

NAVAL SPECIAL WARFARE ENLISTED AND CHIEF WARRANT OFFICER
CRITICAL SKILLS RETENTION BONUS PROGRAM
SUBMISSION GUIDELINES
(SEP 2014)

1. Determine Eligibility. Member must be CSRB eligible as per NAVADMIN 162/13.
 - a. Phase ONE (SO/SB; E7/CWO 2/3)
 - b. Phase TWO (SO/SB; E8/CWO 2/3)
 - c. Phase THREE (SO/SB; E9 / CWO4/5)
 - d. Between 18-28 years of service (YOS). Today – Active Duty Service Date = YOS
 - e. All SWCC applicants must be Patrol Officer Qualified
2. Submit application to program manager via chain of command 60-180 days prior to entering into a CSRB contract. Application packages must include:
 - a. Members letter requesting contract
 - b. Commanding Officers endorsement letter
 - c. Patrol Officer Qualification Letter for SWCC applicants.
3. Program Manager will verify receipt of application (terms of contract/service obligation will be validated and any adjustments required will be corrected prior to final contract execution).
4. Upon acceptance of a member's agreement by the program manager, the amount of the contract becomes fixed and the member incurs a firm service obligation.
5. Upon effective date of CSRB contract/obligation, member is responsible to send the following documents to the program manager as a single PDF titled (lastname_firstname_CSRB.pdf):
 - a. Copy of signed reenlistment/extension with tax free status indicated
 - a. Commanding Officers endorsement letter
 - b. Member's application requesting CSRB contract with final contract dates

****Any questions regarding submission process and/or members eligibility contact program manager****

Appendix A

NSW Enlisted and Warrant Officer CSRB ROE (SEP 2014)

1. The member’s eligibility is defined in *Para 3* of the NAVADMIN. Additionally, in order to ensure NSW community health, the following eligibility restrictions apply.

- a. Phase ONE (19-23 YOS): SO or SB E7 (select)-E9 or SEAL/SWCC CWO2/3
- b. Phase TWO (24-25 YOS): SO or SB E8 (select)-E9 or SEAL/SWCC CWO2/3
- c. Phase THREE (26-29 YOS): SO or SB E9 (select) or SEAL/SWCC CWO4/5
- d. All SWCC applicants must be Patrol Officer Qualified

2. Members will be paid a fixed amount per year of service. If member serves a partial year, that year will be prorated as per that year’s bonus amount.

Phase 1 E7/E8/E9/CWO2/3 110K					PH 2 E8/E9/CWO2/3 160K		Phase 3 SO/SB E9 and SEAL/SWCC CWO4/5 200K			
19 YOS	20 YOS	21 YOS	22 YOS	23 YOS	24 YOS	25 YOS	26 YOS	27 YOS	28 YOS	29 YOS
\$15,000	\$20,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$10,000	\$10,000	\$10,000	\$10,000

3. Members may receive payment after the CSRB eligibility start day.

- a. Day after completion of their 18 year of service (ADSD + 19 years).
- b. Date of reenlistment.
- c. Day after previous CSRB contract end date.

4. CSRB total entitlements will not exceed \$200,000 over member’s lifetime. Additionally there are entitlement caps per phase.

- a. Phase I, through the end of 23 YOS: \$110,000
- b. Phase I & II, through the end of 25 YOS: \$160,000
- c. Phase I, II, & III through the end of 29 YOS: \$200,000

5. Early reenlistments are authorized. Members eligible to receive CSRB are authorized to reenlist early if in a tax free zone in order to reduce the significant monetary loss that the member would incur otherwise.

6. CSRB Contract Lengths. Members may apply at the beginning of their 18th YOS. Reenlistments may be between 2 and 6 years in length. Extensions may be between 1 and 23 months in length. Reenlistments and extensions may be combined to maximize CSRB opportunity for a maximum CSRB award length of 7 years. At a minimum, Phase I contracts must extend through the end of a member's 21st YOS and Phase III contracts must extend through the end of a member's 26th YOS. HYT waiver grants do not authorize CSRB payment to members who are ineligible for the specific phase as per the NAVADMIN. A service member must reenlist at his EAOS (unless he meets criteria in para 5) for a period of two or more years beyond current EAOS or current CSRB end date to be eligible for further CSRB contract payments.

7. Members who receive an Accession Bonus for a commission as a CWO will be ineligible for a new CSRB contract for 6 years from the date of their commission.

Appendix b
Scenarios

An E7 with an ADSD of 15 JAN 1992 who has an EAOS of 15 JAN 2011 would be eligible to reenlist for 5 years from 15 JAN 2011 to 14 JAN 2016. He would receive \$110,000 in CSRB for 5 years of service.

