

Enlistment Bonuses

Overview

Introduction This section provides the *procedures* for **Enlistment Bonuses**. This entitlement is paid to enlisted members entitled to basic pay and performing duties designated as requiring special skills.

The following is a list of active duty bonuses:

- *EBCC – Enlistment Bonus for College Credit*
 - *EBLE – Enlistment Bonus – Lateral Entry*
 - *EBNPS – Enlistment Bonus – Non Prior Service*
 - *EBPS – Enlistment Bonus – Prior Service*
 - *NREIP – Non-Rate Enlisted Incentive Program*
 - *CRITSK – Critical Skills Training Bonus*
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Topics The following topics are covered in this section

Topic	See Page
Guiding Principles	2
Starting Enlistment Bonuses	3
Approving Bonus Entitlement Entries	7
JUMPS Effect	8

Enlistment Bonuses

Guiding Principles

Introduction This section provides the *guiding principles* for **Enlistment Bonuses**.

Reference The following references provide additional information about Enlistment Bonuses.

- [CG Personnel Manual](#), COMDTINST M1000.6 (series), Chap 3
 - [U.S. Coast Guard Pay Manual](#), COMDTINST M7220.29(series), Chap 4
 - CG Enlistment Bonus Program, COMDTINST 7220.40 (series)
 - Enlistment Bonus Program Changes ALPERSRU N/02
 - ALCOAST 284/06, Critical Skills Training Bonus (CSTB) Program
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Before you begin If you are not familiar with the employee entitlement basic navigation instructions, they can be found at: [Employee Entitlements, Basic Navigation Guide](#)

Only TRACENS or PSC can enter an enlistment bonus. Other types of bonus are entered PSC (MAS).

- Bonus entries must be routed to a supervisor/auditor with either CGHRSUP or CGHRSICSUP approval authority. Guidance for approving officials is in the [Approving Bonus Entries](#) section of this guide.

Use the bonus maintenance application ([Home](#) > [Compensate Employees](#) > [Maintain Entitlements](#) > [Use](#) > **Bonus Maintenance**) to Suspend Bonus Installments or to Stop Bonus Suspensions.

Corrections and Deletions are not allowed.

Enlistment Bonuses

Starting Enlistment Bonuses

Introduction This section provides the procedure for *starting* Enlistment Bonuses.

Procedure Follow the steps in the [Basic Navigation Guide](#) to access the member's entitlements detail page. Select the **ENB – Miscellaneous Bonus Programs** row, or add a new one if one does not already exist. Then, follow these steps to enter a new Bonus entitlement

Step	Action
1	Click the insert new row button  button if a blank row doesn't already exist.
2	The Start Date . The date is automatically displayed and should match the date you are entering the bonus.
3	The Stop Date doesn't actually "Stop" the bonus payment it only closes the row. If the row is left open (or "running") it won't be possible to enter another bonus entitlement as only one row of any particular pay entitlement can be open at a time.
4	Enter the Earnings Type in the code if known or use the  to search and select from a listing of available earning types. The following is a list of active duty bonuses: <ul style="list-style-type: none">• EBCC – Enlistment Bonus for College Credit• EBLE – Enlistment Bonus – Lateral Entry• EBNPS – Enlistment Bonus – Non Prior Service• EBPS – Enlistment Bonus – Prior Service• NREIP – Non-Rate Enlisted Incentive Program• CRITSK – Critical Skills Training Bonus
5	Click the  button to access the bonus supporting data page.

Continued on next page

Enlistment Bonuses

Starting Enlistment Bonuses, Continued

Procedure (continued)

