

CAREER STATUS BONUS (CSB)/REDUX
(Step-By-Step Procedures for Administrators)

Step	Action By	Action	Reference
1	S1/PAC	Verify date initially entered military service (DIEMS) for all soldiers listed. Obtain copy of initial contract (DD 4-1 & 4-2, etc.) See MILPER Msg 03-102 to verify and/or correct DIEMS. <i>(Note: Installations cannot correct DIEMS. Soldiers may validate their DIEMS online at: https://www.erec.army.mil/DIEMS/diems_home.htm).</i>	See 28 Oct 2002 DA Info Paper for explanation of DIEMS. See MILPER Msg 03-102, 26 Feb 03.
2	S1/PAC	Prepare the memorandums to the soldier IAW USARPAC Memorandum, Subj: CSB/REDUX Retirement Plan – Policy Memorandum 01-01)	Format provided in USARPAC Policy Memo.
3	S1/PAC	Prepare DD Form 2839 (Career Status Bonus (CSB) Election) following instructions furnished on page 3 of the form & addendum.	See addendum to instructions for DD Form 2839.
4	S1/PAC	Provide soldier with the information packet (include DOD fact sheet “Information for Eligible Career Status Bonus (CSB) Members,” in addition to documents listed in steps above).	Para 4c(5), USARPAC Policy Memo.
5	S1/PAC	Suspense election by soldier for six months from date of notification. Earlier submission prior to the suspense date is allowed if the soldier submits a soldier waiver memorandum.	Waiver format provided in USARPAC Policy Memo.
6	S1/PAC	On completion of election, forward the CSB packet (documents in steps 1, 2, & 3) to the RSO for checking data accuracy, recording, and distribution.	
7	RSO	Check CSB documents for data accuracy. (a) If bonus is accepted, return original copy to unit for submission to Finance for payment; provide file copy to 556th PSB. (b) If bonus is declined, return duplicate copy to unit; provide original copy to 556th PSB for filing	
8	S1/PAC	For soldiers electing the \$30,000 CSB, forward the original of DD Form 2839 to the servicing finance office with the contract (or document) for initial entry into military service (usually DD 4-1 & 4-2). <i>(Note: Provide the servicing finance office a memorandum to certify the service officials who are authorized to sign and witness DD Form 2839 for soldiers in your command.)</i>	See sample format of memo to servicing finance office.
	TSP Notes	Soldiers must be enrolled in the Uniformed Services Thrift Savings Plan (TSP) prior to election of the CSB to qualify for tax deferral of a portion of the bonus.	