



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
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WASHINGTON DC 20350-2000

OPNAVINST 1160.8B
N13
1 Apr 2019

OPNAV INSTRUCTION 1160.8B

From: Chief of Naval Operations

Subj: SELECTIVE REENLISTMENT BONUS PROGRAM

Ref: (a) 37 U.S.C.
(b) DoD Instruction 1304.31 of 12 March 2013
(c) DoD Directive 1304.21 of 31 January 2005
(d) DoD Instruction 1304.29 of 15 December 2004
(e) DoD Financial Management Regulation 7000.14-R (dates vary by chapters)
(f) NAVPERS 15560

Encl: (1) SRB Request Preparation Guidance
(2) Sample SRB Calculation
(3) SRB Computation Rules
(4) SRB Computation Work Sheet
(5) Sample SRB NAVPERS 1070/613 Entries

1. Purpose

a. To revise policy and procedures for the administration of the Selective Reenlistment Bonus (SRB) Program, per references (a) through (f).

b. This revision updates policy to reflect transitioning to the general bonus authority for enlisted members in line with reference (a). This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 1160.8A.

3. Scope and Applicability. Provisions of this instruction apply to Active Component, Reserve Component and prior service Sailors reenlisting on active duty.

4. Background. SRB is the Navy's primary monetary force shaping tool to achieve enlisted retention requirements in specific categories such as ratings, Navy enlisted classifications (NEC), and skills. The authority for the SRB Program is provided by reference (a). On 1 October 2013, Navy transitioned to the general bonus authority for enlisted members, located in reference (a), section 331, and aligned with guidance provided in reference (b). SRB contracts executed prior to 1 October 2013 remain under the authority of reference (a), section 308, and policy in references (c) and (d).

5. Responsibility. The Deputy Chief of Naval Operations, Manpower, Personnel, Training and Education (CNO N1) is responsible for the SRB Program under this instruction, the U. S. Code, and Department of Defense (DoD) guidelines contained in references (a) through (e), and as delegated by the Secretary of the Navy (SECNAV).

a. Office of the Chief of Naval Operations (OPNAV) Director, Military Personnel Plans and Policy Division (OPNAV (N13)). Responsible for development and implementation of SRB policy.

b. OPNAV Head, Military Pay and Compensation Branch (OPNAV (N130))

(1) Perform the functions as the program manager to include the planning, programming, budgeting, and execution of the SRB Program.

(2) Develop and enforce SRB policy.

(3) Assess the impact of personnel policies, analyze problem areas, formulate recommendations for corrective action, and propose changes that will positively affect reenlistment behavior.

(4) Submit an annual execution report analyzing the effect of the SRB Program during the preceding fiscal year, per reference (b).

(5) Generate and provide a bonus termination letter to the Service member via the command when a member fails to maintain eligibility under an SRB contract. The enlisted community manager, servicing pay office, and Bureau of Naval Personnel (BUPERS) Community Management Support Branch (BUPERS-328) will be included as a "Copy to" addressee on this correspondence.

c. BUPERS-328

(1) Perform management functions in the execution of SRB. Oversee SRB procedures and requirements, and take appropriate action on any SRB request in the applicable information technology systems.

(2) Manage the SRB Help Desk.

(3) Operate and maintain SRB information on the Navy Personnel Command (NAVPERSCOM) Web site at or as required.

(4) Maintain a list of approved obligated service to train (OTT) requests.

d. BUPERS Enlisted Community Managers (BUPERS-32) and OPNAV Nuclear Propulsion Program Manager (OPNAV (N133))

(1) Liaise with OPNAV (N130) on policies and planning regarding reenlistment and retention behavior to include identifying critical skills requiring SRB, and calculating the community need for the applicable skills.

(2) Review, at a minimum monthly, the execution of SRB skills and make recommendations for continued SRB offerings.

(3) Generate and provide a bonus suspension letter to naval nuclear propulsion program (NNPP) Service members via the command when a Service member's active nuclear NEC is replaced with an inactive nuclear NEC. OPNAV (N130), the servicing pay office, and BUPERS-328 will be copied on this correspondence.

e. Servicing Pay Offices (e.g., personnel support detachments (PSD), aircraft carriers)

(1) Serve as the debt collection office charged with the primary responsibility for the collection of SRB debt, to include calculating and initiating a debt. Under reference (e), volume 16, after establishing a debt, the debt collection office is responsible for initial debt collection and due process procedures, including the issuance of debt notification letters that comply with all the requirements for debt collection under the Federal Claims Collection Standards. OPNAV (N130) will be a "Copy to" addressee on all debt notification letters pertaining to SRB.

(2) Track all SRB remission requests, DD 2789 Waiver/Remission of Indebtedness Application, from submission to OPNAV (N130) until final adjudication.

f. Service Member's Command

(1) If applicable, coordinate with the servicing PSD for the timely submission of SRB requests.

(2) Coordinate with the servicing PSD on the status of Service member's eligibility for SRB.

(3) Immediately notify OPNAV (N130) when a Service member fails to maintain eligibility in the skill for which SRB was paid (e.g., loss of security clearance, medical disqualification, loss of eligible NEC, misconduct).

6. General

a. Program reviews are conducted at least annually by OPNAV (N130) to determine eligibility criteria (i.e., ratings, Navy occupational specialties, NECs, skills) to be authorized an SRB.

b. Award levels are changed in response to changes in retention behavior and in line with the needs of the Navy.

c. Changes to the SRB eligibility list and respective award levels will normally be published via periodic naval administrative messages (NAVADMIN), but may be changed when necessary to remain within the established quota requirements (or limits). Skill closures will be posted on the NAVPERSCOM Web site as they occur. Refer to the Web site for the most recent eligible skills and award levels.

d. Designation of a skill for SRB eligibility is based on an assessment of the factors listed in subparagraphs 6d(1) through 6d(6).

(1) Historical, current, and projected critical manning shortfalls.

(2) High training and replacement costs.

(3) Demand signals for the skill in the civilian labor market.

(4) Relatively arduous or unattractive nature of the skill compared to alternative skills and civilian options.

(5) Skill is essential to the mission of the Navy.

(6) The bonus's ability to improve retention compared to the cost.

e. Administrative changes to newly established NECs that replace retired eligible NECs will be reviewed by OPNAV (N130) to ensure they are administrative in nature. If accepted by OPNAV (N130), these changes will be incorporated and published on the NAVPERSCOM Web site. Administrative changes will normally not be announced via NAVADMIN.