Step	<i>Action</i>																
6	<p><i>Enlistment Bonus Only.</i> Enter the <u>Rate Code</u> for the enlistment bonus, or click the lookup button  to search for and select a code. <i>Note:</i> You can NOT enter two “ENB” codes. Enter one as ENB/H600 and the other as NAB/H601. <i>Note:</i> You will need to report the Enlistment Bonus for College Credit separately under Earnings Code EBCC. If a member is authorized <u>both</u> an Enlistment Bonus and an EBCC, you'll need to prepare two transactions -- one for the Enlistment Bonus and one for the EBCC.</p>																
7	<p><u>Object Code</u> is pre-filled by system. (not for the H601)</p>																
8	<p><u>Total Amount of Bonus</u> is pre-filled by the system with the maximum amount authorized. Enter a different amount if the Annex to the member’s Enlistment Contract so indicates. If the amount listed on the Annex to the Enlistment Contract is greater than the maximum amount authorized (as shown below), enter the transaction to pay the maximum amount per the table below. You will need to work with COMDT (CG-1222) and CG Recruiting Command to resolve the problem. The following maximum <u>Enlistment Bonus</u> amounts are in effect for new enlistments during FY-06:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;"><u>Rating</u></th> <th style="text-align: center;"><u>Bonus Cap</u></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">EM</td> <td style="text-align: center;">\$5,000</td> </tr> <tr> <td style="text-align: center;">ET</td> <td style="text-align: center;">\$8,000</td> </tr> <tr> <td style="text-align: center;">FS</td> <td style="text-align: center;">\$10,000</td> </tr> <tr> <td style="text-align: center;">IT</td> <td style="text-align: center;">0</td> </tr> <tr> <td style="text-align: center;">MK</td> <td style="text-align: center;">\$2,000</td> </tr> <tr> <td style="text-align: center;">OS</td> <td style="text-align: center;">\$5,000</td> </tr> <tr> <td style="text-align: center;">Non-Rated</td> <td style="text-align: center;">\$4,000</td> </tr> </tbody> </table>	<u>Rating</u>	<u>Bonus Cap</u>	EM	\$5,000	ET	\$8,000	FS	\$10,000	IT	0	MK	\$2,000	OS	\$5,000	Non-Rated	\$4,000
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Enlistment Bonuses

Starting Enlistment Bonuses, Continued

Procedure (continued)

Step	Action																						
9	<p>Only PSC and TRACENS can enter a bonus. Please contact PSC-MAS for below action.</p> <p>The following maximum <u>Enlistment Bonus For College Credit (EBCC)</u> amounts are in effect for new enlistments during FY-04:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Degree</th> <th style="text-align: center;">Amount</th> </tr> </thead> <tbody> <tr> <td>Associate's Degree</td> <td style="text-align: center;">\$4,000</td> </tr> <tr> <td>Bachelor's Degree</td> <td style="text-align: center;">\$8,000</td> </tr> </tbody> </table> <p>For college credit earned not leading to a degree:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Year/Hours</th> <th style="text-align: center;">Amount</th> </tr> </thead> <tbody> <tr> <td>1 year/900 hours of vocational technical education</td> <td style="text-align: center;">\$2,000</td> </tr> <tr> <td>2 years/1800 hours of vocational technical education</td> <td style="text-align: center;">\$4,000</td> </tr> <tr> <td>(12-23 semester hours (or equivalent) of college</td> <td style="text-align: center;">\$1,000</td> </tr> <tr> <td>(24-47 semester hours (or equivalent) of college</td> <td style="text-align: center;">\$2,000</td> </tr> <tr> <td>48-71 semester hours (or equivalent) of college</td> <td style="text-align: center;">\$3,000</td> </tr> <tr> <td>72-95 semester hours (or equivalent) of college</td> <td style="text-align: center;">\$5,000</td> </tr> <tr> <td>96+ semester hours (or equivalent) of college</td> <td style="text-align: center;">\$6,000</td> </tr> </tbody> </table>	Degree	Amount	Associate's Degree	\$4,000	Bachelor's Degree	\$8,000	Year/Hours	Amount	1 year/900 hours of vocational technical education	\$2,000	2 years/1800 hours of vocational technical education	\$4,000	(12-23 semester hours (or equivalent) of college	\$1,000	(24-47 semester hours (or equivalent) of college	\$2,000	48-71 semester hours (or equivalent) of college	\$3,000	72-95 semester hours (or equivalent) of college	\$5,000	96+ semester hours (or equivalent) of college	\$6,000
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10	Enter the <u>Bonus 1st Installment Amount</u> if different from that shown.																						
11	Enter the <u>Number of Installments</u> if different from that shown.																						
12	Enter the <u>Number of Installments Now</u> if different from that shown.																						
13	<u>Active Duty Base Date</u> is pre-filled.																						
14	<u>Stop Date of Bonus</u> . Enter the member's expected active duty termination date if not already pre-filled.																						
15	<u>Contract Begin Date</u> . Enter the effective date of enlistment.																						
16	Click the OK button to return to the member's entitlement detail page.																						

