

25 Jul 16
Version 7

Career Status Bonus (CSB) Program

Personnel Services Delivery (PSD) Guide

The purpose of this PSD guide is to assist Regular Air Force (RegAF), servicing Commander Support Staff (CSS), Military Personnel Section (MPS), Force Support Squadron (FSS), and Air Force Personnel Center in understanding the Career Status Bonus program.



Career Status Bonus (CSB) Program

Section A: Introduction

Revision History:

Date of Revision (s)	Revision(s)
25 Jul 16	Section B-3 was updated to clarify report preparation procedures. The hyperlink for the CSB notification in Section B-4 was updated. The checklist in Section C-4 was updated to remind AFPC technicians to review the on-line notification to confirm the CSB acknowledgement date. The checklist was also updated to remind readers that the address in items 11e, 15e, and 17e is a physical address and not an email address.
17 May 16	Section C-4 : Includes a note to remind the MPS to only submit the DD Form 2839 to AFPC within 3 duty days of CSB election effective date.
28 Mar 16	Updated AFPC email addresses throughout the publication.
22 Jan 16	Updated Section C , table titled “Actions for Preparing and Submitting DD Form 2839.” Changed title and removed the requirement in step 23 to include the notification memorandum with the Case Management System (CMS) case.
6 Nov 15	This guide has been revised extensively to clarify procedures on the automated notification process, as well as outlining responsibilities at all levels. Readers should review all sections carefully.
5 Mar 15	Clarified Target Audience on page 1.

1. INTRODUCTION:

The *FY00 National Defense Authorization Act (NDAA)* and Title 37, United States Code (USC), Section (§) 354, *Special Pay: 15-year career status bonus for members entering service on or after August 1, 1986*, allow certain Airmen to choose between the High-3 retirement and the Military Retirement Reform Act of 1986 (REDUX) retirement systems. This guide provides instructions on notification and election associated with REDUX and the Career Status Bonus (CSB).

2. OFFICE OF PRIMARY RESPONSIBILITY (OPR):

- Policy and Procedures – Air Force Personnel Center (AFPC) Transition, Retention and Skills Management Branch (AFPC/DP3ST)
- Access to Retrieval Applications Web (RAW) module and Notification/Overdue Listings– AFPC Military Retirements & Separations Section (AFPC/DP2STM)
- Notification Follow-up/Election Processing – AFPC Military Retirements Section – CSB Processing (AFPC/DP1TSR)

3. TARGET AUDIENCE:

Regular Air Force (RegAF) and HQ AGR members serviced by the Air Force Personnel Center and active MPS, with Military Personnel Data System (MilPDS) File Type AA/BA.

4. REFERENCES/RELATED PROCESSES:

- **37 USC § 354 - Special Pay: 15-Year Career Status Bonus for Members Entering Service on or After August 1, 1986**
- **Department of Defense (DoD) Financial Management Regulation 7000.14-R, Volume 7A, Chapter 66, Career Status Bonus/REDUX Election Option**
- **[PSDM 15-07, Career Status Bonus Guidance, dated 30 January 2015](#)**

Section A-1: General Information

1. ELIGIBILITY:

Eligibility for the CSB is outlined in [PSDM 15-07, CSB Program Guidance](#), as well as the DoD Financial Management Regulation and the law governing the REDUX program. In general, to be eligible to elect the CSB, personnel must:

- Be on active duty and remain on continuous active duty to at least 20 years of active service
- Have a Date of Initial Entry to Military/Uniformed Service (DIEMS/DIEUS) of 1 Aug 86 or later
- Have completed 15 years of Total Active Federal Military Service (TAFMS)
- Qualify under service regulations for retention to 20 years of active duty service
- Not be pending separation or adverse action
- Not be pending review by a Medical Evaluation Board or Physical Evaluation Board under provisions of AFI 36-3212, *Physical Evaluation for Retention, Retirement, and Separation*
- (For RegAF enlisted members) Have a High Year of Tenure (HYT) of 20 years or more
- (For enlisted members) Be eligible for reenlistment or extension of enlistment

2. NOTIFICATION:

At approximately 14 ½ years of TAFMS, eligible Airmen are notified by the Air Force Personnel Center (AFPC) of the opportunity to elect the CSB. See [Section B-1](#) for the procedures used to notify eligible Airmen. All eligible personnel are notified of the election opportunity; however, CSB election is accomplished on an exception-only basis, i.e., only those Airmen desiring the CSB are required to complete the DD Form 2839, *Career Status Bonus (CSB) Election*.

3. ELECTION OPTION:

By accepting the CSB, Airmen agree to remain on continuous active duty until attaining at least 20 years of active service. If discharged or separated prior to attaining 20 years of active service, the Defense Finance and Accounting Service (DFAS) may recoup any unearned portion of the bonus. See the DoD Financial Management Regulation 7000.14R, Volume 7A, Chapter 66, for information on recoupment.

Following notification of the opportunity to elect the CSB, Airmen should research the available CSB documentation, seek financial counseling regarding the CSB, and make a decision on election of the bonus. If desired, the Airmen must complete the DD Form 2839 no later than 6 months following notification, or the date they reach 15 years of TAFMS, whichever is later.

Airmen who do not elect the CSB automatically revert to the full High-3 average system known as “High 3/50 percent” retirement plan, currently available to personnel who entered uniform service between 8 Sep 80 and 31 Jul 86.

NOTE: Refer to [PSDM 15-07](#) for more information on CSB eligibility, recoupment, and other policy issues.

Section B: Notification Process

1. AFPC identifies eligible Airmen on the AA/BA files of the Military Personnel Data System (MilPDS), who reach 14 years, 6 months of TAFMS during the current month, have the applicable DIEMS/DIEUS date, and are currently able to serve to 20 years TAFMS. AFPC uses this listing to generate an email message to the Airmen to notify them of the opportunity to elect the CSB. See [Section B-1](#) for more information on the notification process.
2. The notification provides general information regarding the CSB program, along with resources available for Airmen to use in reaching a decision on the CSB. See [Section B-2](#) for a sample of the CSB notification email. By reviewing and acknowledging the marketing message, the Airmen recognize their option to elect the CSB. If Airmen do not respond to the original notification, follow-up reminders are sent at 3, 7 and 10 days following the initial email.
3. Following release of the 10-day follow-up messages, AFPC identifies Airmen who have not acknowledged the CSB notification through the virtual MPF and posts the results on the Report Application Website (RAW) module of the AFPC Secure website. AFPC sends a change management message to the field announcing the availability of the updated roster. See [Section B-3](#) for AFPC's procedures for follow-up actions.
4. The MPS downloads the overdue listing and distributes to the units for follow-up action. (See [Section B-4](#) for follow-up actions by the MPS and [Section B-5](#) for procedures on downloading the overdue listing.) Airmen failing to acknowledge the CSB notification could lose valuable entitlements; therefore, it is vital that all Airmen are notified of the CSB opportunity. As such, unit commanders/civilian leaders must ensure Airmen complete the notification by the MPS-established suspense by accessing the link provided in the instruction email. The MPS works with the commanders/civilian leaders to ensure all notifications are made and advises AFPC of the reason for any delays.
5. Following return of the MPS response regarding the overdue listing, AFPC identifies Airmen who have completed the acknowledgement and prepares a batch update for MilPDS. See [Section D-1](#) for more information on the batch update process.

NOTE: Use of the MilPDS-generated notification memo is no longer authorized; therefore, the Personnel Systems Manager (PSM) suppresses printing of the CSB notification memo.

RESPONSIBILITIES:

AIRMEN:

- Complete notification acknowledgement received through virtual MPF marketing message

COMMANDER/CIVILIAN LEADER:

- Ensure Airmen complete notification acknowledgements
- Respond to MPS tracking suspense with status of acknowledgements

MILITARY PERSONNEL SECTION (MPS):

- MPS Chief or Superintendent identifies individuals requiring access to the RAW module on the AFPC secured website. Requests must include grade, full name, full SSN, full PAS code, direct telephone number, organizational email addresses [personal and organizational (org box), if applicable]. Submit new requests or immediately provide changes to AFPC via email at afpc.dp2stm.retsepbranch@us.af.mil
- Monitor the myPers messaging for notification of availability of the monthly overdue listing
- Distribute overdue listings to unit commanders/civilian leaders and suspense for return
- Follow-up with unit commanders/civilian leaders as required
- Ensure all Airmen are notified of CSB opportunity by established suspense
- Notify AFPC/DP1TSR of completion by established suspense

AFPC TRANSITION, RETENTION AND SKILLS MANAGEMENT BRANCH (AFPC/DP3ST):

- Implement CSB in accordance with all DoD and Air Force policies and directives
- Publish guidance to provide CSB processing procedures and outline responsibilities between the commander/civilian leader and the MPS

AFPC MILITARY RETIREMENTS & SEPARATIONS SECTION (AFPC/DP2STM):

- Identify Airmen requiring notification
- Provide monthly listing to AFPC/DP0K for processing
- Identify Airmen who fail to respond to marketing message
- Provide monthly listing to AFPC/DSYD for update of the RAW module
- Manage the access listing for the RAW module

AFPC MILITARY RETIREMENTS SECTION – CSB PROCESSING (AFPC/DP1TSR):

- Monitor receipt of all notification acknowledgments
- Follow-up until all Airmen complete the appropriate acknowledgement

AFPC KNOWLEDGE MANAGEMENT OPERATIONS BRANCH (AFPC/DP0K):

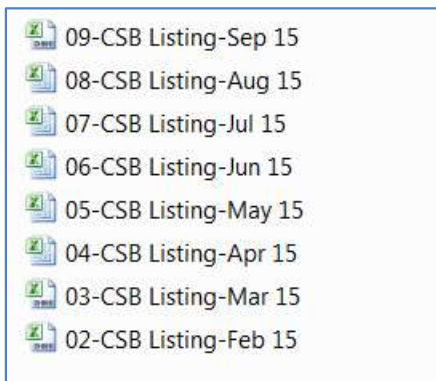
- Upon receipt of roster from AFPC/DP3ST, send marketing message to Airmen
- Manage marketing program that sends follow-up messages at 3, 7 and 10 days after original notification

AFPC REPORTS AND RETRIEVAL BRANCH (AFPC/DSYD):

- Upon receipt of roster from AFPC/DP2STM, add missing data elements to the Force Support Listing (FSL)
- Post to RAW module when needed

Section B-1: AFPC Procedures for Notifying Members through Virtual MPF

1. Upon receipt of the monthly Quality Control rosters provided by AFPC/DSYD, AFPC/DP2STM prepares the listing for submission to AFPC/DP0K for release through the myPers messaging. The roster contains the grade, name, and SSN of the individuals reaching 14 ½ years of TAFMS as of the current month, have a DEIMS/DIEUS date of 1 August 1986 or later, and meet general eligibility criteria (See [Section A-1.](#))
2. Approximately the 5th day of each month, AFPC/DP2STM saves the notification listing on the restricted drive (in the CSB-Monthly Notification Process-Notification Rosters folder) and emails the listing to AFPC/DP0K (courtesy copy to AFPC/DP1TSR) for processing. AFPC/DP2STM titles the file with the notification month (see below).



