



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, D.C. 20350-2000

OPNAVINST 1160.8A
N13
30 Jan 07

OPNAV INSTRUCTION 1160.8A

From: Chief of Naval Operations

Subj: SELECTIVE REENLISTMENT BONUS (SRB) PROGRAM

Ref: (a) 37 U.S.C. 308
(b) DOD Directive 1304.21 of 31 Jan 05
(c) DOD Instruction 1304.29, Administration of Enlistment Bonuses, Accession Bonuses for New Officers in Critical Skills, Selective Reenlistment Bonuses, and Critical Skills Retention Bonuses for Active Members, of 15 Dec 04
(d) DODFMR, Volume 7A
(e) MILPERSMAN

Encl: (1) SRB Computation Rules
(2) SRB Computation Work Sheet
(3) SRB PRECERT Message Preparation Guidance
(4) Sample SRB PRECERT Request
(5) Sample SRB Page 13 Entries
(6) High Year Tenure Recoupment Waiver Letter Template

1. Purpose. Revise policy and procedures for administration of the SRB program per references (a) through (e).

2. Cancellation. OPNAVINST 1160.8. The policy guidance provided in this instruction supersedes the policy guidance provided in OPNAVINST 1160.6A as it pertains to the SRB program.

3. Background. The authority for the SRB program is provided by references (a) through (e).

4. Responsibility. The Deputy Chief of Naval Operations (Manpower, Personnel, Training and Education) (MTP&E) (N1) is responsible for the SRB program per this instruction, the United States Code, and Department of Defense guidelines contained in references (a) through (e).

5. SRB Program. SRB is the Navy's primary monetary Force shaping tool to achieve enlisted retention requirements in ratings, Navy Enlisted Classifications (NECs) and skills.

a. Reviews are conducted at least annually to determine which ratings/NECs/skills will be authorized SRB.

b. Award levels are changed in response to market forces as retention changes in ratings, NECs and skills.

c. Changes to the list of SRB eligible ratings/NECs/skills and respective award levels will normally be promulgated by naval message.

6. Criteria for Designating Military Specialties for SRB. Military Specialty SRB designation is based on a balanced assessment of the following factors:

a. Severe under manning in three or more adjacent year groups in the bonus zone.

b. Severe under manning as shown by a history of shortages in past years or projected for future years.

c. High training and replacement costs.

d. Relatively arduous or unattractive skill compared to the other ratings/NECs/skills or civilian alternative.

e. Skill is essential to the mission of the Navy.

f. A reasonable prospect of enough improvement in retention in response to the award to justify the cost.

7. General Eligibility Criteria. Members must:

a. Have completed at least 17 continuous months of active naval service (other than active duty for training) but not more than 20 years of active military service. The 17 months need not have been completed immediately prior to the reenlistment/extension.

b. Be eligible to reenlist or voluntarily extend an enlistment for three or more years in the Regular Navy or while serving in full time support (FTS) in the Navy Reserve.

(1) Approval to use an extension for SRB will be granted within 90 days before the extension becomes operative. However, the extension must be signed and show on the member's electronic service record before application to Commander Navy Personnel Command (COMNAVPERSCOM) (PERS-4811) can be made. SRB authorization must be granted before the extension becomes operative.

(2) Extension of enlistment for less than three years (e.g., for the minimum required obligated service (OBLISERV) for a Department of Defense (DoD) area tour, advancement, etc.) can impact future SRB eligibility. Members should be counseled in this regard. Article 1160-040 of reference (e) contains the required service record entry.

(3) Extensions may not exceed an aggregate of 48 months on any single enlistment; Article 1160-040 of reference (e) pertains. Limitations regarding the combining of extensions for SRB purposes are listed in note 13 of enclosure (1).

c. Not be entitled to or have not been paid readjustment, severance, or separation pay.

8. Specific Eligibility Criteria for Active Duty Members. In addition to the general criteria, a member must:

a. Be on active duty except active duty for training. SRB is not payable for a reenlistment in a regular component following discharge from a reserve component during or at completion of active duty for training.

b. Be a petty officer or E-3 designated striker.

c. Be qualified for, and serving in an SRB rating/NEC/skill. See paragraphs 12.d. and 12.e. for exceptions to this requirement.

d. Receive approval from COMNAVPERSCOM (PERS-4811) prior to reenlisting or the SRB qualifying extension becoming operative.

e. Serve in the rating/NEC/skill for the period of reenlistment for which the SRB was awarded except during periods otherwise assigned to meet the needs of the Navy as outlined in paragraph 12.c.

f. Reenlist within three months after the date of discharge or release from compulsory or voluntary active duty, other than active duty for training. Chief of Naval Operations (Director, MPT&E Policy Division) (N13) may prescribe a lesser period of time when it will enhance overall manning and retention objectives (see paragraph 9 for more details).

g. Attain eligibility in the rating/NEC/skill before the termination date of SRB designation. See paragraphs 12.d. and 12.e. for exceptions

h. Meet any additional eligibility criteria as prescribed by N13.

9. Specific Eligibility Criteria for Members with Broken-Service. SRB will be used to increase reenlistments into the career force among military veterans with a break in service in all military specialties designated for SRB, as needed to reduce shortages in authorized strengths. In addition to the criteria listed in paragraphs 7 and 8, members must also meet the following criteria.

a. A member who reenlists more than 24 hours after discharge or release from active duty (RAD) will be considered a Navy veteran (NAVET) or Other Service veteran (OSVET) with broken-service. The 24-hour period begins on the day following the date of discharge or separation. Recruiters will accept a prospective reenlistee reentering active duty with a break in active service greater than 24 hours only when presented with the original DD Form 214 (copy 1 or copy 4), or a reproduction of the DD Form 214 with a certified true copy stamp and imprinted with the appropriate Federal Government authenticating seal. This form will be used as the principal source document in determining broken-service SRB eligibility.

b. A member must be a petty officer (designated strikers are not eligible for broken-service SRB) in an SRB eligible rating/NEC/skill.

c. A member must have less than a four-year break in active duty to qualify for broken-service SRB. A member with a greater than four-year break in active duty is ineligible for SRB.

d. Modified award level multipliers for broken-service SRB reenlistments are listed in note 18 of enclosure (1).

e. Meet any additional eligibility requirements prescribed by N13.

