

# **MILITARY BONUS AND INCENTIVE PROGRAMS**



**COMDTINST 7220.2A**  
**August 2022**



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COMMANDANT INSTRUCTION 7220.2A

Subj: MILITARY BONUS AND INCENTIVE PROGRAMS

- Ref: (a) Military Separations, COMDTINST M1000.4 (series)  
(b) Discipline and Conduct, COMDTINST M1600.2 (series)  
(c) Body Composition Standards Program, COMDTINST 1020.8 (series)  
(d) Coast Guard Pay Manual, COMDTINST M7220.29 (series)  
(e) Coast Guard Recruiting Manual, COMDTINST M1100.2 (series)  
(f) Personnel and Pay Procedures Manual, PPCINST M1000.2 (series)  
(g) Reserve Duty Status and Participation Manual, COMDTINST M1001.2 (series)  
(h) Reserve Policy Manual, COMDTINST M1001.28 (series)  
(i) Enlisted Accessions, Evaluations, and Advancements, COMDTINST M1000.2 (series)  
(j) Aviation Incentive Pay (AvIP) and Bonus (AvB) Program, COMDTINST 7220.20A

1. PURPOSE. This Instruction provides Coast Guard Policy and procedures concerning authorization for bonus payments for all enlisted and officer personnel.
2. ACTION. All Coast Guard unit commanders, commanding officers, officers-in-charge, deputy/assistant commandants, and chief of headquarter directorates must comply with the policies contained.
3. AUTHORIZED RELEASE. Internet release is authorized.
4. DIRECTIVES AFFECTED. Military Bonus and Incentive Programs, COMDTINST M7220.2 is hereby cancelled.
5. DISCUSSION (or) BACKGROUND. This Instruction promulgates bonus and incentive policy applicable to active and reserve personnel. Changes to policy in previously issued ACN/ALCOAST messages have been incorporated, as have legislatively mandated changes.
6. DISCLAIMER. This guidance is not a substitute for applicable legal requirements nor is it itself a rule. It is intended to provide administrative guidance for Coast Guard personnel and is not intended nor does it impose legally-binding requirements on any party outside the Coast Guard.

7. MAJOR CHANGES. Military Bonus and Incentive Programs is now updated with the following:
  - a. Chapter 1, Policy and Governance, details policies and procedures applicable to all of the Coast Guard's Military Bonus Programs. This includes new policies pertaining to the Blended Retirement System (BRS).
  - b. Chapter 2, Bonuses Applicable to Active Duty Enlisted Members, and Chapter 3, Bonuses Applicable to Officers, have been restructured.
  - c. Officer Aviation Bonus Program (AvB) from Reference (j) has been added to Chapter 3. AvIP currently outlined in Reference (j) will be incorporated into the next rewrite of Reference (d) and Reference (j) will be cancelled.
  - d. The eligibility requirements for the Selective Reenlistment Bonus (SRB) have been changed so that members may reenlist at any time within the Fiscal Year (FY) of the member's current end of enlistment (EOE) for the purpose of obtaining an applicable SRB.
  - e. Members who are currently in a Class A School or apprenticeship program during an offering for an applicable Critical Skills Training Bonus (CSTB) are now eligible to apply for the CSTB bonus. Chapter 2.G. contains the eligibility criteria for the CSTB.
  - f. Policies pertaining to bonus eligibility for Reservists on short term and long-term ADOS orders have been added to Chapter 4, Bonuses Applicable to Selected Reserve (SELRES).
  - g. The obligated service requirements for the SELRES Enlistment Bonus Program have changed to eight years (6 years SELRES, 2 years IRR). Chapter 4.E.2 contains the eligibility criteria for the SELRES Enlistment Bonus.
  - h. Members affiliating in to the Reserve Component and transferring to the IRR due to billet non-availability will now remain eligible for the SELRES Affiliation Bonus for up to nine months after affiliation. Chapter 4.E.4 discusses special conditions for affiliating into the Reserve Component.
8. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. The Office of Environmental Management, Commandant (CG-47) reviewed this Commandant Instruction and the general policies contained within, and determined that this policy falls under the Department of Homeland Security (DHS) categorical exclusion A3. This Commandant Instruction will not result in any substantial change to existing environmental conditions or violation of any applicable federal, state, or local laws relating to the protection of the environment. It is the responsibility of the action proponent to evaluate all future specific actions resulting from this policy for compliance with the National Environmental Policy Act (NEPA), other applicable environmental requirements, and the U.S. Coast Guard Environmental Planning Policy, COMDTINST 5090.1 (series).

9. DISTRIBUTION. No paper distribution will be made of this Instruction. An electronic version will be located in the Coast Guard Directives System Library internally, and if applicable on the Internet at [www.dcms.uscg.mil/directives](http://www.dcms.uscg.mil/directives).
10. RECORDS MANAGEMENT CONSIDERATIONS. Records created as a result of this Instruction, regardless of format or media, must be managed in accordance with the records retention schedules located on the Records Resource Center SharePoint Online site: <https://uscg.sharepoint-mil.us/sites/cg61/CG611/SitePages/Home.aspx>.
11. FORMS/REPORTS. The forms referenced in this Instruction are available on the Coast Guard Standard Workstation or on the Internet: [www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-C4IT-CG-6/The-Office-of-Information-Management-CG-61/Forms-Management/](http://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-C4IT-CG-6/The-Office-of-Information-Management-CG-61/Forms-Management/).
12. SECTION 508. This Instruction was created to adhere to Accessibility guidelines and standards as promulgated by the U.S. Access Board. If changes are needed, please communicate with the Coast Guard Section 508 Program Management Office at [Section.508@uscg.mil](mailto:Section.508@uscg.mil).
13. REQUEST FOR CHANGES. Units and individuals may formally recommend changes through the chain of command using the Coast Guard Memorandum. Comments and suggestions from users of this Instruction are welcomed. All such correspondence may be emailed to Commandant (CG-133) at: [Policyandstandards@uscg.mil](mailto:Policyandstandards@uscg.mil).

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## CHAPTER 1            **POLICY AND GOVERNANCE**

### A. Overview.

1. The Military Bonus Program. The Military Bonus Program (MBP) is designed to encourage commissions, enlistments, reenlistments, retention, or transfers between Military Services and the Regular and Reserve Components in designated career fields, skills, grades, or under conditions of service needed to meet Coast Guard workforce requirements.
2. Authorities. The Coast Guard may pay a bonus or demand repayment of an unearned bonus under the MBP to persons or members, as appropriate, to support recruiting and retention efforts in designated skills, career fields, units, or grades, or to meet other conditions of service under the following authorities:
  - a. [37 U.S.C. § 331](#) - General Bonus Authority for Enlisted Members.
  - b. [37 U.S.C. § 332](#) - General Bonus Authority for Officers.
  - c. [14 U.S.C. § 2319](#) - Critical Skill Training Bonus.
  - d. [37 U.S.C. § 334](#) - Special Aviation Incentive Pay and Bonus Authorities for Officers.
  - e. [37 U.S.C. § 355](#) – Retention Incentives for Members Qualified in Critical Military Skills or Assigned to High Priority Units.
  - f. [37 U.S.C. § 373](#) - Repayment of Unearned Portion of Bonus.

### B. Roles and Responsibilities.

1. Assistant Commandant for Human Resources (CG-1). Granting authority for eligibility, bonus amounts, and resources.
2. Commandant (CG-133). Oversee the Military Bonus Program, policy, and waiver authority. Commandant (CG-133) will not make individual eligibility determinations but will advise and provide clarifying guidance of policy.
3. Military Workforce Planning Team (MWPT).
  - a. The MWPT is a governing body that will continuously monitor and evaluate the mission ready total workforce to identify trends and provide monetary recommendations and policy modifications to Commandant (CG-1) to ensure the Coast Guard workforce is optimized and capable of meeting service needs. They will use a purposeful process to identify and manage intervention strategies and recommend both monetary and non-monetary interventions, including scalable options and tradeoffs.

- b. The MWPT will follow the budgetary Fiscal Year (FY) annual cycle and hold quarterly meetings to assess the effectiveness of bonuses and make recommendations on bonus amounts and eligibility criteria. The MWPT will also consider off cycle workforce initiatives on a case-by-case basis.
4. Commandant (CG-126). Provide workforce analysis to MWPT to include officer and enlisted force strength, historical body to billet data, separation and accession breakdown, and rating and specialty code assignment challenges.
5. Commander, Coast Guard Personnel Service Center (PSC). In collaboration with Commandant (CG-126), (CG-4), and (CG-7), develop business plans for upcoming fiscal year bonus requirements, and assist with the execution of approved and funded current fiscal year bonus plans, as applicable.
6. Commanding Officer, Pay and Personnel Center (PPC). Establish and maintain a system for paying bonuses and repayment of unearned bonuses and publish processes, procedures, and calculations for these purposes.
7. Commanding Officer, Coast Guard Recruiting Command (CGRC). Design and execute a marketing plan for approved bonus interventions as part of an overall effort to accomplish Coast Guard recruiting missions and goals.
8. Assistant Commandant for Reserve (CG-R). Manage appropriated funds in support of the Reserve Component (RC), including, but not limited to, benefits and incentives for Selected Reserve (SELRES) members as outlined in this Instruction.
9. Servicing District (DXR/PAC-13/DOL-1). Monitor bonus recipients' eligibility status and work with unit Personnel and Administration (P&A) and Reserve Force Readiness System (RFRS) to ensure bonuses for SELRES members are timely processed.
10. Commanding Officers and Officers in Charge. Designate a command representative for bonus counseling, ensure dissemination of applicable bonus offerings, ensure written agreements or eligibility are adhered to for the duration of the service obligation, and forward notifications to PPC-MAS of bonus recipients who have lost bonus eligibility and to which repayment of unearned bonus may be required.
11. Workforce Responsibilities.
  - a. Commanding Officers will designate a command representative who will counsel all eligible officers and enlisted members concerning bonus eligibility. The counseling session should be a personalized meeting between the eligible members and the designated command representative.

