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### 3.F. Critical Skills Training Bonus (CSTB) Program

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#### 3.F.1. General

The Critical Skills Training Bonus (CSTB) program is an incentive to attract qualified personnel to critical skills or ratings. This program applies to all non-rated field personnel. The CSTB is authorized under Title 14 U.S.C., Section 374. The combination of payments under the Enlistment Bonus (EB) and CSTB programs may not exceed \$20,000, by law.

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#### 3.F.2. Glossary of Terms

1. **Active Duty Service Commitment (ADSC)**. The ADSC is the number of years or fraction of years a member agrees to obligate service in order to earn a CSTB entitlement.
  2. **Critical rating**. A rating that is understaffed, is projected to be understaffed in the future, or requires an inordinate amount of training to achieve rating strength. The shortages are the result of the Service's inability to attract and retain personnel in the rating.
  3. **Obligated Service**. All periods of military service covered by a signed agreement in the form of an enlistment contract or an extension agreement between a Coast Guard member and the U. S. Coast Guard, in which the member agrees to serve for a designated period of time.
  4. **Unearned Bonus**. A portion of the CSTB already paid to a member who subsequently does not complete the service obligation.
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#### 3.F.3. Policy

1. As needs of the Service dictate, Commandant (CG-122) will convene a panel to determine which critical ratings are designated eligible for a CSTB. The results of this panel's deliberations will be announced to the field via ALCOAST.
  2. These bonuses are linked to a member's affiliation with a critical rating by graduating from Class "A" school or advancing to E-4 through a striker program in that rating. This program is not a substitute for a Selected Reenlistment Bonus (SRB).
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#### 3.F.4. Eligibility Criteria

1. To qualify for the CSTB Program, members must:
  - a. Graduate from Class "A" school or advance to E-4 through a striker program.



- a. **Involuntarily discharged for Convenience of the Government in connection with a reduction in force.**
  - b. **Separated or retired for physical disability, illness, injury, or other impairment incurred in the line of duty and not due to misconduct.**
  - c. **Discharged due to dependency or hardship.**
  - d. **Discharged early for the purpose of immediate reenlistment, provided they reenlist in the eligible rating and the reenlistment term is for a period longer than the obligated service remaining in the period for which the CSTB was paid.**
  - e. **Required to change ratings based on the needs of the Service.**
5. **Personnel unable to perform duties that require a security clearance or who are assigned to a general petty officer billet due to humanitarian reassignment, loss of security clearance due to no fault, injury, or illness through no fault of their own, will be entitled to their full bonus.**
  6. **Personnel placed on weight probation in accordance with Weight/Physical Fitness Standards for Coast Guard Military Personnel, COMDTINST M1020.8 (series), shall have payment of the CSTB held in abeyance until they comply with weight standards.**
  7. **When a member is no longer eligible for the CSTB, PSC (mas) will recoup the unearned bonus portion based on the effective date documented by the member's command.**

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### **3.F.6. Payment Procedures**

**The CSTB will be paid as follows:**

**The bonus will be paid in lump sum upon successful completion of Class "A" school.**

**The bonus will be paid in lump sum to members who advance to E-4 upon successful completion of a striker program.**

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### **3.F.7. Responsibilities**

1. **Commandant (CG-122) shall:**
  - a. **Oversee the CSTB Program, policy, and resources.**
  - b. **Promulgate and maintain a list of selected critical ratings eligible for the bonuses.**



**3.F.8.Forms/Reports**

**Exhibit 3.F.1.**

**CRITICAL SKILLS TRAINING BONUS (CSTB) AGREEMENT**

1. Under Title 14 U.S.C., Section 374, and in consideration of receiving a CSTB in accordance with ALCOAST \_\_\_\_\_. (Complete with the information contained in the most recent ALCOAST).

I, \_\_\_\_\_ (Rank/Name) agree to remain on active duty for \_\_\_\_ years upon the completion of \_\_\_\_\_ training.