10. Existing SRB Contractual Service Agreements. SRB may not be paid for any service remaining on the current enlistment (for members reenlisting early), including non-operative Agreement(s) to Extend Enlistment / Agreement(s) to Remain on Active Duty). Exceptions apply only to:

a. Inoperative extensions executed to meet continuous submarine duty eligibility requirements (provided no bonus was paid for the extended service). Note: Include length of CONSUBPAY extension in RMK TAC of SRB reenlistment request.

b. Extensions for personnel who cancel the extension before it becomes operative and immediately reenlist for at least two years beyond the extension agreement. A maximum of 24 months of an inoperative extension may be used for SRB computations.

11. Zone Eligibility Criteria. SRB eligibility is limited to members with 17 months of continuous active duty (other than for training) but not more than to 14 years of active duty. This time period has been further divided into three zones as described in the table below.

R U L E	A	B	C	D	E	F
	Zone (note 1)	You must have completed	But not more than	Years of total active military service (note 5) on the date of reenlistment or operative date of qualifying extension, and the reenlistment or extension plus the prior active service	Must equal at least	Years of total active service
1	A	17 months (note 2)	6 (note 3)		6	
2	B	6 years	10 (note 4)		10	
3	C	10 years	14		14	

NOTES:

1. A Sailor may receive only one zone "A", one zone "B", and one zone "C" bonus during a career.

2. Continuous active service (other than active duty for training). For example: a member served one year prior to a hardship discharge. After the hardship was resolved, the member reenters the Navy. After serving one year on the second enlistment, the member desires to reenlist for SRB. Since 17 months of continuous active Naval service has not been completed, the member is not eligible for SRB even though 24 months of total active service has been completed.

3. Members with exactly 6 years of active duty at 2400 on the date before the date of reenlistment or beginning of an extension of enlistment are entitled to a zone A SRB if otherwise eligible and they previously have not received a zone A SRB. If members have received a zone A SRB, or no zone A SRB is designated, they are entitled to a zone B SRB if all other eligibility requirements are met.

4. As in note 3 above, a member exactly at 10 years may be entitled to a zone "C" bonus.

5. Includes all active duty in Navy Reserve components (Full Time Support (FTS), active duty time while a Drilling Reservist, and active duty for training, plus all prior active duty in other Services).

12. Special Policies

a. Early Reenlistment Window

(1) The early reenlistment window is designed to allow members an opportunity to reenlist/execute an extension for SRB prior to their Expiration of Active Obligated Service (EAOS) (EAOS as extended for non-operative extensions need not be used in determining the window). The size of the window (in months) may need to be adjusted to control expenditure of SRB funds and will be specified in each implementing SRB award level plan.

(2) Normally, SRB-eligible members may not reenlist earlier than the same fiscal year as their EAOS for an SRB. Exceptions are contained in this instruction. Additional exceptions or changes may be announced via naval message.

(3) Early Reenlistment Waiver. Reenlistment/execution of an extension prior to the early reenlistment window for SRB is normally authorized for members who:

(a) Must obligate service (OBLISERV) to execute a permanent change of station (PCS) move. Members may reenlist any time within the same fiscal year as the detachment month, but not later than the date of detachment from the last intermediate duty station.

(b) Reenlist for participation in the Selective Training and Retention (STAR) program. Other than nuclear propulsion, early reenlistments are limited to execution within one year of EAOS.

(c) Will pass through an SRB zone of eligibility within 12 months of EAOS. Reenlistment must be during the month the member passes through the zone and on or before the date the member passes through the zone.

(d) Must OBLISERV to execute a homeport change certificate move. Members may reenlist any time within the same fiscal year as the shift month.

(e) Extend for the Obligated Service to Train (OTT) program. Any remaining time before the member's current EAOS will not count against the member in SRB computations. See paragraph 12.e. for specifics on the OTT program.

(f) Reenlist after Selective Conversion and Retention (SCORE/RESCORE) training.

(g) Hold a nuclear propulsion plant operator/supervisor NEC.

(h) Must OBLISERV for advancement to E-7/8/9. Early SRB reenlistment for advancement OBLISERV must be effected no earlier than the month prior to the advancement month, but not later than the effective date of advancement.

(i) Must OBLISERV to maintain entitlement to continuous submarine duty pay (CONSUBPAY) and cannot extend because of the 48-month maximum limit specified in Article 1160-040 of reference (e).

b. Officer Procurement Programs

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(1) Members who reenlisted/executed an extension for SRB prior to applying for an officer procurement program requiring formal academic training, will have remaining installments suspended as of their class convening date.

(2) Members who are dropped from the program and return to enlisted status in the same bonus skill, will receive the remaining installments but at a rate reduced by the number of days spent in the program as described in Volume 7A, Chapter 9, and paragraph 090202C of reference (d).

(3) Requests for advance or remaining amount payments are not authorized for members selected to participate in any officer procurement program. Remaining SRB installments are forfeited for members appointed to commissioned officer status. Advance and remaining amount payments are discussed in paragraph 15.

(4) Members who reenlist/extend to obtain sufficient OBLISERV for an officer program are not entitled to SRB.

(5) SRB entitlement for eligible members, who reenlist/extend after applying for an officer program, will be suspended pending selection results. SRB is authorized for applicants who are either not selected, chosen as alternates, or withdraw their application for an officer program. SRB is not authorized for members selected for participation in an officer program.

c. Out-Of-Skill

(1) Members working out-of-skill. SRB recipients must remain qualified for continued service in the bonus skill and are expected to serve the entire period of reenlistment/extension in the bonus rating/NEC/skill. Members who earn and are awarded an advanced (primary) NEC are not considered to be working out-of-skill solely for that reason.

(2) Out-of-Skill (includes rate and/or NEC) assignments are permitted for:

(a) Continental United States/overseas rotation.

(b) Sea/shore rotation.

(c) Mission essential requirements.