- b. Members are responsible for identifying the applicability of bonuses and engaging with the command designated representative, Servicing Personnel Office (SPO), or P&A office for counseling and determining eligibility.
- c. Command representatives, SPO, or P&A offices will counsel applicable members for eligibility and determination, draft documentation as required for the bonus and submit the appropriate bonus application in accordance with PPC direction.
- d. PPC will review and conduct final screening for eligibility and execute payment once all applicable bonus eligibility requirements are met.
- e. PSC, the bonus program office, CO/OIC, command representative, SPO, and P&A office will validate a bonus recipient's eligibility after a bonus is issued. The applicable bonus program office will identify bonus recipients and work with PSC to verify continuing eligibility. The CO/OIC, command representative, SPO and P&A office will ensure that eligibility criteria are adhered to for the duration of the bonus service obligation.

12. Designated Command Representative Responsibilities, SPO, or P&A office.

- a. Ensure the member is aware of applicable eligibility requirements, eligibility windows, submission deadlines (to be announced in accompanying ALCOAST annually), payment authorization, and required Active Duty or Reserve bonus obligation associated with accepting the desired bonus option;
- b. Ensure the member fully understands the implications of the agreement;
- c. Explain that any unearned portion of a bonus will be repaid on a pro-rata basis for all conditions listed in this Instruction or required by law;
- d. Ensure all eligibility criteria are met and required documentation has been properly completed;
- e. Ensure all questions from the member are answered;
- f. Ensure the member and their commanding officer or command designee sign the agreements and applicable reenlistment contract or agreement to extend enlistment; and,
- g. Ensure eligibility criteria are adhered to for the duration of the bonus service obligation. If loss of eligibility occurs then the command representative, SPO, or P&A office will notify the CO/OIC and submit a Customer Care ticket notifying PPC-MAS.

C. Policy.

1. Applicable FY Bonuses. Each year, Assistant Commandant for Human Resources (CG-1) will promulgate, through the MWPT, the bonuses and eligibility requirements for the applicable FY. Pursuant to applicable laws and policies herein, the associated ALCOAST will outline additional eligibility requirements and modifications to policy as required.
2. Change in Bonus Amounts. When a bonus amount is designated for increase, reduction, or termination, an effective date of the change will be promulgated by ALCOAST at least 30 days in advance. All Bonus Agreements signed before the effective date of the change will receive the bonus amount previously authorized by the expiring ALCOAST. All Bonus Agreements made on or after the effective date of the change will use the bonus amount authorized by the new ALCOAST.
3. Bonuses and BRS continuation pay.
  - a. Receipt of a bonus does not affect entitlement to Blended Retirement System (BRS) continuation pay.
  - b. Those in receipt of BRS continuation pay and serving the obligated service associated with continuation pay are eligible to qualify for an applicable bonus. The obligated service for BRS continuation pay will run concurrently with any other service obligation, except in situations where other service obligations preclude obligations running concurrently with them.
4. General Restrictions.
  - a. A member may not receive another bonus or incentive pay under the authorities in [37 U.S.C. Chapter 5 Subchapters I and II](#) for the same activity, skill, or period of military service.
  - b. Members with existing service obligations from a previous bonus or Service-funded educational agreements may not receive multiple bonuses for the same period of service unless otherwise specified in the applicable ALCOAST.
  - c. A member who received readjustment pay, severance pay, or separation pay is not eligible for a bonus.
  - d. Members who have completed 25 years of combined active or reserve service or will complete 25 years of combined active or reserve service during the first year of obligated service for any bonus are not eligible for a bonus that would require obligated service beyond 25 years of combined active or reserve service. This restriction does not apply to Aviation Bonus eligibility. No Aviation Bonus agreement may be executed that

would take an officer beyond 25 Years of Aviation Service (YAS) (See Chapter 3.G. of this Instruction).

- e. Members serving in a retired recall status are not eligible for any bonus.
- 5. Limitations to Contract. Service obligation does not guarantee that a member will remain on active duty or SELRES service indefinitely if earlier administrative separation or retirement is appropriate. The Coast Guard can also initiate involuntary separation for cause under Reference (a), earlier than the end of any applicable bonus related Active Duty or SELRES service obligation. Furthermore, any unearned bonus amount may be subject to repayment per Chapter 1.D. of this Instruction.
- 6. Waivers. Waivers of bonus eligibility requirements are not normally approved unless there is compelling evidence of policy application or misguidance by authoritative sources pertaining to individual situations that disadvantages the member through no fault of the member. In these cases a member may submit a written waiver request with a substantive command endorsement to Commandant (CG-133). A waiver request must be in memorandum format and comply with the following:
  - a. Route through the member's administrative chain of command. Optional: OPM, EPM, or Program Manager may be included as a thru address for endorsement or eligibility review.
  - b. Submit to [HQSPolicyandStandards@uscg.mil](mailto:HQSPolicyandStandards@uscg.mil) with the required and optional endorsements and the subject line: Paygrade/Rate Last Name, First Name, EMPLID, ALCOAST###/YY Bonus Waiver Request;
  - c. Include which bonus the waiver is requested for;
  - d. State the specific requirement or contested condition for which the waiver is requested;
  - e. Explain the circumstances and mitigating factors to justify the waiver request, to include a well-articulated rationale, supporting correspondence, and evidence of no fault of the member; and,
  - f. Include the intended outcome or corrective action being requested.

Note: Before an application can be submitted to the Board for Correction of Military Records (BCMR), the member must exhaust all other administrative remedies the Coast Guard currently provides, to include submission of a waiver outlined in this Instruction.

7. Payment. Unless otherwise noted in the associated ALCOAST, all payments will be a lump sum subject to federal and applicable state income tax withholdings that are not contributed to a tax-deferred Thrift Savings Plan (TSP) account. Service members desiring to contribute bonus monies to a TSP account must consider the TSP Elective Deferral limit and confirm election not less than 30 days prior to receipt of the bonus.
  8. Suspension of Payments. The following circumstances will prompt a suspension of any unpaid bonus installments, if applicable. COs and OICs must request suspension of payments through PPC by customer care ticket. Lump sum payments are not subjected to this provision.
    - a. Acceptance to an Officer Procurement Program.
    - b. Weight Probation. Members placed on weight probation in accordance with Reference (c), will have any unpaid bonus payments suspended. Once compliance is met, withheld payments will be authorized for payment. Noncompliance and subsequent separation from service will initiate repayment of all unearned bonus amounts from the date of probation as outlined in Chapter 1.D. of this Instruction.
    - c. Court-Martial. Members against whom Court-Martial charges have been preferred.
    - d. Probation. Members placed on probation as outlined in the Reference (a) or Reference (b). Subsequent separation from service due to associated probation will initiate repayment of all unearned bonus amounts from the date of probation as outlined in Chapter 1.D. of this Instruction.
    - e. Temporary Loss of Eligibility. Member fails to maintain any eligibility criteria outlined in this Instruction or the associated bonus eligibility as outlined in the ALCOAST, signed bonus agreement, or both.
- D. Repayment of Unearned Bonus Amounts. All unearned bonuses must be repaid unless an exception to repayment is granted under authorized conditions as described below.

CO/OICs must engage with PPC-MAS when a member loses eligibility of a bonus and either suspension or repayment of the unearned bonus is required.
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1. Unearned Bonus. Pursuant to exceptions in [37 U.S.C. § 373](#), members who are paid a bonus, incentive pay, or similar benefit must repay to the United States any unearned portion of the bonus, incentive pay, or similar benefit if the member fails to meet the service or eligibility requirements. The member may not receive any unpaid amounts of the bonus, incentive pay, or similar benefit after the member fails to satisfy such service or eligibility requirement.

2. Repayment Authority. Except under conditions described in [37 U.S.C. § 373.](#), the Coast Guard will demand repayment of the unearned portion of the bonus payment for which the service obligation was not met, in accordance with Reference (d). The amount owed is proportionate to the time remaining on the member's obligated service agreement when discharged, released from active duty or SELRES service, or the date the member has been determined to no longer be in compliance with their bonus agreement.
3. Separation Documentation. Commander CG PSC will ensure that separation authorizations indicate the requirement to repay unearned bonuses for members with obligated service accruing from a bonus agreement who do not meet the contractual terms of the bonus agreement. Separation authorizations must contain an explanation of the indebtedness incurred due to the requirement for repayment of unearned bonuses. In addition, it must advise members that they may apply for an exception to repayment and provide members with information on the procedure for requesting an exception. All exceptions to repayment of unearned bonus amounts must be requested by the affected member or former member.
4. Repayment Procedures. The procedures to initiate repayment of unearned bonuses are published in Reference (f).
5. Authority for Exceptions to Repayment of Unearned Bonuses. Exceptions to repayment of unearned bonuses must be approved by the Secretary of Homeland Security unless further delegated to the Coast Guard. The Coast Guard has not been delegated this authority.
6. Exceptions to Repayment of Unearned Bonuses. Per [37 U.S.C. 373\(b\)](#), the Secretary of Homeland Security may except, in whole or in part, the repayment of any unearned bonus on a case-by-case basis if it is determined that repayment would be against equity and good conscience or would be contrary to the best interests of the United States.
7. General Repayment of Unearned Bonus Procedures. Units shall request Commanding Officer (PPC) initiate procedures for repayment of previously paid but unearned bonus portions based on the effective date a member fails to satisfy any applicable obligated service or eligibility requirement as documented by the member's command.

E. Glossary of Terms.

1. Active Duty Service Commitment (ADSC). The ADSC is the number of years a member agrees to obligate service on a bonus agreement. The member's bonus obligation termination date can be calculated by adding the ADSC to the operative or effective date of the bonus agreement, whichever is later.

