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MILPER MESSAGE NR 01-143

THIS MESSAGE WILL EXPIRE NLT APR 02

**SUBJECT: CSB/REDUX NOTIFICATION, COUNSELING AND ELECTION PROCEDURES**

REF A: IMPLEMENTING MESSAGE FOR CSB/REDUX POC'S, 8 FEB 01 (COPY AVAILABLE AT REF B)

REF B: ARMY RETIREMENT SERVICES WEBSITE:  
[HTTP://WWW.ODCSPER.ARMY.MIL/RETIRE](http://www.odcspcr.army.mil/retire) (SCROLL TO "CSB/REDUX/DIEMS")

REF C: UNISERV WEBSITE: [HTTP://WWW.TSP.GOV/UNISERV/INDEX.HTML](http://www.tsp.gov/uniserv/index.html)

REF D: DOD MILITARY PAY WEBSITE: [HTTP://PAY2000.DTIC.MIL](http://pay2000.dtic.mil) (CHANGING TO HTTP://MILITARYPAY.DTIC.MIL)

REF E: AR-PERSCOM WEBSITE: HTTP://WWW.2XCITIZEN.USAR.ARMY.MIL

1. THIS MESSAGE PROVIDES IMPLEMENTING PROCEDURES FOR DETERMINING ELIGIBILITY, NOTIFICATION, COUNSELING, AND ELECTION OF THE CAREER STATUS BONUS (CSB)/REDUX RETIRED PAY OPTION (CSB/REDUX) ENACTED BY PL 106-65, 5 OCT 99. REF A EXPLAINED THE CSB/REDUX OPTION AND DISCUSSED ELIGIBILITY CRITERIA. THIS GUIDANCE PERTAINS TO MEMBERS OF THE ACTIVE ARMY, ARMY NATIONAL GUARD MEMBERS SERVING ON ACTIVE DUTY (TITLE 10 USC 12301(D)) OR FULL-TIME NATIONAL GUARD DUTY (FTNGD) (TITLE 32 USC 502(F)) IN THE ACTIVE GUARD RESERVE (AGR) PROGRAM, AND U.S. ARMY RESERVE AGR SOLDIERS.

## **2. VERIFICATION OF DIEMS.**

A. ACTIVE DUTY-SIDPERS3 DATABASE. IN JANUARY 2001 PERSINSD ATTEMPTED TO DOWNLOAD THE DIEMS DATES DISCUSSED IN PARA 8 OF REF A TO FIELD SIDPERS3 DATABASES. WE RECENTLY DETERMINED THE DOWNLOAD WAS NOT SUCCESSFUL. CONSEQUENTLY, THE DATABASE IS NOT AS ACCURATE AS WE STATED IN PARA 8 OF REF A AND THE DIEMS DATES DO NOT MATCH THOSE THAT APPEARED ON THE END-OF-MARCH 2001 LES. TO RECTIFY THE SITUATION, PERSINSD WILL AGAIN PUSH THIS DATA TO THE INSTALLATION SIDPERS3 PAS. THE PERSCOM FIELD SYSTEMS DIVISION (FSD) WILL NOTIFY THE SIDPERS3 PAS BEFORE THE DATA HAS BEEN PUSHED. PAS PERSONNEL MUST ENSURE THE DATA IS PULLED DOWN TO BATTALION/SEPARATE COMPANY LEVELS BEFORE RUNNING THE SQL DISCUSSED IN PARA 7 OF REF A TO IDENTIFY POTENTIALLY ELIGIBLE MEMBERS.

B. NATIONAL GUARD (AGR) SIDPERS DATABASE. TITLE 10 AND TITLE 32 PERSONNEL ARE RESPONSIBLE FOR ENSURING THAT THEIR DIEMS DATES ARE

CORRECT IN NG SIDPERS DATABASE. THE DATABASE MUST ALSO INCLUDE THE APPROPRIATE RETIRED PAY PLAN. CHANGES WILL BE PROCESSED THROUGH THE STATE/TERRITORY MILITARY PERSONNEL OFFICE.