3. A sample of the email to submit the list for processing is shown below.
4. AFPC/DP0K generates the email marketing message to notify Airmen of the opportunity to elect the CSB, using the format in [Section B-2.](#) If Airmen do not respond to the original notification, the system automatically sends follow-up reminders at 3, 7 and 10 days following the initial email.

Sample Email to Distribute CSB Notifications via Virtual MPF

FROM: AFPC/DP2STM
To: AFPC/DP0K
Subject: CSB Notifications - Sep 15

Attached is the list of individuals who need CSB notification this month. Please forward through the myPers messaging system and let us know when it is done.

Thank you.

Table B-1. Step-by-Step Procedures for the CSB Notification Process.

STEP	ACTION OWNER	NARRATIVE
1	AFPC/DP2STM	<i>Identify Airmen requiring notification.</i> Retrieves product each month to identify Airmen requiring CSB notification, and provides a copy to AFPC/DP1TSR and AFPC/DP0K for processing.
2	AFPC/DP0K	<i>Dispatches CSB Notification through Virtual MPF.</i> Sends predefined CSB notification email to Airmen through the virtual MPF.
3	Airman	<i>Acknowledges CSB Notification.</i> Opens email received through the virtual MPF. Reads CSB information and clicks the acknowledgement button to certify he/she understands the opportunity to elect the CSB and the election suspense.
4	AFPC/DP0K	<i>Send Follow-up Reminders.</i> The notification system sends out email reminders to the Airmen who have not completed the acknowledgement at 3, 7 and 10 days following initial notification.

Section B-2: Sample Format of Automated CSB Notification Email and Memorandum

Below are samples of the cover email and notification memorandum sent to the Airmen through the myPers messaging process. Emails are generated to the Airmen via the virtual MPF.

Sample Cover Email to Airmen

Grade Name,
You have reached the point in your career where you must be notified of your option to receive a Career Status Bonus. To receive the most current information and acknowledge your receipt of your notification, please access the [Career Status Bonus](#) information on myPers.

NOTE: Airmen must click on the [Career Status Bonus](#) link to review the CSB notification data and complete the acknowledgement. Once the Airman clicks on the link, the notification memorandum opens.

CSB Notification Memorandum

Once the Airman clicks on the [Career Status Bonus](#) link in the cover email (shown above) the CSB notification memorandum opens. The Airman reads the information and clicks the acknowledgement button at the bottom of the page to complete the acknowledgement. If Airmen do not open this page, the acknowledgement is not recorded.



Grade FIRST NAME LAST NAME,

1. Based on the date you initially entered military service, you are currently under the retirement pay plan commonly known as REDUX. Under that plan, you have the option of electing a \$30,000 Career

Status Bonus (CSB) and reverting to the High-3/40 percent retirement pay plan. If you choose not to take the CSB, you will remain under the High-3/50 percent retirement pay plan.

2. REDUX includes a reduction in the multiplier used to calculate your retired pay which is readjusted when you reach age 62. REDUX also includes a one percent reduction in annual cost-of-living adjustments (COLAs); however, the COLA rate is adjusted when you reach age 62.
3. Electing the CSB requires you to serve continuously on active duty for at least 20 years; however, electing the bonus does not guarantee that you will be allowed to remain on active duty to reach the required years of service. If you take the CSB and separate prior to that, you may be required to repay the unearned portion of the bonus. You may also be required to repay the unearned portion of the bonus if you transfer to another component/branch of service and have a break in service or do not remain on continuous active duty.
4. If you elect the CSB, you have a choice of payment options:
 - a. One payment of \$30,000
 - b. Two annual installments of \$15,000 each
 - c. Three annual installments of \$10,000 each
 - d. Four annual installments of \$7,500 each
 - e. Five annual installments of \$6,000 each
5. Because of the impact on your retirement pay, you are encouraged to seek financial counseling, prior to making your decision. Counseling is available at the Airman & Family Readiness Center. You may also contact your personal financial advisor. Additionally, the websites below have up-to-date information on the CSB program.
 - o [DoD Career Status Bonus Web Site](#)
 - o [Defense Finance and Accounting Service Web Site](#)
6. **You MUST complete the following steps whether or not you choose to take the CSB.**
 - a. **Complete the endorsement below.** By completing this, you are acknowledging that you were advised of your option to elect CSB, if eligible, and advised of the tools available to use in reaching your election decision.
 - b. Print a copy of the memorandum for future reference.
 - c. Review the DoD and DFAS websites on CSB. We highly recommend you seek counseling regarding the CSB and how you could be affected. Your decision will directly affect your retired pay, so please review all resources available before making your election.
7. If you would like to elect the CSB, you must:
 - a. Complete Section I of the [DD Form 2839](#), Career Status Bonus (CSB) Election, and take it to your commander/civilian leader for review.
 - b. Your commander/civilian leader will review your record, make a determination of your eligibility for the CSB and complete Section II of the form. Normally, you will only be denied CSB election if you are facing action that might prevent you from completing 20 years of active service.
 - c. If your commander/civilian leader determines that you are not eligible to make an election, he or she will counsel you on the reason why and you will be required to document your understanding by completing Section III of the DD Form 2839, which must be signed in front of a witness. Your commander/civilian leader will send this form to your MPS for inclusion in your personnel record. If your commander/civilian leader later revises your eligibility, you may make your election at that time. Please contact your MPS for assistance if this occurs.
 - d. If your commander/civilian leader determines that you are eligible, you will make your CSB election by completing Section IV of the form, which must be signed in front of a

witness. Take the completed DD Form 2839 to your MPS for submission no earlier than 30 days prior to and no later than your election suspense date (see item g below).

- e. Keep a copy of your DD Form 2839 for your records.
 - f. If you elect the CSB prior to reaching 15 years of active military service, the CSB becomes effective the date you reach 15 years of service. If you elect the CSB after reaching 15 years of active service, the CSB is effective the day you sign the DD Form 2839. Your MPS will submit your election form to the Air Force Personnel Center and the Defense Finance and Accounting Service (DFAS) through the Case Management System within 3 days of the election effective date. DFAS typically issues payment within a few weeks of the submission.
 - g. **You must complete your CSB election no later than the date you reach 15 years TAFMS or six months from this notification, whichever is later.** If you fail to submit your CSB election by that date, your record will reflect a non-response and you will **automatically and irrevocably** remain in the High-3/50 percent retirement pay plan.
8. If you have questions on the CSB program, please visit [myPers](#) or contact the [myPers - Total Force Service Center](#).

Acknowledgement

I have read the above information and I acknowledge notification of my opportunity to elect the Career Status Bonus (CSB). I understand my responsibility in initiating the election by the suspense date in item 7g above. I further understand that if I fail to submit a CSB election by that date, I will **automatically and irrevocably** remain in the High-3/50% retirement pay plan.

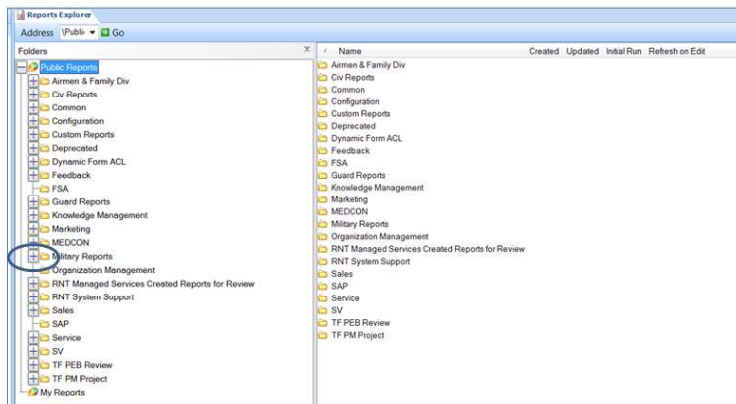
Section B-3: AFPC Procedures for Identifying Overdue Acknowledgements

1. Approximately 48 hours after the 10-day follow-up message is sent, AFPC identifies Airmen who have not acknowledged the CSB notification through the virtual MPF and provides copy of the report to AFPC/DSYD. To identify these Airmen:

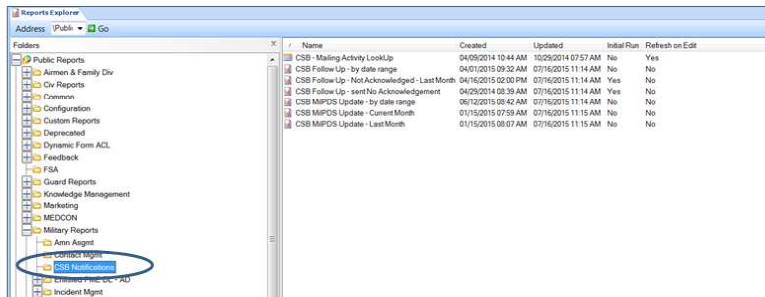
- a. Access the Reports Explorer in the Analytics Section of the RightNow Technology (RNT) system.



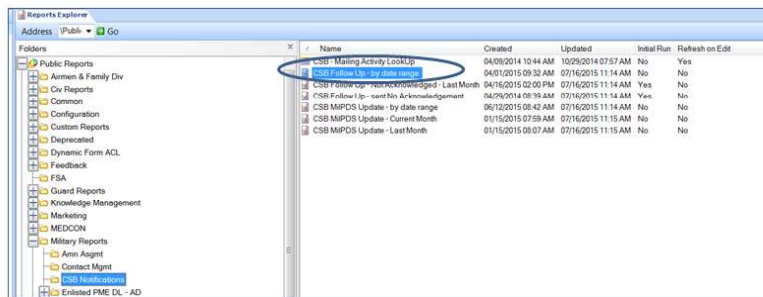
- b. The Folders screen appears. Click on the “+” to the left of the folder titled “Military Reports”.



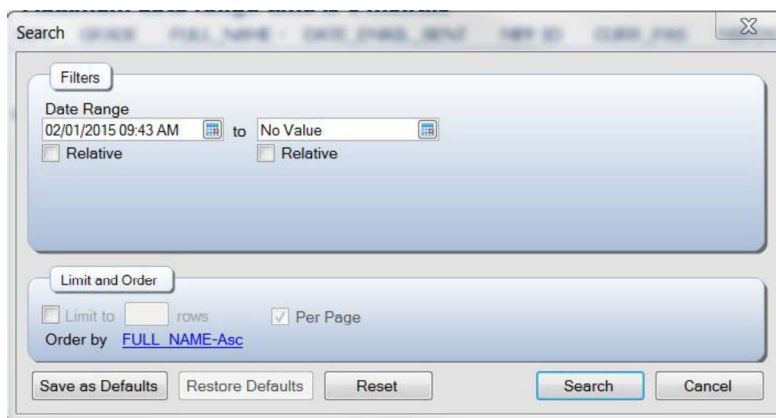
- c. Click on the folder titled “CSB Notifications” and the available reports appear on the right side of the page.