2. Additional Obligated Service. All periods of military service covered by a signed agreement which binds Coast Guard members and the U.S. Coast Guard to specified periods of time beyond any period that the member has already obligated.
3. Anniversary Date. The anniversary date exactly corresponds to the date the member came on active duty as computed from their Active Duty Base Date (ADBDB) or Pay Base Date (PBD), depending on the bonus.
4. Aviation Bonus (AvB). A bonus used as an incentive to attract and retain active duty officers in an aviation career.
5. Bonus Agreement. A written agreement between a member and the Coast Guard in which the member agrees to obligate service for a specific period of time. In return, the Service member receives a bonus contingent upon abiding by all eligibility and retention conditions of the agreement throughout the entire contractual term.
6. Bonus Agreement Submission Date. The required submission date for a Bonus Agreement to be submitted will be announced in the notifying ALCOAST. Submission date waivers will follow the waiver process prescribed in this Instruction.
7. Bonus Obligation Termination Date. The date for which a member fulfills all obligated service with any bonuses received.
8. Critical and Stressed 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.
9. Critical Officer Skill. A skill to meet the mission requirements of the Service or to mitigate a current or projected significant shortage of personnel in that skill.
10. Critical Skills Retention Bonus (CSRB). A bonus used as an incentive to encourage the retention of members in a critical military skill or assigned to high priority units.
11. Critical Skills Training Bonus (CSTB). An active duty incentive authorized for any non-rated personnel who agree to attend and complete Class A-School, or the Rating Apprenticeship Program (RAP) of a designated critical rate; and, if necessary, agree to extend their enlistment upon graduation to meet the ADSC required to earn the bonus.
12. Current Obligated Active Duty Service. For the purpose of determining bonus eligibility, current obligated active service period includes obligated service:
  - a. For initial entry into the Coast Guard;
  - b. Under an existing bonus agreement or obligated service incurred by a monetary payment;



- c. For receipt of training greater than 20 weeks; and,
- d. From Post 9/11 GI Bill benefits transfer.

Current obligated active duty service does not include obligated service for promotion, advancement, permanent change of station (PCS), BRS continuation pay, service obligation as directed by the Coast Guard or specific graduate/advanced education identified in the eligibility criteria of the bonus. These service obligations will run concurrently to a bonus service obligation.

13. Date Initially Entered Military Service (DIEMS). The date a member first enters uniformed service in any capacity. This date is fixed. The DIEMS does not change for members that depart the military and rejoin at a later date or for members that transfer to/from a reserve component.
14. Effective Date. The Bonus Agreement will be effective the date upon which a Service member is fully qualified for the bonus, this includes having a Commanding Officer or Officer-in-Charge approved Bonus Agreement, meeting all eligibility requirements, completing any current obligated active duty service (unless ADSC is specifically authorized to run concurrently with a current obligated active duty service, with proration of the bonus amount), and reporting to the assigned billet (if applicable). The effective date will be whichever qualifying bonus requirement occurs the latest during the Fiscal Year in which a bonus is offered. The ADSC will be calculated from the effective date.
15. Eligibility Loss Date of Repayment. When a member is no longer eligible for the applicable bonus, PPC (mas) will initiate repayment of the unearned bonus portion based on the effective date documented by the member's command.
16. Eligibility Window. The authorized date range a potentially eligible member must complete their obligated service, meet all eligibility requirements by, or both in order to become eligible to receive a bonus. Eligibility windows are announced in the ALCOAST of the applicable bonus offerings.
17. Enlistment Bonus (EB). Enlistment Bonuses are identified in five categories:
  - a. Non-Rate Enlistment Bonus (NR-EB). A bonus authorized to new recruits, for their first career enlistment, without a guaranteed Class A-school. Prior service applicants are not authorized a NR-EB. Applicants agree to enlist and satisfactorily complete a minimum of two years of ADSC.
  - b. Guaranteed A School Enlistment Bonus (GA-EB). A bonus authorized to new recruits, for their first career enlistment, that sign an agreement to attend a critical rating Class

- A School immediately upon graduation from boot camp. Applicants agree to enlist and satisfactorily complete a minimum of four years of ADSC.
- c. **Prior Service Enlistment Bonus (PS-EB).** A bonus authorized to new recruits, that satisfactorily completed an enlistment of at least 24 months in a DoD armed service. Applicants agree to enlist and satisfactorily complete a minimum of two years of ADSC.
  - d. **Quick Ship Enlistment Bonus (QS-EB).** A bonus authorized to new recruits to fill any Recruit Training Company that is not scheduled to be at capacity. Eligible applicants for the QS-EB must agree to ship not more than four (4) weeks prior to the Recruit Training Company convening date. Applicants agree to enlist and satisfactorily complete a minimum of four years of ADSC.
  - e. **College Credits Enlistment Bonus (CC-EB).** A bonus authorized to new recruits who have received an Associate degree or higher, and who enlist without a guaranteed Class A-School. Applicants agree to enlist and satisfactorily complete a minimum of four years of ADSC.
18. **Executed Extension.** An Agreement to Extend Enlistment, [Form CG-3301\(series\)](#), is executed when a member has signed the agreement and agreed to obligate service.
  19. **Extension Operative Date or Operative Date.** The date an executed extension begins to run.
  20. **Initial Active Duty for Training (IADT).** A term used to identify active duty for basic military training and technical skill or rate training (e.g. basic training, Direct Entry Petty Officer Training (DEPOT), A-School) for reservists. See Reference (g), for additional information
  21. **Military Service Obligation (MSO).** The total required service each person who initially becomes a member of any U.S. Military Service shall serve, unless sooner discharged. The MSO for any person whose initial entry into a military service is on or after 1 June 1984 is eight years from a member's Date of Initial Entry into Military Service (DIEMS).
  22. **Obligated Service or Service Obligation.** All periods of military service covered by a signed agreement between Coast Guard members and the U.S. Coast Guard in which members agree to serve for a designated period of time.
    - a. **Sequential Obligated Service.** Service obligations that will be served independent of each other and cannot commence while on a current service obligation. With sequential

service obligations, a bonus ADSC and payment cannot commence until a current service obligation has ended.

- b. **Concurrent Obligated Service.** Service obligations that will be served at the same time. When a newly incurred service obligation is to be served concurrently with an existing service obligation, the total service obligation will be equal to the length of the longest remaining obligation. With concurrent service obligations, a bonus ADSC and payment commence upon the effective date of bonus agreement, with bonus payment prorated based upon newly obligated service.

23. **Officer Procurement Program.** A program which, upon successful completion, will lead to an appointment as a chief warrant or commissioned officer in the Coast Guard.

24. **Pay Base Date (PBD) or Pay Entry Base Date (PEBD).** The date that denotes how much of a member's service is creditable towards longevity for pay purposes. PBD/PEBD can be affected by changes in service, including but not limited to: broken service, lost time, and transfer to/from reserve components.

25. **Relationship to Other Entitlements.** A bonus paid is in addition to any other pay and allowances a member is entitled to receive.

26. **SELRES Enlistment Bonus Programs (SEBP).** SELRES Enlisted Bonus Programs are identified in four categories:

- a. **Enlistment Bonus.** A bonus used as an incentive to encourage individuals to join the Coast Guard Reserve with an original enlistment
- b. **Affiliation Bonus.** A bonus used as an incentive to encourage eligible prior-service personnel who separate (RELAD or discharge) from active duty, or who are serving in the Individual Ready Reserve (IRR) to affiliate with the SELRES.
- c. **Prior-Service Bonus.** A bonus used as an incentive to encourage eligible prior-service personnel, who have over 7 years and 9 months of active duty service but less than 14 years of combined military service on the date of enlistment, to enlist in the SELRES in an eligible rating.
- d. **Reenlistment/Extension Bonus.** A bonus used as an incentive to encourage enlisted personnel to reenlist or voluntarily extend in the SELRES in eligible ratings or units.

27. **Selective Reenlistment Bonus (SRB).** An active duty reenlistment incentive authorized to members of eligible ratings and skills at the end of their current enlistment contract or at specific designated events or service milestones.

28. **Secondary School Graduate.** For SEBP purposes, this term includes recipients of:

- a. A high school diploma issued from the school where the individual is credited with completion of 12-year or equivalent program requirements;
  - b. A secondary school diploma awarded for completing an adult education program issued by a state or by a secondary or post-secondary educational institute;
  - c. A diploma or certificate of General Education Development (GED) or other test-based high school equivalency diploma; and,
  - d. A secondary school diploma or certificate typically awarded by a state, based on certification by a parent or guardian that an individual has completed secondary school at home.
29. Unearned Bonus. A portion of the bonus already paid to a member who subsequently does not or has not completed all or part of the agreed upon additional service obligation, fails to maintain eligibility during the service obligation, or fails to meet other conditions of service specified in the written agreement for the bonus.
30. Written Agreements. A written agreement between a member and the Coast Guard in which the member agrees to additional obligated service.

## CHAPTER 2                    **BONUSES APPLICABLE TO ACTIVE DUTY ENLISTED MEMBERS**

- A. General. The enlisted bonus program is designed to encourage enlistment, affiliation, reenlistment, and retention of enlisted members in designated career fields, skills, units, or other conditions of service. The Enlisted bonus program is authorized pursuant to [37 U.S.C. § 331](#), [37 U.S.C. § 355](#), and [14 U.S.C. § 2319](#).
1. Enlistment. Initial Enlistment in the Regular Active Duty component.
  2. Extension. A contract signed and completed by a member to extend their current enlistment for a specified period of time. Adds additional obligation to the existing enlistment or reenlistment contract upon its expiration.
  3. Reenlistment. A contract signed by a member, which becomes effective on the members signature date. A reenlistment must be for a longer period than the current contract and will terminate the current contract upon execution. Must be executed in whole years.
  4. Release from Rating or Special Assignments. Members serving on a bonus obligation must annotate on their Special Assignment application that they are serving on a bonus obligation. Members must be released from rating by the Rating Force Master Chief and Assignment Officer prior to an out of rate assignment.
- B. Forms/Reports. The associated forms are required to document the eligibility criteria and conditions under which a bonus is paid. It is the source document that is used to implement pay actions and as such, it must be retained in the member's Official Military Personnel File (OMPF). The list of active bonus forms are available on the CG Authorized Forms webpage: <https://www.dcms.uscg.mil/forms/>. The associated forms include, but are not limited to:
1. Enlistment Bonuses. Applicants must complete and sign annex forms prescribed in Reference (e).
  2. Selective Reenlistment Bonus (SRB CG-3307 entries). Administrative Remarks prescribed in Reference (f).
  3. CSTB. CG-7220 (series).
  4. CSRB. CG-5305 (series).
  5. Agreement to Extend Enlistment. CG-3301 (series).
  6. Enlistment/Reenlistment Contract, DD FORM 4/1. Administrative Remarks prescribed in Reference (f).
- C. Maximum Bonus Amount.