C. ARMY RESERVE-ACTIVE GUARD RESERVE MANAGEMENT INFORMATION SYSTEM (AGRMIS) DATABASE. THE FULL-TIME MANNING SUPPORT DIRECTORATE (FTMSD) WILL IDENTIFY AGR SOLDIERS WITH DIEMS DATES OF 1 AUG 86 OR LATER AND PROVIDE A MONTHLY ROSTER OF ELGIBLE SOLDIERS TO THE ASSIGNED COMMAND.

**3. DIEMS ON LES.** THE DIEMS DATES DISCUSSED IN PARA 8 OF REF A AND RETIRED PAY PLANS (FINAL PAY, HIGH-3, CHOICE, OR REDUX) WERE POSTED ON THE END-OF-MONTH MARCH 2001 LES. DFAS WILL CONTINUE POSTING THIS INFORMATION ON FUTURE END-OF-MONTH LES. THE LES FOR A SOLDIER WITH A DIEMS DATE OF 1 AUG 86 OR LATER WILL SHOW THE WORD "CHOICE" UNTIL CONVERTED TO EITHER "HIGH-3" OR "REDUX" AFTER THE SOLDIER MAKES A CSB/REDUX ELECTION. THE DIEMS DATES REFLECTED ON THE MARCH LES ARE THE DATES CURRENTLY IN TOTAL ARMY PERSONNEL DATABASE (TAPDB), NGB SIDPERS DATABASE, OR AGRMIS DEPENDING ON THE SOLDIER'S COMPONENT. THE LES ALSO REFERS SOLDIERS TO THE WEBSITE AT REFERENCE B FOR A DEFINITION OF DIEMS AND THE RETIRED PAY PLANS AS WELL AS INSTRUCTIONS FOR CORRECTING DIEMS DATES.

**4. NOTIFICATION PROCEDURES.** NOTIFICATION SHOULD BE MADE AT THE MEMBER'S 14 1/2 YEAR OF ACTIVE DUTY OR AS SOON AS POSSIBLE THEREAFTER. SOLDIERS HAVE 6 MONTHS IN WHICH TO MAKE AN ELECTION FROM THE DATE OF NOTIFICATION SHOWN IN BLOCK 6 OF DD FORM 2839.

A. THE NOTIFICATION PACKET WILL INCLUDE:

(1) DD FORM 2839 CAREER STATUS BONUS (CSB) ELECTION FORM: THE DD FORM 2839 WITH SECTIONS 1 AND 2 COMPLETED AND SIGNED BY THE FIRST 05 IN THE SOLDIER'S CHAIN OF COMMAND OR HIS/HER DESIGNEE. THE FOLLOWING STATEMENT MUST BE TYPED IN BLOCK 12A OF DD FORM 2839: "I UNDERSTAND THAT IF I RECEIVE THE CSB IN ERROR, I MUST REPAY THE FULL, BEFORE-TAX BONUS AMOUNT."

(2) COVER MEMORANDUM: THE COVER MEMORANDUM SHOULD INCLUDE THE FOLLOWING:

(A) A DEFINITION OF THE DIEMS DATE IN ITEM 4 OF DD FORM 2839 AND INSTRUCTIONS FOR CORRECTING IT. RECOMMEND INSTALLATIONS REQUIRE SOLDIERS TO CORRECT DIEMS DATES WITHIN 30 DAYS OF NOTIFICATION. USING THE DOCUMENTS ON THE "DIEMS DATE DOCUMENTATION" LISTING IN REF B, RECOMMEND DIEMS DATES IN THE SIDPERS3 "INITIAL MILITARY SERVICE ENTRY DATE" DATA FIELD BE CORRECTED AT THE PAS LEVEL USING THE 4330 MISCELLANEOUS PERSONAL DATA TRANSACTION. THE PAS MUST ENSURE SUBORDINATE UNITS PULL DATA DAILY TO UPDATE THIER UNIT DATABASES. THIS WILL PREVENT POTENTIALLY ERRONEOUS DIEMS DATES IN SIDPERS3 4330 TRANSACTIONS SUBMITTED BELOW THE PAS LEVEL FROM OVERRIDING THE MORE ACCURATE DIEMS DATES AT THE PAS LEVEL AND ABOVE.

(B) NOTICE THAT IF DIEMS DATE OTHER THAN THAT SHOWN IN BLOCK 4 OF DD 2839 IS DISCOVERED THAT CHANGES THE SOLDIER'S RETIRED PAY PLAN, ANY ELECTION FOR CSB/REDUX BECOMES NULL AND VOID, AND THE FULL, BEFORE-TAX CSB AMOUNT WILL BE RECOUPED FROM THE SOLDIER.

