

Before using, please review applicable ALCOAST/ACN and verify the member meets eligibility requirements.

For ADMIN/SPO Use		<b>USCG SRB ELIGIBILITY CHECKLIST</b>	
Name (Last, First, MI)		Rate/Rank	Employee ID#:
Unit		SPO/P&A	Is this a Tax Exclusion Zone? <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>• REFERENCES</b>			
A) <a href="#">Military Bonus &amp; Incentive Programs, COMDTINST 7220.2 (series)</a>			
B) <a href="#">Enlistments, Evaluations, and Advancements, COMDTINST M1000.2 (series)</a>			
<b>SERVICE &amp; OBLIGATION DATES (Prior to this REN)</b>			
Active Duty Base Date (ADBD)	End of Current Enlistment (EOE) (Prior to this Reenlistment)	Reenlistment Effective Date	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<b>REASON FOR SRB ELIGIBILITY (Check one)</b>			
Within Fiscal Year of EOE	Within Fiscal Year of 6- or 10-Year Anniversary	OBLISERV (For reasons other than PCS, include orders)	
<b>ZONE A SRB (17 Months – 6 Years)</b>			
Rate / Term (Check One)			
BM1/2 6-Year Term	CS 6-Year Term	ET 4-Year Term	OS2/3 4-Year Term
<b>ZONE B SRB (6 Years – 10 Years)</b>			
Rate / Term (Check One)			
BM1/2 6-Year Term	CS 6-Year Term	ET 4-Year Term	
<b>FSO Kicker</b>			
Type			
CS FSO Kicker (E-4 or E-5 Only)			
<b>CHECKLIST</b>			
<b>Yes</b>	<b>No</b>	Review the following questions. The below activities <b>MUST</b> be completed prior to submission to PPC for payment.	
		Has a (SRB) CG-3307 been completed?	
		Does member's SRB CG-3307 reflect the current ALCOAST?	
		Does member's SRB CG-3307 reflect the correct number newly obligated service months?	
		Is the SRB CG-3307 signed by an appropriate authority? (Reference COMDTINST 1000.14 (series))	
		In DA, is the member's Weigh-In data current and reflects that member is in compliance?	
Has member verified that their TSP Bonus election percentage is correct and, if applicable, active? <b>Important:</b>			
<ul style="list-style-type: none"> <li>➢ Member must execute TSP election changes in DA Self-Service <i>before bonus is processed</i>.</li> <li>➢ Do not submit a PPC ticket for payment until member's TSP Bonus election is properly set. <i>This could take up to 30 days.</i></li> <li>➢ Once the bonus is processed, <b>the TSP election cannot be adjusted retroactively.</b></li> </ul>			

If you answered "NO" to any of the above questions: Stop and complete the task.

If you answered "YES" to all the questions above, you may request processing of the member's SRB payment by submitting the Checklist, CG-3307, and any other applicable documentation to PPC Customer Care e-mail at [ppc-dg-customer care@uscg.mil](mailto:ppc-dg-customer care@uscg.mil). Some other examples of documentation may include but is not limited to: Waiver, Orders, and Career Information Worksheets.