1. Enlistment Bonus. May not exceed \$50,000 for a minimum two-year period of obligated service.
2. Reenlistment Bonus. May not exceed \$30,000 for each year of obligated service
3. CSTB and CSRB. May not exceed \$15,000 for each year of obligated service in a regular component.
4. Transfer from Reserve to Regular Component. May not exceed \$10,000 total.
5. Maximum Career Amount. A member may receive more than one bonus during their career, provided the member does not receive more than a total of \$300,000 during their career.

D. Policy.

1. General.
  - a. All personnel with 10 years or less of active service who reenlist or commit to service obligation for any period, however brief, will be counseled on the SRB program. An Administrative Remarks, Form CG-3307, service record entry outlining the effect that particular action has on SRB entitlement will be signed by the member. If necessary, commanding officers will elaborate in the Administrative Remarks entry to cover specific cases of questionable SRB eligibility. Consult Reference (f), for detailed content and formatting requirements of the Administrative Remarks, Form CG-3307, entry.
  - b. Commands, SPOs, or P&A will make eligibility determinations.
  - c. Approved bonuses are only available within the FY for which they are authorized.
  - d. Pursuant to this Instruction, additional eligibility requirements may be outlined in the associated ALCOAST.
  - e. Members may not receive multiple bonuses for the same period of service unless otherwise specified in the associated ALCOAST.
  - f. Members who are discharged prior to completing the period of service for which they were paid a bonus will be subject to repayment of the unearned portion of the bonus pursuant to Chapter 1.D of this Instruction.

- g. Members will be ineligible for continued bonus payment when they no longer meet the requirements of the bonus or the eligibility criteria in the rating or skill for which the bonus was authorized except as outlined in Chapter 1.D.6 of this Instruction.
  - h. Members selected as primary for or above the cut in an officer procurement program are not eligible to apply for a bonus.
  - i. A Reserve member serving on an extended active duty contract is not eligible for active duty bonuses.
  - j. Members not in compliance with Reference (c), are not eligible to apply for a bonus until compliance is met. Eligibility for a bonus will be based on the day the member is removed from probation and the bonus offering is still in effect. Likewise, a member may not be paid any bonus payments if noncompliant upon payment processing by PPC, once compliance is attained, payment will be authorized.
2. Loss of Eligibility. The following will terminate eligibility of a bonus, and repayment of the unearned bonus may be required:
- a. The member is no longer serving in the rating or skill for which the bonus was authorized.
  - b. The member no longer maintains the skill's qualification code in order to be technically qualified for the critical skill for which the bonus was paid.
  - c. The member is unable to perform the duties of the rating or skill for which the bonus was paid as a result of injuries caused by the member's own misconduct.
  - d. The member is unable to perform the duties of the rating or skill for which the bonus was paid as a result of a loss of security clearance due to the members own misconduct.
  - e. The member's rating designator is removed due to the fault of the member.
  - f. Current and future assignment in that military specialty is precluded for any reason within the member's control.
  - g. The member is disenrolled from basic training.
  - h. The member is disenrolled from the qualifying Class "A" school.
  - i. The CO or OIC removes the member from the duties or responsibilities for which the bonus was authorized due to loss of confidence or poor performance.
  - j. The member refuses to perform the duties for which the bonus was paid;

- k. The member refuses assignment of the rating or skill for which the bonus was paid;
  - l. The member is separated from service in accordance with Reference (a) through (c). Separation from service will initiate repayment of all unearned bonus amounts from the date of separation as outlined in Chapter 1.D of this Instruction.
  - m. Repayment for members who enter into the temporary separation program (TEMPSEP) will be calculated from the date of temporary separation.
  - n. For any reason of misconduct.
  - o. Determinations by Commandant (CG-133).
3. Impact on Bonuses Upon Officer Procurement Program. Subject to Article 1.D.6 of this Instruction, repayment of unearned bonus may not be required if the member is separated to permit acceptance of, or entry into, a program leading to a commission or chief warrant appointment in the same or another Service. Any bonus payment installments not yet paid will be forfeited by calculation up to the date of commission or appointment. The below conditions also apply:
- a. Upon notification of a member's selection to enter into any officer procurement program, any request for accelerated or early payment of the remaining portion of bonus payments will not be approved.
  - b. Members entering officer procurement programs who have reenlisted or extended for a bonus will have remaining installments (if applicable) suspended upon appointment in an officer procurement program. The time spent in an officer procurement program is creditable towards bonus payments. Members' bonus entitlement will be forfeited upon commission or appointment but retained if returned to applicable active duty enlisted rate or skill.
  - c. Members who do not successfully complete the officer procurement program and continue in an enlisted status in the same rate or skill will have bonus installments resumed and are entitled to receive the bonus payments previously suspended.
  - d. Time served as a commissioned officer will not count toward bonus entitlement or service obligation of the bonus for temporary commissioned officers who revert to an enlisted status in their original rating and still have time remaining on their contract.
4. Bonus Eligibility Under BRS Continuation Pay. Members who receive continuation pay are eligible to receive a bonus. Eligibility for a bonus can be achieved while serving on an obligation after receiving BRS continuation pay as long as, prior to acceptance of continuation pay, the member would have otherwise been eligible.



E. Enlistment Bonus (EB) Program.

1. General. The Enlistment Bonus (EB) is a program that provides a monetary incentive to encourage an individual with no prior military service to enlist to help meet the Coast Guard's recruiting goals. EBs are linked to a member's enlistment, affiliation with service, or both or a critical rating by attending a guaranteed Class "A" school.
  - a. Receiving an EB does not affect eligibility for educational benefits pursuant to the Montgomery G.I. Bill (MGIB), Post 9-11 G.I. Bill, or Tuition Assistance (TA).
  - b. An SRB may not be paid for the same period of service for which an EB is paid.
  - c. Members who are authorized an EB upon enlistment and then affiliate with a critical rating offering a GA-EB while at recruit training will receive the larger of the two enlistment bonuses as long as all service and eligibility requirements are met.
  - d. Members who are authorized an NR-EB upon enlistment and then affiliate with a CSTB eligible rate after recruit training, within their first enlistment, will receive the larger of the two bonuses as long as all service and eligibility requirements are met.
2. Bonus Determination. An EB may be authorized when:
  - a. Total accession objectives have not been met;
  - b. Accession objectives to sustain adequate manning in ratings are projected not to be met;
  - c. Accession objectives or retention percentages are significantly below the total objective retention average;
  - d. Personnel shortage exists in pay grades E-1 through E-3; or,
  - e. A need exists to incentivize individuals to enter into Military Service during historically low recruiting periods.
3. Eligibility.
  - a. An initial enlistee in the active duty component under a minimum two (2) years ADSC.
  - b. Meet entry-level enlistment standards and qualification criteria.
  - c. Have either:

- (1) Not previously served in the Military Services; or,
  - (2) Served, but was released from such service before completing basic training requirements and the service was characterized as either honorable or uncharacterized.
- d. Members who select the college fund at the time of enlistment are not eligible to receive a non-rate EB.
4. Discharge or Change in Rating. Members who are discharged or change ratings prior to completing the period of service for which they were paid an EB must repay the unearned bonus per Chapter 1.D of this Instruction. Members may request an exception to repayment in accordance with 1.D.6 of this Instruction.

F. Selective Reenlistment Bonus (SRB) Program.

1. General. The Selective Reenlistment Bonus (SRB) Program allows a reenlistment incentive to be offered to members who possess highly desired skills or are in eligible ratings, and meet specific time in service requirements, as identified in this Instruction or the authorizing ALCOAST.
2. Authority. An SRB may be authorized if:
  - a. The critical personnel shortage in a particular rating and paygrade is or is projected to be stressed or critical; and,
  - b. The retention bonus is likely to improve the strength of a desired rating or paygrade.
3. Eligibility Periods. For the purpose of defining eligibility periods under the SRB program and within the first 14 years of active service, three zones of consideration have been established from the ADBD:
  - a. Zone A is defined as the period from 17 months through 6 years of active service where the member:
    - (1) Has completed not more than 6 years of active service on the date of reenlistment; and,
    - (2) Has not previously received a Zone A SRB.
  - b. Zone B is defined as the period from 6 through 10 years of active service where the member:

- (1) Has completed at least 6 but not more than 10 years of active service on the date of reenlistment;
  - (2) Is serving in pay grade E-5 or higher. Personnel who are changing rate, as approved by the Commandant, are eligible as an E-4 provided they were E-5 or higher prior to changing rate; and,
  - (3) Has not previously received a Zone B SRB.
- c. Zone C is defined as the period from 10 through 14 years of active service where the member:
- (1) Has completed at least 10 but not more than 14 years active service on the date or reenlistment;
  - (2) Is serving in pay grade E-6 or higher; and,
  - (3) Has not previously received a Zone C SRB.
4. Eligibility. Members must meet either a Reenlistment or Anniversary eligibility criteria in order to be eligible for an SRB. All members must meet the following general criteria to be eligible for an SRB:
- a. Be serving on active duty or have been discharged or released from active duty within the past 3 months;
- Note: Coast Guard Reserve personnel who are serving on active duty must have served on continuous active duty for a minimum of 12 months immediately prior to the date of reenlistment and have an approved request to integrate into the active component.
- b. Have completed at least 17 months continuous active duty (including periods of active duty service performed while in the reserve) at any point in their military career. The 17 months continuous active duty need not have been completed immediately prior to the reenlistment or extension but must have been served in the current enlistment contract;
  - c. Be serving in pay grade E-3 (with rating designator) or higher in a rating that is specifically designated as eligible for an SRB;
  - d. Reenlist for a minimum of three (3) years;

