



COMDTINST 7220.1A
FEB 5, 1998

COMMANDANT INSTRUCTION 7220.1A

Subj: SELECTED RESERVE (SELRES) ENLISTED BONUS PROGRAMS

Ref: (a) 37 USC 308b; 308c; 308e; and 308i (NOTAL)
(b) Reserve Policy Manual (COMDTINST M1001.28)
(c) Personnel and Pay Procedures Manual (HRSICINST M1000.2(series))
(d) CG Personnel Manual (COMDTINST M1000.6 (series))

1. PURPOSE. This Instruction prescribes the policies governing enlistment and reenlistment/extension bonuses for Selected Reserve (SELRES) personnel (collectively called SELRES Enlisted Bonus Program (SEBP)). It also provides guidance for administering these programs, and includes instructions for submitting documentation to support payments and recoupments.
2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of Headquarters units, assistant commandants for directorates, chief counsel, and special staff offices at headquarters shall ensure compliance with the provisions of this Instruction.
3. DIRECTIVES AFFECTED. COMDTINST 7220.1 is hereby canceled.
4. DISCUSSION.
 - a. The SEBP includes reenlistment/extension, enlistment, affiliation, and prior-service enlistment bonuses. Authorized by reference (a), they may be used as an incentive to encourage the proficiency and retention of individuals, in designated ratings, billets, or units, in the SELRES. Members who have previously received a bonuses under reference (a) are ineligible for additional bonuses in the same program excluding exceptions in enclosure (1).
 - b. SEBP levels and amounts will be announced via ALDIST at least 15 days in advance of their effective date. For members to lock into a bonus level or amount they must execute a written

bonus agreement and meet the eligibility requirements in this Instruction. Waivers of effective dates for eligibility will not be entertained.

- c. Satisfactory participation as defined in this Instruction means retention in the SELRES.

4. RESPONSIBILITIES.

- a. Commandant (G-WT). Director of Reserve and Training will:

- (1) Set SEBP policy and manage the program.
- (2) Monitor accessions and losses to evaluate program effectiveness.
- (3) Determine bonus-eligible ratings, billets, and units.
- (4) Propose funding or policy changes, as necessary, to meet current and future staffing requirements.
- (5) Evaluate and document the effectiveness of SEBP on improving enlisted force structure.
- (6) Announce eligibility by ALDIST at the beginning of the Fiscal Year and as significant changes occur.
- (7) Administer waivers other than waiver of effective dates for eligibility and situations outside of strict policy guidelines.

- b. Human Resources Service & Information Center (HRSIC) Topeka. HRSIC will:

- (1) Pay bonuses to SEBP participants.
- (2) Monitor participation and eligibility of SEBP participants.
- (3) Terminate and recoup bonuses from personnel who fail to comply with their SEBP agreements.
- (4) Track and provide data to Commandant (G-WT) on SEBP participation, termination, and recoupment.

- c. Coast Guard Personnel Command-Reserve Personnel Management (CGPC-rpm). CGPC will adjust bonus eligibility for members with non-availability over 12 months or called to active duty for greater than 180 days.

- d. District Force Optimization and Training Branches (fot) and Integrated Support Commands Force Optimization and Training Branches (ISC (pf)). District (fot)s and ISC (pf)s will:

- (1) Recommend billets and units to Commandant (G-WT) for SEBP policy consideration.
- (2) Consider SEBP obligations when making assignments since certain changes in assignment may result in recoupment action being taken against the member.

- e. Personnel Reporting Units (PERSRUs). PERSRUs will:
 - (1) Make appropriate PMIS and PDR entries in a timely manner for personnel participating in SEBP.
 - (2) Ensure members complete applicable bonus agreements (examples in this Instruction).
 - (3) Verify completion of Request for Reserve Orders (CG-5525).
- f. Recruiting Offices. Recruiting Offices will:
 - (1) Verify the correctness and completeness of all initial enlistment bonus-related documents required by this Instruction.
 - (2) Process all documents for personnel eligible for enlisted incentives.
 - (3) Forward completed SEBP documentation to the appropriate PERSRU (normally TRACEN Cape May).
- g. Units. Units will:
 - (1) Verify the correctness and completeness of all documents required by this Instruction for appropriate bonuses.
 - (2) Process all documents for personnel eligible for enlisted incentives.
 - (3) Forward completed SEBP documentation to their servicing PERSRU.
 - (4) Monitor participation and eligibility of SEBP participants.
 - (5) Advise HRSIC (SES) via e-mail when recoupment action should be initiated (i.e., member failed to perform Annual Training).
- h. Members. Members will:
 - (1) Verify the correctness and completeness of all documents required by this Instruction for appropriate bonuses.
 - (2) Consider SEBP obligations when accepting and/or requesting assignments since certain changes in assignment may result in recoupment action being taken.
 - (3) Initiate payment request to HRSIC for secondary bonus payments via the chain of command.

5. FORMS AVAILABILITY.

- a. Forms Plus. The following forms are available in "Forms Plus" on Coast Guard Workstation II: Administrative Remarks (CG Form 3307), Current Enlisted Application & Orders to an RPAL Billet (CG Form 4436), and Enlistment/Reenlistment Document (DD Form 4).