- d. Double-click on the report titled “CSB Follow-up – by date range”.



- e. The “Search” box appears. Click the “Search” button.



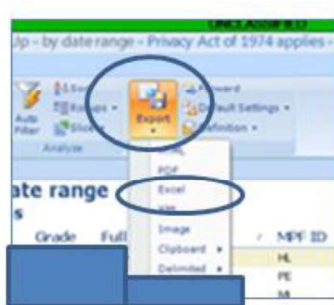
- f. The system generates the report which identifies the Airmen who have not completed the automated acknowledgement.

CSB Follow Up - by date range

Maximum date range time is 6 months

Initial Notification	In Process Time	SSN	Grade	Full Name	MPF ID	MSBOS PAS	MSBOS Unit	Office Symbol	Office Phone	MSBOS Base Assigned
06-Jul-2015	803 0h 42m				HL	HURPH11	DET 2 1 WEATHER SQ FFW111			
06-Jul-2015	803 0h 40m				PE	PE3P5Q4	OL HQ NATO STANDARDS AG FFW240			
02-Sep-2015	216 16h 50m				ML	ML3PFPV	OL 30C US AIRCOM CE FFW303			
04-Aug-2015	500 17h 30m				BP	BP1P5P4	21 CIVIL ENGINEER SQ FFW410			
04-Jul-2015	803 0h 40m				NA	NA3P825	OL AEDD AFELM USDAOOM SCAC 3K FFW250			
04-Aug-2015	500 17h 37m				PV	PV1P502	43 AIR MOBILITY SQ FFW220			
04-Aug-2015	500 17h 30m				AU	AU3PACV	1 HELICOPTER SQ FFW410			
02-Sep-2015	216 20h 41m				PE	PE3P7P7	OL CA1 NATO CTS SQ FFW110			
06-Jul-2015	803 0h 42m				MT	MT1P5P4	23 FORCE SUPPORT SQ FFW240			
02-Sep-2015	216 20h 41m				LA	LA3P7N7	59 MEDICAL OPERATIONS SQ FFW110			
02-Sep-2015	216 16h 50m				FC	FC1P7N7	92 AIRCRAFT MAINT SQ FFW110			
02-Sep-2015	216 20h 40m				LD	LD3P7C7	48 CONTRACTING SQ FFW110			
06-Jul-2015	803 0h 40m				SP	SP1P7N7	15 AIR SPT OPS SQ FFW110			
04-Aug-2015	500 17h 30m				IX	IX1P5P8	5 COMBAT COMM SPT SQ FFW110			
04-Aug-2015	500 17h 40m				SP	SP1P7C8	20 AIRCRAFT MAINT SQ FFW110			
02-Jun-2015	1130 0h 30m				RF	RF1P541	569 US FORCES POLICE SQ FFW410			
04-Aug-2015	500 17h 30m				MA	MA1P5P8	366 EQUIPMENT MAINT SQ FFW220			
02-Sep-2015	216 20h 41m				US	US3P7P7	33 MEDICAL OPERATIONS SQ FFW110			
04-Aug-2015	500 17h 30m				BL	BL1P5P2	673 LOGISTICS READINESS SQ FFW220			
02-Sep-2015	216 20h 41m				CL	CL1P7P8	628 FORCE SUPPORT SQ FFW250			
04-Aug-2015	500 17h 30m				BL	BL1P7P0	DET 14 372 TRAINING SQ FFW110			
04-Aug-2015	500 17h 40m				RF	RF3P7C4	45 AIR BASE GP FFW410			

- g. Click the “Export” icon at the top of the page and a drop-down menu appears. Select Excel.



- h. The “Export Options” screen appears. Click the “OK” button.

Export Options

File

Location: C:\Users\1082969205C\Documents\My Exports\CSB Follow Up - by date range.xlsx

☒ Launch Application

☐ Append date/time to file name using the following format: %Y-%m-%d %H%M%S

☐ Save the selected directory as the default directory

Report Options

☐ Add report name to output

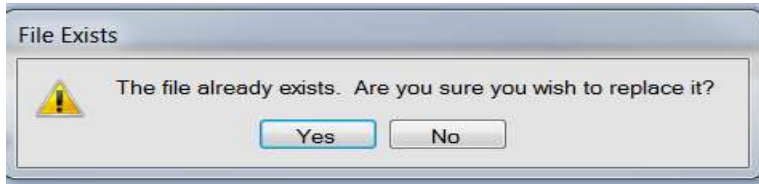
Excel Options

☐ Convert all dates into excel formatted dates.

☒ Include cell images

OK Cancel

- i. A “File Exists” pop-up box appears. Click “Yes”.



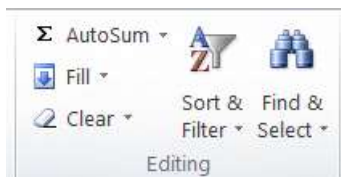
- j. The system creates the report in Excel format. Delete the first two lines.



- k. Copy and paste the data into the template titled “Overdue Listing Template”. It contains additional data fields that AFPC/DSYD adds to the roster before posting on the RAW module.

CSB Overdue Listing for RAW - Sep 15	9/14/2015 7:44 AM	Microsoft Excel W...	45 KB
Master Overdue - Mar 15	3/16/2015 7:17 AM	Microsoft Excel W...	27 KB
Overdue Listing Template	6/15/2015 7:09 AM	Microsoft Excel W...	21 KB

- l. Sort the roster by the “Date_Email_Sent” field using the “A to Z” option under the Sort & Filter icon in the upper right corner of the screen.



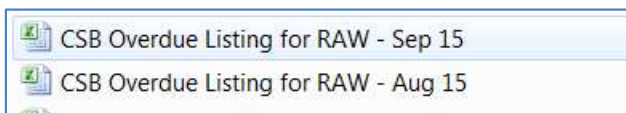
- m. Identify the individuals who were notified prior to the current month.

DATE_EMAIL_SENT
04-Aug-2015
04-Aug-2015
05-May-2015
06-Jul-2015
06-Jul-2015
06-Jul-2015
06-Jul-2015
06-Jul-2015
06-Jul-2015
06-Jul-2015
06-Jul-2015
06-Jul-2015
06-Jul-2015
06-Jul-2015
06-Jul-2015
06-Jul-2015
06-Jul-2015
06-Jul-2015

n. Columns Q, R, or S of the roster must be marked with “Yes” on these records to indicate how late the notifications are. For example, if generating the overdue listing in September, records with the “Date_Email_Sent” of August are marked “Yes” under Column Q-Overdue more than 30 days; records with the “Date_Email_Sent” of July are marked “Yes” under Column R-Overdue more than 60 days; and all remaining individuals notified in previous months are marked “Yes under Column S-Overdue more than 90 days.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
DATE_EMAIL_SENT															Overdue more than 30 Days	Overdue more than 60 days	Overdue more than 90 days
09-May-2015																	
03-Jun-2015																	YES
03-Jun-2015																	YES
06-Jul-2015																YES	YES
06-Jul-2015															YES		
06-Jul-2015															YES		
06-Jul-2015															YES		
06-Jul-2015															YES		
06-Jul-2015															YES		
06-Jul-2015															YES		
06-Jul-2015															YES		
06-Jul-2015															YES		
06-Jul-2015															YES		
06-Jul-2015															YES		
06-Jul-2015															YES		
04-Aug-2015														YES			
04-Aug-2015														YES			
04-Aug-2015														YES			
04-Aug-2015														YES			
04-Aug-2015														YES			
04-Aug-2015														YES			
04-Aug-2015														YES			
04-Aug-2015														YES			
04-Aug-2015														YES			
04-Aug-2015														YES			
04-Aug-2015														YES			
04-Aug-2015														YES			
04-Aug-2015														YES			

o. Save the report on the restricted drive (in the CSB-Monthly Notification Process-Master Overdue Listings folder). Be sure to title it with the month it was created.



2. Prepare an email to AFPC/DSYD Workflow (dsyd.workflow@us.af.mil) to post the overdue listing on the Report Application Website (RAW) module of the AFPC Secure website. Sample email is shown below.
3. AFPC/DSYD adds the additional information (Columns M-P) and posts the roster to the RAW module. ADPC/DSYD notifies AFPC/DP2STM when the roster is available on the site.
4. AFPC/DP2STM prepares a myPers message to the field announcing the availability of the updated roster and sends to AFPC/DP0K for publication. Include a suspense date for the MPS to respond with the status of the follow-up action. Sample myPers message is shown below.
5. Each Monday, follow the procedures in step 1 to update the listing on the RAW module; however, no message is dispatched for the interim updates. NOTE: For these weekly reports, during step m above delete the individuals notified during the current month since their notifications are not overdue.

Table B-3: AFPC Procedures for Preparing Overdue Listings

STEP	ACTION OWNER	NARRATIVE
1	AFPC/DP2STM	Identify Airmen Not completing Acknowledgement. Run analytic product to identify Airmen who have not completed the acknowledgement after the 10-day reminders are sent.
2	AFPC/DP2STM	Prepare and Send for Release. Prepare roster using the “Overdue Listing Template”. Annotate those records that are 30-days, 60-days, and 90+ days overdue. Send to AFPC/DSYD for inclusion in Retrieval Applications Web (RAW) module.
3	AFPC/DSYD	Post to RAW Module. Add requested data fields, Projected PAS, RNLTD, Record Status, and Service Component, then format and post to the RAW under the FSL Listing section. Notify AFPC/DP2STM of completion.
4	AFPC/DP2STM	Prepare myPers Message to MPS. Announces availability of overdue listing to MPS and suspense for MPS to respond.
5	AFPC/DP0K	Post myPers Message. Upon receipt, post to next available myPers message to field.

Sample Email to Post Overdue Listing to RAW Module

From: AFPC/DP2STM
 To: AFPC/DSYD Workflow
 Subject: CSB Overdue Listing for RAW Module

Attached is the latest CSB overdue listing to post to the RAW module. Please:

1. Add Projected PAS, RNLTD, and Record Status (Columns M-P) to the roster before it is posted. If any of these individuals have been separated, please let us know so we can remove them from the master tracking list. Then post to the RAW module, replacing the latest version of the CSB overdue listing.
2. Once it's ready for upload, please let us know so we can send out the monthly announcement message. If you have any questions, please give us a call. Thanks for the great support.