7. General Eligibility Criteria. Mandatory eligibility criteria for members are per the following subparagraphs 7a through 7l.

a. Be on active duty (other than active duty for training (ADT)), to include full-time support (FTS). SRB is not payable for a reenlistment in a regular component following discharge from a Reserve Component during, or at completion of, ADT.

b. Be a petty officer or an E-3 designated striker and have completed at least 17 continuous months of active naval service (other than ADT), but not more than 20 years of active military service. The 17 months need not have been completed immediately prior to the reenlistment or extension.

c. Be qualified for, and serving in, an SRB eligible category (i.e., rating, NEC, skill). See subparagraphs 16c and 16f for exceptions to this requirement.

d. Serve in the rating or skill set for the period of reenlistment for which the SRB was awarded except during periods otherwise assigned to meet the needs of the Navy as outlined in subparagraph 16c.

e. Attain eligibility in the SRB category (i.e., rating, NEC, skill) before the termination date of SRB designation. See subparagraphs 16c and 16f for exceptions.

f. Receive SRB approval from BUPERS-328 prior to reenlistment or prior to the SRB qualifying extension becoming operative.

Note: Reenlistments are only authorized to be performed on the specific date and for the term provided in the SRB approval message.

g. Reenlist within 3 months after the date of discharge or release from compulsory or voluntary active duty (other than ADT). OPNAV (N130) may prescribe a lesser period of time when it will enhance overall manning and retention objectives as described in paragraph 8.

h. Be eligible to reenlist for a period of at least 3 years on active duty, to include FTS unless otherwise delineated by the current NAVADMIN. Any reenlistment actions taken cannot decrease the current military service obligation.

i. Not be entitled to or have not been paid readjustment, severance, or separation pay.

j. Not have been accepted into an officer procurement program. See subparagraph 16b for more details concerning officer procurement.

k. Be assigned accounting category code 100, 106, 108, 150, 320, 330, 341, 342, 350, 352, 353, or 358. SRB reenlistment using any other accounting category code is not authorized without approval from OPNAV (N130). These codes are defined in reference (f), article 1320-300.

l. Meet any additional eligibility criteria as prescribed by OPNAV.

8. Specific Eligibility Criteria for Members with Broken Service. SRB will be used to increase reenlistments into the career force among Navy veterans with a break in service in specialties designated for SRB as needed to reduce shortages in authorized strength. SRB will only be awarded when the member reenlists for the same rating or skill held at the time of discharge as noted on the DD Form 214 Certificate of Release or Discharge from Active Duty. SRB will not be paid if the member obtained an SRB eligible skill while in a Selected Reserve (drill) status. In addition to the criteria listed in paragraph 7, the criteria in subparagraphs 8a through 8e must also be met.

a. A member who reenlists more than 24 hours after discharge or release from active duty will be considered a Navy veteran with broken service. The 24-hour period begins on the day

following the date of discharge or separation. Recruiters will accept a prospective reenlistee reentering active duty with a break in active service greater than 24 hours only when presented with the original DD Form 214 (copy-1 or copy-4), or a reproduction of the DD Form 214 with a certified true copy stamp, and imprinted with the appropriate Federal Government authenticating seal. This form will be used as the principal source document in determining broken-service SRB eligibility.

b. A member must have less than a 4-year break in active duty to qualify for broken-service SRB. A member with a greater than 4-year break in active duty is ineligible for SRB.

c. An eligible member may request SRB and receive SRB payments 60 days after accession or upon arrival at first permanent duty station, whichever is later.

d. Modified award level multipliers for broken-service SRB reenlistments are used for broken service. For example, use a multiplier of 0.75 for 2 years or less broken service, and use a multiplier of 0.5 for more than 2 but less than 4 years of broken service.

e. Meet any additional eligibility criteria as prescribed by OPNAV.

9. Zone Eligibility Criteria. Additional eligibility criteria will be published by NAVADMIN. If the current SRB NAVADMIN publishes the use of zones, the guidance regarding zones in table 1-1 must be adhered to.

	A	B	C	D
R U L E	Zone (note 1)	Service member must have completed	But not more than	Years of total active military service on the date of reenlistment, and the reenlistment plus the prior active service (note 5)
1	A	17 months (note 2)	6 years (note 3)	
2	B	6 years	10 years (note 4)	
3	C	10 years	14 years (note 4)	

Table 1-1: Zones and Rules

Notes:

1. A member may receive only one SRB per zone during a career. When reenlisting for SRB, the reenlistment must take the member's new expiration of active obligated service (EAOS) into the next SRB zone.

2. A member must be at least an E-3 or above with 17 months of continuous service.
3. Members with exactly 6 years of active duty at 2400 on the date before the date of reenlistment or beginning of an extension of enlistment are entitled to a zone A SRB if otherwise eligible and they previously have not received a Zone A SRB. If members have received a zone A SRB, or no zone A SRB is designated, they are entitled to a zone B SRB if all other eligibility requirements are met.
4. As in note 3 above, a member with exactly 10 years of active duty may be entitled to a zone C bonus and a member exactly at 14 years may be entitled to a zone D bonus if all other eligibility requirements are met.
5. Includes all active duty in Navy Reserve Components (FTS, active duty time while a drilling Reservist, and ADT, plus all prior active duty in other Services).

10. Existing SRB Contractual Service Agreements. SRB may not be paid for any remaining service obligation on the current enlistment (for members reenlisting early), including non-operative agreement(s) to extend enlistment and agreement(s) to remain on active duty. The exceptions in subparagraphs 10a through 10c apply.

a. Regardless of length, a single non-operative extension executed to meet continuous submarine duty incentive pay eligibility requirements, provided no bonus was authorized or paid for the extended service. Reenlistment must add at least 24 months beyond soft EAOS.

Note: Include length of continuous submarine duty incentive pay extension in the remarks section of the SRB reenlistment request.

b. Extensions for personnel who reenlist prior to an extension becoming operative and reenlist for at least 2 years, day for day, beyond the extension agreement may have a maximum of 24 months of an inoperative extension used for SRB computation.

c. Time remaining to EAOS under subparagraph 15f will not be added to the new SRB contract.

11. Procedures for Requesting SRB. The preferred method of requesting approval for an SRB reenlistment is through the Officer Personnel Information System (OPINS) and Force Management System (FORMAN). Requests can also be submitted via the Navy Standard Integrated Personnel System (NSIPS). Members may reenlist or extend for SRB only after receiving authorization from BUPERS-328. Notification of authorization is provided by naval message. If an SRB request is rejected, the reason will be stated and guidance for resubmission, if applicable, will be provided.

a. SRB reenlistment requests must be submitted through OPINS, FORMAN, or NSIPS no later than 35 days, but not earlier than 120 days prior to the requested reenlistment date, unless

otherwise specified in the effective NAVADMIN, to allow sufficient time for processing. Failure to submit requests properly and within the required timeframe could result in a loss of SRB eligibility. SRB requests that are submitted prior to the 120-day mark are considered invalid. Short notice requests may not permit SRB payment concurrent with reenlistment. Whenever possible, for short notice requests, BUPERS-328 will provide the date-time-group of the message granting SRB reenlistment authority. Short term extensions to await SRB approval are not authorized. SRB request preparation guidance and sample calculations are provided in enclosures (1) and (2) respectively.

(1) When applicable, commands are authorized to submit SRB reenlistment requests prior to a member receiving a Career Waypoints System (C-WAY) quota. However, the C-WAY quota request must be submitted. The SRB request will not be approved until the member has received C-WAY confirmation.