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- b. JetForm Filler. The following forms are available in "JetForm" on Coast Guard Workstation III: Administrative Remarks (CG Form 3307), Enlistment/Reenlistment Document (DD Form 4), and Current Enlisted Application & Orders to an RPAL Billet (CG Form 4436).
- c. Recruiting Information Package Preparation (RIPP). The following forms are available in RIPP the Recruiting Forms and Data Database: Administrative Remarks (CG Form 3307), Current Enlisted Application & Orders to an RPAL Billet (CG Form 4436), Enlistment/ Reenlistment Document (DD Form 4), Record of Military Processing (DD Form 1966), and Annex J, Statement of Understanding for the Coast Guard Reserve Program.
- d. Source Data Administration II (SDAII). The following forms are available in SDAII: Administrative Remarks (CG Form 3307), Enlistment/Reenlistment Document (DD Form 4), Report of Separation from Active Duty (DD Form 214), and Agreement to Extend Enlistment.

/s/ T.J. BARRETT
Director of Reserve and Training

- Encl:
- (1) SEBP for Reenlistments/Extensions
 - (2) SEBP for Enlistments
 - (3) SEBP for Affiliation
 - (4) SEBP for Prior Service Enlistments
 - (5) Sample SEBP Request for Subsequent Payment
 - (6) Sample SEBP Termination/Recoupment Letter
 - (7) Member Non-availability, Authorized Absence, and SEBP Termination and Recoupment

SELRES REENLISTMENT/EXTENSION BONUS PROGRAM

1. This program provides a bonus for eligible personnel who reenlist or extend in the SELRES in ratings, billets, or units designated most critical (Level I) and critical (Level II). The criticality of ratings, billets, or units are periodically revised by ALDIST to maintain currency.
2. Eligibility. Criteria for the Reenlistment/Extension Bonus for paygrades E-4 through E-9 and designated strikers E-2 through E-3 are as follows:
 - a. Reenlistment or extension must be 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. Total Length of Service (LOS) must be less than 14 years at the time of reenlistment/extension. LOS is the total active and inactive service, regardless of branch, computed from Pay Base Date (PBD) to normal Expiration of Service (EOS).
NOTE: Inactive service covers all periods of inactive duty served under a qualifying enlistment.
 - c. Members may reenlist or extend up to 90 days prior to their normal EOS. In cases of early reenlistment/extension, the term of the new contract will begin on the date of reenlistment/extension.
 - d. Member must not have previously received a six-year bonus or more than one three-year bonus for enlistment, reenlistment, affiliation, or extension in ANY reserve component.
NOTE: A member who received a bonus for a previous three period is ineligible for a six year bonus. To receive a second three-year bonus a member must enter into the subsequent reenlistment/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 still satisfy the designated skill or other requirements of this enclosure.
 - e. Member must hold a bonus-eligible permanent rating or be assigned to a bonus-eligible billet or unit listed in the current ALDIST bonus message at the time of reenlistment/extension.
 - f. Member must agree to serve in the SELRES in the rating, billet, or unit, for which the bonus was authorized unless authorized to change to a rating, billet, or unit that is bonus eligible. Termination and recoupment action will be taken if the change is to a non-bonus eligible rating, billet, or unit.

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- g. Member must execute a written agreement (sample in this enclosure).
3. Reenlistment/Extension Bonus Payment Levels - The limits listed below for Level I bonuses represent the maximums allowable by law for this category of bonus. Bonuses will be paid in an initial payment of one-half of the total bonus amount and a subsequent payment of the remainder. Authorizing ALDISTs will specify implementation of the available bonuses and may authorize implementation of lesser dollar amounts depending on legislative authority, budgetary resources and program needs.
- a. A member who reenlists/extends for three years in a Level I rating, billet, or unit may receive a total bonus payment not to exceed \$2,500 if the member has not previously received any bonus in any reserve component, or \$2,000 in the case of a member who has previously received a three-year bonus from any reserve component. Initial payment will be up to \$1,250, not to exceed one-half the total bonus amount, with a single subsequent payment of the remaining amount one year from the date of reenlistment/extension.
 - b. A member who reenlists/extends for three years in a Level II rating, billet, or unit may receive a total bonus payment of up to \$1,500. Initial payment will be up to \$750, not to exceed one-half the total bonus amount, with a single subsequent payment of the remaining amount one year from the date of reenlistment/ extension.
 - c. A member who reenlists/extends for six years in a Level I rating, billet, or unit, may receive a total bonus payment not to exceed \$5,000. Initial payment will be up to \$2,500, not to exceed one-half the total bonus amount, with a single subsequent payment of the remaining amount one year from the date of reenlistment/extension.
 - d. A member who reenlists/extends for six years in a Level II rating, billet, or unit, may receive a total bonus payment of up to \$3,000. Initial payment will be up to \$1,500, not to exceed one-half the total bonus amount with a single subsequent payment of the remaining amount one year from the date of reenlistment/ extension.
4. Administrative procedures for bonus payment. Enclosure (7) to this Instruction advises members of the conditions for bonus termination or recoupment. Members must sign an agreement made on an Administrative Remarks form (CG-3307) (sample in this enclosure) when reenlisting or extending their enlistment.
- a. Unit commanding officers will review the following documents to make sure they are complete and correct:
 - (1) For reenlistments: Enlistment/Reenlistment Document. Ensure compliance with reference (c)

