

E-Mail ALSPO G/07

Subj: SELECTIVE REENLISTMENT BONUS PAYMENT ELECTIONS

- Ref: (a) [COMDT COGARD Washington DC 151847Z JUN 07/ALCOAST 304/07, CG-1, COMDTNOTE 7220](#)
(b) [Personnel Manual, COMDTINST M1000.6 \(Series\), Chapter 3.C.](#)
(c) [Personnel and Pay Procedures Manual, PSCINST M1000.2 \(Series\)](#)
(d) [Direct Access Users Guide; Statement of Intent](#)

Introduction This E-Mail ALSPO message provides procedures for reporting Selective Reenlistment Bonus (SRB) payment elections in Direct Access. These procedures are effective for reenlistments or extensions with effective dates of 16 July 2007 or later.

Discussion Per reference (a), members who are reenlisting or extending their enlistments in order to receive zone-A or zone-B SRBs have the choice to receive their bonus under the current installment payment program, described in reference (b), or receive a lump sum bonus payment at **85%** of the installment payment program amount.

Unit procedures SRB counseling and the member's SRB payment method election shall be recorded on an Administrative Remarks, CG-3307, entry:

- SRB-1 for members within 3 months prior to their end of enlistment and any time a member reenlists or extends their enlistment.
- SRB-2 for members within 3 months prior to their 6 or 10 year active duty anniversary date.

Administrative Remarks entries (SRB-1 and SRB-2) shall include the following information, in addition to the information shown in the examples in Para. 3-C-11 of reference (b):

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**Unit
procedures
(cont'd)**

SRB Payment Method Election *(add to SRB-1 and SRB-2 entries)*

(mbr's initials)	<p>Installment Plan. The initial payment shall be 50 percent of the total bonus amount and the remainder paid in equal annual installments, on the anniversary date, as determined by the length of the extension or reenlistment. I understand this decision is irrevocable.</p> <p>Note: An additional 25% is deducted from all SRB payments for tax withholding.</p>
(mbr's initials)	<p>Lump Sum. I hereby acknowledge that I have elected the lump sum SRB payment option and will receive ONLY 85 percent of the installment payment program amount. I understand this decision is irrevocable.</p> <p>Note: An additional 25% is deducted from all SRB payments for tax withholding.</p>

Per section 3-C-3 (*Checklist for Reenlistment or Extension*) of reference (c), the unit shall forward the Career Intentions Worksheet (CG PSC 2045) and the required Administrative Remarks entry to the SPO.

**Thrift Savings
Plan (TSP)**

If the member elects to contribute bonus monies to the TSP, the election must be made one month prior to receipt of the bonus. If the member is already enrolled in the TSP, they may update their contribution elections using Direct Access Self Service.

Note: Members currently enrolled in the TSP should verify their contribution elections for bonuses (using Direct Access Self Service) before the operative date of their extension or reenlistment. If the member elected to contribute bonuses when they enrolled in the TSP, or at any other time, the new extension or reenlistment will not override the previous TSP election.

Members not currently enrolled in the TSP must complete a [form TSP-U-1](#), which is available on the TSP Web Site at <http://www.tsp.gov/>, and mail it to PSC (mas), per Chapter 8-C of reference (c), if they desire to contribute bonus monies to the TSP.

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**SPO
procedures**

SRB payment elections shall be recorded in Direct Access using the Statement of Intent (SOI) transaction.

A new data field “*SRB Payment Option*” has been added to the SOI transaction for retention type SOIs. The SRB Payment Option field must be completed if the “*SRB Eligible*” block is checked.

Effective Date: 07/09/2007 SOI's Submitted: 1 Process Action: Statement Of Intent

*Career Intentions: Re-enlistment

Reason for retention: Obligated Service SRB Bonus

Retention date: 07/09/2007 First day of the newly obligated service period. (Normally day after Expected Active Duty Date.)

*Retention Years: 6 New Date of Separation: 07/08/2013

SRB Eligible

Honorable Service

SRB Payment Option: Installation Plan, Lump Sum

Date Approved:

Per section 3-C of reference (c), SOIs shall be submitted 45 days prior to the effective date of the reenlistment, extension, or re-extension.

**PSC (mas)
procedures**

SRB payments for members electing the Installment Plan option shall be processed by PSC (mas) in accordance with the procedures in section 3-C-4 (*SRB Processing*) of reference (c).

SRB payments for members electing the Lump Sum option shall be processed by PSC (mas) within two pay periods after the retention documents have been submitted by the SPO and successfully processed in JUMPS. In accordance with reference (a), the Lump Sum payment amount shall be 85% of the Installment Plan amount, less an additional 25% withholding for taxes.

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**Directives
affected**

The contents of this message will be incorporated into the next change to reference (c). In the interim, new Administrative Remarks, CG-3307, templates for the SRB-1 and SRB-2 entries are available at <http://www.uscg.mil/hq/psc/3307s.asp>.

Reference (d) reflects the new SOI data entry procedures.

Questions

Questions regarding the content of this E-Mail ALSPO message may be directed to PSC Customer Care at:



(866) 772-8724/(785) 339-2200



<http://www.uscg.mil/hq/psc/customerservice.shtm> or by e-mail to PSC-CustomerCare@uscg.mil

Released by

Internet release authorized.

/s/

M. P. SULLIVAN
Executive Director