(2) If the command is unable to submit the request within policy guidelines due to a situation outside of the command's control (e.g., operational commitments resulting in a total loss of communications), the commanding officer or officer in charge may request an exception to policy waiver by formal letter and enclose a scanned copy of the reenlistment request chit to OPNAV (N130), via BUPERS-328, to explain the circumstances. By direction signatures are not authorized.

(3) If the command fails to submit the request within the policy guidelines due to no fault of the member, in addition to the requirements in subparagraph 11a(2) above, the command's immediate superior in command must request an exception to policy by formal letter to OPNAV (N130) via BUPERS-328, certifying that the member submitted all paperwork on time, and provide assurance that corrective actions have been taken.

(4) Justification for exception to policy waiver requests will be evaluated and adjudicated by OPNAV (N130).

b. Cancellation or change of approved requests must be submitted to BUPERS-328 directly via e-mail or telephone. Modifications to pending (unapproved) requests must be completed through OPINS, FORMAN, or NSIPS unless BUPERS-328 has authorized another form of submission (e.g., direct contact that results in BUPERS-328 modifying the request).

c. Telephone inquiries to BUPERS-328 regarding the status of an SRB reenlistment request must be made by personnel specialists, command career counselors, or other command representatives, and not by the member.

d. Only BUPERS-328 can provide SRB payment authority to the requesting activity.

12. SRB Computation and Payment. The SRB amount can be determined as a flat rate or by a base pay multiple, as indicated by the current SRB NAVADMIN. SRB amounts will be capped at or below \$100,000 per contract and no more than \$25,000 per year of obligated service under

reference (b). Obligated service in excess of 16 years total active military service may not be used to compute SRB, unless otherwise delineated by the current NAVADMIN. An example is, a member who has served 13 years and 6 months of total active service reenlists for 6 years. Only 2 years and 6 months of additional obligated service may be used, unless otherwise delineated by the current NAVADMIN.

a. Computation Methods. SRB computation rules for specific situations are provided in enclosure (3). An SRB computation work sheet is provided in enclosure (4). Depending on the method of computing SRB published by the current SRB NAVADMIN, follow the guidance in subparagraphs 12a(1) and 12a(2) as applicable.

(1) Flat Rate. SRB flat rate contracts will be for the entire contract value and will be clearly defined by contract length (e.g., \$2,500 for 3 years). The minimum contract value is \$2,500 with a maximum value of \$100,000. The flat rate will take into account the paygrade, year group, length of contract, NEC, and any other criteria determined by the program manager. The rates will be determined through coordination between BUPERS-32 and OPNAV (N130).

(2) Base Pay Multiples. SRB base pay multiples will be assigned in 0.5 increments. The total SRB amount is computed as shown below in figure 1.

$$\left[\frac{\text{Monthly Basic Pay} \times \text{Additional Obligated Service in months}}{12} \right] \times \text{SRB Award Multiple}$$

Figure 1

b. Payment. Reference (a), section 331, provides flexibility in executing SRB payments. Fifty percent of the SRB award amount is paid up front at the time of reenlistment and the remaining 50 percent is paid in equal annual installments during the anniversary month of the reenlistment, unless otherwise published by the current SRB NAVADMIN. SRB payment amounts will be consistent with reference (a), section 331, and reference (b). Refer to reference (e), chapter 44, for tax withholding guidance.

c. SRB Entitlement. Entitlement to the full amount of an SRB will be contingent upon a member maintaining the technical qualification required for effective performance in the military specialty for which the bonus was awarded. A member must remain eligible for SRB in the skill for which the bonus was paid during the entire SRB contract. At the point official action is taken resulting in an SRB recipient no longer meeting technical qualification for an SRB, that member is no longer earning the bonus. If eligibility is lost, that member may be subject to recoupment of the unearned portion of SRB already received, except for situations outlined in subparagraph 16g.

d. Nuclear SRB Entitlement. For Sailors in the NNPP, technical qualification in the military specialty for which the bonus was awarded is defined as holding an active nuclear NEC. While a member's active nuclear NEC is replaced with an inactive nuclear NEC (3359 or 3389) they are not eligible to earn SRB bonus monies. Therefore, while a Sailor who is under an SRB

contract holds an inactive NEC, all payments of SRB monies will be suspended. Adjudication of the cause for inactivation of the nuclear NEC will result in either restoration of an active nuclear NEC or disqualification from the NNPP. If an active nuclear NEC is restored, suspended payments will be released. If the member is disqualified from the NNPP, repayment may be sought as directed by paragraph 15. OPNAV (N133) will provide a bonus suspension notification letter to all NNPP members who have their SRB suspended due to an inactive NEC.

13. Special Payments

a. Advance, Accelerated, and Remaining Amount Payment. An advance payment is payment of one or more SRB installments due in a future fiscal year. Accelerated payment is an installment paid prior to the anniversary date, in the same fiscal year. Remaining amount is payment of all remaining SRB installments in one payment.

(1) Advance, accelerated, and remaining amount payments may be requested only in cases of hardship and require BUPERS-328 approval.

(2) For advance payments, the last installment is paid first.

(3) An example of an advance payment is a member reenlisted for SRB on 1 November 2016 for 4 years. In April 2017, the member has a personal hardship and requests an advance payment of two SRB installments. If BUPERS-328 approval is granted, the member would be authorized advance payment of the 1 November 2018 and 1 November 2019 installments. The member would still receive an installment on 1 November 2017, completing payment of total SRB on that date vice 1 November 2019.

b. Requests for Advance, Accelerated, or Remaining Amount Payments. Requests for advance, accelerated, or remaining amount payments must be sent to BUPERS-328 and must include the information in subparagraphs 13b(1) through 13b(3).

(1) Specific and detailed reason(s) for requesting hardship payment to include how the advanced SRB payment will minimize the hardship or regain financial stability.

(2) Itemized list of income and financial liabilities for all debts (including monthly payment or amount owed for each). It is recommended that any financial disclosure be sent to BUPERS-328 as part of the request package.

(3) Commanding officer recommendation (including determination of hardship) information is used to evaluate the request. Requests without this information will be returned with no action.

c. Advance Payments for Other Programs. A member who receives an advance, accelerated, or remaining payment and becomes ineligible for SRB prior to completing the additional obligated service is subject to repayment of the unearned portion of the bonus.

14. Service Record Entries

a. Commanding Officer Responsibilities. The commanding officer will ensure all appropriate remarks are entered on a NAVPERS 1070/613 Record of Administrative Remarks of the reenlistee's electronic service record. Sample entries are provided in enclosure (5). Example numbers are explained below in subparagraphs 14a(1) through 14a(6).

(1) Example 1 - when the member reenlists or extends.

(2) Example 2 - when members having NEC 33XX involving the operation, supervision, and maintenance of naval nuclear propulsion plants reenlist (in addition to example 1).

(3) Example 3 - when the SRB award level is established in advance of actual reenlistment due to lateral conversion.