	Phase ONE					Phase TWO		Phase THREE			
	19 YOS	20 YOS	21 YOS	22 YOS	23 YOS	24 YOS	25 YOS	26 YOS	27 YOS	28 YOS	29 YOS
Start YOS	15JAN11	15JAN12	15JAN13	15JAN14	15JAN15	15JAN16	15JAN17	15JAN18	15JAN19	15JAN20	15JAN21
End YOS	14JAN12	14JAN13	14JAN14	14JAN15	14JAN16	14JAN17	14JAN18	14JAN19	14JAN20	14JAN21	14JAN22
Opportunity	\$15,000	\$20,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$10,000	\$10,000	\$10,000	\$10,000
CSRB Paid	\$15,000	\$20,000	\$25,000	\$25,000	\$25,000						

An E7 with an ADSD of 27 APR 1992 who has an EAOS of 15 FEB 2011 who wishes to contract for the minimum CSRB would have to contract through the end of his 21st YOS. Because his EAOS is prior to the first day of his 19th YOS he needs to reenlist early to line up his dates for the award. He should reenlist on the anniversary day of his ADSD (the 27th). In this case, he would reenlist for three years on the 27th of JAN 2011 (before his EAOS) for 3 years. He would also sign an extension for 3 months at the same time. His extension would be from 26 JAN 2014 to 26 APR 2014.

	Phase ONE					Phase TWO		Phase THREE			
	19 YOS	20 YOS	21 YOS	22 YOS	23 YOS	24 YOS	25 YOS	26 YOS	27 YOS	28 YOS	29 YOS
Start YOS	27Apr11	27Apr12	27Apr13	27Apr14	27Apr15	27Apr16	27Apr17	27Apr18	27Apr19	27Apr20	27Apr21
End YOS	26Apr12	26Apr13	26Apr14	26Apr15	26Apr16	26Apr17	26Apr18	26Apr19	26Apr20	26Apr21	26Apr22
Opportunity	\$15,000	\$20,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$10,000	\$10,000	\$10,000	\$10,000
CSRB Paid	\$60,000			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

For an E7 who is serving under a Phase ONE CSRB contract and is selected for E8 in his 21st year of service, who has an ADSD of 15 JAN 1992 and an EAOS of 14 JAN 2016 would be eligible to reenlist for 4 years from 15 JAN 2014 to 14 JAN 2018. He would receive \$50,000 in CSRB for his Phase TWO contract. While he would reenlist for 4 years, his EAOS would only increase by 2 years because he would reenlist 2 years early.

	Phase ONE					Phase TWO		Phase THREE			
	19 YOS	20 YOS	21 YOS	22 YOS	23 YOS	24 YOS	25 YOS	26 YOS	27 YOS	28 YOS	29 YOS
Start YOS	15JAN11	15JAN12	15JAN13	15JAN14	15JAN15	15JAN16	15JAN17	15JAN18	15JAN19	15JAN20	15JAN21
End YOS	14JAN12	14JAN13	14JAN14	14JAN15	14JAN16	14JAN17	14JAN18	14JAN19	14JAN20	14JAN21	14JAN22
Opportunity	\$10,000	\$15,000	\$20,000	\$25,000	\$30,000	\$25,000	\$25,000	\$10,000	\$10,000	\$10,000	\$10,000
CSRB Paid	Already awarded \$100,000 CSRB on 15JAN11					\$25,000	\$25,000				

An E8 with an ADSD of 21 FEB 1992 who has an EAOS of 6 JUL 2011 would be eligible to reenlist for 6 years from 21 FEB 2011 to 20 FEB 2017 and sign a 12 month extension from 21 FEB 2017 to 20 FEB 2018 to maximize his 7 year CSRB contract. He is authorized to reenlist before his EAOS as per the NAVADMIN. He would receive \$160,000 in CSRB for 7 years of service.

	Phase ONE					Phase TWO		Phase THREE			
	19 YOS	20 YOS	21 YOS	22 YOS	23 YOS	24 YOS	25 YOS	26 YOS	27 YOS	28 YOS	29 YOS
Start YOS	21FEB11	21FEB12	21FEB13	21FEB14	21FEB15	21FEB16	21FEB17	21FEB18	21FEB19	21FEB20	21FEB21
End YOS	20FEB12	20FEB13	20FEB14	20FEB15	20FEB16	20FEB17	20FEB18	20FEB19	20FEB20	20FEB21	20FEB22
Opportunity	\$15,000	\$20,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$10,000	\$10,000	\$10,000	\$10,000
CSRB Paid	\$15,000	\$20,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000				

E9/CWO

An E9 with an ADSD of 27 APR 1992 who has an EAOS of 17 APR 2011 would be eligible for Phase One and Phase Two of the CSRB. The critical aspects of the two dates are the ADSD and EAOS. It's highly advisable that the two dates align in the CSRB calculations. In this case, the only way to reset the EAOS is via a reenlistment contract. The member should reenlist for 6 years from 27 MAR 2011 to 26 MAR 2017. He would simultaneously sign a 13 month extension from 27 MAR 2017 through 26 APR 2018 to maximize his 7 year CSRB contract. He would receive \$160,000 in CSRB for 7 years of service.

