

RMT Message 08-19

8 February 2008

**SUBJECT: CSRB Request Processing Procedures**

1. This message will provide guidance interpreting the CSRB Program and how to process a Soldier for this bonus.
2. Soldiers are not eligible to receive a CSRB and a SRB at the same time. They can receive one or the other but not both during the same Zone. A CSRB can only be approved up to the Soldier's 25th year of service. Example: MSG with 21 of Total Active Federal Service (TAFS) can only be approved for a CSRB for 4 years. Soldiers may not receive more than 200K in total bonus payments under the CSRB and SRB programs during their career.
3. Career Counselors will forward the Soldier's CSRB request to the first commander in the rank of LTC or above for endorsement.
  - a. Any CSRB request that has a commander (rank of LTC or above) disapproval will not be forwarded to HRC for further processing.
  - b. Any requests that the commander has recommended approval will be forwarded to HRC. Soldiers must submit their applications at least 90 and not later than 60 days prior to their targeted years of service as listed on the TAFS column of the MILPER Message.
4. Requests will be e-mailed by the Career Counselor to **sheryl.carroll@us.army.mil** for processing. Soldier's request will fall into one of the two categories below:
  - a. Soldier does not have to reenlist or extend to meet the additionally obligated service. Packets for these Soldiers must include the CSRB request memo, Commander's recommendation for approval and most recent copy of his/her DD Form 4/1. CSRB request memo can be found at the following website:  
[https://www.hrc.army.mil/site/protect/active/epret/graphics/csr\\_b\\_expanded\\_memo\\_online.doc](https://www.hrc.army.mil/site/protect/active/epret/graphics/csr_b_expanded_memo_online.doc)
  - b. Soldier must reenlist or extend to meet the additionally obligated service.
    - (1) These Soldiers in the rank of SSG and above, and currently not serving on an Indefinite Reenlistment, who have 10 or more years of service at time of reenlistment must reenlist under the Indefinite Reenlistment Program to meet the additional obligated service. Soldiers who are not eligible for the indefinite reenlistment program must reenlist for a minimum of three (3) years to meet the additional obligated service. They may combine a reenlistment and an extension ensuring their new ETS exceeds their current active duty period by at least 2 years.

Courtesy of:  
[www.ArmyReenlistment.com](http://www.ArmyReenlistment.com)

(2) **Soldier must be in their reenlistment window to submit a request.**

Packets for these Soldiers must include the CSRB request memo, Commander's recommendation for approval and most recent copy of his/her DD Form 4/1. CSRB request memo can be found at the following website:

[https://www.hrc.army.mil/site/protect/active/epret/graphics/csrb\\_expanded\\_memo\\_online.doc](https://www.hrc.army.mil/site/protect/active/epret/graphics/csrb_expanded_memo_online.doc)

5. Soldiers currently serving on a CSRB commitment are no longer eligible to request a renegotiation of their current CSRB commitment. These Soldier are eligible to request an additional CRSB, however they must be within 90 days of the termination date of their current CSRB commitment.

6. POC for this message is Mrs. Carroll, DSN 221-4174.

End RMT Message 08-19

Mr. Bragg, RRB Chief