(4) Example 4 - when the member receives subsequent installment payments (including advance or remaining amount).

(5) Example 5 - when a member signs an OTT request.

(6) Example 6 - when a member becomes ineligible for SRB.

b. Recruiter Responsibilities. Recruiters reenlisting Navy veterans that may be eligible for a broken-service SRB will ensure all appropriate remarks are entered on NAVPERS 1070/613 of the reenlistee's electronic service record. Sample NAVPERS 1070/613 entries are provided in enclosure (5). Example numbers are explained below in subparagraphs 14b(1) and 14b(2).

(1) Example 7 - prior to reenlistment.

(2) Example 8 - should a member who is otherwise eligible for broken-service SRB, not elect to accept the SRB option and reenlist for only 2 years.

c. Reconciliation of SRB

(1) If an approved SRB reenlistment or extension does not occur or the date changes, the commanding officer must notify BUPERS-328 to cancel the reenlistment or extension request. All authorized SRB reenlistments that are not executed are subject to cancellation and any funds paid will be recouped. This will allow previously obligated SRB funds to be made available for other SRB requests.

(2) BUPERS-328 will reconcile SRB authorizations to actual reenlistments and report unused obligated funds to OPNAV (N130).

15. Repayment Policy. Repayment policy is governed reference (a), sections 303a and 373, and reference (e), volume 7A, chapter 2. These policies collectively determine when repayment of an unearned portion of a bonus is required, left to secretarial discretion, or prohibited. Except as provided in subparagraph 15b and 15c, a Service member who is paid SRB will be required to repay any unearned portion of the bonus in the event the Service member fails to fulfill the conditions of eligibility, service, or assignment. Receipt of a payment after having a qualifying SRB rating or NEC removed (i.e., found not medically qualified but receives an anniversary installment after determination of qualification has been removed) is an erroneous payment and will be recouped. As the program manager and per this instruction, OPNAV (N130) is delegated the authority to make these repayment determinations. However, this delegation cannot be below the O-6 or equivalent level.

a. Situations requiring pro-rata repayment of the unearned portion and cancellation of future payment(s) of an SRB include, but are not limited to reasons listed in subparagraphs 15a(1) through 15a(8).

(1) An approved request for voluntary release from the written agreement specifying the conditions for receipt of SRB.

(2) An approved voluntary separation from naval service, or transition from active duty in the naval service to the Navy reserve, or release from an active status in the Navy Reserve prior to fulfillment of the terms and conditions required for receipt of SRB.

(3) An approved voluntary request for relief from a qualifying assignment.

(4) Failure to execute orders to a billet commensurate with the individual's specialty or skill, grade, or career progression, for which an SRB contract was signed.

(5) Disability or physical disqualification resulting from misconduct, willful neglect, or incurred during a period of unauthorized absence.

(6) Separation for cause, including misconduct.

(7) An approved detachment for cause.

(8) Separation for a medical condition not amounting to a disability.

b. Repayment of the unearned portion of the bonus will not be sought when a member fails to complete an SRB contract in the circumstances listed in subparagraphs 15b(1) through 15b(4), and as described in reference (e), table 2-1, "Disposition of Unearned Portions of Bonuses, Special Pay, Educational Benefits, or Stipends."

(1) Death, not due to misconduct. Any unpaid portion of the bonus will be paid in the member's final pay.

(2) Injury or illness, not due to misconduct, that results in separation or retirement for disability under chapter 61 of Title 10, U.S. Code. If such separation or retirement for a disability is incurred in the line of duty in a combat zone designated by the President of the United States or the Secretary of Defense, or in a combat-related operation designated by the Secretary of Defense, or involves a combat-related disability as defined in section 1413a(e) of Title 10, U.S. Code, then any unpaid portion of the bonus will be paid to the member upon separation.

(3) Completion of the contract is prevented by the Navy due to specified force management actions such as Navy directed transfer into another military specialty, the rating or skill is phased out or eliminated, or otherwise affected by a force structure or mission essential requirement. Note that rating or skill conversions following disqualification for medical conditions not amounting to a disability are elective and do not constitute forced conversion at the needs of the Navy.

(4) Separation under hardship separation or a sole survivor discharge as defined under reference (a), section 373(b)(3)(B).

c. Instances involving repayment in the circumstances in the following subparagraphs 15c(1) and 15c(2) are subject to the discretion of SECNAV and should be forwarded to the Deputy Assistant Secretary of the Navy, Military Manpower and Personnel via OPNAV (N130).

(1) It is believed that repayment of the unearned portion of the bonus would be contrary to a personnel policy or management objective, against equity or good conscience, or contrary to the best interest of the United States.

(2) The member continues service outside of the originally contracted skill due to medical reasons (illness or injury), that do not rise to the level of a disability.

d. Upon application by the member, the SECNAV, or his or her designee, has the discretion to make a determination that repayment of the unearned bonus will not be required because repayment would be contrary to a personnel policy or management objective, against equity and good conscience, or contrary to the best interests of the United States. If applicable, members may submit a request for remission of debt through their servicing pay office.

16. Special Policies

a. Early Reenlistment Window

(1) The early reenlistment window is designed to allow members an opportunity to reenlist for SRB prior to their EAOS (EAOS as extended for non-operative extensions need not be used in determining the window). The size of the window (in months) will be specified in each implementing SRB NAVADMIN.

(2) SRB eligible members may not reenlist earlier than the same fiscal year as their EAOS for an SRB. Exceptions are contained in this instruction. Additional exceptions or changes may be announced via NAVADMIN.

(3) Reenlistment prior to the early reenlistment window for SRB is only authorized for the following circumstances in subparagraphs 16a(3)(a) through 16a(3)(h).

(a) Members who must obligate service to execute a permanent change of station move. Members may reenlist any time within the same fiscal year as the detachment month, but not later than the date of detachment from the last intermediate duty station.

(b) Members who reenlist for participation in the Selective Training and Retention Program to achieve a "C" school or automatic advancement as part of the Selective Training and Retention Program. Other than nuclear propulsion, early reenlistments are limited to execution within 1 year of EAOS.

(c) Members who will pass through an SRB zone of eligibility within 12 months of EAOS. Reenlistment must be during the month the member passes through the zone and on or before the date the member passes through the zone.

(d) Members who must obligate service to execute a homeport change certificate move. Members may reenlist any time within the same fiscal year as the shift month.

(e) Members who extend for the OTT program. Any remaining time before the member's current EAOS will not be used in SRB computations. See subparagraph 16f for specifics on the OTT program.

(f) Members who hold a nuclear propulsion plant operator or supervisor NEC. These members are not restricted by fiscal year.

(g) Members who obligate service in the form of a conditional reenlistment in order to maintain entitlement to continuous submarine duty incentive pay due to inability to extend enlistment as specified in reference (f), article 1160-040.