- e. Cannot be serving on a current SRB service obligation that has 12 months or more remaining; and,
  - f. Meet any additional eligibility criteria as outlined in the ALCOAST.
5. Reenlistment SRB Eligibility. One (1) of the following reenlistment opportunities must be met to be eligible to reenlist for a SRB in an applicable SRB zone eligibility period.
- a. Within Fiscal Year of EOE. Members may reenlist at any time within the FY from 01 October to 30 September of the members current EOE for the purpose of obtaining an applicable SRB. An individual will not be permitted to reenlist any earlier than the applicable FY of their EOE for SRB purposes.
  - b. Within 3 Months After Separation. Members may reenlist within the 3-month period after expiration of their enlistment, but not later than the end of the applicable FY of the EOE for SRB purposes. The period of 3-months after the end of enlistment begins on the day following the date of separation (date of separation as noted on the DD Form 214) and ends with the day of the month 3 months later corresponding to the date of separation.
  - c. Obligated Service. Members who must obligate service for a service related reason (transfer, training, advancement, advanced education, or other obligations as directed by the Coast Guard) may reenlist for a period greater than the minimum required for the purpose of obtaining an SRB. SRB entitlement will only be based on newly acquired obligated service.
  - d. Cancelling Extensions Within FY of EOE. Members may cancel extensions that have been previously executed (agreed upon), but have not yet reached the operative date(s), and reenlist for a longer period prior to their operative date(s) in accordance with Reference (i). The cancellation of the extension(s) must place the member's current EOE to within the FY of an applicable SRB. Note: Extensions of enlistment for the sole purpose to transfer post 9-11 GI Bill benefits are not eligible to be cancelled.
    - (1) The extension(s) being cancelled must have been executed in conjunction with a service need (transfer, training, advancement, advanced education, or other obligations as directed by the Coast Guard).
    - (2) If the duration of the cancelled extension is greater than 24 months, SRB entitlement will only be based on newly acquired obligated service. For extensions less than 24 months, the full SRB entitlement is authorized.
6. Anniversary SRB Eligibility. Members may reenlist for the purpose of an SRB based on their anniversary date from their ADBD. Anniversary SRB entitlements will only be based

on newly acquired obligated service unless the member has an extension that has not begun and is authorized to be cancelled as detailed in Reference (i).

- a. Exactly 6 Years of Active Duty. Members may reenlist on the date they complete exactly 6 years of active duty, and will be entitled to the Zone A SRB in effect for their rating if they are otherwise eligible. If they have previously received a Zone A SRB or no Zone A SRB is designated, they may be entitled to a Zone B SRB if one is in effect.
- b. Exactly 10 Years Active Duty. Members may reenlist on the date they complete exactly 10 years of active duty, and will be entitled to the Zone B SRB in effect for their rating if they are otherwise eligible. If they have previously received a Zone B SRB or no Zone B SRB is designated, they may be entitled to a Zone C SRB if one is in effect.
- c. Exactly 14 Years Active Duty. Members may reenlist on the date they complete exactly 14 years of active duty, and will be entitled to the Zone C SRB in effect for their rating if they are otherwise eligible.
- d. 6th, 10th, or 14th Year of Active Service Within Current FY. Members may reenlist at any time within the FY in which they will complete exactly 6, 10, or 14 years of active duty, for the purpose of obtaining a Zone A, B, or C SRB, as appropriate.

7. Special Conditions.

- a. Discharged Early for the Purpose of Immediate Reenlistment. If a member who is discharged early for the purpose of immediate reenlistment is currently receiving a Zone A SRB, and the new reenlistment is authorized a Zone B SRB, then the member will retain entitlement to the Zone A SRB. They will receive the Zone B SRB only for the additional obligated service.
- b. Members Requesting a Change in Rate. Members who request a change in rate will be eligible for the applicable SRB rate or skill entitlement in effect at the time the request for change in rate was approved by CG PSC-EPM/CG PSC-RPM. Members must sign an Administrative Remarks, Form CG-3307, SRB-04 entry stating that they are aware that they will not receive any bonus entitlement for the new rate until they have reenlisted and have attained the new rate. If applicable, members retain SRB eligibility for their present rate until they attain their new rate. When the new rate is attained, all unearned SRB for the previously held rate will be repaid.
- c. Computing Fractions of a Month. When computing additional obligated service for which a bonus can be paid, a fraction of a month will be rounded up to the whole month.

8. SRB and BRS Continuation Pay.

- a. Those in receipt of an SRB and serving the obligated service associated with an SRB may be eligible for Blended Retirement System (BRS) continuation pay as long as the service obligated on the continuation pay is met.
- b. Those in receipt of BRS continuation pay and serving the obligated service associated with BRS continuation pay may be eligible to qualify for an SRB as long as the service obligation for the SRB is met.
- c. The obligated service for continuation pay can run concurrently to the SRB obligated service.

9. Required Administrative Remarks, Form CG-3307, Entries for Bonuses.

- a. Mandatory Entries. Administrative Remarks, Form CG-3307, entries are required to document bonus counseling on the following occasions:
  - (1) The beginning of the FY of a member's EOE;
  - (2) The beginning of the FY of a member's 6 or 10 year active duty anniversary date;
  - (3) Anytime a member reenlists or extends their enlistment; and,
  - (4) When members are eligible to reenlist but opt to separate.
- b. Content of Mandatory Entries. Consult Reference (f) for detailed content and formatting requirements of the Administrative Remarks, Form CG-3307, entries.

G. Critical Skills Training Bonus (CSTB) Program.

- 1. General. The Critical Skills Training Bonus (CSTB) program is an incentive to attract qualified personnel to critical skills or ratings. These bonuses are linked to a member's affiliation with a critical rating by graduating from Class "A" school or achieving a rating designator for the applicable rating. The CSTB is authorized under [14 U.S.C. § 2319](#).
- 2. Policy. Upon having orders issued to "A" School, but prior to departing their permanent unit, members must complete and sign a Critical Skills Training Bonus (CSTB) Agreement, Form CG-7220D. Members who are currently in Class "A" school or an apprenticeship program during an offering for an applicable CSTB are eligible to apply for the CSTB bonus. The form must be placed in the member's OMPF and a copy given to the member. This document is proof of enrollment in the CSTB Program and will be used by the Training Center SPO to initiate bonus payment procedures upon graduation.
- 3. Eligibility. To qualify for the CSTB Program, members must:

- a. Complete and sign a CSTB agreement form prior to graduation or rating designation;
  - b. Achieve a rating designator; and,
  - c. Agree to obligate service by extension of enlistment to meet the four (4) year minimum ADSC upon receiving a rating designator.
4. Loss of Eligibility and Repayment. Members will lose eligibility and may be subject to repayment of unearned bonus if:
- a. The member fails to graduate Class “A” School or obtain a rating designator;
  - b. The member fails to retain their rating designator for the entirety of the service obligation; or
  - c. The member executes a change in rating prior to completing the service obligation.

#### H. Critical Skills Retention Bonus (CSRB) Program.

1. General. The Critical Skills Retention Bonus (CSRB) program is authorized under [37 U.S.C. § 355](#) and used as an incentive to encourage the retention of members in a critical military skill or assigned to high priority units.
  - a. Designation of Critical Specialty Skill. Determined necessary to mitigate a significant current or projected personnel shortage in a particular rated skill.
  - b. Designation of High Priority Unit. Determined necessary to mitigate a significant current or projected personnel shortage in a particular unit.
2. Special Conditions.
  - a. Obligated Service under a CSRB. Obligated service under a CSRB will incur cumulative service obligated on the current existing enlistment contract. The service obligated will be executed as an extension to the current enlistment contract. If the additional service obligation extension will exceed the 6 year extension limit of an enlistment contract, the member may be discharged and immediately reenlisted, by convenience of the government, for the total service obligated in whole years.
  - b. Change in Rating. Members who have changed their rating to an eligible rate are not entitled to receive a CSRB until they meet all eligibility criteria and:
    - (1) They have reenlisted;
    - (2) They have extended; or,
    - (3) They have completed at least two years in the new rating.

3. Determining Eligibility.

- a. Designated in a Critical Skill. As of the effective date of the Critical Skills Retention Bonus Agreement, the member must be designated or previously designated in a critical skill (note: an agreement to extend enlistment must become effective within the eligibility window announced in the notifying ALCOAST).
- b. Minimum Total Active Duty Service. Member must have no fewer than 4 years of total active duty service as of the effective date of the CSRB agreement.
- c. Maximum Total Active Duty Service. Member must have fewer than 25 years, 00 months, and 00 days of total active duty service by the end of the completion of the CSRB Agreement, reenlistment contract, or agreement to extend enlistment.
- d. Additional Information. Additional eligibility criteria may be published in the notifying ALCOASTs.

4. Conditions. Conditions of the CSRB Agreement, Reenlistment Contract, or Agreement to Extend Enlistment.

- a. Duration of Contract. Once a CSRB Agreement, reenlistment contract, or agreement to extend enlistment is signed, it will remain in force until it expires. Members may request a new CSRB agreement, reenlistment contract, or agreement to extend enlistment, for bonus purposes, upon expiration of their existing agreement provided a CSRB is being offered and the members meet the eligibility requirements. The total of all extensions of an enlistment may not exceed six years.
- b. Request to Change Date of Separation. When a CSRB for a member is suspended or terminated, Commander (CG PSC) will not automatically adjust the date of separation that was established by the Critical Skills Retention Bonus Agreement's ADSC, reenlistment contract, or agreement to extend enlistment. A member whose CSRB eligibility ends may submit a request, with supporting material, to change the date of separation to Commander (CG PSC-EPM).
- c. Critical Skills Retention Bonus Agreement Distribution. Make three copies of the original agreement and distribute it as follows: Give a copy of the CSRB Agreement to the applicant, submit a copy to PPC via Customer Care ticket for processing, forward a copy to Commander (CG PSC-OPM) or (CG PSC-EPM), as appropriate, and forward the original to (CG PSC-PSD) for inclusion in the member's service record. The ticket with the Agreement should not be submitted to PPC until the member meets all eligibility requirements and obligated service requirements have been executed.