- (2) For extensions: Agreement to Extend Enlistment
 - (3) Orders to an RPAL billet
 - (4) Written Agreement for SELRES Reenlistment/Extension Bonus (sample in this enclosure)
- b. Servicing PERSRU will:
- (1) Make the proper PMIS/JUMPS entries reporting the reenlistment/extension per reference (c) in a timely manner
 - (2) Fax a copy of the signed Administrative Remarks (CG-3307) to HRSIC (SES) at (913) 295-2544.
- c. HRSIC will:
- (1) Upon receipt of the faxed CG-3307 and proper processing of documents by the PERSRU in PMIS/JUMPS, make the initial bonus payment within two pay periods after the PERSRU's transactions have been processed.
 - (2) Pay the remaining amount of the bonus on submission of enclosure (5) to this Instruction via the proper chain of command.
- d. Members will request subsequent bonus payment one year after the date of reenlistment/extension by submission of enclosure (5) to this Instruction via the proper chain of command.
5. Subsequent Payment. Members will submit a request (enclosure (5) to this Instruction) for the remainder of the bonus amount via their chain of command to HRSIC one year after the date of reenlistment/extension. HRSIC will make the subsequent payment within two pay periods after receipt of the member's properly endorsed request. Refer to enclosure (7) for termination and recoupment procedures for members who fail to maintain eligibility requirements.

Encl (1) to COMDTINST 7220.1A

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|---|-------------------------------------|--------------------|
| DEPARTMENT OF TRANSPORTATION U.S. COAST GUARD CG-3307 (Rev. 7-97) | ADMINISTRATIVE REMARKS | |
| <p>Entry Type: Selective Reserve Reenlistment/Extension Bonus (BON-1) Reference: COMDTINST 7220.1 (Series) Responsible Level: Unit Entry:</p> <p>(DATE): I have been advised that I am currently eligible for a Level _____ Selective Reserve Reenlistment Bonus as listed in ALDIST _____, which has been made available to me.</p> <p>I am eligible to reenlist/extend my enlistment up to a maximum of _____ years. My bonus will be computed based on _____ months of newly obligated service.</p> <p>I hereby acknowledge that I have read and fully understand the contents and explanation of COMDTINST 7220.1 (series).</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%; border-top: 1px dashed black; text-align: center;"> _____ (signature of member/date) </div> <div style="width: 45%; border-top: 1px dashed black; text-align: center;"> _____ (signature of counselor) </div> </div> | | |
| 1. NAME OF PERMANENT UNIT | 2. NAME OF UNIT PREPARING THIS FORM | |
| 3. NAME OF MEMBER (Last, First, MI) | 4. SOCIAL SECURITY NO. | 5. GRADE/RATE 6. |

PREVIOUS EDITION MAY BE USED
 Page 1 - To Commandant (CGPC-ADM-3)

SELRES ENLISTMENT BONUS PROGRAM

1. This program provides a bonus to eligible personnel who enlist in the SELRES in ratings, billets, or units designated most critical (Level I) or critical (Level II). The criticality of ratings, billets, or units are periodically revised by ALDIST to maintain currency.
2. Eligibility. In order to meet the eligibility criteria for the enlistment bonus program the member:
 - a. Must be a graduate of a secondary school.
 - b. Must have never previously served in an armed force.
 - c. Must enlist for a period of not less than six years in the SELRES.
 - d. Must be assigned to a bonus-eligible permanent rating, billet, or unit listed in the current ALDIST bonus message at the time of enlistment.
NOTE: This includes assignment to a guaranteed 'A' school and/or a bonus eligible billet or unit.
 - e. Member must agree to serve in the SELRES in the rating, billet, or unit, for which the bonus was authorized unless authorized to change to a rating, billet, or unit that is bonus eligible. Termination and recoupment action will be taken if the change is to a non-bonus eligible rating, billet, or unit.
 - f. Must execute a written agreement (sample in this enclosure).
3. Enlistment Bonus Payment Levels. The limits listed below for Level I bonuses represent the maximums allowable by law for this category of bonus. Bonuses will be paid in an initial payment of one-half of the total bonus amount and a subsequent payment of the remainder. Authorizing ALDISTs will specify implementation of the available bonuses and may authorize implementation of lesser dollar amounts depending on legislative authority, budgetary resources and program needs.
 - a. A member who enlists for six years in a Level I rating, billet, or unit, may receive a total bonus payment not to exceed \$5,000. Initial payment will be up to one half of the total bonus authorized, paid upon completion of Initial Active Duty for Training (IADT), with a single subsequent payment of the remaining amount one year from the completion of IADT.
 - b. A member who enlists for six years in a Level II rating, billet, or unit, may receive a total bonus payment not to exceed \$3,000. Initial payment will be up to one half of the total bonus authorized, paid upon completion of Initial Active Duty for Training (IADT), with a single subsequent payment of the remaining amount one year from the completion of IADT.