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Enlistment Bonuses

Starting Enlistment Bonuses, Continued

Procedure (continued)

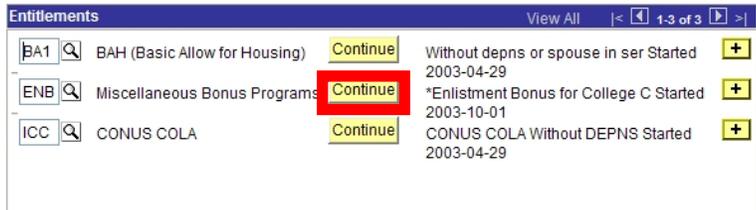
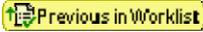
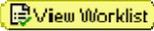
Step	Action
17	<p>Click the  button and the following screen appears.</p>  <p>Supporting Data</p> <p>1080807 ENB 10/18/2002 EBNPS</p> <p>Approval Status: Pending Originator ID: MAPL0807</p> <p>Role Name: <input type="text" value="CGHR5ICSUP"/> Approver EmpID: <input type="text"/> </p> <p> </p>
18	<p>Enter the employee ID number of the person you wish to route this transaction to for approval. You may utilize the lookup  function to search for the ID if necessary.</p>
19	<p>Click the save  button. The transaction will be added to Approver's Worklist for review and approval.</p>
20	<p>Data entry for the bonus is complete.</p> <ul style="list-style-type: none"> Click the Employee Entitlement Summary link to return to this member's entitlements. Employee Entitlement Summary Employee Entitlement Detail Click the Return to Search button to open another member's entitlements. <p>Click on a breadcrumb link in the menu to access another item or the Sign out button to exit the system.</p>

Enlistment Bonuses

Approving Bonus Entitlement Entries

Introduction This section provides the procedure for *approving Bonus Entitlement Entries*.

Approval Process Follow these steps to approve a Bonus Entitlement transaction.

Step	Action
1	Click on the Worklist link at the top of any Direct-Access page.
2	<p>Click on the link showing the Employee ID number for the transaction you want to review.</p> <p>Home > PeopleTools > Worklist > Use > Worklist</p> 
3	<p>The member's Entitlements Summary Page will display. The Enlistment Bonus transaction will be marked with an asterisk (*) to indicate that it has not been approved. Click the Continue button in the Miscellaneous Bonus Programs row to access the entitlement.</p> 
4	The transaction will display. Review the information in the Supporting Data section (details button) and make any changes that may be necessary
5	Click on the Save button. The approval status will change from "P" (Pending) to "A" (Approved) the JUMPS transaction will be transmitted.
6	<p>Use the worklist navigation buttons to view the next or previous items on your worklist.  </p> <ul style="list-style-type: none"> Click the View Worklist button to return to your worklist.  <p>From the worklist, use the Check Mark button --  -- to mark completed items as "worked" and remove them from the list.</p>

Enlistment Bonuses

JUMPS Effect

Introduction This section describes the transaction created and segment modified in JUMPS when a bonus entitlement row is saved in PeopleSoft.

Start Bonus Creating, approving and saving a new Bonus entitlement row generates an H600 transaction with the following variable data elements:

Code	Element	PeopleSoft Field Name/Description
01	Date (YYMMDD)	<u>Stop Date of Bonus</u> (from Supporting Data page) <ul style="list-style-type: none"> This date is the expiration date of the reenlistment/extension or enlistment period for which the bonus is payable.
02	Date (YYMMDD)	<u>Active Duty Base Date</u> (from Supporting Data page)
03	4 or 5 Characters (1234 or 12345 etc.)	<u>Object Code</u> (from Supporting Data page) Object code. Please see PMIS/JUMPS Analysis Manual Page 2-D-3 for a listing of object codes.
06	Bonus Rate (FS, RD, etc.)	<u>Rate Code</u> (from Supporting Data page, Enlistment Bonuses only)
20	7 Digits (02500.00=\$2500.00)	<u>Bonus 1st Installment</u> . (from Supporting Data page)
21	7 Digits (02500.00=\$2500.00)	<u>Total Amount of Bonus</u> (from Supporting Data page)
22	1 or 2 Digits (1 or 01, 12 etc.)	<u>Number of Installments</u> (from Supporting Data page)
23	"1"	<u>Number of Installments Now</u> (from Supporting Data page)
98		Total of element codes 20 and 21 (not displayed in PeopleSoft)

The transaction effective date/time is derived from the PeopleSoft Start Date/Time fields.

Pay Segment Segment 30 is updated by the Bonus transaction. This segment contains information on a member's entitlement to Enlistment Bonuses. Please see JUMPS Analysis Manual, page [5-155](#) for a description of Segment 30.