Sample myPers Message to Announce Availability of Overdue Listing

(NEW) Career Status Bonus Overdue Listing Available for Download - Suspense: XX XXX XXXX

Applicable to: Active Duty

1. The list of individuals who have not responded to the myPers Career Status Bonus (CSB) notification is available for download through the Retrieval Applications Web (RAW) module of AFPC Secure web site.

2. Military Personnel Section (MPS) representatives authorized to access the RAW module must download this roster and take the following actions:

- Notify impacted commanders/civilian leaders of the Airmen who have not acknowledged using the listing from the RAW module and the email template in Section B-4 of the CSB PSD guide
- Suspense for return and follow-up with commanders/civilian leaders to ensure acknowledgements are made
- Notify us of completion of these actions no later than XX XXX XXXX

3. It is critical the MPS and commanders/civilian leaders ensure Airmen are notified of this requirement and acknowledge the CSB opportunity immediately. Failure to complete the acknowledgement by the established suspense could impact the Airman's retirement entitlements; therefore, you must take action to contact deployed Airmen and those on leave using email or any other available methods. If you exhaust all efforts to notify an Airman or the Airman is unable to complete the acknowledgement by the established suspense, provide the reason for the delay and an estimated completion date. NOTE: Remember to track the incomplete actions to ensure all Airmen acknowledge the CSB opportunity.

4. We included a sample email for the MPS to use in notifying unit commanders or civilian leaders about overdue responses. The email format is found in Section B-4 of the CSB PSD guide. Please review the follow-up procedures outlined in the guide and take action by the established suspense.

Related Resources

- [Career Status Bonus \(CSB\) PSD Guide](#)
- [PSDM 15-07 Career Status Bonus \(CSB\) Program Guidance.](#)

Point of Contact

For questions or comments on overdue listings, you may contact our [myPers - Total Force Service Center - Retirements](#) at DSN 665-0102, commercial (210) 565-0102 or toll-free 1-800-525-0102.

Section B-4: Base-Level Follow-up Actions

1. MPS monitors myPers messaging, downloads the roster from the AFPC Secure website using the instructions in [Section B-5](#) and distributes to the commanders/civilian leaders via email to ensure the Airmen who have not completed the required acknowledgment are notified and comply with the requirement. The MPS suspenses the unit to respond and ensures all Airmen complete the acknowledgments. Sample email is shown below.
2. Airmen failing to acknowledge the CSB notification could lose valuable entitlements; therefore, it is vital that all Airmen are notified of the CSB opportunity. As such, unit commanders/civilian leaders must ensure Airmen complete the notification by the MPS-established suspense by accessing the link provided in the instruction email.
3. The MPS works with the commanders/civilian leaders to ensure all notifications are made. Once notifications are completed, but no later than the suspense established in the myPers message, the MPS advises AFPC/DP1TSR via email (afpc.dptot.1@us.af.mil) and provides any reasons for delay.

Table B-4: Step-by-Step Instructions on Base-Level Follow-up Procedures

STEP	ACTION OWNER	NARRATIVE
1	MPS	<i>Downloads Overdue Listing.</i> MPS downloads overdue list from RAW module using the instructions in Section B-5 .
2	MPS	<i>Distributes Overdue Listing.</i> Distributes to unit commanders using email sample below, and suspenses for return.
3	Unit Commander/ Civilian Leader	<i>Contacts Airmen.</i> Unit commander/Civilian leader contacts Airmen to ensure notification acknowledgement is completed.
4	Airman	<i>Acknowledges CSB Notification.</i> Accesses the notification link via email. Reads CSB information and annotates acknowledgement to certify he/she understands the opportunity to elect the CSB.
5	Unit Commander/ Civilian Leader	<i>Identify Airmen Not Completing Acknowledgement.</i> Tracks completion of CSB notifications. Provides completion status to MPS by established suspense.
6	MPS	<i>Have all Airmen Completed Acknowledgement?</i> If YES, go to step 8. If NO, annotate status to provide to AFPC/DP1TSR and go to step 7.
7	MPS	<i>Continue Follow-up Action.</i> Follow-up with unit commander/civilian leader until all Airmen are notified. Upon completion, go to step 8.
8	MPS	<i>Notifies AFPC of Follow-up Completion.</i> Notifies AFPC/DP1TSR of status of Airmen identified on the overdue notification listing.

Sample Email for MPS to Distribute Overdue Listing to Unit Commanders / Civilian Leaders

Dear Commander/Civilian Leader,

The Department of Defense requires all eligible individuals to be notified of the opportunity to elect the Career Status Bonus (CSB). The Air Force Personnel Center (AFPC) made four (4) in-system attempts to contact the individuals identified in the attached listing; however, as of this date, the Airmen have not responded. AFPC is requesting your assistance to resolve this matter.

Failure to respond or improper recording of an acknowledgement could impact the Airman's retirement entitlements; therefore, it is critical that everyone is made aware of their election opportunities. Please contact the Airmen listed and have them access the link below to review the information on CSB and record their notification no later than **XXXXXXXXXX**.

<https://mypers.af.mil/ci/documents/detail/2/CSBNotification>

Please advise when the acknowledgement is completed. If an Airman is unable to complete the action, please let us know why and when we can expect this to be done. We must notify AFPC of the outcome of these efforts.

If you have any questions or require any assistance, please let us know. Your assistance in this important matter is greatly appreciated.

MPS Career Status Bonus (CSB) POC

Section B-5: MPS Procedures for Accessing the Overdue Listing in RAW

1. Log into the AFPC Secure website and click on the RAW module link.

The screenshot shows the AFPC Secure website interface. On the left, there's a 'Welcome, User...' section with fields for 'Your current AFPC Secure e-mail address is:' and 'Phone Number:', followed by a 'Click here to update your information' button. Below that is a 'Message Center...' section with a 'Force Shaping Information' alert. On the right, the 'Available Applications...' section lists various systems. The 'RAW' link is circled in the list.

Click Here...	Application Title...
ACMS	Acquisition Career Management System
ADP	Airmen Development Plan
AEEMS II	Air Force Fitness Management System II
AMS	Assignment Management System
ARMS	Automated Records Management System
Civilian Career Brief	Virtual Civilian Career Brief for Air Force Appropriated Civilian Employees
CMS	Case Management System
CPDSS Web Certificate	Civilian Personnel Decision Support System
DUPWeb	Discoverer Users Password Web
EBIS	Employee Benefits Information System
EPROM Release	Virtual Enlisted Promotion Release Web
FBI RPA Status Report	FBI RPA Status Report
HELEB	Air Force Medical Service Health Professions Education Requirements Board
MI POS Printview Net 20	MI POS Printview Net 20
MIPOS5a6bNet 20	SAS MAJCOM Manning Reports
PARIS Libraries	PARIS Electronic OPF Documents for CPFs
Pascode	PAS Code Information Provider
RAW	Retrieval Applications Web
REMS	Requirements Management System
VMPF	Virtual Military Personnel Flight Suite of Applications
VPS-C RDA	Virtual Personnel Service Center - Role Based Access

2. Ensure your email address and duty phone are updated. Select the “Continue” button.

The screenshot shows the 'Retrieval Applications Website (RAW)' login page. It has a header with 'For Official Use Only', 'Retrieval Applications Website (RAW)', and 'Secure RAW Log Out'. The main content area says 'Welcome to the Retrieval Applications Website. Please take a moment to provide your most current e-mail address and phone number below.' Below this is a 'Current Account Information' section with fields for 'Email Address' and 'Phone' (with a note: '(numbers only, 7-digit DSN or 10-digit commercial)'). A 'Continue >>' button is circled at the bottom.

3. You'll see the list of options for the RAW module. Click on the one titled “FSL” for the Force Support Listings.

News	Application	Description	Date Last Reviewed
RAW Info	View My Contact Info	View / Modify your email and phone	Nov 4 2014 12:01AM (69 days)
News	Application List	List of Applications in RAW	Jan 1 2000 12:00AM (5490 days)
News	Access Requests	Access Requests	Jan 1 2000 12:00AM (5490 days)
News	FSL	Force Support Listings	Nov 4 2014 12:00AM (69 days)
News	IDEAS	Interactive Demographic Analysis System	Nov 4 2014 12:00AM (69 days)
News	PAS Codes	PAS Code Hierarchy Application	Nov 4 2014 12:00AM (69 days)
News	R-Status	Retention Status Report	Nov 4 2014 12:00AM (69 days)
	Secure RAW Logout	Leave the Retrieval Applications Website	Nov 4 2014 12:01AM (69 days)

4. When the listings page appears, you'll see the options for pulling rosters. The options available for the CSB listing are by MPS and Unit (PAS code).

Force Support Listings

Rosters

Roster Definitions updated: 19FEB2015 16:03:33

Base Roster on:

- ☒ Current or Projected Data
- ☐ Current Data
- ☐ Accounting Data

UNIT (PAS Code):

Note: UNIT (PAS Code) ignores all other parameters and gives all records for that UNIT.

Clear

Roster Type: Select Roster

Generate Roster

5. Begin by pulling the MPS listing. Click on the dropdown arrow to select the roster.

Force Support Listings

Rosters

Roster Definitions updated: 19FEB2015 16:03:33

Base Roster on:

- ☒ Current or Projected Data
- ☐ Current Data
- ☐ Accounting Data

UNIT (PAS Code):

Note: UNIT (PAS Code) ignores all other parameters and gives all records for that UNIT.

Clear

Roster Type: Select Roster

Generate Roster

6. Click on the roster title to select the CSB report.

Force Support Listings

Rosters

Roster Definitions updated: 19FEB2015 16:03:33

Base Roster on:

- ☒ Current or Projected Data
- ☐ Current Data
- ☐ Accounting Data

UNIT (PAS Code):

Note: UNIT (PAS Code) ignores all other parameters and gives all records for that UNIT.

Clear

Roster Type: Select Roster

CSB (BONUS) Career Status Bonus Report

Generate Roster

7. Then click the "Generate Roster" button.

Force Support Listings

Rosters

Roster Definitions updated: 19FEB2015 16:03:33

Base Roster on:

- ☒ Current or Projected Data
- ☐ Current Data
- ☐ Accounting Data

UNIT (PAS Code):

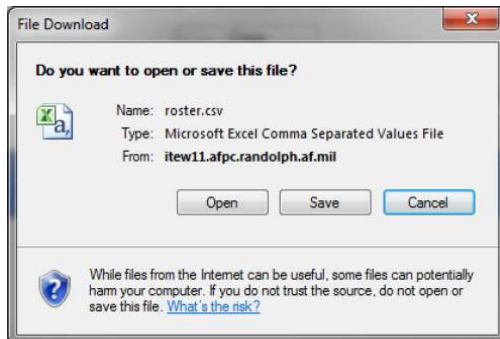
Note: UNIT (PAS Code) ignores all other parameters and gives all records for that UNIT.