(h) Situations where SRB budget allows members who are in receipt of orders requiring obligated service or who have an EAOS in the first quarter of the next fiscal year may be allowed to reenlist in the current fiscal year. This determination will be made by OPNAV (N130).

b. Officer Procurement Programs

(1) For non-nuclear Sailors (and nuclear-trained Sailors applying to officer procurement programs leading to a commission as a nuclear-trained officer), the date of application is the

mandatory submission date of the program identified by the governing policy (i.e., NAVADMIN). For nuclear-trained Sailors applying to all other commissioning programs that do not lead to a commission as a nuclear trained officer, the date of application is the date of conditional release from OPNAV (N133).

(2) Members who reenlisted or executed an extension for SRB prior to applying for an officer procurement program requiring formal academic training will have remaining installments suspended as of their class convening date. For programs not requiring formal education, future payments are suspended as of the commissioning date.

(3) Eligible members who reenlist or extend after applying for an officer program will have remaining payments suspended pending selection results. SRB is authorized for applicants who are either not selected, chosen as alternates, or withdraw their application for an officer program. SRB is not authorized for members selected for participation in an officer program.

(4) Members who are dropped from the program prior to commissioning and return to enlisted status in the same bonus skill, will receive the remaining installments but at a rate reduced by the number of days spent in the program as described in reference (b) chapter 9.

(5) Requests for advance or remaining amount payments are not authorized for members selected to participate in any officer procurement program. Remaining SRB installments are forfeited for members appointed to commissioned officer status. Advance and remaining amount payments are discussed in paragraph 13.

(6) Members who reenlist or extend to obtain sufficient obligated service for an officer program are not entitled to SRB.

c. Out-of-Skill

(1) Members working out-of-skill must remain qualified for continued service in the bonus skill and are expected to serve the entire period of reenlistment or extension in the bonus skill. Members who earn and are awarded an advanced (primary) NEC are not considered to be working out-of-skill solely for that reason.

(2) Out-of-skill (includes rate and NEC) assignments are permitted for:

- (a) continental United States or overseas rotation,
- (b) sea or shore rotation,
- (c) mission essential requirements,

(d) humanitarian or medically dictated assignment, and

(e) SECNAV designated assignment incentives.

(3) Members should not be assigned out-of-skill for a period exceeding the normal tour length prescribed for the out-of-skill assignment. This includes correctional custody unit staff personnel, recruit company commanders, and production recruiters.

d. Lateral Conversions. Requests for lateral conversion (i.e., voluntary conversion) out of an SRB eligible rating or skill will not normally be approved unless submitted within 9 months of EAOS for conversion no earlier than 3 months prior to EAOS. Conversions may not reduce the skill below authorized strength considering both current and projected manning levels. BUPERS-32 is the approval or disapproval authority for non-nuclear Sailors; OPNAV (N133) is the approval authority for nuclear trained Sailors. Requests for lateral conversion will be completed through C-WAY. For members receiving SRB, upon approval of conversion, NAVPERSCOM, Career Management (PERS-4) will provide BUPERS-328 with the approved NAVPERS 1221/6 Navy Enlisted Classification Change Request.

(1) Bonus recipients approved for lateral conversion will not be required to forfeit bonus payments if the lateral conversion is conducted less than 3 months from the EAOS.

(2) Sailors who voluntarily convert out of their SRB skill greater than 3 months before their EAOS will normally be required to repay the unearned portion of the bonus from the effective date of the conversion. If the conversion rating or skill has an equal or higher bonus level at the time of conversion and has a greater current or projected manning deficit, the member will continue to receive the remainder of the SRB installments. Failure to fulfill the additional obligated service will result in repayment action.

(3) SRB recipients will normally be retained in the skill for the length of the SRB reenlistment or extension. SRB recipients that do not remain in their SRB eligible skill as a result of a rating merger will not be subject to repayment. These personnel will continue to receive the remainder of their SRB installments provided all other requirements are met. Waiver requests for early lateral conversion may be approved for members who, at their projected rotation date, cannot be detailed to a billet in the award skill for a normal tour length. In that case, lateral conversion at projected rotation date should be made to another bonus skill whenever possible.

e. Forced Conversions. If a member is changing rates via forced conversion, a forced conversion package must be forwarded to NAVPERSCOM, Enlisted Career Administration and Enlisted Boards (PERS-81). If a forced conversion package is not appropriately submitted to PERS-81, the member will be converted to a rating based on the needs of the Navy. Forced conversions due to force shaping, when the member was otherwise qualified, will not result in repayment, per reference (b). Forced conversions that result from disqualification from the SRB skill are subject to repayment of the unearned portion of the bonus.

f. OTT

(1) A member who receives orders to attend training to gain a qualifying SRB NEC, but lacks the required obligated service to complete training may apply for OTT. To be eligible to apply for OTT, completion of the requested school must occur after the current inoperative extension (i.e., soft EAOS). If approved for OTT, the member will be allowed to extend enlistment through the school graduation date. The member must agree to obligate service to meet graduation date for the SRB rating, NEC, or skill and then reenlist after the new rating, NEC, or skill is attained or rating conversion is completed. The new rating, NEC, or skill must be designated for award of an SRB at the time of the OTT agreement. Commands must forward all OTT requests to NAVPERSCOM, Active Enlisted Programs Branch (PERS-811) using the prescribed method. PERS-811 will provide an OTT approval letter to the command stating the qualifying NEC, current SRB award level, and applicable SRB NAVADMIN. An SRB may be paid to a member for that specialty:

(a) if eligible to change their rating or skill, or to train for the NEC and designation per the Navy Enlisted Manpower and Personnel Classifications and Occupational Standards Manual (NAVPERS 18068F);

(b) if approved for OTT by NAVPERSCOM (PERS-811);

(c) upon completion of qualification training and reenlistment in the specialty (the reenlistment is to occur on the day all rating, NEC, or skill requirements are met (i.e., graduation date) or prior to detachment from the school); and

(d) at the award level in effect at the time of the agreement or at the award level in effect at reenlistment, whichever is higher, if the member has not crossed SRB zones.

(2) If the specialty for which the member is receiving training is no longer designated for an SRB award at the time of graduation from training, the member is still authorized the award level that was in effect the day that the OTT was approved.

(3) If the member has passed through an SRB zone since the OTT approval date prior to graduation, then that member will receive the award level in effect for the member's current zone. If that award level is zero, then the member will not receive an SRB. An SRB eligible member cannot use this option to delay reenlistment to acquire advance training or another NEC to qualify for a higher paying award level.

(4) The criteria in subparagraphs 16f(1) through 16f(3) cannot not be waived. Administrative personnel processing OTT requests for SRB in this paragraph must use code "1CC" in the "UZ1" screen in OPINS only after approval of the OTT, and within 35 to 120 days prior to school graduation.

(5) Once OTT approval has been given, no further extensions must be executed without PERS-811 approval. Upon OTT approval, the member will be counseled on the terms of the OTT. Refer to paragraph 13 for guidance on appropriate electronic service record entries. Any remaining time on the SRB contract will not be added to the new SRB contract and will not be counted against the member in SRB computations.

