

# *SRB Knowledge Guide*

## Notes on Determining SRB Eligibility:

Chapter 1.A.7.a(1) of the Enlisted Accessions, Evaluations and Advancements manual, COMDTINST M10002.A states that Members must meet the eligibility requirements of Military Bonus Programs, COMDTINST M7220.2 in order to receive an SRB. Chapter 1.B of CIM 7220.2 identifies the different reasons a Member may become eligible to execute a new reenlistment contract for SRB purposes. If a Member does not meet the criteria of one of those reasons, then they simply are not eligible to reenlist for an SRB. Please note, applicable ALCOAST/ACN may waive or supersede some policy contained in CIM 7220.2.

### To be eligible to reenlist for an SRB, Members must be eligible by one of the following:

- (1) **Within 3 months prior to EOE** (w/o canceling an EXT to get them there). [1.B.5.e of CIM 7220.2]
- (2) **Within 3 months after EOE** [1.B.2.d, 1.B.4.a(1), 1.B.4.b(1) & 1.B.5(o) of CIM 7220.2]
- (3) **Within 3 months of their 6 or 10 YR ANNIV** [1.B.5.i of CIM 7220.2]
- (4) **Have to OBLISERV IRT current PCS, Training or Other reason** [1.B.5.e of CIM 7220.2]

If a Member is not eligible to reenlist by one of the reasons above, then they are not eligible to reenlist (solely) for an SRB at that time.

### Key points to remember:

- (1) Members must reenlist to earn a SRB; contract extensions are not authorized.
- (2) All periods of unexecuted service obligation will be deducted from SRB computations unless the criteria of 1.B.5.f or 1.B.5.m are met.
- (3) Currently, SRB's are not being processed IAW the procedures of chapter 1.B.7 of CIM 7220.2. "Multiples" and Basic Pay are not utilized in current SRB computations. SRB's processed under the authority of recent ALCOAST's/ACN's are computed by converting a Member's authorized SRB entitlement amount into a monthly entitlement amount by dividing the authorized SRB entitlement by its associated (4 YR/6 YR) reenlistment term. The monthly entitlement amount is then multiplied by the amount of newly obligated (whole) service months a Member obligated. The result of the computation equals Member's applicable prorated SRB payment. [EXAMPLE:  $\$36K/72mo = \$500.00 \times 70$  months =  $\$35,000.00$ ]
- (4) SRB's are paid in one lump sum payment. They are subject to 22% Federal, and applicable state income tax withholdings if not contributed to a tax-deferred Thrift Savings Plan (TSP) account. Members that elect to contribute bonus monies to their TSP account must do so not less than 30 days prior to receipt of bonus.

### Common Errors:

- (1) Many SRB counseling errors occur on Members who are incorrectly thought to be eligible under the "within 3 months of EOE" reason. The majority of these errors occur because the counselor is not fully understanding when an extension may be canceled in relation to chapter 1.B.5.f of CIM 7220.2.

Before 1.B.5.f may be applied (to allow cancellations of non-operative EXT's 24 months or less), Members must first be eligible to reenlist for an SRB by meeting one of the EOE, (6/10 YR) ANNIV or OTHER/OBLISERV reasons.

1.B.5.f should not be used to "make" a Member eligible (to reenlist for an SRB) by canceling contract extensions that have not begun in attempts to lower a Member's EOE.

When determining a Member's eligibility (to reenlist for SRB) under the EOE reason, a Member must meet the criteria of 1.B.5.e (CIM 7220.2) using their existing EOE, regardless of whether they have a contract extension that has or has not yet started. Eligibility to reenlist under the EOE reason must be determined using all "obligated service" as defined by 1.B.2.g of the CIM 7220.2.

When 1.B.5.f is improperly used, the attempt falsely makes Members eligible for an SRB by reducing their EOE's. When 1.B.5.f is properly used, only non-operative contract EXT's of 24 months or less (for Members already eligible per 1.B.5.e or 1.B.5.i) may be canceled. The use allows Members (already eligible to reenlist for an SRB) to earn more SRB monies and is not creating "false" eligibility for a Member.

**Remember, upon working an SRB computation: If 1.B.5.f is applicable and a contract EXT will be canceled, you will need to use Members prior EOE, as if the canceled contract EXT never occurred. On the SRB Checklist, this is what is referred to as the “Resulting EOE”. If no contract EXT will be canceled IAW 1.B.5.f, then leave the “Resulting EOE” box blank.**

- (2) For a Member to be eligible under the “Other/OBLISERV” reason, a Member must actually need to obligate additional time in order to meet any minimum OBLISERV requirement. If a Members’ EOE exceeds any OBLISERV requirement, then he/she would need a different (SRB) eligibility reason to be eligible to reenlist.
- (3) Incorrect reenlistment contract remarks (on valid & approved contracts) require EPM-1 correction and will delay a Members payment. If a Members contracts remarks state the incorrect ALCOAST/ACN, Zone, Amount, Term, Newly Obligated Service Months or etc., the inaccuracy will first need to be corrected before PPC may process payment.
- (4) Incorrect newly obligated service months are routinely found on SRB CG-3307’s and will also delay a Members payment. Please use the method detailed below and associated content from this guide and applicable bonus references.