Clear

Roster Type: CSB (BONUS) Career Status Bonus Report

Generate Roster

8. The File Download pop-up box appears. You can save or open the file, as desired.



9. Select the "Open" button to view the roster.

FOR OFFICIAL USE ONLY. SUBJECT TO THE PRIVACY ACT OF 1974 AS AMENDED.

Career Status Bonus Report

Records selected where (Current, MPS="RJ" or Projected, MPS="RJ").

SN	GRADE	NAME - PERSON	DATE EMAIL SENT	MPI	PASCODE	UNIT	OFFICE SYMBOL	OFFICE PHONE	PAS INSTALLATION LOCATION NAME	DUTY STATUS	EMAIL ADDRESS	GPAS	BNLTD
03-JAN-2015	RJ	RJ09F7JD				AF PERSONNEL CENTER - FOA (OL CC00)			JESA RANDOLPH				
03-JAN-2015	RJ	RJ09F7JD				AF PERSONNEL CENTER - FOA (OL CC00)			JESA RANDOLPH				
03-JAN-2015	RJ	RJ09F7JK				AF PERSONNEL CENTER - FOA (OL DPAG)			JESA RANDOLPH				
03-JAN-2015	RJ	RJ09F7JK				AF PERSONNEL CENTER - FOA (OL DPAG)			JESA RANDOLPH			YMJF448	31-MAR-2105
03-JAN-2015	RJ	RJ09FN99				AF PERSONNEL CENTER - FOA (OL DP50)			JESA RANDOLPH				
03-JAN-2015	RJ	RJ09FN99				AF PERSONNEL CENTER - FOA (OL DP50)			JESA RANDOLPH				
03-JAN-2015	RJ	RJ09FQTR				AF PERSONNEL CENTER - FOA (OL MA00)			JESA RANDOLPH				
03-JAN-2015	RJ	RJ09FQTR				AF PERSONNEL CENTER - FOA (OL MA00)			JESA RANDOLPH				
03-JAN-2015	RJ	RJ09FQW3				AF PERSONNEL CENTER - FOA (OL DP12)			JESA RANDOLPH				
03-JAN-2015	RJ	RJ09F9L7				AIR EDUC AND TRNG COMMAND (OL A2A3)			JESA RANDOLPH				
03-JAN-2015	RJ	RJ09F9L7				AIR EDUC AND TRNG COMMAND (OL A2A3)			JESA RANDOLPH				
03-JAN-2015	RJ	RJ09FG20				AF RECRUITING SERVICE			COLLEGE STATION				
03-JAN-2015	RJ	RJ09FG20				AF RECRUITING SERVICE			COLLEGE STATION				
03-JAN-2015	RJ	RJ09FG7L				AF ROTC SW REGION (DET 805)			COLLEGE STATION				
03-JAN-2015	RJ	RJ09FG7L				AF ROTC SW REGION (DET 805)			COLLEGE STATION				
03-JAN-2015	RJ	RJ09FM62				560 FLYING TRAINING SQUADRON			JESA RANDOLPH				
03-JAN-2015	RJ	RJ09FM62				560 FLYING TRAINING SQUADRON			JESA RANDOLPH				
03-JAN-2015	RJ	RJ09FC1T				AF FLT STD AGENCY - FOA (OL ICM)			JESA RANDOLPH				
03-JAN-2015	RJ	RJ09FC1T				AF FLT STD AGENCY - FOA (OL ICM)			JESA RANDOLPH				
03-JAN-2015	RJ	RJ09FCJC				SPACE-MISSILE SYS CENTER (OL S)			L B JOHNSON SP CN				
03-JAN-2015	RJ	RJ09FCJC				SPACE-MISSILE SYS CENTER (OL S)			L B JOHNSON SP CN				

10. Use the MPS roster to track and manage the unit responses.

RUNNING REPORTS BY PAS

11. Once you run the MPS listing, you can run individual reports by PAS code (if desired). Click the "Clear" button, if necessary, to remove any previously used filters.

Force Support Listings

RAW Home

Rosters

Hello [redacted]

Your access level is: Military Personnel Squadron (MPS)

Roster Definitions updated: 19FEB2015 16:03:33

Base Roster on:

- ☒ Current or Projected Data
- ☐ Current Data
- ☐ Accounting Data

UNIT (PAS Code): [text box]

Note: UNIT (PAS Code) ignores all other parameters and uses all records for that UNIT.

Clear

Roster Type: (CSB_BONUS) Career Status Bonus Report

Generate Roster

12. Enter the desired PAS code into the “UNIT (PAS Code)” block.

Force Support Listings

RAW Home Rosters

Hello [redacted]
Your access level is: Military Personnel Squadron (MPS).

Roster Definitions updated: 19FEB2015 16:03:33

Base Roster on:
☒ Current or Projected Data
☐ Current Data
☐ Accounting Data

UNIT (PAS Code): RJ0JF3MQ
Note: UNIT (PAS Code) ignores all other parameters and gives all records for that UNIT.

Clear

Roster Type: (CSB_BONUS) Career Status Bonus Report

Generate Roster

13. Click the “Generate Roster” button.

Force Support Listings

RAW Home Rosters

Hello [redacted]
Your access level is: Military Personnel Squadron (MPS).

Roster Definitions updated: 19FEB2015 16:03:33

Base Roster on:
☒ Current or Projected Data
☐ Current Data
☐ Accounting Data

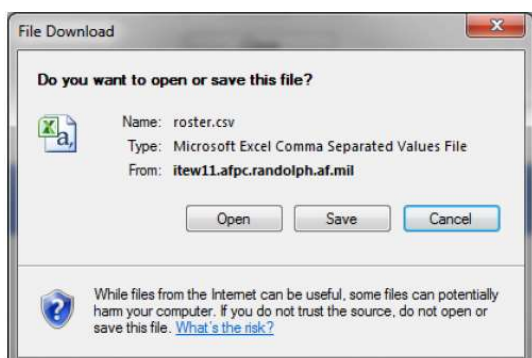
UNIT (PAS Code): RJ0JF3MQ
Note: UNIT (PAS Code) ignores all other parameters and gives all records for that UNIT.

Clear

Roster Type: (CSB_BONUS) Career Status Bonus Report

Generate Roster

14. The File Download pop-up box appears. You can save or open the file, as desired.



15. Select the “Open” button to view the roster.

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Career Status Bonus Report

Records selected where (Current_MPS="RJ" or Projected_MPS="RJ") (Current_PASCode="RJ0JF3MQ" or Projected_PASCode="RJ0JF3MQ").

SSN	GRADE	FULL NAME	DATE EMAIL SENT	MPF	CURR PAS	MILPDS UNIT	OFFICE SYMBOL	OFFICE PHONE	MILPDS BASE ASSIGNED	DUTY STATUS	EMAIL ADDRESS	PROJECTED ASGN PAS	INLTD	RECORD STATUS
			2/4/2015	RJ		RJ0JF3MQ	OL CCCC AIR EDUC AND TRNG CM FF3MQ0		JBSA RANDOLPH AFB	20 30-TDY CONTINGENCY/ROTATIONAL/EXERCISE				10

16. Send this listing to the unit to use to contact the affected members.

Section B-6: Procedures When Individuals were Never Notified of CSB Opportunity

1. If an Airman contacts the MPS and indicates he/she was never notified of the CSB opportunity, the MPS reviews the Airman's record and determines if the member is eligible for notification. See [Section A-1](#) for eligibility.
2. If the Airman was eligible for notification, the MPS reviews Airman's Total Active Federal Military Service Date (TAFMSD).
 - a. If the TAFMSD is 1 August 2000 or later, the MPS sends an email to AFPC/DP1TSR at afpc.dptot.1@us.af.mil or AFPC/DP2STM at afpc.dp2stm.retsepbranch@us.af.mil and requests that the Airman's name be added to the next notification list. The Airman receives the CSB notification through the myPers messaging process within 30 days.
 - b. If the TAFMSD is prior to 1 August 2000, the Airman should have been notified through the previous process via email. The MPS prepares the notification memorandum below and has the Airman sign the form immediately. The MPS then scans and emails the completed memorandum to AFPC/DP1TSR at afpc.dptot.1@us.af.mil for update and filing in the Airman's record.

NOTE: Unless authorized by AFPC, the manual notification memorandum is only used as described above. In rare instances, AFPC may authorize the use of a hardcopy memorandum for members with a TAFMSD of 1 August 2000 or later when all efforts have been exhausted to use the on-line notification process.

3. Upon receipt of a manual notification memorandum, AFPC/DP1TSR updates the Airman's acknowledgement in MilPDS using the procedures outlined in [Section D-2](#) and sends the memorandum to ARMS for filing.
4. When using email to send Privacy Act or Personally Identifying Information (PII), authors must review [AFI 33-332](#), *Privacy Act Program*, Chapter 7, in particular paragraph 7.3, Sending Personal Information over Electronic Mail, and Chapter 12, Disclosing Records to Third Parties. Take appropriate action to protect this information prior to forwarding by email.

Sample CSB Notification Memorandum for Members with a TAFMSD before 1 August 2000 or When Authorized by AFPC

FROM: MPS/CSB Representative

SUBJECT: Mandatory Notification of Career Status Bonus Program – YOU MUST RESPOND NLT ___

TO: GRADE, NAME, SSN

1. Based on the date you initially entered military service, you are currently under the retirement pay plan commonly known as REDUX. Under that plan, you have the option of electing a \$30,000 Career Status Bonus (CSB) and reverting to the High-3/40 percent retirement pay plan. If you choose not to take the CSB, you will remain under the High-3/50 percent retirement pay plan.
2. REDUX includes a reduction in the multiplier used to calculate your retired pay which is readjusted when you reach age 62. REDUX also includes a one percent reduction in annual cost-of-living adjustments (COLAs); however, the COLA rate is adjusted when you reach age 62.
3. Electing the CSB requires you to serve continuously on active duty for at least 20 years; however, electing the bonus does not guarantee that you will be allowed to remain on active duty to reach the required years of service. If you take the CSB and separate prior to that, you may be required to repay the unearned portion of the bonus. You may also be required to repay the unearned portion of the bonus if you transfer to another component/branch of service and have a break in service or do not remain on continuous active duty.
4. If you elect the CSB, you have a choice of payment options:
 - a. One payment of \$30,000
 - b. Two annual installments of \$15,000 each
 - c. Three annual installments of \$10,000 each
 - d. Four annual installments of \$7,500 each
 - e. Five annual installments of \$6,000 each
5. Because of the impact on your retirement pay, you are encouraged to seek financial counseling, prior to making your decision. Counseling is available at the Airman & Family Readiness Center. You may also contact your personal financial advisor. Additionally, the websites below have up-to-date information on the CSB program:
 - **[DoD Career Status Bonus Web Site](#)**
 - **[Defense Finance and Accounting Service Web Site](#)**
6. **You MUST complete the following steps whether or not you choose to take the CSB.**
 - a. **Complete the endorsement below.** By completing this, you are acknowledging that you were advised of your option to elect CSB, if eligible, and advised of the tools available to use in reaching your election decision.
 - b. Print a copy of the memorandum for future reference.
 - c. Review the DoD and DFAS websites on CSB. We highly recommend you seek counseling regarding the CSB and how you could be affected. Your decision will directly affect your retired pay, so please review all resources available before making your election.