(6) Those members with an OTT extension who do not successfully complete the training must comply with reference (f), article 1160-040 of, "Extensions of Enlistment."

g. Submarine or Surface NEC Changes

(1) Sailors in the nuclear field under an SRB contract who have their nuclear NEC changed from the submarine to the surface component of their nuclear field rating, or vice versa, by OPNAV (N133), per OPNAVINST 1220.1E, and who remain in their nuclear field rating, may continue to earn SRB at the initial contracted rate upon OPNAV (N133) approval, so long as the member continues to hold an active nuclear NEC in his or her rating and fulfill all other eligibility requirements of the SRB program. All future SRB contracts will be based on the NEC the Sailor holds at the time of reenlistment.

(2) Sailors in the non-nuclear field under an SRB contract who have their NEC changed from the submarine to the surface component of their non-nuclear field rating, or vice versa, by their community manager, and who remain in their non-nuclear field rating, may continue to earn SRB at the initial contracted rate upon OPNAV (N130) approval, so long as the member continues to hold an active non-nuclear NEC in their rating and fulfill all other eligibility requirements of the SRB program. All future SRB contracts will be based on the NEC the Sailor holds at the time of reenlistment.

17. Point of Contact. For current policy information and questions about eligibility, contact BUPERS-328. Contact numbers are: DSN: 882-3215/2526/4993/3260, commercial: (901) 874-3215/2526/4993/3260. E-Mail addresses are available on the MyNavyPortal Web site at: <https://www.mnp.navy.mil/group/pay-and-benefits>, then click on the "SRB" tab.

18. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the DON/AA DRMD program office.

19. Review and Effective Date. Under OPNAVINST 5215.17A, OPNAV (N130) will review this instruction annually on the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

20. Forms and Information Management Control

a. Forms. The forms in subparagraphs 20a(1) and 20a(2) are available online.

(1) DD 2789 Waiver/Remission of Indebtedness Application
<http://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd2789.pdf>.

(2) NAVPERS 1221/6 Navy Enlisted Classification Change Request
<https://forms.documentservices.dla.mil/order/>.

b. Information Management Control. The reporting requirements referenced in subparagraph 5b(4) has been assigned report control symbol DD-P&R(A)2508.


R. P. BURKE
Deputy Chief of Naval Operations
(Manpower, Personnel, Training
and Education)

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via Department of the Navy Issuances Web site, <https://www.secnav.navy.mil/doni>

SRB REQUEST PREPARATION GUIDANCE

1. Type of Reenlistment. When completing an SRB request, use the codes in subparagraphs 1a through 1e to indicate the type of reenlistment to be executed.

- a. "1AA" for continuous service reenlistment or extension.
- b. "1BB" for broken-service reenlistment.
- c. "1CC" for OTT and reenlist.
- d. "1RR" for immediate reenlistment for FTS SRB.
- e. "1RB" for broken-service reenlistment for FTS SRB.

2. Additional Obligated Service Date. Date member commences service on which SRB computation is based (after subtracting unserved obligated service). Examples of calculating additional obligated service date are found in the following subparagraphs 2a through 2f.

a. If member reenlists no more than 3 days prior to EAOS (including EAOS date) the additional obligated service date is the reenlistment date.

	Reenlist	
16 Aug 2012	13 Aug 2016	15 Aug 2016

Enlists 4 years	additional obligated service date	EAOS

b. If member reenlists more than 3 days early, the additional obligated service date is EAOS plus 1 day (day after EAOS).

	12 Aug 2016	15 Aug 2016	16 Aug 2016
16 Aug 2012			

Enlists 4 years	Reenlists	EAOS	additional obligated service date

c. If member reenlists 1 day after EAOS, the additional obligated service date is the reenlistment date.

	Reenlist	
16 Aug 2012	15 Aug 2017	16 Aug 2016

Enlists 4 years	EAOS	additional obligated service date

d. If member with an inoperative extension reenlists no more than 3 days prior to EAOS (including EAOS date), the additional obligated service date is the reenlistment date plus the extension. (Extension does not apply in all cases. See exceptions in paragraph 10 of this instruction.)

16 Aug 2012	22 Aug 2014	13 Aug 2016	15 Aug 2016	13 Aug 2018
Enlists 4 years	Extend 24 months	Reenlists 4 years	EAOS	additional obligated service date

e. If member with an inoperative extension reenlists more than 3 days early, the additional obligated service date is the EAOS as extended plus 1 day. (Extension does not apply in all cases. See exceptions in paragraph 10 of this instruction.)

16 Aug 2012	22 Mar 2014	12 Aug 2016	15 Aug 2016	15 Aug 2018	16 Aug 2018
Enlists 4 years	Extend 24 months	Reenlists	EAOS as extended	EAOS	additional obligated service date

f. If member with an extension reenlists 1 or more days after EAOS, the additional obligated service date is the EAOS as extended plus 1 day. (i.e., extension is operative and cannot be used in SRB computation.)

16 Aug 2012	22 Mar 2014	15 Aug 2016	16 Aug 2016	15 Aug 2018	16 Aug 2018
Enlists 4 years	Extend 24 months	EAOS	Reenlists as extended	EAOS	additional obligated service date

SAMPLE SRB CALCULATION

1. Example for Continuous Service Reenlistment: Sonar technician, Submarine First Class (STS1) John P. Jones currently has 8 years in service and desires to reenlist for 5 years on 10 January 2017. He is in receipt of overseas assignment orders directing detachment 1 February 2017. He has a 1-year extension which becomes operative 1 June 2017. His current EAOS (non-extended) is 31 May 2017. Example based on 1 January 2017 pay scale (for E-6 over 8 years).

EXAMPLE WORK SHEET TO DETERMINE SRB AMOUNT FOR STS1 JONES

SRB COMPUTATION WORK SHEET		
A. EAOS (as extended) from current enlistment (notes 1 and 2)	<u>18</u> (year)	<u>05</u> (month) <u>30</u> (day)
B. Date of discharge for SRB reenlistment (note 2)	<u>17</u> (year)	<u>01</u> (month) <u>10</u> (day)
C. Time remaining on old contract (A-B)	<u>1</u> (year)	<u>04</u> (month) <u>20</u> (day)
D. Convert time remaining to months (note 3)		<u>17</u> (month)
E. Term of SRB reenlistment (in months)		<u>60</u> (month)
F. Additional obligated service (E-D)		<u>43</u> (month)
G. Monthly base pay	<u>\$3,372.60</u>	*
H. Subtotal [(F x G) / 12]	<u>\$12,085.15</u>	**
I. Award level	<u>0.5</u>	
J. SRB entitlement (H x I)	<u>\$6,042.57</u>	***
K. Broken-service multiple	<u>N/A</u>	
L. Broken-service entitlement	<u>\$N/A</u>	

Notes:
 *Based on 1 January 2017 Basic Pay Table, available at <https://www.dfas.mil/militarymembers/payentitlements/Pay-Tables/military-pay-charts.html>.
 **Based on award level published in NAVADMIN 284/16.
 ***Based on zone B. Figure represents the full amount of SRB. Fifty percent will be paid up front. The remainder will be paid in annual installments.