**Important SRB Computation Tips & Info:**

**(1) SRB computation example:** Prior Obligated Time minus SRB Reenlistment Term = Newly Obligated Service Months.

*(Member within 3 months of 6 YR ANNIV; has an EOE of 2017MAY16 and reenlisting on 2016JUL26 for 6 years.)*

**Step 1 - Determine Prior Obligated Service Months**

16	
<del>16</del> <del>04</del> 46	
2017 05 16	(Current EOE, before the SRB Reenlistment)
<u>-2016 07 26</u>	(SRB Reenlistment Date)
0y 9m 20d	
<u>+ 01</u>	(Inclusive Day)
9m 21d	
<u> \ /</u>	(Any days less than 1 month are rounded up to 1 month per 1.B.7.b of CIM 7220.2)

10 Months of Prior Obligated Service

**Step 2 - Determine Newly Obligated Service Months**

72	SRB Reenlistment Term (converted to months)
<u>-10</u>	Prior Obligated Service Months
<b>62</b>	<b>Newly Obligated Service Months</b>

**(2) Are you using the correct EOE for Members SRB computation?**

**Impact of 1.B.5.f (CIM 7220.2) on EOE used for SRB computation:** If a Member is first eligible by one of the (EOE, 6/10 YR ANNIV or OBLISERV) SRB eligibility reasons but has a contract EXT or REX that is 24 months or less in length and not yet begun, then 1.B.5.f is applicable. The benefit of 1.B.5.f is that it allows affected contract EXT’s or REX’s to be canceled and not count against a Members’ SRB computation. If 1.B.5.f is applicable, please ensure you’re using the correct EOE upon computing their newly obligated service months; the EOE used should be reflective of the contract that a Member is actively utilizing.

**Impact of CSTB (ACN 088/18, paragraph 11.a) on an EOE used for SRB computation:** If a Member first meets one of the SRB eligibility reasons & 1.B.5.f applies (per above); review DA, Members’ PDR & Contracts to see if the Member received a CSTB. Per 11.a of ACN 088/18, "An SRB may not be paid for the same period of service in which an EB or CSTB is paid." The Member is still eligible to reenlist and earn an SRB. However, to ensure the two bonus payments do not overlap, the SRB will be prorated to account for the CSTB’s associated bonus term. When this takes place, the EOE used for the SRB computation will be the last day of the CSTB’s bonus term.

**Impact of 1.B.5.m & 1.B.7.b (CIM 7220.2):** If an SRB eligible Member's EOE falls on a Friday, Saturday, Sunday or Holiday then 1.B.5.m & 1.B.7.b allows Members to be discharged no more than 7 days early and not have that time deducted from their SRB computation. These references allow Members to receive an SRB for a full 48 or 72 month term versus the 47 or 71 months they would have received due to an unfortunate EOE date.

**(3) The SRB Eligibility Checklist asks for a "Resulting EOE", what is this?**

If a Member has a contract EXT or REX that will be canceled IAW 1.B.5.f of the CIM 7220.2, then your SRB computation (for determining prior obligated service months) will need to reflect the EOE a Member has after any applicable EXT or REX's are canceled. The PPC-Bonus Team refers to this date as a Members "Resulting EOE" (on the SRB Checklist) and should reflect the EOE a Member has from the active contract they are currently serving. Leave the box blank, if not applicable.

\* If a Member has a contract EXT that can be canceled IAW 1.B.5.f., but they received a CSTB in connection with that EXT, then the Resulting EOE would be the last day of Members CSTB bonus term since SRB monies may not be paid for the same period a CSTB was paid.

**(4) For cancellations of non-operative contract EXT/REX's (involving SRB's), what's the best process?**

If a Member has a contract EXT or REX's that will not begin due to their reenlistment date, the PPC-MAS-Bonus team will forward any EXT/REX's to PPC-ADV for cancellation AFTER we have processed a Members SRB. It works better this way (when SRB's are involved), especially when Members are found ineligible as it prevents you from having to contact EPM-1 to reinstate any contracts that were erroneously canceled prior to the Bonus Team working a Members' bonus ticket.

**(5) FSO Kickers, who's eligible?**

Regarding FSO kicker eligibility, Members just need to be a CS2 or above that are "qualified" to assume the duties and responsibilities of a Food Service Officer IAW chapter 1.C.17 of COMDTINST M1000.8 (Military Assignments and Authorized Absences Manual). They do not have to be in an FSO billet or have the competency code in DA. They just need to be a CS2 or above and meeting the qualifications of 1.C.17 of COMDTINST M1000.8. Essentially, any CS2 or above who meets those qualifications is eligible for the FSO kicker. Document eligibility on an SRB-05A.

*1.C.17.b. Qualifications:*

*(1) Candidates must not have a total mark average of less than four on their enlisted employee review and no mark of unsatisfactory in conduct during two years prior to submission of request,*

*(2) Candidates may have no record of performance probation, civil arrest, courts-martial, non-judicial punishment (NJP), alcoholism, drug misuse, indebtedness, etc., for two years prior to submission of request, and*

*(3) Candidates must comply with weight standards contained in reference (1), Coast Guard Weight and Body Fat Standards Manual, COMDTINST M1020.8 (series).*

\* Members who are a CS2 or above are not limited to just one FSO Kicker. FSO kickers are earned in addition to Zone A or Zone B SRB's and may be earned in each Zone. However, be aware that if a Member receives a prorated Zone A or Zone B SRB, then they will also receive a prorated FSO kicker.

**(6) What makes an SRB qualify for "Tax Exempt" status?**

SRB payments are Tax Exempt when a Member's (SRB related) reenlistment occurs during a month their pay is entitled to Combat Zone Tax Exempt (CZTE) status. The applicable reference is Chapter 8 of the CG Pay Manual, COMDTINST M7220.29C. The most applicable info can be found on pages 8-1, 8-4 (Figure 1) and 8-5 (Note 7) of the Pay Manual.