(C) INSTRUCTIONS FOR COMPLETING AND RETURNING THE DD FORM 2839 TO INCLUDE NOTICE THAT FAILURE TO RETURN THE FORM BEFORE THE ELECTION DUE DATE (SIX MONTHS FROM THE NOTIFICATION DATE) WILL RESULT IN AN AUTOMATIC ELECTION OF HIGH-3. ALSO, TELL THE SOLDIER THAT EVEN THOUGH THE RETIRED PAY PLAN MAY CHANGE ON THE LES BEFORE THE ELECTION EFFECTIVE DATE, THE CSB WILL NOT BE PAID BEFORE THE 15TH YEAR AND MAY BE PAID AS LATE AS 60 DAYS FROM THE FIRST OF THE MONTH FOLLOWING THE ELECTION EFFECTIVE DATE. ELECTIONS RECEIVED BEFORE THE SOLDIER'S 15TH YEAR OF ACTIVE SERVICE ARE EFFECTIVE AND IRREVOCABLE AT THE 15TH YEAR. ELECTIONS RECEIVED AFTER THE SOLDIER'S 15TH YEAR OF ACTIVE SERVICE ARE EFFECTIVE AND IRREVOCABLE WHEN RECEIVED.

(D) UNISERV ENROLLMENT. UNISERV IS A THRIFT SAVINGS PLAN FOR UNIFORMED SERVICES PERSONNEL SERVING ON ACTIVE DUTY AND MEMBERS OF THE READY RESERVE OR NATIONAL GUARD OF THE SERVICES IN ANY STATUS THAT ALLOWS THEM TO SHELTER A PORTION OF THEIR BASIC PAY AS WELL AS SPECIAL OR INCENTIVE PAYS (TO INCLUDE THE CSB) FROM TAXES. ENSURE SOLDIERS RECEIVE INFORMATION ON THE INITIAL AND FUTURE UNISERV ENROLLMENT PERIODS. THE INITIAL 60-DAY ENROLLMENT PERIOD, KNOWN AS AN OPEN SEASON, BEGINS ON 9 OCT 01 AND ENDS 8 DEC 01. BASIC PAY CONTRIBUTIONS TO UNISERV WILL BEGIN IN JAN 02. THEREAFTER, SOLDIERS WILL HAVE TWO OPEN SEASONS PER YEAR TO ENROLL. OPEN SEASONS ARE CURRENTLY 15 MAY - 31 JUL AND 15 NOV - 31 JAN. ENSURE SOLDIERS ARE AWARE THAT THEY MUST BE PARTICIPATING IN UNISERV (I.E., CONTRIBUTING A PORTION OF THEIR BASIC PAY INTO THE PLAN) ON THE EFFECTIVE DATE OF THEIR CSB/REDUX ELECTION IN ORDER TO SHIELD FROM TAXES ANY PORTION OF THE CSB. FOR THIS REASON, SOLDIERS CAN DELAY MAKING THEIR CSB/REDUX ELECTIONS UNTIL 1 MAR 02 TO ALLOW THEM TIME TO ENROLL IN UNISERV BEFORE RECEIVING ANY CSB. UNISERV ENROLLMENT PROCEDURES WILL BE PUBLISHED BY SEPARATE MESSAGE. ADDITIONAL UNISERV INFORMATION IS PROVIDED IN PARAGRAPH 7 OF THIS MESSAGE AND ON THE WEBSITE AT REFERENCE C.

(E) NAME, PHONE NUMBER AND E-MAIL ADDRESS OF THE INSTALLATION CSB/REDUX/DIEMS POINT(S) OF CONTACT.

(F) FOR SOLDIERS NOT ELIGIBLE TO MAKE AN ELECTION AT THEIR 15TH YEAR OF ACTIVE SERVICE, AN EXPLANATION OF THE PROCEDURES FOR MAKING AN ELECTION SHOULD THEY LATER BECOME ELIGIBLE. INSTALLATIONS MUST NOTIFY SOLDIERS OF THEIR ELIGIBILITY TO MAKE A CSB/REDUX ELECTION AS SOON AS POSSIBLE AFTER THE BAR TO ELIGIBILITY IS REMOVED.