Encl (2) to COMDTINST 7220.1A

4. Administrative procedures for bonus payment. Enclosure (7) to this Instruction advises members of the conditions for bonus termination or recoupment. Members must sign an agreement made on an Administrative Remarks form (CG-3307) (sample in this enclosure) when enlisting.
 - a. The recruiting office will review the following documents to make sure they are correct.
 - (1) Current Enlisted Application and Orders to a RPAL billet
 - (2) Enlistment/Reenlistment Document - Armed Forces of the United States (DD Form 4). Ensure compliance with reference (c)
 - (3) Record of Military Processing - Armed Forces of the United States (DD Form 1966)
 - (4) Written Agreement for SELRES Enlistment Bonus (sample in this enclosure)
 - b. Servicing PERSRU at TRACEN Cape May will:
 - (1) Make the proper PMIS/JUMPS entries reporting the enlistment per reference (c) in a timely manner;
 - (2) Fax the following documents to HRSIC (SES) at 913-295-2544:
 - (a) Signed Administrative Remarks (CG-3307)
 - (b) Copy of the Reserve Orders and Pay voucher (CG-4436)
 - (c) Copy of Annex J, Statement of Understanding for Coast Guard Reserve (RP/RL) Program (contains class "A" school assignment information for applicable non-rated members).
 - c. HRSIC will:
 - (1) Upon receipt of the faxed CG-3307 and proper processing of documents by the PERSRU in PMIS/JUMPS, make the initial bonus payment within two pay periods after the PERSRU's transactions have been processed;
 - (2) Pay the remaining amount of the bonus on submission of enclosure (5) to this Instruction via the proper chain of command.

d. Members will request subsequent bonus payment one year after the date of the completion of IADT. Completion of IADT is as follows:

| ACCESSION PROGRAM | IADT COMPLETION |
|---|---------------------------|
| RP | Completion of 'A' school |
| RY (for billet or unit bonus eligibility) | Completion of 30 days OJT |
| RK | Completion of 'A' school |
| RX | Completion of REBI |

5. Subsequent Payment. Members will submit a request (enclosure (5) to this Instruction) for the remainder of the bonus amount via their chain of command to HRSIC one year after having completed all phases of IADT. HRSIC will make the subsequent payment within two pay periods after receipt of the member's properly endorsed request. Refer to enclosure (7) for termination and recoupment procedures for members who fail to maintain eligibility requirements.

Encl (2) to COMDTINST 7220.1A

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| DEPARTMENT OF TRANSPORTATION U.S. COAST GUARD CG-3307 (Rev. 7-97) | ADMINISTRATIVE REMARKS |
| <p>Entry Type: Selective Reserve Enlistment Bonus (BON-2) Reference: COMDTINST 7220.1 (Series) Responsible Level: Recruiting Office: Entry:</p> <p>(DATE): I have been advised that I am currently eligible for a Level _____ Selective Reserve Enlistment Bonus as listed in ALDIST _____, which has been made available to me.</p> <p>I am eligible to enlist for up to a maximum of _____ years. My bonus will be computed based on _____ months of obligated service.</p> <p>I hereby acknowledge that I have read and fully understand the contents and explanation of COMDTINST 7220.1 (series).</p> <p>_____ (signature of member/date) (signature of counselor)</p> | |
| 1. NAME OF PERMANENT UNIT | 2. NAME OF UNIT PREPARING THIS FORM |
| 3. NAME OF MEMBER (Last, First, MI) | 4. SOCIAL SECURITY NO. 5. GRADE/RATE 6. PAGE 7 |

PREVIOUS EDITION MAY BE USED

SELRES AFFILIATION BONUS PROGRAM

1. This program provides a bonus for eligible personnel who affiliate with the SELRES for the remainder of their Initial Military Obligation (IMO) in ratings, billets, or units designated most critical (Level I) or critical (Level II). The criticality of ratings, billets, or units are periodically revised by ALDIST to maintain currency.
2. Eligibility. Criteria for the Affiliation Bonus for paygrades E-4 through E-9 and designated strikers E-2 through E-3 are as follows:
 - a. Affiliation must be for the member's remaining initial Military Service Obligation (MSO) in the SELRES to qualify for bonus.
 - b. Member must not already have a mandatory SELRES obligation at the time of affiliation.
 - c. Member must hold a bonus-eligible permanent rating or be assigned to a bonus-eligible billet or unit listed in the current ALDIST bonus message at the time of affiliation or the date mandatory obligation is complete.
 - d. Member must agree to serve the entire period of remaining obligation in the SELRES in the rating, billet, or unit, for which the bonus was authorized unless authorized to change to a rating, billet, or unit that is bonus eligible. Termination and recoupment action will be taken if the change is to a non-bonus eligible rating, billet, or unit.
 - e. Member must execute a written agreement (sample in this enclosure).
NOTE: Payment of the affiliation bonus is prohibited unless the specialty associated with the position the member will occupy is a specialty in which the member served while on active duty.
3. Affiliation Bonus Payment Levels. The limits listed below for Level I bonuses represent the maximums allowable by law. Bonuses may be paid in lump sums or installments, depending on how many months are remaining in the members' initial MSO. Only whole months will count towards bonus eligibility. Authorizing ALDISTs will specify implementation of the available bonuses and may authorize implementation of lesser dollar amounts or lump sum bonuses depending on legislative authority, budgetary resources, and program needs.
 - a. A member who affiliates with the SELRES into a Level I rating, billet, or unit may be paid a bonus of up to \$50 per month through completion of MSO.
 - b. A member who affiliates with the SELRES into a Level II rating, billet, or unit, may be paid a bonus of up to \$30 per month through completion of MSO.