7. If you would like to elect the CSB, you must:
- Complete Section I of the DD Form 2839, Career Status Bonus (CSB) Election, and take it to your commander/civilian leader for review.
 - Your commander/civilian leader will review your record, make a determination of your eligibility for the CSB and complete Section II of the form. Normally, you will only be denied CSB election if you are facing action that might prevent you from completing 20 years of active service.
 - If your commander/civilian leader determines that you are not eligible to make an election, he or she will counsel you on the reason why and you will be required to document your understanding by completing Section III of the DD Form 2839, which must be signed in front of a witness. Your commander/civilian leader will send this form to your MPS for inclusion in your personnel record. If your commander/civilian leader later revises your eligibility, you may make your election at that time. Please contact your MPS for assistance if this occurs.
 - If your commander/civilian leader determines that you are eligible, you will make your CSB election by completing Section IV of the form, which must be signed in front of a witness. Take the completed DD Form 2839 to your MPS for submission no earlier than 30 days prior to and no later than your election suspense date (see item g below).
 - Keep a copy of your DD Form 2839 for your records.
 - If you elect the CSB prior to reaching 15 years of active military service, the CSB becomes effective the date you reach 15 years of service. If you elect the CSB after reaching 15 years of active service, the CSB is effective the day you sign the DD Form 2839. Your MPS will submit your election form to the Air Force Personnel Center and the Defense Finance and Accounting Service (DFAS) through the Case Management System within 3 days of the election effective date. DFAS typically issues payment within a few weeks of the submission.
 - You must complete your CSB election no later than the date you reach 15 years TAFMS or six months from this notification, whichever is later.** If you fail to submit your CSB election by that date, your record will reflect a non-response and you will **automatically and irrevocably** remain in the High-3/50 percent retirement pay plan.

8. If you have questions on the CSB program, please visit myPers or contact the myPers - Total Force Service Center.

//signed//
MPS Technician

1st Ind, _____
(GRADE, NAME)

I have read the above information and I acknowledge notification of my opportunity to elect the Career Status Bonus (CSB). I understand my responsibility for initiating the election by the suspense date in item 7g above. I further understand that if I fail to submit a CSB election by that date, I will automatically and irrevocably remain in the High-3/50% retirement pay plan.

Date

Member's Signature

Section B-7: AFPC Follow-up Actions

Airmen failing to acknowledge the CSB notification could lose valuable entitlements; therefore, it is vital that all Airmen are notified of the CSB opportunity. As such, unit commanders/civilian leaders must ensure Airmen complete the notification by the MPS-established suspense by accessing the link provided in the instruction email. The MPS works with the unit commanders/civilian leaders to ensure all notifications are made and advises AFPC of the reason for any delays.

Timeline for Follow-up Actions

1. AFPC/DP2STM identifies all overdue acknowledgements, posts the overdue listings on the RAW module, and provides a copy to AFPC/DP1TSR for follow-up action. See [Section B-3](#) for instructions. AFPC/DP1TSR monitors responses from the MPS to ensure corrective action is completed.
2. For Airmen whose acknowledgements are 30 days overdue, AFPC/DP1TSR contacts the MPS Chiefs or Superintendents to ensure the acknowledgements are completed and monitors for accomplishment.
3. For Airmen whose acknowledgements are 60 days overdue, AFPC/DP1TSR contacts the unit commanders/civilian leaders directly to ensure the acknowledgements are completed and monitors for accomplishment. AFPC/DP1TSR notifies the MPS Chief or Superintendent of the overdue status.
4. For Airmen whose acknowledgements are 90 or more days overdue, AFPC/DP1TSR contacts the Airmen directly to ensure the acknowledgements are completed and monitors for accomplishment. AFPC/DP1TSR notifies the MPS Chief and the unit commander/civilian leader of the overdue status.
5. When necessary, AFPC/DP1TSR elevates a situation to AFPC/DP2STM or DP3ST for assistance. Tier 2 or Tier 3 contacts the Group or Wing Commander, or MAJCOM/A1, for assistance.

Table B-7: Step-by-Step Procedures for Follow-up Actions by AFPC

STEP	ACTION OWNER	NARRATIVE
1	AFPC/DP2STM	Identify Airmen Not Completing Acknowledgement. Following the established suspense (and weekly thereafter), runs analytic report to identify any missing acknowledgments. Provides report to AFPC/DP1TSR.
2	AFPC/DP1TSR	Track for Response. Monitor responses from MPS to ensure corrective action is taken.
3	AFPC/DP1TSR	Contact MPS on Missing Acknowledgements. Contact the

		MPS Chief/Superintendent when acknowledgements are 30 days overdue. Track to ensure Airmen receive proper notification.
4	AFPC/DP1TSR	<i>Receive Updates to Overdue Listing.</i> Receive updated rosters to ensure MPS responses are accurate and acknowledgements are accomplished.
5	AFPC/DP1TSR	<i>Contact Commanders/Civil Leaders on Missing Acknowledgements.</i> Contact the unit commander/civilian leader when acknowledgements are 60 days overdue. Track to ensure Airmen receive proper notification.
6	AFPC/DP1TSR	<i>Receive Updates to Overdue Listing.</i> Receive updated rosters to ensure MPS responses are accurate and acknowledgements are accomplished.
7	AFPC/DP1TSR	<i>Contact Airmen on Missing Acknowledgements.</i> Contacts Airmen directly when acknowledgements are 90 days overdue. Track to ensure Airmen complete the acknowledgements.
8	AFPC/DP2STM	<i>Have all Airmen Completed Acknowledgement?</i> If YES, see Section D-1 and Section D-2 for procedures to update acknowledgement dates in MilPDS. If NO, go to step 1.

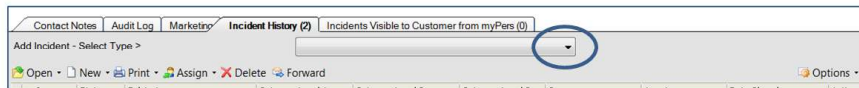
Removing an Airman's Name from the Automated Mailings

In certain circumstances, such as long-term confinement, when the Airman acknowledged the notification and the system did not register completion, or when circumstances require an Airman to complete a hard-copy notification memorandum, AFPC/DP2STM will remove an individual from the myPers messaging by creating an incident in RNT. To create the incident:

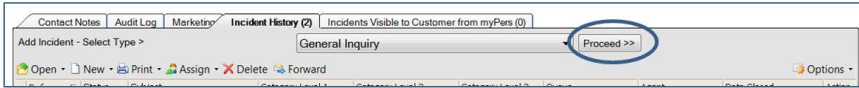
1. Perform a Quick Search to locate the Airman's record. Enter the Airman's SSAN and click the "Search" button

The screenshot shows a 'Quick Search' window with a dropdown menu set to 'Member Quick Search (100161)'. Below the dropdown are input fields for 'Last Name', 'First Name', 'Email', 'SSAN' (containing '123456789'), 'SSAN Last 5', and 'EDIPI/DODI'. At the bottom, there are 'Search' and 'Clear' buttons. The 'Search' button is circled in blue.

- Click on the dropdown arrow on the Incident History tab (Add Incident – Select Type).



- Select the option for “General Inquiry” and click on the “Proceed” button.

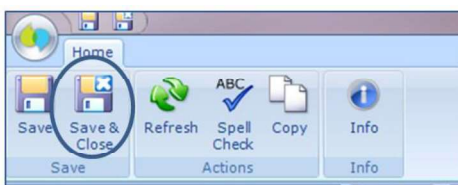


- RNT creates an incident.

- Enter a Private Note in the Communication Thread.** Update the following fields to:

Subject: CSB Override
 Member: Active Duty AF (Enlisted or Officer)
 Category: Retirement/Counseling
 Queue: DP2 M-Retirements
 Status: Closed

- Click the “Save & Close” button and the incident will close.



Section C: Submission of a CSB Election

GENERAL INFORMATION

1. Following acknowledgement of the CSB election opportunity, Airmen are encouraged to seek financial counseling through their personal financial advisors or the Airman & Family Readiness Center, as well as review the retirement information relating to CSB available on the [DoD website](#).
2. By accepting the CSB, Airmen agree to remain on continuous active duty until attaining at least 20 years of active service and retire under the REDUX retirement plan. If the Airman is discharged or separated prior to attaining 20 years of active service, the Defense Finance and Accounting Service (DFAS) may recoup any unearned portion of the bonus. Recoupment action is outlined in the DoD Financial Management Regulation 7000.14R, Volume 7A, Chapter 66.
3. Election of the CSB becomes irrevocable on the date the election is effective. If an Airman elects the CSB and completes the [DD Form 2839, Career Status Bonus \(CSB\) Election](#), prior to reaching 15 years of active military service, the CSB is effective the date the Airman reaches 15 years of service. If the Airman was notified late and completes the election form after reaching 15 years of active service, the CSB is effective the date the Airman signs the DD Form 2839, item 12.

SUBMISSION PROCEDURES

4. To elect the CSB, the Airman must submit a completed DD Form 2839 to the MPS by the suspense date established in the CSB Notification Process. **The election must be made no later than the date he or she reaches 15 years TAFMS or 6 months after acknowledging the CSB election opportunity, whichever is later.** See [Section C-1](#) for information on completing the CSB election.
5. Unit commanders/Civilian Leaders must determine and document eligibility for the CSB on the DD Form 2839 before the Airman makes an actual election. See [Section C-2](#) for information on completing the eligibility review.
6. Upon receipt of a completed DD Form 2839, the MPS performs an eligibility review and identifies any issues to the unit commander/civilian leader. The MPS reviews all completed elections and submits them to AFPC for processing through the Case Management System (CMS). See [Section C-3](#) for information on processing CSB elections.
7. AFPC/DP1TSR reviews all CMS cases on CSB, performs an eligibility review on the applicant, identifies any issues to the MPS, and processes the requests accordingly. See [Section C-4](#) for information on processing CSB elections.
8. Following submission of the CMS case, DFAS issues payment of the bonus to the Airman. If the Airman elects payment of the bonus in installments, the initial payment is made during

processing of the CMS case. Future installments are made during the month of January of each subsequent year.

