

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

For ADMIN/SPO Use		USCG CSTB / DCFB ELIGIBILITY CHECKLIST	
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	
REFERENCES			
A) Military Bonus & Incentive Programs, COMDTINST 7220.2 (series)		D) Bonus Waiver Requests Manual	
B) Enlistments, Evaluations, and Advancements, COMDTINST M1000.2 (series)			
C) Military Bonus & Incentive Programs Website			
SERVICE & OBLIGATION DATES			
Date member graduated "A" School.	Date member received Rating Designator.	Date member was promoted to E-4.	Members current End of Enlistment (EOE).
<input type="text"/>	<input type="text"/>	<input type="text"/>	
CSTB ELIGIBILITY (All must be checked, if required by ALCOAST or Bonus Manual)			
Graduated "A" School		Received Rating Designator	Promoted to E-4
CSTB / DCFB CHECKLIST AGREEMENT			
Yes	No	Review the following questions. The below activities MUST be completed prior to submission to PPC for payment.	
		Verified member was not authorized a Rated EB for the same skill.	
		Signed prior to departure for "A" School by appropriate authority.	
		Agreement Reflects the correct ALCOAST and verified bonus amount/designator. (Which was available at the time of signature.)	
		Effective Date is latest date from the Service & Obligation Dates above.	
		Member meets obligated service requirements.	
<p>Has member verified that their TSP Bonus election percentage is correct and, if applicable, active? Important:</p> <ul style="list-style-type: none"> ➤ Member must execute TSP election changes in DA Self-Service <i>before bonus is processed</i>. ➤ 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> ➤ Once the bonus is processed, the TSP election cannot be adjusted retroactively. 			

If you answered "NO" to any of the above questions: Stop and complete the task. If signature dates are incorrect, submit a waiver request through CG-1M1.

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