Encl (3) to COMDTINST 7220.1A

4. Administrative procedures for bonus payment. Enclosure (7) to this Instruction advises members of the conditions for bonus termination and recoupment. Members must sign an agreement made on an Administrative Remarks form (CG 3307) (sample in this enclosure) when individuals affiliate or agree to continue in the SELRES for the remainder of their initial MSO.
 - a. The servicing PERSRU take the following actions:
 - (1) Review the following documents:
 - (a) Current Enlisted Application Orders to a RPAL billet
 - (b) Report of Separation from Active Duty (DD Form 214), and
 - (c) Enlistment/Reenlistment Document - Armed Forces of the United States (DD Form 4)
 - (2) Make the proper PMIS/JUMPS entries reporting the affiliation per reference (c) in a timely manner
 - (3) Ensure that members complete a Written Agreement for SELRES Affiliation Bonus (sample in this enclosure) based on the number of whole months calculated remaining in the members' MSO.

NOTE: Whole months are calculated by counting the number of whole months between the members' date of affiliation and the members' end of enlistment (i.e., a member affiliates on 20 Jan and enlistment expires on 15 Oct; bonus eligibility is 8 whole months).
 - (4) Fax a copy of the signed Administrative Remarks (CG-3307) to HRSIC (SES) at 913-295-2544.
 - b. HRSIC will,
 - (1) Upon receipt of the faxed CG-3307 and upon proper processing of documents by the PERSRU in PMIS/JUMPS, make the initial bonus payment within two pay periods after the PERSRU's transactions have been processed
 - (2) Pay the remaining amount of the bonus on submission of enclosure (5) to this Instruction via the proper chain of command.
 - c. Members with 24 months or less remaining: Bonus will be paid as a lump sum for members who have 24 months or less reserve service obligation remaining at the time of RELAD.
 - d. Members with more than 24 months remaining: Initial bonus payment will be one-half of the total bonus payment for members who have more than 24 months of reserve service obligation. Members will request subsequent bonus payment, on or after the date of the sixth anniversary of the members original enlistment.

5. Subsequent Payment. Members will submit a request (enclosure (5) to this Instruction) for the remainder of the bonus amount via their chain of command to HRSIC after having completed all requirements as per this Instruction. HRISC will make the subsequent payment within two pay periods after receipt of the member's properly endorsed request. Refer to enclosure (7) for termination and recoupment procedures for members who fail to maintain eligibility requirements.

Encl (3) to COMDTINST 7220.1A

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| DEPARTMENT OF | | | |
| TRANSPORTATION | | ADMINISTRATIVE REMARKS | |
| U.S. COAST GUARD | | | |
| CG-3307 (Rev. 7-97) | | | |
| <p>Entry Type: Selective Reserve Affiliation Bonus (BON-4) Reference: COMDTINST 7220.1 (Series) Responsible Level: Unit Entry:</p> <p>(DATE): I have been advised that I am currently eligible for a Level ____ Selective Reserve Affiliation Bonus as listed in ALDIST ____, which has been made available to me.</p> <p>I am eligible to serve up to a maximum of ____ months. My bonus will be computed based on ____ months of obligated service.</p> <p>I hereby acknowledge that I have read and fully understand the contents and explanation of COMDTINST 7220.1 (series).</p> <p>----- (signature of member/date) (signature of counselor)</p> | | | |
| 1. NAME OF PERMANENT UNIT | | 2. NAME OF UNIT PREPARING THIS FORM | |
| 3. NAME OF MEMBER (Last, First, MI) | | 4. SOCIAL SECURITY NO. | 5. GRADE/RATE |
| | | | 6. PAGE 7 |

PREVIOUS EDITION MAY BE USED

Page 1 - To Commandant (CGPC-ADM-3)

SELRES PRIOR SERVICE ENLISTMENT BONUS PROGRAM

1. This program provides a bonus to eligible prior service personnel who enlist in the SELRES in ratings, billets, or units designated most critical (Level I) or critical (Level II). The criticality of ratings, billets, or units are periodically revised by ALDIST to maintain currency.
2. Eligibility. Criteria for the Prior Service Enlistment Bonus are as follows:
 - a. Enlistment must be 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. Total prior service must be less than 14 years at the time of their enlistment. Total prior service at date of enlistment is the total active and inactive service, regardless of branch, computed from Pay Base Date (PBD) to preceding Expiration of Service (EOS).
NOTE: Inactive service covers all periods of inactive duty served under a qualifying enlistment.
 - c. Members who have not completed their Military Service Obligation (MSO) may enlist up to 90 days prior to their normal EOS. In cases of early enlistment, the term of the new contract will begin on the date of enlistment, unless waived by the other service.
 - d. Member must not have previously received a six-year bonus or more than one three-year bonus for enlistment, reenlistment, affiliation, or extension in ANY reserve component.
NOTE: To receive a second three-year bonus a member must enter into the subsequent reenlistment/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 still satisfy the designated skill or other requirements of this enclosure.
 - e. Member must hold a bonus-eligible permanent rating or be assigned to a bonus-eligible billet or unit listed in the current ALDIST bonus message at the time of enlistment.
 - f. Member must agree to serve in the SELRES in the same rating, billet, or unit, for which the bonus was authorized unless authorized to change to rating, billet, or unit, may request continued bonus entitlement from G-WT if that rate, billet, or unit that is bonus eligible. Termination and recoupment action will be taken if the change is to a non-bonus eligible rating, billet, or unit.
 - g. Member must execute a written agreement (sample in this enclosure).