RESPONSIBILITIES:

AIRMEN:

- If desired, receive financial counseling through a personal financial advisor or at the Airman & Family Readiness Center (A&FRC). This is not a mandatory briefing, but highly recommended. Review information on the [DoD website](#)
- If the Career Status Bonus is desired, complete DD Form 2839. Obtain unit commander's/civilian leader's coordination and return to the MPS **no earlier than 30 days prior to and no later than the established suspense**
- Notify MPS if decision changes prior to the election effective date (see paragraph 3 above)
- If unit commander/civilian leader determines Airman is ineligible and the circumstances later change, immediately initiate new DD Form 2839 and present to unit commander/civilian leader if CSB is desired
- If deployed to a tax-free zone during the month the CSB is effective, provide documentation (TDY order and voucher) to MPS when submitting the DD Form 2839

UNIT COMMANDER/CIVILIAN LEADER:

- Ensure Airman obtains adequate financial counseling, if desired
- If an Airman initiates DD Form 2839, review the Airman's record in the Automated Records Management System (ARMS), Commander's Management Roster (CMR), Unfavorable Information File (UIF), and other appropriate sources, and determine if the Airman is eligible for CSB election (e.g., able to complete 20 years of active service)
- Complete Section II of DD Form 2839
- Advise Airman of ineligibility factors, if applicable. Have Airman and a witness complete Section III of the DD Form 2839 to acknowledge ineligibility. Ensure completed form is sent to MPS for review and processing
- If Airman is eligible and electing CSB, have Airman and a witness complete Section IV of DD Form 2839 and provide the completed form to the MPS no later than the established suspense (6 months from CSB acknowledgement or the date the Airman reaches 15 years TAFMS, whichever is later)

MILITARY PERSONNEL SECTION (MPS):

- Ensure Airmen making election are eligible as outlined in [PSDM 15-07](#) and [Section A-1](#)
- Ensure completed DD Forms 2839 are correct. Use the DD Form 2839 Review Checklist at [Section C-4](#) to ensure accuracy. Correct administrative errors as necessary
- Suspense DD Forms 2839 initiated by the Airman and submit CMS case to AFPC within three duty days of election effective date
- If unit commander/civilian leader determines the Airman is ineligible for CSB, ensure completed DD Form 2839 is forwarded to AFPC/DP1TSR using CMS for filing in ARMS
- Notify AFPC using CMS if the Airman does not receive payment within 60 days of the election effective date

- Advise Airmen who do not comply with the parameters of this program and wish to elect CSB to submit a request for consideration using the DD Form 149, *Application for Correction of Military Record Under the Provisions of Title 10, U.S. Code, Section 1552*

AIRMAN AND FAMILY READINESS CENTER (A&FRC):

- Provide guidance to the service member enabling a well-informed selection
- Provide assistance to assess financial wellness, goals and identify options for managing funds

AIR FORCE PERSONNEL CENTER (AFPC/DP3ST):

- Implement CSB in accordance with all DoD and Air Force policies and directives
- Publish guidance to provide CSB processing procedures and outline responsibilities between the commander/civilian leader and the MPS
- Review and provide advisories to the Air Force Board for Correction of Military Records when Airmen submit requests for CSB consideration using the DD Form 149

AIR FORCE PERSONNEL CENTER MILITARY RETIREMENTS SECTION-CSB PROCESSING (AFPC/DP1TSR):

- Ensure Airmen making election are eligible as outlined in [PSDM 15-07](#) and [Section A-1](#)
- Review any submitted DD Forms 2893 for completeness. Ensure corrective action is taken as necessary
- Review CMS cases for accuracy. Coordinate payment issues with MPS and DFAS when necessary. Annotate in CMS case the “Service dates are verified. Please issue payment.”
- Update the election data in MilPDS
- Coordinate payment issues with MPS and DFAS when necessary
- If required, contact DFAS if any payment issue occurs and follow up until resolved
- Forward DD Forms 2839 to ARMS for inclusion in master record

AIR FORCE PERSONNEL CENTER AIRMAN AND FAMILY SUSTAINMENT BRANCH (AFPC/DPFFF):

- Provide guidance to Airman & Family Readiness Center (A&FRC) Community Readiness Consultants (CRC) on personal financial options related to CSB/REDUX. A&FRC financial assessment and consultation are upon service member’s request

Table C: Step-by-Step Procedures for Preparing and Submitting DD Form 2839

STEP	ACTION OWNER	NARRATIVE
1	Airman	<i>Review CSB resources.</i> Review the DoD website on CSB . Seek financial counseling if desired. Contact the Airman & Family Readiness Center (A&FRC) or personal financial advisor for assistance before making CSB election.
2	Airman	<i>Initiate DD Form 2839.</i> Initiate a DD Form 2839, Career Status Bonus (CSB) Election, if electing the CSB. Complete Section I, items 1-6 and forward to the

		commander/civilian leader for an eligibility determination.
3	Commander/Civilian Leader	Determine Eligibility. Review Automated Records Management System (ARMS), unfavorable information file (UIF), Commander's Management Roster (CMR), and other appropriate sources to determine if circumstances exist which may prevent the Airman from continuing on active duty to a minimum of 20 years of service. If not eligible, GO TO STEP 4. If eligible, GO TO STEP 16.
4	Commander/Civilian Leader	Annotate Ineligibility. Complete Section II of the DD Form 2839. Mark block labeled "Not eligible to elect the Career Status Bonus." Include explanation of ineligibility factor(s) in item 7 and sign/date items 8 and 9.
5	Commander/Civilian Leader	Brief Airman. Brief Airman on ineligibility factors and the opportunity to make a CSB election if the disqualifying factors change. Instruct the Airman to complete Section III of the DD Form 2839 with witness. Resolve any questions with the Airman.
6	Airman	Acknowledge Ineligibility. Complete item 10 of the DD Form 2839. Have witness complete/sign item 11.
7	Airman	Return Form. Return completed form to commander/civilian leader.
8	Commander/Civilian Leader	Forward. Ensure the completed DD Form 2839 is forwarded to MPS for review and processing.
9	MPS	Review and Forward Form. Use the DD Form 2839 Review Checklist to ensure DD Form 2839 is completed correctly and contact commander/civilian leader or Airman if corrections are required. Send completed form to AFPC/DP1TSR immediately through the CMS.
10	AFPC/DP1TSR	Is DD Form 2839 on Ineligible Airman Attached to CMS Case? Review CMS case and confirm DD Form 2839 is attached. If yes, GO TO STEP 11. If no, GO TO STEP 12.
11	AFPC/DP1TSR	If DD Form 2839 accurate and complete? Use the DD Form 2839 Review Checklist to ensure the DD Form 2839 is accurate. If yes, GO TO STEP 13. If no, GO TO STEP 12.
12	AFPC/DP1TSR	Return case. Return case for completed/corrected form to MPS using CMS to obtain/correct DD Form 2839. GO TO STEP 9.
13	AFPC/DP1TSR	Print copy of DD Form 2839. Print copy of the completed DD Form 2839. Close CMS case.
14	AFPC/DP1TSR	Update MilPDS. Update MilPDS with the Airman's ineligibility using the procedures in Section D-3.
15	AFPC/DP1TSR	File. Send DD Form 2839 to ARMS for filing. Process ends for ineligible Airmen.
16	Commander/Civilian Leader	Document Eligibility. Complete Section II of DD Form 2839. Mark block labeled "Eligible to elect the Career

		Status Bonus” and sign/date items 8 and 9.
17	Commander/Civilian Leader	<i>Brief Airman.</i> Brief Airman on eligibility. Ensure the Airman has reviewed CSB documentation at DoD CSB website and sought appropriate financial counseling, as desired. Instruct the Airman to complete Section IV of the DD Form 2839 with witness. Resolve any questions with the Airman.
18	Airman	<i>Complete the Election.</i> Acknowledge eligibility and make election. Complete Section IV, item 12 of DD Form 2839. Have witness complete/sign item 13. NOTE: The election must be made no later than the date Airman reaches 15 years TAFMS or 6 months after acknowledging the CSB election opportunity, whichever is later.
19	Airman	<i>Submit.</i> Submit the completed DD Form 2839 to MPS no earlier than 30 days prior to and no later than the election suspense date.
20	MPS	<i>Ensure Eligibility of Airman.</i> Review Airman’s record for any ineligibility factors outlined in Section A-1 and PSDM 15-07 . Return DD Form 2839 to unit commander/civilian leader and notify of ineligibility condition found. If eligible, GO TO STEP 21 . If ineligible, GO TO STEP 3 .
21	MPS	<i>Review DD Form 2839/CMS Case.</i> Use CSB DD Form 2839 Review Checklist in Section C-3 to ensure DD Form 2839 is complete and accurate. Correct as necessary.
22	MPS	<i>Endorse DD Form 2839.</i> Complete Section VI of the form.
23	MPS	<i>Create CMS case.</i> Attach the DD Form 2839 to a CMS case and submit to AFPC/DPITSR. (See Section C-3 for procedures on creating a CSM case.) Submit CMS for Airmen electing CSB within THREE DUTY DAYS of the election effective date for payment authorization. NOTE: If the Airman is claiming tax-exemption, include a copy of the Contingency, Exercise and Deployment (CED) orders and latest travel voucher for verification of service in the combat zone.
24	AFPC/DPITSR	<i>Review CMS Case.</i> Review CMS case and confirm DD Form 2839 is attached. If yes, GO TO STEP 25 . If no, GO TO STEP 26 .
25	AFPC/DPITSR	<i>Is DD Form 2839 accurate and complete?</i> If yes, GO TO STEP 27 . If no, GO TO STEP 26 .
26	AFPC/DPITSR	<i>Return case.</i> Return case to MPS using CMS to obtain/correct DD Form 2839 or identify ineligibility factor. GO TO STEP 21 .
27	AFPC/DPITSR	<i>Ensure Eligibility of Airman.</i> Review Airman’s record for any ineligibility factors outlined in Section A-1 and PSDM 15-07 . Return DD Form 2839 to the MPS and notify of ineligibility condition found. If eligible, GO TO STEP 28 .

		If ineligible, <i>GO TO STEP 26.</i>
28	AFCP/DP1TSR	<i>Process CMS case.</i> Print DD Form 2839 for filing in ARMS. Annotate the CMS case “Service dates are verified. Please issue payment” and submit to DFAS for payment authorization within three duty days of receipt.
29	AFPC/DP1TSR	<i>Update MilPDS.</i> Update MilPDS with the Airman’s election using the procedures in Section D-3 .
30	AFPC/DP1TSR	<i>File.</i> Send DD Form 2839 to ARMS for filing. <i>Process ends for Airmen electing CSB.</i>

Section C-1: Member's Actions for Submitting a CSB Election

1. Airmen interested in electing the CSB should receive financial counseling and research the effects the CSB has on retirement before making the election. Following this research, if an Airman wants to elect the CSB, he or she completes Section I of the DD Form 2839.