(3) SCHEDULE OF CSB/REDUX BRIEFINGS: INSTALLATIONS ARE REQUIRED TO OFFER MONTHLY CSB/REDUX BRIEFINGS UNTIL NOTIFIED OTHERWISE. THE SOLDIER INFORMATION PACKET DISCUSSED IN PARAGRAPH (4) BELOW AND AVAILABLE AT REFERENCE B PROVIDES SUFFICIENT INFORMATION FOR ELIGIBLE SOLDIERS TO MAKE AN INFORMED DECISION. HOWEVER, SOLDIERS ELIGIBLE FOR CSB/REDUX ARE STILL ENCOURAGED, BUT NOT REQUIRED TO ATTEND THE BRIEFING. THE BRIEFING IS ALSO AVAILABLE ON-LINE AT REFERENCE B.

(4) SOLDIER INFORMATION PACKET:

(A). ACTIVE COMPONENT. ELIGIBLE SOLDIERS MUST RECEIVE AN INFORMATION PACKET. LOCAL COMMANDERS HAVE THE OPTION OF PROVIDING INFORMATION PACKETS TO ALL OTHER SOLDIERS.

(B). THE NATIONAL GUARD BUREAU. THE NATIONAL GUARD BUREAU, OFFICE OF STAFF MANAGEMENT, NGB-ARZ-T, OR STATE/TERRITORY AGR PROGRAM MANAGER WILL NOTIFY RESPECTIVE TITLE 10 AND TITLE 32 AGR PERSONNEL OF THEIR ELIGIBILITY TO MAKE A CSB/REDUX ELECTION. THE OFFICE OF STAFF MANAGEMENT WILL ENSURE INSTALLATIONS WITH ASSIGNED TITLE 10 AGR PERSONNEL ARE AWARE OF THEIR RESPONSIBILITIES FOR CSB/REDUX SUPPORT TO TITLE 10 PERSONNEL. THE AGR PROGRAM MANAGER FOR TITLE 10 OR TITLE 32 AGR PERSONNEL MUST HAVE PROCEDURES AND RESOURCES IN PLACE TO SUPPORT THE NOTIFICATION PROCESS AND TO ASSIST ELIGIBLE MEMBERS IN THE CSB/REDUX ELECTION DECISION PROCESS.

(C). U.S. ARMY RESERVE. UPON RECEIPT OF THE ELIGIBILITY ROSTER FROM THE FTMSD (DISCUSSED IN PARA 2C ABOVE), FOLLOW ACTIVE ARMY INSTALLATION PROCEDURES FOR NOTIFICATION, COUNSELING, AND ELECTION.

#### **5. ELECTION PROCESS:**

A. THE SOLDIER WILL COMPLETE SECTION III, IV, OR V OF DD FORM 2839 AS APPROPRIATE. THE FOLLOWING STATEMENT MUST BE ENTERED IN BLOCK 12A, SECTION IV, DD FORM 2839 BEFORE THE SOLDIER SIGNS IT: "I UNDERSTAND THAT IF I RECEIVE THE CSB IN ERROR, I MUST REPAY THE FULL, BEFORE-TAX BONUS AMOUNT." RECOMMEND THE FIRST 05 IN THE SOLDIER'S CHAIN OF COMMAND OR HIS/HER DESIGNEE WITNESS THE SOLDIER'S SIGNATURE IN SECTION III, IV, OR V. HOWEVER, INSTALLATION COMMANDERS ARE AUTHORIZED TO DEVELOP THEIR OWN PROCEDURES FOR WITNESSING THE ELECTION. ELECTIONS MAY BE CHANGED BEFORE THE SOLDIER'S 15TH ACTIVE DUTY ANNIVERSARY; THEREFORE, RECOMMEND INSTALLATIONS REQUIRE SOLDIERS WHOSE ELECTIONS WOULD BECOME EFFECTIVE AT THEIR 15TH YEAR TO RETURN THE COMPLETED ELECTION FORM NO MORE THAN 30 DAYS BEFORE THE ELECTION EFFECTIVE DATE.

B. IF A SOLDIER ELECTS CSB/REDUX (SECTION IV), THE DESIGNATED WITNESSING OFFICIAL WILL ALSO COMPLETE AND SIGN SECTION VI.