Encl (4) to COMDTINST 7220.1A

Note: Payment of the prior service enlistment bonus is prohibited unless the rating associated with the position the member will occupy is one in which the member successfully served while on active duty.

3. Prior Service Enlistment Bonus Payment Levels. The limits listed below for Level I bonuses represent the maximums allowable by law for this category of bonus. Bonuses will be paid in an initial payment of one-half of the total bonus amount and a subsequent payment of the remainder. Authorizing ALDISTs will specify implementation of the available bonuses and may authorize implementation of lesser dollar amounts depending on legislative authority, budgetary resources and program needs.
 - a. A member who enlists for three years in a Level I rating, billet, or unit, may receive a total bonus payment not to exceed \$2,500 if the member has not previously received any bonus in any reserve component, or \$2,000 in the case of a member who has previously received a three-year bonus from any reserve component. Initial payment will be up to \$1,250, not to exceed one-half the total bonus amount, with a subsequent payment of the remaining amount one year from the date of enlistment.
 - b. A member who enlists for three years in a Level II rating, billet, or unit, may receive a total bonus payment of up to \$1,500. Initial payment will be up to \$750, not to exceed one-half the total bonus amount, with single subsequent payment of the remaining amount one year from the date of enlistment.
 - c. A member who enlists for six years in a Level I rating, billet, or unit, may receive a total bonus payment not to exceed \$5,000. Initial payment will be up to \$2,500, not to exceed one-half the total bonus amount, with a single subsequent payment of the remaining amount one year from the date of enlistment.
 - d. A member who enlists for six years in a Level II rating, billet, or unit, may receive a total bonus payment of up to \$3,000. Initial payment will be up to \$1,500, not to exceed one-half the total bonus amount, with a single subsequent payment of the remaining amount one year from the date of enlistment.
4. Administrative procedures for bonus payment. Enclosure (7) to this Instruction advises members of the conditions for bonus termination or recoupment. Members must sign an agreement made on an Administrative Remarks form (CG-3307) (sample in this enclosure) when enlisting.
 - a. The recruiting office will review the following documents to make sure they are correct:
 - (1) Current Enlisted Application and Orders to a RPAL billet
 - (2) Report of Separation from Active Duty (DD Form 214)

- (3) Enlistment/Reenlistment Document - Armed Forces of the United States (DD Form 4)
 - (4) Record of Military Processing - Armed Forces of the United States (DD Form 1966)
 - (5) Written Agreement (CG-3307) for SELRES Prior Service Enlistment Bonus (sample in this enclosure).
- b. Servicing PERSRU at TRACEN Cape May will:
- (1) Make the proper PMIS/JUMPS entries reporting the enlistment per reference (c) in a timely manner
 - (2) Fax a copy of the signed Administrative Remarks (CG-3307) and a copy of the Reserve Orders and Pay Voucher (CG-4436) to HRSIC (SES) at (913) 295-2544.
- c. HRSIC will:
- (1) Upon receipt of the faxed CG-3307 and upon proper processing of documents by the PERSRU in PMIS/JUMPS, make the initial bonus payment within two pay periods after PERSRU's transactions have processed for enlistment or the end of Initial Active Duty for Training (IADT) for members attending REBI.
 - (2) Pay the remaining amount of the bonus payment on submission of enclosure
- d. Members will request subsequent bonus payment one year after the date of enlistment, or the completion of IADT for members who attend REBI, by submission of enclosure (5) to this Instruction via the proper chain of command.
5. Subsequent Payment. Members will submit a request (enclosure (5) to this Instruction) for the remainder of the bonus amount via their chain of command to HRSIC one year after having completed all periods of Inactive Duty for Training (IADT). HRSIC will make the subsequent payment within two pay periods after receipt of the member's properly endorsed request. Refer to enclosure (7) for termination and recoupment procedures for members who fail to maintain eligibility requirements.

Encl (4) to COMDTINST 7220.1A

| | | | |
|--|--|-------------------------------------|--------------------|
| DEPARTMENT OF | | ADMINISTRATIVE REMARKS | |
| TRANSPORTATION | | | |
| U.S. COAST GUARD | | | |
| CG-3307 (Rev. 7-97) | | | |
| Entry Type: Selective Reserve Prior Service Enlistment Bonus (BON-3) | | | |
| Reference: COMDTINST 7220.1 (series) | | | |
| Responsible Level: Unit | | | |
| Entry: | | | |
| (DATE): I have been advised that I am currently eligible for a | | | |
| Level _____ Selective Reserve Prior Service Enlistment Bonus as | | | |
| listed in ALDIST _____, which has been made available to me. | | | |
| I am eligible to reenlist/extend my enlistment up to a maximum | | | |
| of ____ years. My bonus will be computed based on _____ | | | |
| months of newly obligated service. | | | |
| I hereby acknowledge that I have read and fully understand the | | | |
| contents and explanation of COMDTINST 7220.1 (series). | | | |
| ----- | | ----- | |
| (signature of member/date) | | (signature of counselor) | |
| 1. NAME OF PERMANENT UNIT | | 2. NAME OF UNIT PREPARING THIS FORM | |
| 3. NAME OF MEMBER (Last, First, MI) | | 4. SOCIAL SECURITY NO. | 5. GRADE/RATE 6. |