2. Conditions of agreement. I understand and agree that:

- a. The effective date of this agreement will be \_\_\_\_\_.
- b. I will receive a lump sum CSTB payment in the following amount: \_\_\_\_\_.
- c. I must receive a designator or advance to third class petty officer.
- d. If I am approved for a lateral to another rating, I understand that I will be required to repay any unearned portion of the CSTB IAW PERSMAN Article 3.E.5., paragraphs 2 and 3.
- e. Any unearned portion of CSTB paid me is considered a debt to the U. S. Government and will be recouped if my CSTB entitlement ends because:
  - (1) I lose my designation due to misconduct or willful neglect.
  - (2) I am discharged for cause.
  - (3) I am separated before completing the active duty service commitment (ADSC).
- f. Per Title 37 U.S.C., Section 323(g), a discharge in bankruptcy under Title 11 that is entered less than 5 years after the termination of this agreement does not discharge me from a debt arising under this agreement. Thus, the U. S. Government may recoup any unearned CSTB. If my CSTB entitlement stops for any other reason, the U. S. Government will not recoup previous payments. For example, money will not be recouped based on a reduction in force (RIF).

Accept    Decline

Approved    Disapproved

\_\_\_\_\_  
Member's signature

\_\_\_\_\_  
Commanding Officer's signature

\_\_\_\_\_  
Date signed

\_\_\_\_\_  
Date signed

Privacy act statement  
 Authority: Title 14 U.S.C., Section 374  
 Purpose: to provide information necessary for the approval authority to determine if applicant meets all requirements for the award of CSTB, then for the processing authority to initiate payment procedures. Use of SSN may be necessary to make positive identification of individual records. Disclosure is voluntary: if the applicant does not provide the information, however, no further action can be taken on the request and all further processing terminates.

SUBJ: CRITICAL SKILLS TRAINING BONUS (CSTB) PROGRAM

A. PERSONNEL MANUAL, COMDTINST M1000.6 (SERIES)

1. THIS ALCOAST ANNOUNCES THE CONTINUATION OF THE CSTB PROGRAM FOR THE ET AND EM RATINGS AND IMPLEMENTATION OF THE PROGRAM FOR THE OS RATING.
2. THE CSTB PROGRAM AUTHORIZES INCENTIVE PAYMENTS TO NON-RATED MEMBERS IN THE FIELD WHO AFFILIATE WITH CRITICAL RATINGS BY ATTENDING CLASS-A-SCHOOL TRAINING OR ENROLLING IN A STRIKER PROGRAM. A CSTB IS SIMILAR TO AN ENLISTMENT BONUS (EB), BUT IS INTENDED FOR CURRENT ACTIVE DUTY MEMBERS RATHER THAN RECRUITS.
3. THIS YEAR CSTBS WILL BE AUTHORIZED FOR ET, EM AND OS A-SCHOOL CANDIDATES, TO INCLUDE MEMBERS WHO ENROLL IN THE EM STRIKER PROGRAM. MEMBERS WHO WILL EARN A CSTB THROUGH A STRIKER PROGRAM MUST COMPLETE AND SIGN A CSTB AGREEMENT PRIOR TO BEGINNING THE PROGRAM.
4. EFFECTIVE 16 JULY 2009, THE ET RATING MAXIMUM AUTHORIZED CSTB BONUS AMOUNT WILL BE 4,000 DOLLARS AND THE EM CSTB WILL BE A MAXIMUM OF 6,000 DOLLARS.
5. EFFECTIVE 16 JULY 2009, QUALIFIED NON-RATED MEMBERS IN THE FIELD WHO AGREE TO ATTEND OS A-SCHOOL MAY BE AWARDED A CSTB. IN ORDER TO QUALIFY FOR THE CSTB, A MEMBER MUST:
  - A. GRADUATE FROM OS A-SCHOOL.
  - B. AGREE TO OBLIGATE A MINIMUM OF FOUR YEARS ACTIVE SERVICE UPON GRADUATION.
6. THE AUTHORIZED MAXIMUM BONUS AMOUNT FOR THE OS RATING IS 6,000 DOLLARS, PAYABLE IN LUMP SUM UPON GRADUATION FROM OS A-SCHOOL.
7. THE COMPLETE POLICY, INCLUDING THE CSTB AGREEMENT FORM THAT MUST BE SIGNED BY THE PARTICIPATING MEMBER, CAN BE FOUND IN CHAPTER THREE OF REF A. FOR QUESTIONS, A DESIGNATED ADMIN SUPPORT REPRESENTATIVE FOR EACH UNIT MAY CONTACT COMDT (CG-1221) AT 202-475-5373 OR 202-475-5372.
8. COMMANDING OFFICERS AND OFFICERS IN CHARGE WILL BRING THE CONTENTS OF THIS ALCOAST TO THE ATTENTION OF ALL PERSONNEL.
9. RADM RONALD T. HEWITT, ASSISTANT COMMANDANT FOR HUMAN RESOURCES, SENDS.
10. INTERNET RELEASE IS AUTHORIZED.