(d) Humanitarian/medically dictated assignment.

(3) Members should not be assigned out-of-skill for a period exceeding the normal tour length prescribed for the out-of-skill assignment. This includes correctional custody unit staff personnel, recruit company commanders, and production recruiters.

d. Lateral Conversions

(1) Requests for lateral conversion out of an SRB eligible rating normally will not be approved unless submitted within nine months of EAOS, for conversion no earlier than three months prior to EAOS. Conversion may not reduce the skill below authorized strength in that zone considering both current and projected manning levels. COMNAVPERSCOM (PERS-4811) is the approval/disapproval authority for lateral conversions. SRB lateral conversions between ratings/skills of equal SRB award levels or from a lower SRB award level to a higher one may be approved. Conversions from an SRB award level to a lower SRB award level will normally not be approved.

(2) Requests for lateral conversions greater than three months before EAOS may be approved if the conversion skill has an equal or higher bonus level for the zone at the time of conversion and has greater current or projected manning deficits.

(3) Ratings that are disestablished or closed to women. SRB recipients will normally be retained in the skill for the length of the SRB reenlistment/extension. SRB recipients that do not remain in their SRB-eligible skill as a result of a rating merger will not be subject to recoupment. These personnel will continue to receive the remainder of their SRB installments provided all other requirements are met. Waiver requests for early lateral conversion may be approved for members who, at their projected rotation date (PRD), cannot be detailed to a billet in the award skill for a normal tour length. In that case, lateral conversion at PRD should be made to another bonus skill whenever possible.

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(4) Bonus recipients approved for lateral conversion, except for forced conversion as defined in Article 1440-010 of reference (e), will not be required to forfeit bonus payments. Refer to paragraph 18.a.(1) for forced conversion recoupment provisions.

e. Obligated Service to Train (OTT).

(1) A member who is not eligible for an SRB in their present rating/skill or who does not hold an SRB eligible NEC may qualify for an SRB if they convert to, or train for, an SRB eligible rating/NEC/skill. The member must agree to obligate service to train for the SRB rating/NEC/skill and then reenlist after the new rating/NEC/skill is attained or rating conversion is completed. The new rating/NEC/skill must be designated for award of an SRB at the time of the agreement to obligate service to train. An SRB may be paid to a member for that specialty:

(a) If eligible to change their rating/skill or to train for the NEC and designation per the Navy Enlisted Manpower and Personnel Classifications and Occupational Standards Manual (NAVPERS 18068).

(b) If approved for this option by COMNAVPERSCOM (PERS-4811).

(c) Upon completion of qualification training and reenlistment in the specialty.

(d) At the award level in effect at the time of the agreement or at the award level in effect at reenlistment, whichever is higher. However, if a member crosses an SRB zone between the date of OTT approval and reenlistment, the current reenlistment zone award level applies, not the award level for the zone applicable at time of the OTT approval.

(e) If otherwise qualified under the SRB eligibility criteria.

(f) If the specialty for which the member is receiving training is no longer designated for an SRB award at the time of graduation from training, the member is still authorized the award level that was in effect the day that the OTT was approved. An SRB eligible member cannot use this option

to delay reenlistment to acquire advance training or another NEC to qualify for a higher paying award level. The above criteria shall not be waived. Administrative personnel processing OTT requests for SRB in this paragraph must use code 1CC in the UZ1 screen of the Officer Personnel Information System (OPINS) only after approval of the OTT and within 35 to 120 days prior to school graduation.

(g) Once OTT approval has been given, no further extensions shall be executed without COMNAVPERSCOM (PERS-4811) approval. Upon OTT approval, the Sailor will be counseled on the terms of the OTT. Refer to paragraph 17 for guidance on appropriate service record entries.

(2) Any remaining time on the SRB contract will not be added to the new SRB contract and will not be counted against the member in SRB computations.

(3) Those members with an OTT extension who do not successfully complete the training, must comply with Article 1160-080 of reference (e), "Agreement to Extend Enlistment and/or Active Duty Agreement Executed to Obtain a Course of Instruction".

13. SRB Payments and Award Levels. Fifty percent of the SRB award amount is paid up front at the time of reenlistment and the remaining fifty percent is paid in equal annual installments each October over the contract period. For example, a six-year reenlistment contract would have one lump sum pay of fifty percent and five annual installments.

a. SRB payment amounts will be consistent with section 308, of title 37, United States Code, which is currently limited to no more than \$90,000.

b. SRB award levels will be assigned in 0.5 increments (e.g. 0.5, 1.0, 1.5, etc.). The statutory limit on the highest award level is 15.

c. Refer to Chapter 44 of reference (d) for tax withholding guidance.

14. SRB Computation. SRB award levels will normally be promulgated by naval message and will indicate caps at award ceilings at or less than \$90,000.

a. The total SRB amount is computed as follows: [(Monthly Basic Pay X Additional OBLISERV in months) / 12] X Award Level.

b. SRB computation rules for specific situations are provided in enclosure (1).

c. An SRB computation work sheet is provided in enclosure (2).

15. Special Payments

a. Advance and Remaining Amount Payment. An advance payment is payment of one or more SRB installments due in a future fiscal year. Remaining amount is payment of all remaining SRB installments in one payment.

(1) Advance and remaining amount payments may be requested only in cases of hardship and require COMNAVPERSCOM (PERS-4811) approval.

(2) For advance payments, the last installment is paid first. For example, a member reenlisted for SRB on 1 November 2004 for 4 years. In April 2005, the member has a personal hardship and requests an advance payment of two SRB installments. If COMNAVPERSCOM (PERS-4811) approval is granted, the member would be authorized advance payment of the 1 October 2007 and 1 October 2006 installments. The member would still receive an installment on 1 October 2005, completing payment of total SRB on that date vice 1 October 2007.

b. Requests for Advance or Remaining Amount Payments must be sent to COMNAVPERSCOM (PERS-4811) and must include the following information:

(1) Specific reason(s) for requesting hardship payment.

(2) Itemized list of income and financial liabilities for all debts (including monthly payment/amount owed for each).

