

USCG SRB ELIGIBILITY CHECKLIST

FOR ADMIN / SPO USE

EMPLID: _____
 UNIT/LOCATION: _____
 ADBD: _____
 EOE: _____

Is this a Tax Exclusion Zone? Yes No

Resulting EOE if 1.B.5.f of REF A is applicable: _____

See "common errors" section in SRB Knowledge document (reference D)

REASON FOR ELIGIBILITY: Within 3 Months of EOE (Without cancelling EXT) Within 3 Months of 6- or 10-Year Anniversary OBLISERV (Include copy of orders)

(17 MO - 6 YR) SRB ZONE A: EM ET FS GM MK OS
 TERM: 4 YR 6 YR

(6 YR - 10 YR) SRB ZONE B: EM FS OS ***Must be E-5 or above per 1.B.4.b(4) of REF A***
 TERM: 6 YR

For SRB computation guidance please see SRB Knowledge document (reference D)

CHECKLIST: Review the following questions. The below activities MUST be completed prior to submission to PPC for payment.

| | YES | NO | N/A |
|--|--------------------------|--------------------------|--------------------------|
| 1) Has an (SRB) CG-3307 been completed? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 2) Does member's (SRB) CG-3307 reflect ALCOAST 157/16? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 3) Does member's (SRB) CG-3307 reflect the correct number of months? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 4) Is the (SRB) CG-3307 signed by an appropriate authority? (Reference COMDTINST 1000.14C) | <input type="checkbox"/> | <input type="checkbox"/> | |
| 5) If member is an FS2 or above and eligible for an FSO Kicker, has an SRB-5A been completed and included in packet? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6) In DA, is member's Weigh-In data current and reflects that member is in compliance? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 7) If desired, has member verified that his/her TSP BONUS election percentage is correct and active? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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, and CIW's.]

***If you are not 100% certain of a member's eligibility, then please e-mail PPC-SMB-MAS-Bonus@uscg.mil for guidance.**

REFERENCES:

- A) [Military Bonus Program \(https://www.uscg.mil/directives/cim/7000-7999/CIM_7220_2.pdf\)](https://www.uscg.mil/directives/cim/7000-7999/CIM_7220_2.pdf)
- B) [Enlisted Accession, Evaluations, and Advancements, COMDTINST M1000.2A \(https://www.uscg.mil/directives/cim/1000-1999/CIM_1000_2a.pdf\)](https://www.uscg.mil/directives/cim/1000-1999/CIM_1000_2a.pdf)
- C) [ALCOAST 157/16 \(http://www.uscg.mil/announcements/alcoast/157-16_ALCOAST.txt\)](http://www.uscg.mil/announcements/alcoast/157-16_ALCOAST.txt)
- D) [SRB Knowledge Document \(https://www.uscg.mil/ppc/mas/SRBKnowledgeGuide.pdf\)](https://www.uscg.mil/ppc/mas/SRBKnowledgeGuide.pdf)

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