C. AFTER THE DD FORM 2839 IS COMPLETED, ENTER IN THE "SPECIAL PAY" FIELD (SIDPERS PATH S P S P) OF A SOLDIER'S RECORD: "RB" IF THE SOLDIER ELECTED CSB/REDUX OR "RH" IF THE SOLDIER WAS ELIGIBLE FOR BUT DECLINED CSB/REDUX OR WASN'T ELIGIBLE FOR CSB/REDUX. THE CODE IN THE "SPECIAL PAY" FIELD WILL GENERATE A CHANGE TO THE RETIRED PAY PLAN DATA TRANSMITTED MONTHLY TO DFAS FOR INCLUSION ON THE MEMBER'S MONTHLY LES. CONSEQUENTLY, THE RETIRED PAY PLAN ON THE LES MAY CHANGE BEFORE THE CSB/REDUX ELECTION EFFECTIVE DATE. SOLDIERS WHO PCS BEFORE AN ELECTION EFFECTIVE DATE WILL CARRY THE ELECTION FORM TO THE GAINING INSTALLATION FOR INPUT INTO SIDPERS3 DURING INPROCESSING AND TRANSFER TO THE LOCAL FINANCE & ACCOUNTING OFFICE.

D. AFTER THE APPROPRIATE CODE HAS BEEN ENTERED IN THE "SPECIAL PAY" FIELD OF SIDPERS3, THE COMPLETED DD FORM 2839 WILL BE DISTRIBUTED AS FOLLOWS: (1) NOT MORE THAN TEN DAYS BEFORE THE ELECTION EFFECTIVE DATE, PROVIDE THE LOCAL FINANCE AND ACCOUNTING OFFICE WITH THE ORIGINAL FOR MEMBERS

WHO ELECT CSB/REDUX. THE LOCAL FINANCE & ACCOUNTING OFFICE WILL TRANSMIT THE FORM TO DFAS FOR PAYMENT.

(2) FILE IN THE SOLDIER'S OFFICIAL MILITARY PERSONNEL FILE (OMPF) A COPY FOR THOSE WHO ELECT CSB/REDUX AND THE ORIGINAL FOR ALL OTHERS AND;

(3) GIVE A COPY TO THE SOLDIER. WE ANTICIPATE THAT THERE WILL BE A FUTURE REQUIREMENT TO COLLECT ELECTION DATA FOR THE DEFENSE MANPOWER DATA CENTER (DMDC); THEREFORE, INSTALLATIONS SHOULD ALSO MAINTAIN A COPY OF ELECTION FORMS UNTIL FURTHER NOTICE.

E. ELIGIBLE TITLE 10 RESERVE COMPONENT AGR PERSONNEL WILL PROCESS THE CSB/REDUX ELECTION FORM, DD FORM 2839, THROUGH THEIR ASSIGNED INSTALLATION. TITLE 32 AGR PERSONNEL WILL PROCESS THE FORM THROUGH THE STATE/TERRITORY AGR PROGRAM MANAGER. THE TITLE 32 AGR PROGRAM MANAGER IS RESPONSIBLE FOR CERTIFYING THE ELECTION FORM'S ACCURACY.

**6. ADMINISTRATIVE CORRECTIONS.** INSTALLATION COMMANDERS MAY CORRECT ADMINISTRATIVE ERRORS TO DIEMS DATES OR CSB/REDUX ELECTIONS BEFORE THE SOLDIER'S RETIREMENT. ERRORS DISCOVERED AFTER THE SOLDIER'S RETIREMENT MUST BE ADDRESSED THROUGH THE ARMY BOARD FOR CORRECTION OF MILITARY RECORDS (ABCMR).

**7. BONUS PAYMENT:**

A. DFAS WILL PAY THE BONUS NO LATER THAN 60 DAYS AFTER THE FIRST OF THE MONTH FOLLOWING THE ELECTION EFFECTIVE DATE. (E.G., IF EFFECTIVE DATE IS 15 AUG, BONUS MUST BE PAID BY 1 NOV). THE CSB WILL BE TAXED AT THE ONE-TIME PAYMENT RATE OF 28 PERCENT FOR FEDERAL TAX PLUS THE APPLICABLE STATE TAX RATE. SPECIAL PROVISIONS APPLY TO ENLISTED SOLDIERS WHOSE CSB/REDUX ELECTIONS BECOME EFFECTIVE WHILE THEY ARE SERVING IN A COMBAT ZONE. SEE REFERENCE C FOR ADDITIONAL INFORMATION ON THIS PROVISION.