It is recommended that Navy Marine Corps Relief financial disclosure forms be sent to COMNAVPERSCOM (PERS-4811) as part of the request package.

(3) Commanding officer's recommendation (including determination of hardship). This information is used to evaluate the request. Requests without this information will be returned with no action.

16. Pre-certification Procedures. The pre-certification (PRECERT) process was established to reduce the number of incorrect SRB payments and resultant recoupment actions. The preferred method of requesting approval for an SRB reenlistment is through the OPINS/Force Management System (FORMAN).

a. SRB reenlistment requests must be submitted through the OPINS/FORMAN computer program 35 to 120 days prior to the requested reenlistment date to allow sufficient time for processing.

(1) The preferred method for making changes to requests is OPINS/FORMAN if the request has not yet been approved. A cancellation request must be submitted to COMNAVPERSCOM (PERS-4811) directly for all requests that have already been approved. Changes to approved requests via email, phone call, or message will be accepted.

(2) A sample message preparation work sheet is at enclosure (3) and PRECERT examples are located at enclosure (4).

(3) NAVETs and OSVETs. An SRB request must be submitted 30 days after arrival at the first permanent duty station.

b. Members may reenlist/extend for SRB after receiving authorization from COMNAVPERSCOM (PERS-4811).

c. The PRECERT process normally takes approximately ten working days to complete. SRB requests received on short notice may not permit SRB payment concurrent with reenlistment. For short notice requests, COMNAVPERSCOM (PERS-4811) will provide the date-time-group of the message granting SRB reenlistment authority via telephone whenever possible. Short term extensions to await SRB approval are not authorized.

d. Telephone inquiries to COMNAVPERSCOM regarding status of a PRECERT should be made by Personnel Specialists, command career counselors, or other command representatives, not by the member.

e. Only COMNAVPERSCOM (PERS-4811) can provide SRB payment authority to the requesting activity.

f. If COMNAVPERSCOM (PERS-4811) disapproves the SRB request, the reason will be stated and guidance for resubmission (if applicable) will be provided via message traffic.

17. Service Record Entries

a. The commanding officer will ensure all appropriate remarks are entered on page 13, Record of Administrative Remarks (NAVPERS 1070/613), of the reenlistee's service record. Sample page 13 entries are provided at enclosure (5). Use example number:

(1) One - when the member reenlists/extends.

(2) Two - when members having NEC 33XX involving the operation, supervision, and maintenance of naval nuclear propulsion plants reenlist (in addition to example number one).

(3) Three - when the SRB award level is established in advance of actual reenlistment (SCORE/Lateral Conversion) or operative date of qualifying extension.

(4) Four - when the member receives subsequent installment payments (including advance or remaining amount).

(5) Five - when a member signs an OTT request.

b. Recruiters reenlisting NAVETs and OSVETs that may be eligible for a broken-service SRB will ensure all appropriate remarks are entered on Page 13 of the reenlistee's service record. Sample page 13 entries are provided at enclosure (5). Use example number:

(1) Six - prior to reenlistment.

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(2) Seven - should a member who is otherwise "eligible for broken-service SRB, not elect to accept the SRB option and reenlist for only two years.

18. Recoupment. Chapter 9, paragraph 0905 of reference (d) lists specific circumstances requiring the recoupment of SRB. Situations requiring recoupment include, but are not limited to, the following:

a. Pro-rata recoupment of the unearned portions of an SRB is required when the member:

(1) Loses qualification in the bonus skill (i.e., removal of NEC or rating designator), except when the loss of qualification results solely from pregnancy.

(2) Voluntarily or for reasons of misconduct as specified in paragraph 0905 of reference (d) does not complete the enlistment.

(3) Is separated for disability resulting from misconduct, willful neglect, or incurred during a period of unauthorized absence.

(4) Is not eligible to reenlist because of failed PRT; is discharged after refusing a forced conversion; is discharged due to parenthood; or is discharged for other reasons as determined by higher authority. A waiver will not normally be considered for the reasons listed in this paragraph.

b. If a member becomes ineligible for an SRB for any of the reasons below, payments will stop, but recoupment of payments already received will not be required:

(1) Disability, injury, or illness not the result of misconduct or willful neglect, or not incurred during a period of unauthorized absence.

(2) Separation from naval service by operation of laws or regulations independent of misconduct.

(3) Death (see subparagraph c. below).

(4) Where SECNAV determines repayment would be against equity and good conscience, or would be contrary to the best interests of the United States.

c. The remaining SRB balance will be paid as a lump sum as part of the settlement of the member's s final military pay account for:

(1) Members who die while serving under an SRB contract and not due to their own misconduct.

(2) Members who are separated, discharged, or transferred to the Temporary Disability Retired List (TDRL) or Permanent Disability Retired List (PDRL) as determined by a Physical Evaluation Board.

19. High Year Tenure Recoupment Waiver. The pay system automatically recoups the unearned portion of a bonus for members discharged for high year tenure (HYT). N130D may be able to waive recoupment of SRB due to HYT if, for example, HYT policy changes are implemented after a member reenlists for SRB. Following are HYT waiver procedures:

a. Submit a request on command letterhead signed by the discharging Commanding Officer. By direction signatures will not be accepted. Enclosure (6) contains a waiver letter template.

b. Mail requests to: "DCNO (MPT&E), Attn: Head Enlisted Bonus Programs Section (N130D), 2 Navy Annex (Room 3614), Washington, DC 20370-0020." Requests may also be faxed to N130D at (703) 695-3311 or DSN 225-3311. The best method of ensuring prompt delivery of legible documents is to scan the package and email it to nxag_n130d2@navy.mil.

20. Reconciliation of SRB

a. If an approved SRB reenlistment/extension does not occur or the date changes, the commanding officer must notify COMNAVPERSCOM (PERS-4811) to cancel the reenlistment/extension pre-certification (PRECERT). All authorized SRB reenlistments that are not executed are subject to cancellation and any funds paid will be recouped. This will allow previously obligated SRB funds to be made available for other SRB requests.

b. COMNAVPERSCOM (PERS-4811) will reconcile SRB authorizations to actual reenlistments and report unused obligated funds to N130D.