## CHAPTER 3                    **BONUSES APPLICABLE TO OFFICERS**

- A. General. The officer bonus program is designed to encourage affiliation and retention of officers in designated career fields, skills, units, grade, and other conditions of service imposed by the Secretary concerned. The Officer bonus program is authorized pursuant to [37 U.S.C. § 332](#).
- B. Forms/Reports. The associated forms are required to document the eligibility criteria and conditions under which a bonus is paid. It is the source document that is used to initiate pay actions and, as such, it must be retained in the member's OMPF. The list of active bonus forms are available on the CG Authorized Forms webpage: <https://www.dcms.uscg.mil/forms/>.
1. Officer Accession Bonus. Applicants must complete and sign annex forms prescribed in Reference (e).
  2. CSRB. CG-5305 (series).
  3. CSTB-OAB. CG-7220 (series).
- C. Maximum Bonus for Officers.
1. Commissioning or Appointment. May not exceed \$60,000 for a minimum three-year period of obligated service.
  2. Affiliation with a Reserve Component. May not exceed \$20,000 for a minimum three-year period of service obligation.
  3. Remain on Active Duty and Serve in an Active Status. May not exceed \$50,000 for each year of obligated service in a regular component and \$12,000 in a reserve component.
  4. Transfer from a Regular to Reserve Component or Reserve to Regular Component. May not exceed \$10,000 total.
  5. Maximum Career Amount. An officer may receive more than one bonus during their career provided the officer does not receive more than a total of \$300,000 during their career.
- D. Policy.
1. General.
    - a. Commands, SPOs, or P&A will route members' applications through the Program Manager for the applicable bonus and, CG PSC will make eligibility determinations based on this Instruction and associated ALCOAST.
    - b. Approved bonuses are only available within the FY for which they are authorized.

- c. Pursuant to this Instruction, additional eligibility requirements may be specified in the associated ALCOAST.
- d. Members may not receive multiple bonuses for the same period of service unless otherwise specified in the associated ALCOAST.
- e. Members who are discharged prior to completing the period of service for which they were paid a bonus will be subject to repayment pursuant to Chapter 1.D of this Instruction.
- f. Members will be ineligible for continued bonus payment when they are no longer qualified or meet the eligibility criteria in a designated career field, skill, unit or grade, or some other condition or conditions of service imposed by the Secretary concerned for which the bonus was authorized except as outlined in Chapter 1.D.6 of this Instruction.
- g. A Reserve member serving on an extended active duty contract is not eligible for active duty bonuses.
- h. Members not in compliance with Reference (c) are not eligible to apply for a bonus until compliance is met. Eligibility for a bonus will be based on the day the member is removed from probation and the bonus offering is still in effect. Pursuant to Reference (c), units must notify PPC when a member becomes noncompliant and placed on probation for not meeting the applicable standards. Bonus payments are suspended while noncompliant and will be reauthorized by PPC once the member achieves compliance.
- i. Members must maintain physical and medical standards for continuous retentions per CG Medical Manual, COMDTINST M6000.1 (series).
- j. Members must have fewer than 25 years, 00 months, and 00 days total active service by the end of the completion of the bonus agreement term.
- k. Members may not execute an agreement that would take them beyond 25 Years of Aviation Service (YAS).
- l. Members may not have an existing continuation contract agreement, unless otherwise specified in the annual ALCOAST announcement.
- m. Members must have no existing obligated active duty service as defined in Chapter 1.E.12 of this Instruction.

2. ADSC Adjustments and Bonus Agreement non-compliance.

- a. When a bonus for an officer is suspended or terminated, CG PSC-OPM will not automatically adjust the ADSC for an officer. An officer whose bonus eligibility ends may submit a request, with supporting material, to change the ADSC to CG PSC-OPM, who will consider the request and supporting material in making a determination as to whether or not to change the ADSC.
- b. An ADSC does not guarantee that a member will remain on active duty indefinitely if earlier administrative separation is appropriate.
- c. Eligibility for an officer bonus will not be restored when loss of qualification was due to personal fault and the member later re-qualifies during the original ADSC.
- d. The Coast Guard can involuntarily separate the member under Reference (a), earlier than the ADSC date.

3. Disapproving Bonus Agreements.

- a. COs will disapprove Bonus Agreements for applicants who:
  - (1) Are awaiting a disposition from a disqualification resulting from an Evaluation Board;
  - (2) Are awaiting involuntary separation;
  - (3) Are awaiting or undergoing investigation into military or civilian offenses which could result in a documented record of substantiated misconduct or substandard duty performance;
  - (4) Have a documented record of substandard performance or conduct that renders them poor candidates for retention under the terms of the Bonus Agreement;
  - (5) Received a mark of three (3) on any OER metric or lower, received less than a "Promote" rating on the most recent OER, or both;
  - (6) Have a documented record of skills, officer performance that makes them ineffective for rated duty, or both;
  - (7) Have an approved separation on file; or,
  - (8) Are not in compliance with weight and body fat standards per Reference (c).
- b. Notification of disapprovals will be made to CG PSC-OPM.

- c. If any of the above listed conditions change before the Bonus Agreement submission date, the applicant may reapply for the bonus within the time limits announced in the ALCOAST.

4. Termination and Suspension of Bonus.

- a. The bonus payments will terminate when an officer:
  - (1) Is dismissed or discharged for cause or loss of confidence;
  - (2) Is separated from service as a result of a court-martial, or is administratively separated;
  - (3) Is relieved for cause;
  - (4) Fails to maintain qualifications for the entirety of the bonus;
  - (5) Separates after declining selective continuation;
  - (6) Voluntarily retires or separates before finishing ADSC;
  - (7) Separates after being passed over for promotion or selected by a reduction in force (RIF) board; or,
  - (8) Fails to maintain weight and body fat standards per Reference (c).
- b. Suspend bonus payments when an officer under a Bonus Agreement:
  - (1) Is the subject of an investigation; or,
  - (2) Is medically disqualified for the bonus.

E. Officer Accession Bonus (OAB) Program.

- 1. General. The Officer Accession Bonus (OAB) program is an incentive to attract qualified applicants who possess designated critical skills into officer accession programs. This program applies to new officer accessions. The OAB is authorized under [37 U.S.C. § 332](#).
- 2. Minimum Term for Bonus Purposes. The minimum number of years for which an Officer Accession Bonus may be contracted is three years and may not exceed \$60,000.
- 3. Eligibility Criteria. To qualify for an OAB, a member must:
  - a. Meet standard qualification criteria for either a direct commission program or enrollment in officer candidate school, as detailed in Reference (e);

- b. Qualify for and agree to affiliate with an officer skill that has been determined by Commandant (CG-13) to be critical; and,
  - c. Agree to serve a minimum of three years active duty in association with duties involved in a critical officer skill. This three-year period may run concurrent with obligated service required by either a direct commission program or by enrollment in officer candidate school.
4. Repayment. Any unearned portion of an OAB will be repaid if an individual who, after having received lump sum payment of the accession bonus entitled to them by an Officer Accession Bonus agreement:
- a. Fails to accept a commission as an officer;
  - b. Fails to commence or complete the total period of active duty service specified in the OAB agreement; or,
  - c. Commences flight school prior to completion of the OAB service agreement obligation.

F. Critical Skills Retention Bonus (CSRB) Program.

1. General. The Critical Skills Retention Bonus (CSRB) program is used as an incentive to encourage the retention of members in a critical military skill or assigned to high priority units. The CSRB is authorized under [37 U.S.C. § 355](#).
  - a. Designation of Critical Skills. As needs of the Service dictate, Commandant (CG-13) will convene the MWPT.
  - b. Designation of High Priority Unit. Determined necessary to mitigate a significant current or projected personnel shortage in a particular unit.
2. Eligibility.
  - a. Designated in a critical skill as of the effective date of the CSRB Agreement.
  - b. Accept and execute assignment orders to a designated critical skill, or high priority unit, as specified in the notifying ALCOASTs.
  - c. Additional eligibility criteria may be published in the notifying ALCOASTs.
3. Policy. Service members must abide by and continuously maintain the eligibility criteria for the entirety of the obligated ADSC in the designated critical skill.
  - a. An officer who is paid a bonus under CSRB during the period of ADSC covered by the signed Bonus Agreement and who fails any of the eligibility criteria will be required to repay any and all unearned portions of the bonus pursuant to [37 U.S.C. § 373](#).

- b. If an officer is no longer qualified due to the fault of the officer, any unearned portion of the bonus payment as of the date of removal from eligibility must be repaid.
  - (1) Eligibility for this bonus will not be restored if loss of qualification was due to personal fault and the member later re-qualifies during the original ADSC.
  - (2) The Bonus Agreement does not guarantee a member will remain on Active Duty for the entirety of the ADSC if earlier administrative separation, retirement, or involuntary separation for cause is awarded or appropriate.
- c. Bonus Agreement limits and payment of bonus. The bonus will be paid in a lump sum per [37 U.S.C. § 355](#) and subject to federal and applicable state income tax withholdings that are not contributed to a tax-deferred TSP account. Officers desiring to contribute bonus monies to a TSP account must consider the TSP Elective Deferral limit and confirm election not less than 30 days prior to receipt of the bonus.
  - (1) The lump sum will normally be paid on the next two complete pay cycles after the member meets all eligibility requirements and a PPC Customer Care ticket has been submitted.
  - (2) Once a Bonus Agreement is signed it will remain in effect until the agreement expires. Officers may request a new agreement upon expiration of their existing agreement provided a bonus is being offered and the officers meet the eligibility requirements of the bonus program then in effect.
  - (3) It is prohibited for an officer to receive multiple bonus payments for the same period of service, unless otherwise specified in the associated ALCOAST.
- d. Critical Skills Retention Bonus Agreement Distribution. Command Representative, SPO, or P&A Office will make three copies of the original agreement and distribute as follows: Give a copy of the CSRB Agreement to the applicant, submit a PPC Customer Care ticket for processing, forward a copy to Commander (CG PSC-OPM) or (CG PSC-EPM), as appropriate, and forward the original to (CG PSC-PSD), for inclusion in the member's service record.