PREVIOUS EDITION MAY BE USED

Page 1 - To Commandant (CGPC-ADM-3)

Encl (5) to COMDTINST 7220.1A

Unit Command
United States Coast Guard

Address
Staff Symbol:
Phone:
FAX:
7220

From: Member 000-00-0000, USCGR

To: Commanding Officer, Coast Guard Human Resources Service & Information Center (SES)

Via: (1) Commanding Officer, Member's Unit
(2) Commanding Officer, Coast Guard Integrated Support Command XXXXXXXXX

Subj: REQUEST FOR SUBSEQUENT PAYMENT OF (INSERT TYPE) BONUS

Ref: (a) Enlisted Selected Reserve (SELRES) Incentive Programs, COMDTINST M7220.1
(series)

1. Per reference (a), I request the remaining amount of the (insert type) bonus. I have read, understood, and completed all requirements as per COMDTINST 7220.1A.
2. I may be contacted at (Phone Number).

Signature of Member

Copy: CGPC-adm-3
G-WTR-1

Encl (6) to COMDTINST 7220.1A

Commanding Officer
U.S. Coast Guard Human Resources
Service and Information Center

Federal Building
444 S.E. Quincy Street
Topeka, KS 66683-3591
Staff Symbol: SES
Phone: (913) 357-3540
FAX: (913) 295-2544
7220

From: Commanding Officer, Coast Guard Human Resources Service & Information Center
To: Member 000-00-0000, USCGR

Via: (1) Commanding Officer, Coast Guard Integrated Support Command XXXXXXXX
(2) Commanding Officer, Member's Unit

Subj: INITIATION OF TERMINATION AND RECOUPMENT ACTION OF (INSERT TYPE)
BONUS

Ref: (a) Enlisted Selected Reserve (SELRES) Incentive Programs, COMDTINST
M7220.1(series)

1. Per reference (a), the following information is provided:

- a. Reason for termination/recoupment: (e.g., member was assigned sixth unexcused period of Inactive Duty Training or member failed to perform Annual Training _____).
- b. Last month of satisfactory participation: _____.
- c. Date bonus to be terminated: _____.
- d. Amount to be recouped: _____. (Total bonus payments to date minus Pro-rata amount)

2. My point of contact is (Rate/Name) at (Phone Number).

3.

Signature of Commanding Officer

Copy: CGPC-adm-3
G-WTR-1

NON-AVAILABILITY, AUTHORIZED ABSENCE,
TERMINATION, AND RECOUPMENT

1. Authorized period of non-availability. Per reference (b), districts/ISCs may authorize a period of non-availability, up to two years, for reasons such as temporary medical disability, temporary work conflict, or documented personal hardship. These personnel will be temporarily assigned to the Active Status Pool (ASP).
 - a. Upon request for a period in the ASP, bonus recipients also must request a period of authorized non-availability from their district(fot)/ISC(pf). Following their period of authorized non-availability, participants must extend their enlistment in the Ready Reserve to serve their full contract period in the SELRES in order to receive their total bonus entitlement.
 - b. **Members are not entitled to bonus payments during the period of non-availability. Persons authorized a period of non-availability of over 12 months or who do not extend for the necessary additional service will have their bonus eligibility adjusted for time spent in the ASP.**
 - c. Refer to reference (b) for guidance in the preparation of extensions for enlistment for periods of non-availability.
2. Periods of Authorized Absence (AA). Per reference (b), use AAs for participants without loss of bonus entitlement, properly documented on unit drill attendance sheets. Do not use AAs as a substitute for non-availability periods, defined in paragraph 1 above, granted by CGPC-rpm. NOTE: Involuntary recall to active duty is considered an Authorized Absence.
3. Termination. Terminate bonus entitlement and initiate recoupment action if:
 - a. Member's Inactive Duty Training (IDT) participation is unsatisfactory.
 - b. Member does not perform Annual Training (AT) and does not receive an AT waiver prior to the end of the anniversary year.
 - c. Member is processed for separation, including termination from the SELRES, for any reason other than death, injury, illness, or other impairment not the result of own misconduct. Separation or termination from the SELRES includes active duty enlistment in the active forces, acceptance of an extended active duty contract, or as a result of action directed by higher authority (e.g., discharge due to own misconduct). Exception: members who accept assignment to Active Duty Special Work (ADSW) for a period of fewer than 180 days. Commanding officers shall terminate bonus entitlement when a member does not return to a SELRES status within 30 days after release from or 180 days after departure on ADSW orders.

Encl (7) to COMDTINST 7200.1A

- d. Member accepts a commission as an officer or warrant officer in the Coast Guard Reserve. (No recoupment of previously authorized payments will be made if more than two years has elapsed since initial payment date.)
- e. Member stops serving in their bonus-eligible rating (unless authorized continued bonus entitlement by CGPC-rpm).
- f. Member voluntarily transfers from a bonus eligible billet or unit to a non-bonus eligible billet or unit.