21. Points of Contact. Policy and eligibility questions may normally be resolved by calling COMNAVPERSCOM (PERS-4811). Contact numbers are: DSN 882-3215/2526/4993/3260, commercial (901) 874-XXXX. Message address is COMNAVPERSCOM MILLINGTON TN//PERS4811//. E-Mail addresses are available on the Navy Personnel command website at the following address:
<http://www.npc.navy.mil/CareerInfo/EnlistedCareerProgression/Incentives/>.



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Distribution:
Electronic only, via Department of the Navy Issuances Web site
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SRB COMPUTATION RULES

R U L E	A	B	C	D	E	F
	When an enlisted Member	Compute reenlistment bonus by using (note 1) (note 2)	At basic pay rate applicable on the date	Multiplied by the	Multiplied by the SRB award level on the date (note 7) (note 8)	To obtain the total amount (note 9). The first installment is payable on the date (note 10)
1	Reenlists	One months basic Pay	Of discharge from active duty (note 3)	Number of years or fractions of years {not to exceed 6 years) of additional OBLISERV (note 4) (note 5) (note 6)	Of reenlistment	Of reenlistment
2	Reenlists by SCORE or Lateral Conversion (note 11)				Of SCORE or Lateral Conversion approval or date of reenlistment whichever is higher (note 12)	
3	Extends enlistment for 3 years or more (note 13)	One day before the extension becomes operative	Agreement to extend is executed (note 14)		The extension becomes operative (note 15)	
4	With broken-service (note 16) reenlists		Of discharge from active duty (note 17) multiplied by .75 or .5 (note 18)		Of reenlistment	60 days after reenlistment or 30 days after arrival at first permanent duty station whichever is later (note 19)
5	Reenlists by RESCORE		Of discharge from active duty (note 3)		Of reenlistment (note 11)	Of reenlistment

NOTES:

1. The SRB will be paid in addition to any other pay and allowances to which the member is entitled, except as stated in paragraph 7c and note 2 below.
2. An enlistment bonus (EB) and an SRB may not be paid for the same period of service except for those personnel who opt to reenlist for at least two years beyond their initial extension agreement, prior to the extension becoming operative.
3. Example: An E-4 is at EAOS after a four-year enlistment and is authorized advancement to pay grade E-5. Member is discharged, reenlists, and is then advanced. Member's SRB is based on the monthly basic pay on the date of discharge (i.e., E-4 over three).
4. OBLISERV in excess of 16 years total active military service may not be used to compute SRB. For instance, a member who has served 13 years and six months total active service reenlists for six years. Only four years and six months of additional OBLISERV may be used.
5. See paragraph 10.
6. When computing the active OBLISERV remaining on the current enlistment for which SRB cannot be paid, a fraction of a month will be rounded up to the next whole month. For example; a member who is discharged five months and one day prior to EAOS to reenlist early, the period for which SRB is paid will be reduced by six months. If discharged no more than three days prior to EAOS (as extended), the member will be considered to have completed the enlistment for the purpose of determining additional OBLISERV.
7. Members who reenlist/extend prior to the "effective date" of an award level change are entitled to SRB at the award level in effect prior to the change; those who reenlist/extend on or after the "effective date" are entitled to SRB at the award level in effect after the change.
8. Members having prior approval from COMNAVPERSCOM (PERS-4811) for an SRB reenlistment, and whose SRB award level has subsequently been announced for reduction (deletion), must reenlist prior to the "effective date" of change to be entitled to the higher award level.

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9. Maximum for each zone for all ratings/NECs/skills is \$90,000 except as noted in the implementing Naval message.

10. OBLISERV in excess of 16 years total active military service may not be used to compute the number of installments payable. Zone "C" installments will be paid in equal amounts before the member completes 16 years of service. (A member who reenlists for six years at the completion of 15 years of total active service would be paid three vice six SRB installments.)

11. Member must successfully complete formal training and be designated in the new skill at reenlistment to be eligible for SRB at the new skill award level.

12. Both award levels must be in the same SRB zone (award level at time of conversion approval is for the SRB zone the member will be in at the completion of training). If the rating is no longer designated for SRB on the date of reenlistment, the award level in effect at the time of conversion approval applies.

13. Two or more extensions may not be combined to gain entitlement to SRB. Additionally, entitlement gained through an extension cannot be increased by future extensions, reference (c). Likewise, extensions may not be combined with a reenlistment to establish or extend SRB eligibility.

14. Not the operative extension date.

15. For example, a non-rated member (USN only) may sign a 36-month agreement to extend enlistment prior to actually serving 17 months of continuous active Naval service to have enough OBLISERV to attend Class "A" school leading to designation in an SRB eligible rating. If on the date the extension becomes operative, the member has completed the 17 months, has actually attained designation in the rating, has received COMNAVPERSCOM (PERS-4811) approval for executing an SRB qualifying extension, and is otherwise eligible, the member may be paid SRB.

16. Separated from active Naval service for more than 24 hours but less than four years.

17. At the pay grade and longevity on the date of discharge. Use the prospective reenlistee's DD 214N and the appropriate basic pay table.

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18. Use a multiplier of .75 for two years or less broken-service; use a multiplier of .5 for more than two but less than four years of broken-service.

19. This time will not be deducted when computing SRB. Individuals will not be penalized monetarily because of the requirement to delay payment.

SRB PRECERT MESSAGE PREPARATION GUIDANCE

GENERAL NOTES:

1. Every field must contain data. If item is not applicable, enter zeros (0).
2. Figure in parentheses is the number of positions in the field. In some cases, all positions of a given field may not be filled: for example, a rating may contain either two or three alpha characters.
3. Use a comma after each data field, do not space after comma.
4. Each TAC must end with a slash (i.e., "/"). Do not use slash marks in other areas of the message.
5. Multiple requests (not to exceed six members) may be included in one message.
6. Cite references in the RMK TAC.
7. Requests resubmitted subsequent to the receipt of COMNAVPERSCOM (PERS-4811) authorization, must cancel the prior authorization in the RMK TAC of the resubmitted request. Requests resubmitted as directed by COMNAVPERSCOM or NPC however, must not cancel the prior authorization.