	Phase ONE					Phase TWO		Phase THREE			
	19 YOS	20 YOS	21 YOS	22 YOS	23 YOS	24 YOS	25 YOS	26 YOS	27 YOS	28 YOS	29 YOS
Start YOS	27Apr11	27Apr12	27Apr13	27Apr14	27Apr15	27Apr16	27Apr17	27Apr18	27Apr19	27Apr20	27Apr21
End YOS	26Apr12	26Apr13	26Apr14	26Apr15	26Apr16	26Apr17	26Apr18	26Apr19	26Apr20	26Apr21	26Apr22
Opportunity	\$15,000	\$20,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$10,000	\$10,000	\$10,000	\$10,000
CSRB Paid	\$160,000							\$0	\$0	\$0	\$0

An E9 who is under a \$150,000 CSRB contract until 20 FEB 2017 and has an ADSD of 21 FEB 1992 would be eligible to reenlist for 3 years on 21 FEB 2017 to 20 FEB 2020. He is awarded \$45,000 when he reenlists on 21 FEB 2017.

	Phase ONE					Phase TWO		Phase THREE			
	19	20	21	22	23	24	25	26	27	28	29
Start YOS	21Feb2011	21Feb2012	21Feb2013	21Feb2014	21Feb2015	21Feb2016	21Feb2017	21Feb2018	21Feb2019	21Feb2020	21Feb2021
End YOS	20Feb2012	20Feb2013	20Feb2014	20Feb2015	20Feb2016	20Feb2017	20Feb2018	20Feb2019	20Feb2020	20Feb2021	20Feb2022
Opportunity	\$10,000	\$15,000	\$20,000	\$25,000	\$30,000	\$30,000	\$25,000	\$10,000	\$10,000	\$10,000	\$10,000
CSRB Paid	150,000 from old CSRB						\$45,000			\$0	\$0

The same E9 from the above example (already paid \$150K) who wishes to sign an additional CSRB contract for the MINIMUM amount of Phase III time would reenlist for 2 years from 21 FEB 17 to 20 FEB 19. He would receive \$35,000. All Phase III contracts must extend through the end of 26YOS.

	Phase ONE					Phase TWO		Phase THREE			
	19	20	21	22	23	24	25	26	27	28	29
Start YOS	21Feb2011	21Feb2012	21Feb2013	21Feb2014	21Feb2015	21Feb2016	21Feb2017	21Feb2018	21Feb2019	21Feb2020	21Feb2021
End YOS	20Feb2012	20Feb2013	20Feb2014	20Feb2015	20Feb2016	20Feb2017	20Feb2018	20Feb2019	20Feb2020	20Feb2021	20Feb2022
Opportunity	\$10,000	\$15,000	\$20,000	\$25,000	\$30,000	\$30,000	\$25,000	\$10,000	\$10,000	\$10,000	\$10,000
CSRB Paid	150,000 from old CSRB						\$35,000		\$0	\$0	\$0

Appendix c
Key points

- 1) Maximum CSRB amount award limits
 - a. Phase I, through the end of 23 YOS: \$110,000
 - b. Phase I & II, through the end of 25 YOS: \$160,000
 - c. Phase I, II, & III through the end of 29 YOS: \$200,000
- 2) Members whose NEC is revoked and is no longer qualified are subject to repayment of CSRB for time not fulfilled based on original CSRB contract agreement. If a member is selected not to continue military service due to poor performance or misconduct or if selected on the Senior Enlisted Continuation Board (SECB) not to continue service, then the member may be required to pay back a prorated portion of the CSRB.
- 3) If member is no longer qualified or is being processed for NEC removal after precertification is received, then CSRB payment will be on hold until the issue is resolved.
- 4) Members may reenlist TAX FREE and both enlisted and chief warrant officers may receive their entire bonus TAX FREE. See attached link for the law defining combat tax exclusion for additional information. http://militarypay.defense.gov/Pay/combatzone_exclusions.html
- 5) Members receiving bonus entitlement amounting over \$99K will receive two payments disbursed over two pay installments. This is due to DFAS computer system limitations.
- 6) In order to maximize contracts, members should reenlist on the anniversary day of their ADSD. The members are authorized early reenlistments and combining extensions with enlistments.
- 7) Members are authorized to reenlist early if they fall into a tax free zone. For initial contracts members must be in their 18th YOS.
- 8) CWOs are not eligible for a new CSRB contract until after their Accession Bonus has expired.
- 9) All SWCC members must provide Patrol Officer Qualification letter prior to contract precertification.

References

1. NAVADMIN 162/13 renewal Of Naval Special Warfare Enlisted and Chief Warrant Officer Critical Skills Retention Bonus Program
2. MILPERSMAN 1160-040/ Extensions of Enlistment
3. MILPERSMAN 1160-030/Certain Enlistments and Reenlistments under Continuous Service Conditions
4. 10 U.S.C. § 505 – Regular Components; Qualifications, Terms, grade for Reenlistments

POINTS OF CONTACT:

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