B. A CSB RECIPIENT WHO FAILS TO SERVE CONTINUOUSLY ON ACTIVE DUTY UNTIL THE COMPLETION OF 20 YEARS ACTIVE DUTY MUST REPAY A PRORATED AMOUNT OF THE CSB. THIS PAYMENT IS CALCULATED BY MULTIPLYING \$30,000 BY A FACTOR DETERMINED FROM DIVIDING THE UNCOMPLETED PERIOD OF ACTIVE DUTY BY THE TOTAL PERIOD OF CONTINUOUS ACTIVE DUTY REQUIRED AS A RESULT OF THE CSB/REDUX ELECTION. AN EXCEL SPREADSHEET FOR CALCULATING CSB RECOUPMENT AMOUNTS IS AT REFERENCE B. DFAS WILL DEVELOP AND IMPLEMENT THE ACCOUNTING POLICIES AND PROCEDURES REQUIRED TO DETERMINE AND RECOVER ANY DEBT ARISING FROM A SOLDIER'S FAILURE TO COMPLETE THE REQUIRED ACTIVE DUTY PERIOD. LOCAL TRANSITION CENTERS WILL VERIFY WHETHER RECOUPMENT OF CSB IS NECESSARY FOR SEPARATING/RETIRING SOLDIERS AND NOTIFY THE LOCAL FINANCE AND ACCOUNTING OFFICE.

C. BONUS REPAYMENT WILL BE WAIVED IF THE SOLDIER: (1) DIES, OR (2) IS SEPARATED OR RETIRED DUE TO A PHYSICAL DISABILITY UNDER CHAPTER 61 OF TITLE 10, U.S. CODE, OR (3) IS SEPARATED UNDER A SERVICE OFFER FOR EARLY RETIREMENT (SUCH AS THE TEMPORARY EARLY RETIREMENT AUTHORITY (TERA)) OR SEPARATION PROGRAM. THE ARMY CANNOT WAIVE REPAYMENT IF THE

SOLDIER'S SEPARATION IS DUE TO MISCONDUCT OR IF WAIVER OF REPAYMENT WOULD BE INCONSISTENT WITH OTHER PRESCRIBED LAW, REGULATION, OR POLICY. REQUESTS TO WAIVE REPAYMENT MUST BE SENT THROUGH SOLDIER'S CHAIN OF COMMAND TO PERSCOM (ATTN: TAPC-PDT-P).

**D. THE CSB IS AN ACTIVE DUTY BONUS UNDER THE PROVISIONS OF TITLE 37 U.S. CODE. IT IS NOT MILITARY RETIRED PAY AND THEREFORE, IS NOT SUBJECT TO DIVISION UNDER THE UNIFORMED SERVICES FORMER SPOUSES' PROTECTION ACT.**

**8. UNISERV (THRIFT SAVINGS PLAN):** UNISERV IS A THRIFT SAVINGS PLAN FOR UNIFORMED SERVICE MEMBERS SERVING ON ACTIVE DUTY AND MEMBERS OF THE READY RESERVE OR NATIONAL GUARD OF THESE SERVICES IN ANY PAY STATUS. UNISERV WILL ALLOW MEMBERS TO SHELTER FROM TAXES A PORTION OF THEIR BASIC PAY AS WELL AS SPECIAL AND INCENTIVE PAYS (TO INCLUDE THE CSB). ANNUAL CONTRIBUTIONS TO UNISERV FROM ALL SOURCES CANNOT EXCEED THE IRS ANNUAL LIMIT (\$10,500 IN 2001; INCREASES BY \$500 INCREMENTS ANNUALLY). IN ORDER TO SHELTER A PORTION OF THE CSB IN UNISERV, MEMBERS MUST PARTICIPATE IN UNISERV (I.E., BE CONTRIBUTING A PORTION OF THEIR MONTHLY BASIC PAY INTO THE PLAN). AS PREVIOUSLY MENTIONED, MILITARY MEMBERS WILL HAVE AN OPPORTUNITY TO ENROLL IN UNISERV BETWEEN 9 OCT - 8 DEC 01; HOWEVER, CONTRIBUTIONS FROM BASIC PAY WILL NOT BEGIN BEFORE THE FIRST WEEK OF JAN 02. THEREFORE, MEMBERS WITH ELECTION DUE DATES BETWEEN 1 AUG 01 AND 1 MAR 02 MAY DELAY THEIR ELECTIONS UNTIL 1 MAR 02. DELAYING THE ELECTION CARRIES WITH IT NO OBLIGATION TO ELECT CSB/REDUX, JOIN UNISERV, OR DEPOSIT ANY OF THE CSB INTO UNISERV IF CSB/REDUX IS ELECTED. FOR ADDITIONAL INFORMATION ON UNISERV, GO TO THE WEBSITE AT REFERENCE C.