TAC	SSN	LASTNAME	FIRST	M	EXT	DT	AOSD	DESIG	LVL	MO	PLAN
(3)	(9)	(12 min)			(6)	(6)	(1)	(3)	(2)	(1)	

RAT/	SEP	BKN-SVC	PEBD	ADBD	SCORE/	EXT	INOP			
NEC	PG	Disch	DT	OVRRD	OVRRD	EAOS	LAT	CONV	DATE	EXT
(2-4)	(2)	(6)	(6)	(6)	(6)	(6)	(6)	(6)	(6)	(2)

TOTAL	AMT 1 st	AMT 1ST
SRB	INSTALL	ANNIV
(8 max)	(8 max)	(8 max)

RMK, SSN, NAME, REMARKS AS APPROPRIATE LIMITED TO THREE LINES.
REMARK TAC MUST BE ON A NEW LINE/

MESSAGE PREPARATION GUIDANCE

TAC Use: 1AA for continuous service reenlistment/extension.
1BB for broken-service reenlistment.
1CC OBLISERV to train and reenlist.
1EE for SRB qualifying extension (36 to 48 months).
1RR for immediate reenlistment for FTS SRB.
1RB for broken-service reenlistment for FTS SRB.
RMK for an amplifying paragraph (limit remarks to three message lines or less for each member). Include information that is essential for processing the request such as waiver for early reenlistment for overseas orders, advancement to E-7, etc. Member's SSN and NAME must be included.

SSN: Do not use dashes or spaces.

Name: Full Last First MI. Do not use commas between names. Do not use titles (Jr., Sr., etc.).

Reenl/Ext Dt: Date of reenlistment/operative date of extension, or broken-service active duty date (YYMMDD).

AOSD: Additional obligated service date (YYMMDD). Date member commences service on which SRB computation is based (after subtracting unserved obligated service).

AOSD EXAMPLES:

1. If member reenlists no more than three days prior to EAOS (including EAOS date) the AOSD is the reenlistment date.

16 Aug 01	Reenlist	
	13 Aug 05	15 Aug 05

Enl. 4 yrs	AOSD	EAOS

2. If member reenlists more than three days early, the AOSD is EAOS + one day (day after EAOS).

16 Aug 01	12 Aug 05	15 Aug 05	16 Aug 05

Enl. 4 yrs	Reenl	EAOS	AOSD

3. If member reenlists one day after EAOS, the AOSD is the reenlistment date.

16 Aug 01	Reenlist	
	15 Aug 05	16 Aug 05

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Enl. 4 yrs

EAOS

AOSD

4. If member with an inoperative extension reenlists no more than three days prior to EAOS (including EAOS date), the AOSD is the reenlistment date + the extension. (Extension does not apply in all cases. See exceptions in note five of enclosure (1) of this instruction).

16 Aug 01

22 Aug 03

13 Aug 05

15 Aug 05

13 Aug 07

Enl. 4 yrs

Ext 24 mo

Reenl 4 yrs EAOS

AOSD

5. If member with an inoperative extension reenlists more than three days early, the AOSD is the EAOS as extended + one day. (Extension does not apply in all cases. See exceptions in note five of enclosure (1) of this instruction).

16 Aug 01

22 Mar 03

12 Aug 05

15 Aug 05

15 Aug 07

16 Aug 07

Enl. 4 yrs

Ext 24 mo

Reenl

EAOS

EAOS

AOSD

as extended

6. If member with an extension reenlists one or more days after EAOS, the AOSD is the EAOS as extended + one day. (i.e., extension is operative and cannot be used in SRB computation).

16 Aug 01

22 Mar 03

15 Aug 05

16 Aug 05

15 Aug 07

16 Aug 07

Enl 4 yrs

Ext 24 mo

EAOS

Reenl

EAOS

AOSD

as extended

7. If member extends for SRB, the AOSD is the operative date of the extension.

16 Aug 01

10 Aug 05

15 Aug 05

16 Aug 05

Enl. 4 Yrs

Ext 36 mo

EAOS

AOSD

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Zone Desig: Enter A, B, or K for continuous service SRB and G, H, I, J, L, or M for broken-service SRB as shown below:

Continuous Service SRB

Zone	Use Zone Designator
A	A
B	B
C	K

Note: The letter "C" will not process for zone C reenlistment

Broken-Service SRB

Zone	and the time since last discharge/RAD is	use zone designator
A	more than 24 hours but not more than two years	G
A	more than two years but less than four years	H
B	more than 24 hours but not more than two years	I
B	more than two years but less than four years	J
C	more than 24 hours but not more than two years	L
C	more than two years but less than four years	M

Avd Lvl: Enter SRB award level using all three positions (i.e., 0.5, 1.0, 1.5, 2.0, etc.). Note: Award levels are normally issued by Naval message and specify an "effective date." Members whose award level is being changed must reenlist prior to the "effective date" to be eligible for the "old" award level.

Mo: Length of reenlistment/extension in months (i.e., 72 for a six year reenlistment). This is the actual reenlistment length, and not necessarily the number of months used in the SRB computation.

Pay Plan: Enter P for modified lump sum (i.e., 50 or 75 percent initial installment)

L for lump sum payment

I for equal installments

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N for zero initial installment

Note: P is the only plan currently authorized

Rat/NEC: Rating abbreviation or NEC number. If member reenlists based on NEC, use NEC vice rating.

Sep PG: Pay grade on date of separation (E4, E5, E6, etc.)

Bkn-svc Disch DT: Broken-service discharge override (YYMMDD). Enter 00000 if not applicable.

PEBD Ovrdd: Pay entry base date override (YYMMDD). Use when PEBD correction not yet reflected on LES. For broken-service SRB requests, the PEBD Ovrdd field should reflect PEBD at date of last discharge. Enter 000000 if not applicable.

ADBD Ovrdd: Active duty base date override (YYWMD). Adjusted ADBD must be entered for all broken-service cases. Enter 000000 if not applicable.