G. Aviation Bonus.

- 1. General. The Coast Guard may offer an Aviation Bonus (AvB) on a selective basis, in accordance with [37 U.S.C. § 334\(b\)](#) when there is a shortage or projected shortage of officers qualified in critical aviation specialties or skill sets. AvBs will be limited to those periods in an officer's aviation career in which AvBs can be expected to affect retention trends for the Coast Guard. Commandant (CG-1) will announce AvB offerings via ALCOAST. Annual authority for new AvB contracts is normally provided in each fiscal year's National Defense Authorization Act.

2. Eligibility. The Coast Guard may pay an AvB to an aviator who:
  - a. Is eligible for Aviation Incentive Pay (AvIP) at the time of incurring the initial AvB contractual obligation;
  - b. Is in the pay grade of O-5 or below at the time of incurring the initial AvB contractual obligation;
  - c. Has completed or is within one year of completing all cumulative service obligations incurred for previous training or education, including statutorily-required obligated service for undergraduate aviator training;
  - d. Executes a written agreement to remain on active duty; and,
  - e. Meets such other additional criteria as may be prescribed by annual ALCOAST.
3. Terms and Conditions of AvB Written Agreements.
  - a. To receive an AvB, an aviator must sign a written agreement with the Coast Guard that specifies the amount of the AvB, the method of payment (i.e., lump sum or periodic installments), the period of obligated service (at least one year), and the type or conditions of service. No agreement may be executed that would take an officer beyond 25 YAS.
  - b. The AvB amount will not exceed \$35,000 for each 12-month period of obligated service specified in [37 U.S.C. § 334\(c\)](#).
  - c. Upon the acceptance of a written AvB agreement by CG PSC, the period of obligated service and the total amount of AvB the Coast Guard will pay pursuant to the agreement will be fixed.
4. Payment Methods and Amounts.
  - a. AvB may be paid to officers in a lump sum or in periodic installments not to exceed limits currently in [37 U.S.C. § 334](#) for obligated service agreed to under Chapter 3.G.3 of this Instruction.
  - b. Payment for the additional obligated service time in excess of 12-months will be calculated based on a monthly rate equal to 1/12th the annual amount.
  - c. Where AvB agreements do not specify either lump sum or periodic installment payments, AvBs will be paid as a 12-month lump sum at the beginning of each year of the agreed-upon obligated service period.

- d. Repayment of Unearned AvB. For designated aviation officers with an AvB agreement in force, loss of AvIP will create an unearned bonus condition. See Chapter 1.D of this Instruction for all other repayment conditions.
5. Annual AvB Program Plan Requirements. If the Assistant Commandant for Human Resources (CG-1), in consultation with the Assistant Commandant for Capability (CG-7) and CG PSC, determines an out year need for an AvB, then an AvB program plan for the future Fiscal Year will be developed and approved for submission to the Department of Homeland Security for the target Fiscal Year prior to implementation.
- a. The AvB program plan must contain, at a minimum:
    - (1) An executive summary of the Coast Guard's AvB program (including key elements that describe changes from the previous FY);
    - (2) The specific aviation specialties targeted for AvB;
    - (3) The criteria used to designate an aviation specialty as critical for purposes of paying AvB;
    - (4) The existing personnel shortages within each critical aviation specialty (expressed as a percentage of authorized manpower levels);
    - (5) The projected impact of AvB payments on retention for each of the planned critical aviation specialties; and,
    - (6) The projected AvB outlays and budget necessary to support initial and anniversary AvB payments over the next five FYs.
  - b. The Coast Guard's annual AvB execution report must contain, at a minimum:
    - (1) A summary assessment by the Coast Guard on the effectiveness of the AvB in meeting aviation retention goals;
    - (2) The number of aviators (by specialty) who were qualified for AvB, including newly eligible;
    - (3) The number of aviators (by specialty) who took AvB, including those who received payments for the first time; and,

The Coast Guard's total AvB outlay for the fiscal year concerned.



## CHAPTER 4 **BONUSES APPLICABLE TO SELECTED RESERVE (SELRES)**

- A. General. SELRES Enlisted Bonus Programs (SEBP) are designed to encourage the enlistment, proficiency, reenlistment, and retention of individuals in designated career fields, skills, units or other conditions of service in the SELRES. The SEBP is authorized in [37 U.S.C. § 331](#). The authority to execute payment of all bonus programs described in this section is subject to authorization by Commandant (CG-1) and the appropriation of funds.
1. Definitions. Terminology and procedures referring to enlistment, affiliation, prior-service enlistment, reenlistment, and extension in this Instruction can be found in Reference (i).
  2. SELRES Accession Programs. The SELRES accession programs that are stated in this Instruction are defined in Reference (e):
    - a. Direct Petty Officer Accession (RX);
    - b. Some Post-Secondary Education (RA);
    - c. Guaranteed Class “A” School (RP);
    - d. Split Phased Training with Guaranteed “A” School (RK);
    - e. Coast Guard with Remaining Military Service Obligation (RJ);
    - f. Non-Coast Guard with Remaining Military Service Obligation (RN); and,
    - g. No Remaining Military Service Obligation (RQ).
- B. Forms/Reports. The Administrative Remarks, Form CG-3307, entry documents the eligibility criteria and conditions under which a SEBP is paid. It is the source document that is used to initiate pay actions, and as such, it must be retained in the member’s OMPF. Consult Reference (f) for detailed content and formatting requirements of Administrative Remarks, Form 3307, entry. The following minimum information must be included in all entries for SEBP purposes:
1. General. The SEBP bonus level, the number of months/years of newly obligated service, and dollar amount authorized.
  2. Criterion. The criterion or requirement that the SEBP is predicated upon (e.g. rate, unit, etc).
  3. Statement. The following statement: “I hereby acknowledge that I have read and fully understand the contents of Military Bonus Programs, COMDTINST M7220.2 (series) and applicable ALCOAST. I have also been counseled on the opportunity to contribute my SELRES bonus payment to the Thrift Savings Plan.”

C. Maximum Bonus Amounts. The maximum amounts for bonus categories are prescribed in [37 U.S.C. § 331\(c\)](#).

D. Policy.

1. Suspension of Bonus Payment. SEBP participants that are transferred to the Standby Reserve in accordance with Reference (g), must have their bonuses suspended and are ineligible to receive further incentive payments while they remain in the Standby Reserve. Members that are transferred back to the SELRES and return to the rating or unit for which the bonus was authorized, may receive their total bonus entitlement if they extend their original term of service in the SELRES to serve the full contract period. Entitlement to subsequent payments must resume on the adjusted anniversary date of satisfactory service. The anniversary date must be adjusted for the period of time that the member is in the Standby Reserve. Failure to meet reinstatement criteria will result in termination and repayment of any unearned SEBP.
2. Authorized Absence. Authorized absence from scheduled Inactive Duty Training (IDT) does not jeopardize bonus eligibility, except when the extent that members fail to satisfy minimum participation standards in accordance with Reference (g). Unsatisfactory participation will result in bonus suspension, unearned bonus repayment, or both, as applicable (see Chapter 1.D of this Instruction).
3. Termination.
  - a. Pro-Rated Repayment Upon Termination of Bonus. When entitlement to an incentive is terminated, members will receive no further bonus payments, except for service performed before the termination date. Unless otherwise noted, the effective date of termination is the date the disqualifying event or action occurred. For the reasons below, the Coast Guard will demand repayment of the unearned bonus amount, unless granted an exemption as outlined in Chapter 1.D.6 of this Instruction.
    - (1) Unsatisfactory Participation. Unsatisfactory participation in the SELRES, as defined in Reference (g), during any portion of the bonus service obligation, according to the written bonus agreement. The effective date of termination is the date Commanding Officer (PPC-mas) is notified by the Servicing District (dxr), PAC-13, or DOL-1 that a SEBP recipient is an unsatisfactory participant.
    - (2) Separation or Termination from the SELRES. Separation or termination from the SELRES for any reason, other than reduction in force, death, injury, illness, or other impairment not due to own misconduct. Separation or termination includes, but is not limited to:
      - (a) Active duty enlistment;

- (b) Acceptance of an Extended Active Duty (EAD) contract, with the exception of an EAD contract in support of the RC;
  - (c) Return to active duty under the temporary separation policy;
  - (d) Transfer to the IRR, unless the transfer is effected after completion of the SELRES obligation for which the bonus was paid; and,
  - (e) The result of action directed by higher authority.
- (3) Failure to Meet Contractual Obligation. Failure to extend the contracted term of service or meet reinstatement criteria following a period of non-availability.
- (4) Appointment as an Officer. Commission as an officer or warrant officer in the Coast Guard Reserve if the member has served less than one year since the initial payment date. SEBP participants must have their bonuses suspended upon acceptance into an Officer Procurement Program in accordance with Chapter 1.C.8.a of this Instruction.
- b. Service Obligation Requirement. Termination from an incentive or any refund made by an SEBP participant will not annul any period of Reserve service obligation.
- 4. Relief from Termination.
  - a. Relocating to a New Unit.
    - (1) Reservists who transfer from one unit to another are entitled to continue receiving bonus payments provided they remain in the SELRES and are assigned to a bonus-eligible rating or unit, as appropriate. A member, however, who fails to join an eligible unit or be assigned to a qualifying SELRES assignment within six months of their transfer date will be terminated from bonus program eligibility. In the case of a member who is assigned to a bonus-eligible position within six months, the period between assignments will be added to the member's original bonus obligation.
    - (2) Reservists who are transferred due to advancement are still eligible to continue receiving bonus payments provided they have completed at least one half of the service obligation.
  - b. Change in Rating. An SEBP participant whose rating is changed at the convenience of the government or whose bonus-eligible unit is deactivated, relocated, reorganized, or converted is entitled to continue receiving bonus payments provided the member continues to be otherwise eligible and is not separated from the SELRES.