**9. IN/OUTPROCESSING:** INSTALLATIONS WILL DEVELOP PROCEDURES FOR CONDUCTING A CSB/REDUX/DIEMS REVIEW DURING IN- AND OUT-PROCESSING. THE REVIEW WILL DETERMINE THE ACCURACY OF THE DIEMS DATE, WHETHER ELIGIBLE MEMBERS HAVE MADE A TIMELY CSB/REDUX ELECTION, AND IF THE APPROPRIATE SIDPERS3 TRANSACTION HAS BEEN SUBMITTED FOR ELIGIBLE MEMBERS WHO HAVE REACHED THEIR 15TH YEAR OF ACTIVE DUTY.

**10. POINTS OF CONTACT ARE:**

A. ARMY POLICY: MELISSA DEAN, ARMY RETIREMENT SERVICES, ODCSPER, DSN 221-2697, COML: (703) 325-2697, DEANM@HOFFMAN.ARMY.MIL.

B. DIEMS: WANDA ROLLINS, RETIREMENTS AND SEPARATIONS BRANCH, PERSCOM, DSN 221-7141, COML (703) 325-7141, ROLLINSW@HOFFMAN.ARMY.MIL.

C. NATIONAL GUARD POLICY: MAJOR WARREN OTSUKA, FULL-TIME SUPPORT DIVISION, NATIONAL GUARD BUREAU, DSN 327-9777, COML (703) 607-9777, WARREN.OTSUKA@NGB.ARMY.MIL.

D. ARMY RESERVE POLICY:

1. SOLDIERS IN THE WASHINGTON, DC, AREA MAY CONTACT THE OFFICE OF THE CHIEF, ARMY RESERVE (OCAR), SFC PAULETTE MOORE, DSN 329-3486, COML (703) 601-3486.

2. AR-PERSCOM POCS: FOR OFFICERS, LTC BETTY KNIGHT, ARO, 1-800-325-4118, EXT. 5171, [BETTY.KNIGHT@ARPSTL.ARMY.MIL](mailto:BETTY.KNIGHT@ARPSTL.ARMY.MIL). FOR ENLISTED, SFC (P) ARLA TWEEDY, ARE OPS, 1-800-325-4118, EXT. 5115, [ARLA.TWEEDY@ARPSTL.ARMY.MIL](mailto:ARLA.TWEEDY@ARPSTL.ARMY.MIL).

3. OCAR POC: MAJOR DEBORAH RICHARDSON, DSN 329-3531, COML (703) 601-3531, [DEBORAH.RICHARDSON@OCAR.ARMY.PENTAGON.MIL](mailto:DEBORAH.RICHARDSON@OCAR.ARMY.PENTAGON.MIL).

4. USAR DIEMS DATA: ERIC KITCHEN, 1-800-325-4118, EXT. 3221, [ERIC.KITCHEN@ARPSTL.ARMY.MIL](mailto:ERIC.KITCHEN@ARPSTL.ARMY.MIL).

E. UNISERV: MAJ LESLIE A. GERALD, DCSPER COMPENSATION & ENTITLEMENTS, DSN 227-9027, COML (703) 697-9027, [LESLIE.GERALD@HQDA.ARMY.MIL](mailto:LESLIE.GERALD@HQDA.ARMY.MIL).

**UPDATE TO PARA A (12/31/02):**

ARMY POLICY: ARMY RETIREMENT SERVICES, G-1, DSN 221-2697, COML: (703) 325-2697.