EAOS: Present EAOS (YYMMDD). Do not include inoperative extension(s). Enter 000000 if not applicable.

SCORE/LAT COW: COMNAVPERSCOM approval date (YYMMDD) for member participating in SCORE or lateral conversion program. Enter 000000 if not applicable.

Ext date: If SRB is based on an extension, enter date (YYMMDD) extension is executed (signed). Enter 000000 if not applicable.

Inop Ext: Total number of months of extension not yet operative. Enter 00 if member has no inoperative extension.

Total SRB: Total SRB entitlement prior to taxes. Enter dollars and cents (e.g., 9000.00 or 19350.00). Do not use commas or the dollar sign.

Amt 1st Install: Amount of first installment. Enter 0000.00 only if payment plan is changed to "N".

Amt 1st Anniv: Amount of first anniversary payment. Enter 0000.00 only if payment plan is changed to "L".

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SAMPLE SRB PRECERT REOUEST

1. AC1 John P. Jones currently has 08 years time in service and desires to reenlist for 5 years on 10 January 2007. He is in receipt of overseas assignment orders directing detachment 1 February 2007. He has a one year extension which becomes operative 1 June 2007. His current EAOS (Non-extended) is 31 May 2007. Example based on 1 Jan 07 pay scale (for E-6 over 8):

Example for Continuous Service Reenlistment:

FM Activity/Admin Activity
TO COMNAVPERSCOM MILLINGTON TN//PERS4811//

INFO Others as Appropriate

UNCLAS //N01160//

SUBJ SRB AUTHORIZATION REQUEST ICO AC1 JOHN P JONES, USN
POC As appropriate

1AA,123456789, JONES JOHN P,070110,080601,B,2.0,60,P,
AC,E6,000000,000000,000000,070531,000000,000000,12,
19666.06,9833.03,1966.06/

RMK,123456789,JONES JOHN P, MEMBER MUST OBLISERV TO EXECUTE
OVERSEAS PCS ORDERS. REQ EARLY REENLISTMENT/

2. HM3 James T. Smith (NEC 8483) desires to return to active duty with a four year reenlistment on 15 January 2007. He enlisted on 12 October 2001 and was discharged on 11 October 2005 as an HM2. Example based on 1 Jan 07 pay scale (for E-5 over four):

Example for Broken-Service Reenlistment

FM Activity/Admin Activity
TO COMNAVPERSCOM MILLINGTON TN//PERS4811//

INFO Others as Appropriate

UNCLAS //N01160//

SUBJ SRB AUTHORIZATION REQUEST ICO HM3 JAMES T SMITH, USN
POC As appropriate

1BB,987654321, SMITH JAMES T, 070115,070115,G,3.0,0,48,P,
8483,E5,051011,011012,030116,000000,000000,000000,00,
19542.60,9771.30,3257.10/

RMK,987654321,SMITH JAMES T, REMARKS AS APPROPRIATE/

EXAMPLE WORK SHEET TO DETERMINE SRB AMOUNT FOR AC1 Jones

A. EAOS (as extended) from current enlistment	<u>08</u> (yr)	<u>05</u> (mo)	<u>30</u> (day)
B. Date of discharge for SRB reenlistment	<u>07</u> (yr)	<u>01</u> (mo)	<u>10</u> (day)
C. Time remaining on old contract (A-B)	<u>1</u>	<u>04</u>	<u>20</u>
D. Convert time remaining to months		<u>17</u> (mo)	
E. Term of SRB reenlistment (in months)		<u>60</u>	
F. Additional obligated service (E-D)		<u>43</u> (mo)	
G. Monthly base pay		<u>\$2,744.10</u>	*
H. Subtotal [(F × G) / 12]]		<u>\$9,833.03</u>	**
I. Award level		<u>2.0</u>	
J. SRB entitlement (H × I)		<u>\$19,666.06</u>	***
K. Broken-service multiple		<u>N/A</u>	
L. Broken-service entitlement		<u>\$ N/A</u>	

Note:

* Based on 1 January 2007 Basic Pay Table.

** Based on award level promulgated in NAVADMIN 330/06.

*** Based on zone B. Figure represents the full amount of SRB. 50% will be paid up front; the rest will be paid in annual installments.

EXAMPLE WORK SHEET TO DETERMINE SRB AMOUNT FOR HM3 Smith

A. EAOS (as extended) from current enlistment	<u> </u>	<u> </u>	<u> </u>
	(yr)	(mo)	(day)
B. Date of discharge for SRB reenlistment	<u> </u>	<u> </u>	<u> </u>
	(yr)	(mo)	(day)
C. Time remaining on old contract (A-B)	<u> </u>	<u> </u>	<u> </u>
D. Convert time remaining to months		<u> </u>	
		(mo)	
E. Term of SRB reenlistment (in months)		<u> 48 </u>	
F. Additional obligated service (E-D)		<u> 48 </u>	
		(mo)	
G. Monthly base pay		<u>\$2,171.40</u>	*
H. Subtotal [(F × G) / 12]		<u>\$8,685.60</u>	
I. Award level		<u> 3.0 </u>	**
J. SRB entitlement (H × I)		<u>\$26,056.80</u>	
K. Broken-service multiple		<u> .75 </u>	
L. Broken-service entitlement		<u>\$19,542.60</u>	***

Note:

- * Based on 1 January 2007 Basic Pay Table.
- ** Based on award level promulgated in NAVADMIN 330/06.
- *** Based on zone A. Figure represents the full amount of SRB. 50% will be paid up front; the rest will be paid in annual installments.

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SAMPLE PAGE 13 ENTRIES

Example # 1

(All Bonus Reenlistments/Extensions Including Broken-Service)

(Date): (Reenlisted/Extended) this date. Entitled to SRB based on (rating/NEC) SRB zone ("A", "B", or "C"). The total SRB entitlement is (dollar amount). First installment is (dollar amount).

I understand that continued entitlement to unpaid SRB installments may be terminated and a pro-rata portion of advance bonus payments, including lump sum payments, recouped if I am considered not technically qualified in the bonus rating/NEC because I am no longer classified in that rating/NEC, the rating/NEC designator is removed from my records, and current and further assignment in that military specialty is precluded for any of the following reasons within my control.