NOTE: If member is transferred due to advancement, recoupment and termination action will not be initiated unless the member has served less than one-half of their contracted service obligation.

4. Recoupment.

- a. The formula for calculating recoupment of Reenlistment/Extension bonuses is:

$$\frac{\text{Total number of whole months served satisfactorily during the period for which the bonus was paid.}}{\text{Total number of months obligated under the written agreement}} \times \frac{\text{Total bonus authorized under the written agreement}}{\text{pro-rata amount}} = \text{pro-rata amount}$$

- (1) Number of whole months served is computed by rounding to the nearest whole month (i.e., 15 days or less is rounded to the previous month, and 16 days or more is rounded to the next month).
- (2) Subtract the pro-rata amount from the total amount of bonus paid to date (total of initial and subsequent payments).
- (3) Based on the calculation, HRSIC will recoup the amount of overpayment or authorize payment of earned entitlement.

Example: Member served two years of a six-year enlistment and received total payments of \$3,000 on a total bonus of \$3,000.

$$\frac{24 \text{ months}}{72 \text{ months}} \times \$3,000 = \$1,000 \text{ Pro-Rata Amount}$$
$$\$3,000 - \$1,000 = \mathbf{\$2,000} \text{ Amount to be Recouped}$$

b. The formula for calculating recoupment of Enlistment bonuses is:

$$\frac{\text{Total number of months served satisfactorily during the period for which the bonus was paid.}}{\text{Total number of months obligated under the written agreement}} \times \frac{\text{Total bonus authorized under the written agreement}}{\text{Total bonus authorized under the written agreement}} = \text{pro-rata amount}$$

- (1) Months are computed on a daily basis (i.e., exact number of days divided by 30) rounding the decimal to the tenth.
- (2) Subtract the pro-rata amount from the total amount of bonus paid to date (total of initial and subsequent payments).
- (3) Based on the calculation, HRSIC will recoup the amount of overpayment or authorize payment of earned entitlement.

Example: Member served three years, three months, and 15 days, of a six-year enlistment and received total payments of \$5,000 on a total bonus of \$5,000.

$$\frac{39.5 \text{ months.}}{72 \text{ months}} \times \$5,000 = \$2,743.06 \text{ Pro-Rata Amount}$$

$$\$5,000 - \$2,743.06 = \mathbf{\$2,256.94} \text{ Amount to be Recouped.}$$

c. The formula for calculating recoupment of Affiliation bonuses is:

$$\frac{\text{Total number of months served satisfactorily during the period for which the bonus was paid.}}{\text{Total number of months obligated under the written agreement}} \times \frac{\text{Total bonus authorized under the written agreement}}{\text{Total bonus authorized under the written agreement}} = \text{pro-rata amount}$$

- (1) Number of whole months served is computed by counting the number of whole months between the members' date of affiliation and the members' end of enlistment (i.e., a member affiliates on 20 Jan and is removed from SELRES status on 15 Oct; member completed 9 whole months).
- (2) Subtract the pro-rata amount from the total amount of bonus paid to date (total of initial and subsequent payments).
- (3) Based on the calculation, HRSIC will recoup the amount of overpayment or authorize payment of earned entitlement.

Encl (7) to COMDTINST 7200.1A

Example: Member served twenty months of an twenty-six month reserve obligated service and received total payments of \$650 on a total bonus of \$1,300.

$$\begin{array}{l} \underline{20 \text{ months.}} \quad \times \quad (\$50 \times 26 \text{ months}) \quad = \quad \$1,000.00 \text{ Pro-Rata Amount} \\ 26 \text{ months} \\ \$650.00 \quad - \quad \$1,000.00 \quad = \quad \mathbf{\$350.00} \quad \underline{\text{Amount to be Paid to Member}} \end{array}$$

d. The formula for calculating recoupment of Prior Service Enlistment bonuses is:

| | | | | |
|---|---|--|---|-----------------|
| Total number of whole months served satisfactorily during the period for which the bonus was paid | | Total bonus authorized under the written agreement | = | pro-rata amount |
| Total number of months obligated under the written agreement | X | | | |

- (1) Number of whole months served is computed by rounding to the nearest whole month (i.e., 15 days or less is rounded to the previous month, and 16 days or more is rounded to the next month).
- (2) Subtract the pro-rata amount from the total amount of bonus paid to date (total of initial and subsequent payments).
- (3) Based on the calculation, HRSIC will recoup the amount of overpayment or authorize payment of earned entitlement.

Example: Member served two years and nine months of a three-year enlistment and received an initial payment of \$1,000 plus a subsequent payment of \$1,000 on a total bonus of \$2,000.

$$\begin{array}{l} \underline{33 \text{ months.}} \quad \times \quad \$2,000 \quad = \quad \$1,833.33 \text{ Pro-Rata Amount} \\ 36 \text{ months} \\ \$2,000 \quad - \quad \$1,833.33 \quad = \quad \mathbf{\$166.66} \quad \underline{\text{Amount to be Recouped}} \end{array}$$

e. HRSIC will initiate termination and recoupment action when a member loses entitlement to an bonus. Termination/recoupment letters are sent from HRSIC to the member in the format of enclosure (6) to this Instruction.