM (E-5 Only) <input type="checkbox"/> GM (E-5 Only) <input type="checkbox"/> MK (E-5 Only)		<input type="checkbox"/> 4 YR <input type="checkbox"/> 6 YR	
<b>ZONE B SRB (6 Years – 10 Years)</b>			
Rate (Check One)*		Term	
<input type="checkbox"/> CS <input type="checkbox"/> ET <input type="checkbox"/> OS		<input type="checkbox"/> 6 YR	
*Must be E-5 or above per 1.B.4.b(4) of Military Bonus Programs, COMDTINST M7220.2*			
<b>KICKER</b>			
Type		Documentation	
<input type="checkbox"/> CS FSO Kicker (E-5 or above only)		<input type="checkbox"/> SRB-5A (Must be included on SRB trouble-ticket)	
Note: Please review the SRB Knowledge document (reference (D)) for FSO Kicker eligibility guidance.			
<b>CHECKLIST</b>			
*For SRB computation guidance please see SRB Knowledge document (reference (D))*			
Yes	No	Review the following questions. The below activities MUST be completed prior to submission to PPC for payment.	
<input type="checkbox"/>	<input type="checkbox"/>	Has an (SRB) CG-3307 been completed?	
<input type="checkbox"/>	<input type="checkbox"/>	Does member's SRB CG-3307 reflect ACN 088/18?	
<input type="checkbox"/>	<input type="checkbox"/>	Does member's SRB CG-3307 reflect the correct number newly obligated service months?	
<input type="checkbox"/>	<input type="checkbox"/>	Is the SRB CG-3307 signed by an appropriate authority? (Reference COMDTINST 1000.14 (series) )	
<input type="checkbox"/>	<input type="checkbox"/>	If member is a CS2 or above and eligible for an FSO Kicker, has an SRB-5A been completed and included in packet?	
<input type="checkbox"/>	<input type="checkbox"/>	In DA, is member's Weigh-In data current and reflects that member is in compliance?	
<input type="checkbox"/>	<input type="checkbox"/>	Has member verified that his/her TSP BONUS election percentage is correct and, if applicable, active?	
If you answered "NO" to any of the above questions: Stop and complete the task.			
If you answered "YES" to all questions, request member's SRB payment by submitting the Checklist, CG-3307's, and Reenlistment contract to PPC via a Trouble Ticket. [Other documentation to include if applicable: Waiver, Orders, SRB-5A, and Career Information Worksheets.]			
*If you are not 100% certain of a member's eligibility, then please e-mail <a href="mailto:PPC-SMB-MAS-Bonus@uscg.mil">PPC-SMB-MAS-Bonus@uscg.mil</a> for guidance.			