(1) Should I refuse to perform certain duties required for effective performance in the military specialty when I have volunteered for such duties in writing prior to accepting the bonus.

(2) Should disciplinary action be taken under Uniform Code of Military Justice (UCMJ) or upon civil court conviction when such action renders me unqualified for future performance in the military specialty.

(3) Should injury, illness or other impairment resulting from misconduct, as established through existing line of duty determination procedures, interfere with effective performance in my military specialty.

(4) Should I have withdrawal of the minimum security clearance or loss of any other mandatory qualification required for effective performance in the military specialty, when such withdrawal or loss is voluntary or caused by my own misconduct, and results in my removal from the military specialty.

(Member's Signature)
(F.M. Lastname)

(Signature of Personnel Officer)
(Name, Rank), USN, Personnel Officer
By direction of the commanding officer

Enclosure (5)

Example # 2
(Nuclear Trained Personnel)

(Date): I fully understand that continued entitlement to unpaid installments may be terminated and a pro-rata portion of advance bonus payments, including lump sum payments, recouped when the Navy Enlisted Classification (NEC) Code upon which the SRB payment was based is removed as a result of my demonstrated inability to maintain the required proficiency, or failure to meet the qualification measures required for duty in connection with the supervision, operation, and maintenance of naval nuclear propulsion plants, or when removal of that NEC is a result of my demonstrated lack of reliability for assignment to duty in connection with the supervision, operation, and maintenance of naval nuclear propulsion plants.

[Member's Signature)
(First M. Lastname)

Example # 3
(Bonus Extension)

(Date): Executed SRB qualifying extension of enlistment this date of sufficient length to qualify for possible future SRB. The SRB award level will be established on this date, in my present rating (if I still hold it on the date the extension becomes operative), or in the rating in which I am classified at the time this extension becomes operative. SRB entitlement is dependent on my otherwise attaining eligibility for zone ("A", "B", or "C") SRB on the date the extension becomes operative.

(Member's Signature)
(F.M. Lastname)

(Signature of Personnel Officer)
(Name, Rank), USN, Personnel Officer
By direction of the commanding officer

Example # 3 (continued)
(SCORE/Conversion)

(Date): Member's (SCORE/Lateral Conversion) request approved this date by COMNAVPERSCOM. Eligibility for minimum SRB Zone ("A", "B", or "C"), at award level (0.5, 1.0, 1.5, etc.) certified. SRB entitlement depends on: My qualification and designation in the (new) rating, actual reenlistment after designation in the (new) rating, and otherwise attaining eligibility for zone ("A", "B", or "C") SRB on the date of reenlistment.

(Member's Signature)
(F.M. Lastname)

(Signature of Personnel Officer)
(Name, Rank), USN, Personnel Officer
By direction of the commanding Officer

Example # 4
(All Bonuses)

(Date): Paid (second. third. etc.) SRB installment of (\$ Amount).

(Signature of Personnel Officer)
(Name, Rank), USN, Personnel Officer
By direction of the Commanding Officer

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(Example # 6)

(Broken-Service Bonus - Prior to Reenlistment)

(Date): I certify that I have read and fully understand the provisions of OPNAVINST 1160.8A. I further certify the following:

(1) I have completed 17 or more months of continuous active Naval service and the sum total of all my active military service is shown on my DD 214N.

(2) I have never been entitled to or received readjustment, severance, or separation pay from any branch of the Armed Forces.

(3) I understand that SRB entitlement is not guaranteed and I have received no such guarantee from any recruiting personnel. I understand I may be eligible for broken-service zone ("A", "B", or "C") SRB award level (0.5, 1.0, 1.5, etc.) based on the date report for active duty in the (rating or NEC) with an estimated amount of (\$ amount). Final verification of SRB eligibility and actual SRB amount will be determined at my first permanent duty station through the precertification process. I will not be paid any SRB until COMNAVPERSCOM provides payment authority but in no case earlier than 60 days after reenlistment or 30 days after arrival at my first permanent duty station, whichever is later.

(4) I understand that if for any reason, any of the above information which I have voluntarily furnished is incorrect, it may result in my non-entitlement to the broken-service SRB.

(Signature of Enlisting Officer)
(Name)

(Enlistee's Signature)
(F.M. Lastname)

Example # 7
(Loss of Broken-Service Bonus Eligibility)

(Date): I certify that I have read and fully understand the provisions of OPNAVINST 1160.8A. Having read the above instruction, I further certify that I understand that by reenlisting for two years, vice three years, I have disqualified myself for a broken-service SRB. I further understand that I am not eligible for SRB for this reenlistment and not guaranteed SRB for any subsequent reenlistment or extension of enlistment.

(Signature of Enlisting Officer)
(Name)

(Enlistee's Signature)
(F.M. Lastname)

HYT RECOUPMENT WAIVER LETTER TEMPLATE

Command Letterhead

From: Commanding Officer
To: Head, Enlisted Bonus Programs (N130D)
Subj: REQUEST FOR WAIVER OF SRB RECOUPMENT ICO P03 JOHN I.
SMITH, USN, 123-45-6789 (SSN)
Ref: (a) NAVADMIN 160/03 (or pertinent NAVADMIN)
(b) OPNAVINST 1160.8A
Encl: (1) DD214 (official, signed copy showing separation
and reentry codes)
(2) Separation Work Sheet
(3) Immediate Reenlistment Contract (SRB-eligible
contract)

1. Petty Officer Smith was an outstanding Sailor and was not discharged from active duty due to misconduct. I have every confidence that, if not for the high year tenure rules as a result of the implementation of reference (a), he would have continued to serve on active duty and honorably completed his SRB contract obligation.

2. In accordance with reference (b), request waiver of SRB recoupment for above member. Enclosures (1), (2), and (3) are submitted as required.

3. My point of contact on this matter is PSC Jones, who may be reached at (987) 654-3210 or E-Mail at davy.jones@navy.mil.

I. B. SENIOR
(must be signed by the CO)