2. Example for Broken-Service Reenlistment: Cryptologic technician, Collection Third Class (CTR3) James T. Smith (NEC 9169) desires to return to active duty with a 4-year reenlistment on 15 January 2012. He enlisted on 12 October 2006 and was discharged on 11 October 2010 as a CTR2. Example based on 1 January 2012 pay scale (for E-5 over 4 years).

EXAMPLE WORK SHEET TO DETERMINE SRB AMOUNT FOR CTR3 SMITH

SRB COMPUTATION WORK SHEET			
A. EAOS (as extended) from current enlistment (notes 1 and 2)	<u>0</u> (year)	<u>0</u> (month)	<u>0</u> (day)
B. Date of discharge for SRB reenlistment (note 2)	<u>17</u> (year)	<u>01</u> (month)	<u>15</u> (day)
C. Time remaining on old contract (A-B)	<u>0</u> (year)	<u>0</u> (month)	<u>0</u> (day)
D. Convert time remaining to months (note 3)		<u>0</u> (month)	
E. Term of SRB reenlistment (in months)		<u>48</u> (month)	
F. Additional obligated service (E-D)		<u>48</u> (month)	
G. Monthly base pay	<u>\$2,669.10</u>		*
H. Subtotal [(F x G) / 12]	<u>\$10,676.40</u>		**
I. Award level	<u>1.0</u>		
J. SRB entitlement (H x I)	<u>\$10,676.40</u>		***
K. Broken-service multiple	<u>0.75</u>		
L. Broken-service entitlement	<u>\$8,007.30</u>		

Notes:
 *Based on 1 January 2017 Basic Pay Table.
 **Based on award level published in NAVADMIN 284/16.
 ***Based on zone A. Figure represents the full amount of SRB. Fifty percent will be paid up front. The remainder will be paid in annual installments.

SRB COMPUTATION RULES

RULE	A	B	C	D	E	F
	When an enlisted member	Compute reenlistment bonus by using (note 1)	At base pay rate applicable on the date	Multiplied by the	Multiplied by the SRB award level on the date (note 6) (note 7)	To obtain total amount (note 8). The first installment is payable on the date (note 9)
1	Reenlists	1 month base pay	Of discharge from active duty (note 2)	Number of years or fraction of years (not to exceed 6 years) of additional obligated service (note 3) (note 4) (note 5)	Of reenlistment	Of reenlistment
2	Reenlists by lateral conversion (note 10)				Of lateral conversion approval or date of reenlistment whichever is higher (note 11)	
3	OTT in an SRB skill		Of discharge from active duty (note 12)		See subparagraph 16f	
4	With broken service (note 13) reenlists		Of discharge from active duty (note 14) multiplied by .75 or .5		Of reenlistment	60 days after reenlistment or 30 days after arrival at first permanent duty station whichever is later (note 15)

Notes:

1. The SRB will be paid in addition to any other pay and allowances to which the member is entitled, except as stated in subparagraph 7i and note 4 below.
2. Example of base pay calculation: an E-4 is at EAOS after a 4-year enlistment and has been selected and frocked to E-5. Member is discharged and reenlists. Member's SRB is based on the monthly basic pay on the date of discharge (i.e., E-4 over 3 years).
3. Obligated service in excess of 16 years total active military service may not be used to compute SRB. For instance, a member who has served 13 years and 6 months of total active service reenlists for 6 years. Only 2 years and 6 months of additional obligated service may be used in the SRB computation.
4. If the current SRB NAVADMIN publishes the use of zones, see paragraph 9.

5. When computing the active obligated service remaining on the current enlistment for which SRB cannot be paid, a fraction of a month will be rounded up to the next whole month. For example, a member who is discharged 5 months and 1 day prior to EAOS to reenlist early, the period for which SRB is paid will be reduced by 6 months. If discharged no more than 3 days prior to EAOS (as extended), the member will be considered to have completed the enlistment for the purpose of determining additional obligated service.
6. Members who reenlist prior to the "effective date" of an award level change are entitled to SRB at the award level in effect prior to the change. Those who reenlist on or after the "effective date" are entitled to SRB at the award level in effect after the change.
7. Members having prior approval from BUPERS-328 for an SRB reenlistment, and whose SRB award level has subsequently been announced for reduction (deletion), must reenlist prior to the "effective date" of change to be entitled to the higher award level.
8. Maximum for each zone for all ratings, NECs, or skills is \$100,000 except as noted in the implementing naval message.
9. Obligated service in excess of 16 years total active military service may not be used to compute the number of installments payable. Zone C installments will be paid in equal amounts before the member completes 16 years of service. (A member who reenlists for 6 years at the completion of 13 years of total active service would be paid three vice six SRB installments.)
10. Member must successfully complete formal training and be designated in the new skill at reenlistment to be eligible for SRB at the new skill award level.
11. Both award levels must be in the same SRB zone (award level at time of conversion approval is for the SRB zone the member will be in at the completion of training). If the rating is no longer designated for SRB on the date of reenlistment, the award level in effect at the time of conversion approval applies.
12. For OTT, this must be date of graduation or date training qualification is complete.
13. Separated from active naval service for more than 24 hours but less than 4 years.
14. At the pay grade and longevity on the date of discharge. Use the prospective reenlistee's DD- 214 and the appropriate basic pay table.
15. This time will not be deducted when computing SRB. Individuals will not be penalized monetarily because of the requirement to delay payment.

SRB COMPUTATION WORK SHEET

A. EAOS (as extended) from current enlistment (notes 1 and 2)	_____	_____	_____
	(year)	(month)	(day)
B. Date of discharge for SRB reenlistment (note 2)	_____	_____	_____
	(year)	(month)	(day)
C. Time remaining on old contract (A-B)	_____	_____	_____
	(year)	(month)	(day)
D. Convert time remaining to months (note 3)		_____	
		(month)	
E. Term of SRB reenlistment (in months)		_____	
		(month)	
F. Additional obligated service (E-D)		_____	
		(month)	
G. Monthly base pay (note 4)	\$	_____	
H. Subtotal [(F x G) / 12]	\$	_____	
I. Award level		_____	
J. SRB entitlement (H x I) (note 5)	\$	_____	
K. Broken-service multiple (note 6)		_____	
L. Broken-service entitlement (note 5)	\$	_____	

Notes:

1. Refer to notes 4 and 5 of enclosure (3).
2. If day is 31, use 30.
3. Any portion of a month must be rounded up to the next month (2 months and 1 day in line C must be converted to 3 months in line D). Enter 0 if 3 days or less.
4. Refer to column C of enclosure (3).

5. Amount may not exceed maximum award ceiling as noted in the current SRB award plan. For broken service, apply the ceiling in line L instead of line J.
6. Use .75 or .50 as described in note 12 of enclosure (3) (if applicable).