- c. Involuntary Recall to Active Duty. An SEBP participant involuntarily recalled to active duty is eligible to continue receiving bonus payments.
- d. Active Duty Operational Support (ADOS). SELRES members who are performing short-term ADOS not exceeding 180 days, whether it is in support of a contingency or not, will retain their bonus eligibility. SELRES members performing long term ADOS-RC or multiple sets of consecutive short-term ADOS exceeding 181 days or more (back-to-back short-term ADOS), that fulfill the requirement to which the bonus was intended will retain their bonus. For example a reservist performing long term ADOS or back-to-back short-term ADOS at their assigned PSU will retain their bonus; all other long term ADOS or back-to-back short-term ADOS will result in bonus suspension, unearned bonus repayment, or both, as applicable (see Chapter 1.D of this Instruction).
- e. Requests to Commandant (CG-133). A member who voluntarily ends training or serving in their bonus eligible rating may not continue to receive a bonus, and SEBP participants authorized to pursue a lateral change in rating to a non-bonus eligible rating will not continue bonus eligibility. When there is compelling evidence, however, of policy application or misguidance by authoritative sources pertaining to individual situations that disadvantage through no fault of the member, a waiver request may be submitted in accordance with Chapter 1.D.6 of this Instruction.

E. SELRES Enlistment and Affiliation Bonus Programs.

- 1. Authority. Authorizes a bonus to eligible personnel who enlist in or affiliate and obligate service with the SELRES in a designated career field, skill, unit, grade, or to meet some other conditions of service.
- 2. Enlistment Bonus (Non-Prior Service; RX, RA, RP, RK Programs).
  - a. General. The enlistment bonus program is used as an incentive to encourage individuals to join the Coast Guard Reserve with an original enlistment.
  - b. Eligibility. To be eligible to receive an enlistment bonus a person must enlist in the Coast Guard SELRES via the RX, RA, RP, or RK accession program, and:
    - (1) Must be a graduate of a secondary school;
    - (2) Must have never previously served in an armed force;

- (3) Must be assigned to a bonus eligible rating or unit as defined in the notifying bonus ALCOAST at the time of enlistment, and must agree to serve in the SELRES for not less than eight years (6-years SELRES, 2-years IRR) in the rating or at the unit for which the bonus was authorized, unless PSC-RPM authorized the change to another bonus eligible rating or unit;
  - (4) Must complete IADT as defined in Reference (g) within 24 months. Extension may be granted by cognizant Rating Force Master Chief (RFMC) when the 24 months is exceeded through no fault of the member. IADT consists of Basic Training or Direct Entry Petty Officer Training (DEPOT) plus A-school completion, if required; and,
  - (5) Must execute a written agreement in accordance with Chapter 4.B. of this Instruction.
- c. Payment Method. The bonus will be paid upon the verification of IADT completion by the Commanding Officer (PPC-mas). Completion of IADT is defined as:

<b>Accession Program</b>	<b>IADT Completion</b>
RX	Completion of Direct Entry Petty Officer Training (DEPOT)
RA, RP and RK	Completion of DEPOT or eight-week basic training and “A” School

3. Affiliation Bonus (RJ, RN and RQ Programs).

- a. General. The affiliation bonus program is used as an incentive to encourage eligible prior-service personnel who separate (RELAD or discharge) from active duty, or who are serving in the Individual Ready Reserve (IRR) to affiliate with the SELRES. Members who receive an affiliation bonus are not barred from later being paid a reenlistment or extension bonus under Chapter 4.G of this Instruction.
- b. Eligibility. To be eligible to receive a bonus for SELRES affiliation, a person:
  - (1) Must have completed fewer than 14 years of combined military service after being discharged or RELAD under honorable conditions from the Coast Guard or other military service. Combined military service is the total active and inactive service, regardless of branch, computed from Pay Base Date. Inactive service covers all periods of inactive duty served under a qualifying enlistment;

- (2) Must be eligible for reenlistment or for extension of enlistment;
  - (3) Must not have previously received an affiliation bonus for service in the SELRES;
  - (4) Must have satisfactorily completed their term of enlistment or period of obligated active duty service, or have 180 days or less remaining on their service obligation;
  - (5) Must affiliate with the SELRES within six months of their RELAD date for a minimum of three years in the rating or unit for which the bonus was authorized in the notifying ALCOAST, unless authorized to change to another bonus eligible rating or unit;
  - (6) Must not already have a mandatory SELRES obligation at the time of RELAD; and,
  - (7) Must execute a written agreement in accordance with Chapter 4.B of this Instruction.
4. Special Conditions.
- a. RJ Program. Prior-service Coast Guard personnel RELAD with a portion of the 8-year MSO remaining. Members affiliating into the RC within 24-hours after RELAD and transferring to the IRR due to billet non-availability, eligibility for the affiliation bonus will remain effective for up to nine months after affiliation. For bonus payment, the SELRES affiliation obligation should be executed before the member is released from active duty. If necessary, however, the SELRES Affiliation bonus agreement may be executed up to nine months after the member's RELAD date, and the member will still retain eligibility to a SELRES Affiliation bonus.
  - b. RN Program. Prior-service non-Coast Guard personnel with remaining MSO. The SELRES Affiliation bonus agreement will be executed by the Recruiting Office and the member prior to the member affiliating into the SELRES.
  - c. RQ Program. Prior-service personnel with no remaining MSO.
    - (1) Prior-service Coast Guard personnel affiliating into the RC within 24-hours after discharge and transferring into the IRR due to billet non-availability, eligibility for the affiliation bonus will remain effective for up to nine months after affiliation. For bonus payment, the SELRES affiliation obligation should be executed before the member is released or discharged from active duty. If necessary, however, the SELRES Affiliation bonus agreement may be executed up to nine months after the member's discharge date, and the member will still retain eligibility for a SELRES affiliation bonus.

- (2) Prior-service non-Coast Guard personnel affiliating into the Coast Guard SELRES. The SELRES Affiliation bonus agreement will be executed by the Recruiting Office and member prior to the member affiliating into the SELRES.

d. Temporary Separation.

- (1) Members discharged under the temporary separation policy who affiliate with the SELRES and meet the eligibility criteria in Chapter 4.E.3 of this Instruction may be authorized to receive an affiliation bonus (see Chapter 1.F of Reference (a)).
- (2) Affiliation bonus recipients who return to active duty under the temporary separation policy may be subject to repayment of any unearned bonus.

F. SELRES Prior Service Enlistment Bonus (RQ Program).

1. Authority. [37 U.S.C. § 331](#) authorizes a bonus for eligible prior service personnel who enlist in the SELRES in an eligible rating.
2. Eligibility. To be eligible to receive a SELRES prior service enlistment bonus a person must enlist in the Coast Guard Reserve via the RQ accession program, and:
  - a. Must enlist for three to five years in the SELRES to qualify for the three-year bonus or six to eight years in the SELRES to qualify for the six-year bonus;
  - b. Must have been released from active duty with an honorable discharge and have over eight years active duty service but less than fourteen years of combined military service on the date of enlistment. Combined military service is the total active and inactive service, regardless of branch, computed from Pay Base Date. Inactive service covers all periods of inactive duty served under a qualifying enlistment;
  - c. Must not have previously received a six-year bonus or more than one three-year bonus for enlistment, reenlistment, or extension in any Reserve component;
  - d. Must hold a bonus-eligible rating or be assigned to a bonus-eligible unit at the time of enlistment, and must agree to serve in the SELRES in the same rating or unit for which the bonus was authorized unless authorized to change to another bonus-eligible rating or unit; and,
  - e. Must execute a written agreement in accordance with Chapter 4.B of this Instruction.
3. Policy.
  - a. Payment of the prior service enlistment bonus is prohibited unless the rating associated with the position the member will occupy correlates to a rating or military occupational

specialty in which the member successfully served during their previous military service.

- b. A member who received a bonus for a previous three-year period is ineligible for a six-year bonus.
4. Special Conditions. Early Enlistment. Members who have not completed the eight-year MSO may enlist up to 90 days prior to their normal expiration of enlistment. In cases of early enlistment, the term of the new contract will begin on the date of enlistment.

G. SELRES Reenlistment/Extension Bonus Program.

1. Authority. [37 U.S.C. § 331](#) authorizes a bonus for eligible personnel who reenlist or voluntarily extend in the SELRES in eligible ratings or units.
2. Eligibility. To be eligible to receive a bonus for SELRES reenlistment or extension, a person:
  - a. Must be in pay grades E-4 through E-9;
  - b. Must reenlist or extend for three to five years in the SELRES to qualify for the three-year bonus or six to eight years in the SELRES to qualify for the six-year bonus;
  - c. Must have less than 14 years total Length of Service (LOS) at the time of reenlistment or extension. LOS is the total active and inactive service, regardless of branch, computed from Pay Base Date;
  - d. Must not have previously received a six-year bonus or more than one three-year bonus for enlistment, reenlistment, or extension in any Reserve component;
  - e. Must hold a bonus-eligible rating or be assigned to a bonus-eligible unit at the time of reenlistment or extension, and must agree to serve in the SELRES in the same rating or unit for which the bonus was authorized unless authorized to change to another bonus-eligible rating or unit; and,
  - f. Must execute a written agreement in accordance with Chapter 4.B of this Instruction.
3. Special Conditions.
  - a. Lateral Change in Rating. Members authorized to pursue a lateral change in rating and assigned a training rating indicator are ineligible for SEBP incentives until the lateral change is complete, the time authorized for change expires, or the authorization to prepare for a change in rating is withdrawn.
  - b. Multiple Bonuses. A member who received a bonus for a previous three-year period is ineligible for a six-year bonus. To receive a second three-year bonus, a member must



enter into the subsequent reenlistment or extension for three years, not later than the date on which the enlistment or extension for which the first bonus was paid would expire, and the designated rating or unit must still be bonus-eligible.

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