

The SRB Checklist is a counseling tool for SRBs authorized by ACN 104/21. Before using, ensure a new ALCOAST/ACN has not been issued changing a member's eligibility for date reenlisted.

Per ACN 104/21 Valid from 10/01/2021 to 09/30/2022 For ADMIN/SPO Use		FY 22 USCG 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 Programs, COMDTINST M7220.2 B) Enlistments, Evaluations, and Advancements, COMDTINST M1000.2 (series) C) SRB Knowledge Document			
SERVICE & OBLIGATION DATES (Prior to this REN)			
Active Duty Base Date (ADBD) <input type="text"/>	End of Current Enlistment (EOE) (Prior to this Reenlistment) <input type="text"/>	*EOE for SRB Computation* To be used if member's EOE for SRB computation will be different than original EOE due to (1) an extension being canceled IAW Para. 5.e of ALCOAST 104/21 and/or due to (2) a prior bonus payment/obligation impacting new SRB payment. <input type="text"/>	
REASON FOR SRB ELIGIBILITY (Check one)			
<input type="checkbox"/> EOE within Fiscal Year 22	<input type="checkbox"/> 6- or 10-Year Anniversary within Fiscal Year 22	<input type="checkbox"/> OBLISERV (For reasons other than PCS, include orders)	
ZONE A SRB (17 Months – 6 Years)			
Rate (Check One) <input type="checkbox"/> BM2 <input type="checkbox"/> CS (E-4 to E-6) <input type="checkbox"/> OS		Term (Check One) <input type="checkbox"/> 6 YR	
ZONE B SRB (6 Years – 10 Years)			
Rate / Term (Check One)* <input type="checkbox"/> OS-6 Year Term			
KICKER			
Type <input type="checkbox"/> CS FSO Kicker (E-5 or E-6 only)		Documentation <input type="checkbox"/> CG-3307 entry "SRB-5A" (Must be included on SRB trouble-ticket)	
Note: Please review the SRB Knowledge document (reference (F)) for FSO Kicker eligibility guidance.			
CHECKLIST			
<i>*For SRB computation guidance please see SRB Knowledge document (reference (F))*</i>			
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 104/21?	
<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 CS1 and eligible for an FSO Kicker, has a CG-3307 entry "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"/>	Is the member fully vaccinated, or have an approved religious accommodation or medical exemption from vaccination against COVID-19, in accordance with ALCOASTs 305/21 and 315/21?	
<input type="checkbox"/>	<input type="checkbox"/>	Members should execute applicable TSP election changes within DA Self-Service. Do not submit a PPC ticket for payment until a members TSP Bonus election is properly set. 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 PPC-SMB-MAS-Bonus@uscg.mil for guidance.			