SAMPLE SRB NAVPERS 1070/613 ENTRIES

Example #1: All SRB Reenlistments (Including Broken Service)

(Date): Reenlisted this date. Entitled to selective reenlistment bonus (SRB) based on (rating and Navy enlisted classification (NEC)) SRB zone (“A”, “B”, or “C”). The total SRB entitlement is (dollar amount). First installment is (dollar amount).

I fully understand that continued entitlement to unpaid installments of SRB payments is based on maintaining physical and technical qualifications specific to the rating and NEC for which my bonus is based. In the event I fail to fulfill the conditions of eligibility, service, or assignment for which SRB payment is based, I may be required to repay any unearned portion of the bonus. Repayment is governed by OPNAVINST 1160.8B, section 373 of Title 37, United States Code, and volume 7A, chapter 2 of the Department of Defense Financial Management Regulation. These policies collectively determine when repayment of an unearned portion of a bonus is required, left to secretarial discretion, or prohibited. Receipt of an anniversary payment after no longer being classified in the bonus rating or NEC, the rating or NEC designator is removed from my record, or current and further assignment in that military specialty is precluded is an erroneous payment and will be repaid.

(Member's Signature)
(F. M. Last name)

(Signature of Personnel Officer)
(Name, Rank), USN, Personnel Officer
By direction of the Commanding Officer

Example #2: Nuclear Trained Personnel

(Date): I fully understand that continued entitlement to unpaid installments may be terminated and a pro-rata portion of advance bonus payments, including lump sum payments, recouped when the Navy enlisted classification (NEC) code upon which the selective reenlistment bonus (SRB) payment is based is removed as a result of my demonstrated inability to maintain the required proficiency, or failure to meet the qualification measures required for duty in connection with the supervision, operation, and maintenance of naval nuclear propulsion plants, or when removal of that NEC is a result of my demonstrated lack of reliability for assignment to duty in connection with the supervision, operation, and maintenance of naval nuclear propulsion plants.

(Date) I fully understand that future SRB payments will be suspended if my NEC is inactivated.

(Date) Repayment is governed by OPNAVINST 1160.8B, section 373 of Title 37, United States Code, and volume 7A, chapter 2 of the Department of Defense Financial Management Regulation. I fully understand that I may be subject to recoupment if I "am separated due to injury or illness not captured as a disability through no misconduct of my own that precludes me from fulfilling the service conditions specified in the terms of reenlistment."

(Member's Signature)
(F. M. Last name)

(Signature of Personnel Officer)
(Name, Rank), USN, Personnel Officer
By direction of the Commanding Officer

Example #3: Conversions

(Date): Member's conversion request approved this date by Commander, Navy Personnel Command. Eligibility for minimum selective reenlistment bonus (SRB) zone ("A", "B", or "C"), at award level (0.5, 1.0, 1.5, etc.) certified. SRB entitlement depends on my qualification and designation in the (new) rating, actual reenlistment after designation in the (new) rating, and otherwise attaining eligibility for zone ("A", "B", or "C") SRB on the date of reenlistment.

(Member's Signature)
(F. M. Last name)

(Signature of Personnel Officer)
(Name, Rank), USN, Personnel Officer
By direction of the Commanding Officer

Example #4: OTT

(Date): I have been approved for obligated service to train (OTT) to gain NEC XXXX as provided in PERS-811 letter dated DDMMYY, serial number XXXXX. I have been counseled and understand the terms and conditions of the OTT program and agree to re-enlist per DoD Instruction 1304.31 of 12 March 2013 and OPNAVINST 1160.8B, or to meet the required obligated service for orders (BUPERS Order Number), (Date Time Group) whichever is greater.

(Signature of Enlisting Officer)
(Name)

(Enlistee's Signature)
(F. M. Last name)

Example #5a/5b: All SRB Reenlistments (Including Broken Service)

5a

(Date): Paid (second, third, etc.) selective reenlistment bonus (SRB) installment of (\$ Amount).

(Signature of Personnel Officer)
(Name, Rank), USN, Personnel Officer
By direction of the Commanding Officer

5b

(Date): Paid (Advance, Accelerated, Remaining Amount) payment of SRB installment(s) (indicate fiscal year (FY) installment(s), e.g., FY-12, FY-13, etc.) in the amount of (\$ Total Amount).

Authority: (For Advance, Accelerated, or Remaining Amount Payment, indicate Commander, Navy Personnel Command message or letter authorizing payment).

(Signature of Personnel Officer)
(Name, Rank), USN, Personnel Officer
By direction of the Commanding Officer

Example #6: Loss of SRB Eligibility

(Date): Entitlement to SRB based on (rating or NEC) is terminated (date provided in Bonus Termination letter) due to (reason). I have been provided a copy of my Bonus Termination Letter and understand that my failure to fulfill the conditions of eligibility, service, or assignment for which SRB payment was based may result in the requirement to repay any unearned portion of the bonus.

Authority: Repayment is governed by OPNAVINST 1160.8B, section 373 of Title 37, United States Code, and volume 7A, chapter 2 of the Department of Defense Financial Management Regulation. These policies collectively determine when repayment of an unearned portion of a bonus is required, left to secretarial discretion, or prohibited.

(Member's Signature)
(F. M. Last name)

(Signature of Personnel Officer)
(Name, Rank), USN, Personnel Officer
By direction of the Commanding Officer

Example #7: Broken-Service Bonus (Prior to Reenlistment)

(Date): I certify that I have read and fully understand the provisions of OPNAVINST 1160.8B. I further certify the following:

(1) I have completed 17 or more months of continuous active naval service and the sum total of all my active military service is shown on my DD 214.

(2) I have never been entitled to or received readjustment, severance, or separation pay from any branch of the Armed Forces.

(3) I understand that SRB entitlement is not guaranteed and I have received no such guarantee from any recruiting personnel. I understand I may be eligible for broken-service zone ("A", "B", or "C") SRB award level (0.5,1.0,1.5, etc.) based on the date I report for active duty in the (rating or NEC) with an estimated amount of (\$ Amount). Final verification of SRB eligibility and actual SRB amount will be determined at my first permanent duty station through the precertification process. I will not be paid any SRB until Commander, Navy Personnel Command provides payment authority but in no case earlier than 60 days after reenlistment or 30 days after arrival at my first permanent duty station, whichever is later.

(4) I understand that if for any reason, any of the above information which I have voluntarily furnished is incorrect it may result in my non-entitlement to the broken-service SRB.

(Enlistee's Signature)
(Name)

(Signature of Enlisting Officer)
(F. M. Last name)

Example #8: Loss of Broken-Service Bonus Eligibility

(Date): I certify that I have read and fully understand the provisions of OPNAVINST 1160.8B. Having read the aforementioned instruction, I further certify that I understand that by reenlisting for 2 years, vice 3 years, I have disqualified myself for a broken-service selective reenlistment bonus (SRB). I further understand that I am not eligible for SRB for this reenlistment and not guaranteed SRB for any subsequent reenlistment or extension of enlistment.

(Enlistee's Signature)
(Name)

(Signature of Enlisting Officer)
(F. M. Last name)