NOTE 1: Item 5 is the Airman's Total Active Federal Military service Date (TAFMSD).

NOTE 2: Item 6 is the date the Airman acknowledged the CSB opportunity.

CAREER STATUS BONUS (CSB) ELECTION (Read instructions before completing form.)		
PRIVACY ACT STATEMENT		
AUTHORITY: 37 U.S.C. Section 354; 10 U.S.C. Section 1409; DoD Financial Management Regulation, Volume 7A, Chapter 66; and E.O. 9397 (SSN).		
PRINCIPAL PURPOSE(S): To record a member's eligibility and election to receive or not receive the Career Status Bonus with reduced retired pay (REDUX) and to adjust such retired pay according to the member's election.		
ROUTINE USE(S): To the Internal Revenue Service to report taxable earnings and taxes withheld, accounting, and tax audits, and to compute or resolve tax liability or tax levies; to the National Finance Center, Office of Thrift Savings Plan, for participating service members.		
DISCLOSURE: Voluntary; however, failure to provide the requested information by the time instructed by the member's branch of Service could result in an irrevocable determination affecting the amount of retired pay the individual may later qualify to receive and disqualification for electing the Career Status Bonus.		
SECTION I - PERSONAL IDENTIFICATION (To be completed by Service Officials)		
1. NAME (Last, First, Middle Initial) DOE, JOHN A	2. SSN 123-45-6789	3. RANK/PAY GRADE/BRANCH OF SERVICE TSGT/E-6/USAF
4. DIEMS (YYYYMMDD) 20000610	5. DATE FOR DETERMINATION OF ACTIVE DUTY SERVICE COMPLETED (YYYYMMDD) 20000820	6. DATE OF NOTIFICATION (YYYYMMDD) 20150205

2. The Airman can locate his or her DIEMS and TAFMSD by accessing the Service Dates section of the virtual MPF. If necessary, the Airman may contact the MPS to determine these dates, as well as the acknowledgement date for Item 6.

3. Upon completion, the Airman presents the DD Form 2839 to the unit commander/civilian leader for an eligibility determination. See [Section C-2](#) for the actions required by the unit commander/civilian leader.

4. If the commander/civilian leader finds the Airman ineligible to elect the CSB (see [Section C-2](#)), the commander/civilian leader ensures the Airman and a witness complete Section III of the DD Form 2839. The Airman completes item 10. The witness completes item 11 and signs immediately after the Airman signs.

SECTION III - NOT CURRENTLY ELIGIBLE FOR CAREER STATUS BONUS Complete this section only if you are not currently eligible to elect the Career Status Bonus and return the form as instructed by your Service.		
10. I understand that I am not eligible for the Career Status Bonus at this time and that my ineligibility does not preclude my continued service to retirement if my Service so permits. I understand that I will not receive a bonus and I remain under the High-3 retirement system. I understand that my Service will notify me if I later become eligible to elect the bonus.		
a. SIGNATURE		b. DATE SIGNED (YYYYMMDD) 20150912
11. WITNESS		
a. PRINTED NAME (Last, First, Middle Initial) SMITH, JAMES T	b. RANK/PAY GRADE MSGT/E-7	c. POSITION/DUTY TITLE FIRST SERGEANT
d. ORGANIZATION 123 UNIT	e. ORGANIZATIONAL ADDRESS 123 MAIN STREET, ANY BASE, USA	
f. SIGNATURE		g. DATE SIGNED (YYYYMMDD) 20150912

DD FORM 2839, APR 2009

PREVIOUS EDITION IS OBSOLETE.

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5. If the unit commander/civilian leader finds the Airman eligible to elect the CSB (see [Section C-2](#)), the commander/civilian leader ensures the Airman and a witness complete Section IV of the DD Form 2839. The Airman completes item 12, marking the payment method in item 12a, and signing/dating the form. The witness completes item 13 and signs the form immediately after the Airman signs.

SECTION IV - ELIGIBLE AND ELECTING TO RECEIVE THE CAREER STATUS BONUS Complete this section only if you are eligible and you desire to elect to receive the Career Status Bonus. Then return the form as instructed by your Service.		
12. I elect to receive the Career Status Bonus payment, with payments as indicated in block 12a below. I make this election upon my attainment of 15 years of active duty service and having been determined eligible for the bonus by my Service. I understand that once the election is effective it may not be revoked. My election is effective once received and accepted at the 15th year of service, or if later, the date received and determined acceptable by my Service, but no later than the date that is six months after being notified of my eligibility. I understand that if I receive the CSB in error, I must repay the full, before-tax bonus amount. I agree to remain on continuous active duty, subject to Service regulations, until I attain a minimum of 20 years of such service. If I fail to complete such service, I understand that I will be required to repay a share of the total (\$30,000) bonus payment in proportion to the amount of service I failed to complete compared to the additional service I agreed to serve. Any unpaid installments will be credited to my repayment. If I am separated prior to 20 years of service, I consent to withholding from current pay, final pay, or any other money due me to satisfy this indebtedness. I further consent to such withholding at a rate sufficient to satisfy this indebtedness no later than my separation, and understand that this could result in the withholding of 100% of any current pay, final pay, or other money due me. I further understand that if and when I do retire, it will be under the provisions of the 1986 Military Retirement Reform Act (1986 MRRA, known as REDUX), and that my future retired pay, if based on length of service, will be reduced under such provisions in the form of a reduced multiplier before age 62 and annual Cost-of-Living Adjustments (COLAs) that are 1 percentage point less than I would otherwise receive both before and after age 62, but with a one-time catch-up COLA adjustment at age 62. I have received the Fact Sheet of Information for Eligible Career Status Bonus Members, explaining the details and effects of making this election.		
a. I ELECT TO RECEIVE THE CAREER STATUS BONUS AS FOLLOWS (X the desired option):		
<input checked="" type="checkbox"/> (1) A SINGLE LUMP SUM PAYMENT OF \$30,000 <input type="checkbox"/> (2) TWO ANNUAL PAYMENTS OF \$15,000 <input type="checkbox"/> (3) THREE ANNUAL PAYMENTS OF \$10,000	<input type="checkbox"/> (4) FOUR ANNUAL PAYMENTS OF \$7,500 <input type="checkbox"/> (5) FIVE ANNUAL PAYMENTS OF \$6,000	
NOTE: When multiple payments are to be made, the second and later payments are made in January of each succeeding year.		
b. SIGNATURE		c. DATE SIGNED (YYYYMMDD) 20150912
13. WITNESS		
a. PRINTED NAME (Last, First, Middle Initial) SMITH, JAMES T	b. RANK/PAY GRADE MSGT/E-7	c. POSITION/DUTY TITLE FIRST SERGEANT
d. ORGANIZATION 123 UNIT	e. ORGANIZATIONAL ADDRESS 123 MAIN STREET, ANY BASE USA	
f. SIGNATURE		g. DATE SIGNED (YYYYMMDD) 20150912

6. REMINDER: To elect the CSB, the Airman must make an election and complete the DD Form 2839, section IV, **NO LATER THAN** the date he or she reaches 15 years TAFMS or 6 months after acknowledging the CSB election opportunity, whichever is later.

Section C-2: Commander's / Civilian Leader's Actions When Reviewing a CSB Election Request

1. When Airmen are interested in electing the CSB, the unit commander/civilian leader should recommend the Airmen receive financial counseling and research the effects the CSB has on retirement before making an election. Airmen may contact their personal financial advisors or contact the Airman & Family Readiness Center for assistance.
2. If an Airman wants to elect the CSB, he or she completes Section I of the DD Form 2839 and presents it to the unit commander/civilian leader. The unit commander/civilian leader reviews all available data, including Automated Records Management System (ARMS), Commander's Management Roster (CMR), Unfavorable Information File (UIF), and other appropriate sources to determine if circumstances exist which may prevent the Airman from continuing on active duty to a minimum of 20 years of service.
3. If, at the time of CSB election, adverse action or evaluation under MEB/PEB is pending that may impact an Airman's ability to remain on active duty to complete 20 years of active service, the unit commander/civilian leader must suspend election of the CSB by making the Airman ineligible for CSB election until the action/evaluation is completed. (Follow steps below for completing the form.) If the situation is resolved and/or the Airman is returned to duty following MEB/PEB, the Airman may submit a new DD Form 2839 at that time.
4. If the unit commander/civilian leader finds the Airman ineligible to elect the CSB, the unit commander/civilian leader:
 - Indicates ineligibility in Section II and states the reason why
 - Dates and signs the form
 - Counsels the Airman on the ineligibility
 - Ensures the Airman and a witness complete Section III of the form
 - Ensures the completed DD Form 2839 is sent to the MPS for review and processing.

See [Section C-1](#) for more information on completing the DD Form 2839.

SECTION II - DETERMINATION OF ELIGIBILITY <i>(To be completed by Service Officials)</i>		
7. You may be eligible to elect a Career Status Bonus (CSB). To be eligible, you must: (1) Be on active duty, (2) Complete 15 years of active duty service, (3) Have a DIEMS of August 1, 1986 or later, and (4) Qualify under Service regulations for retention to 20 years of active duty service. Service records indicate that you are currently: <div style="display: flex; align-items: center;"> <input type="checkbox"/> Eligible to elect the Career Status Bonus. <input checked="" type="checkbox"/> Not eligible to elect the Career Status Bonus. </div>		
REASON NOT ELIGIBLE: Pending evaluation under the Medical Evaluation Board/Physical Evaluation Board process.		
8. DATE OF DETERMINATION <small>(YYYYMMDD)</small> 20150915	9. SERVICE AUTHENTICATING REPRESENTATIVE <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> a. PRINTED NAME <small>(Last, First, Middle Initial)</small> LAST NAME, FIRST NAME MI, GRADE </div> <div style="width: 35%;"> b. SIGNATURE </div> </div>	

5. If the Airman elects the CSB and later becomes ineligible before the election effective date, the unit commander/civilian leader ensures a new DD Form 2839 is completed and immediately presented to the MPS.

6. If the unit commander/civilian leader finds the Airman eligible to elect the CSB, the unit commander/civilian leader:

- Indicates the eligibility in Section II
- Dates and signs the form. (NOTE: This date must be on the same as or after the date in item 6)
- Ensures the Airman and a witness complete Section IV of the form
- Reminds the Airman to present the completed form to the MPS by the established suspense

See [Section C-1](#) for more information on completing the DD Form 2839.

SECTION II - DETERMINATION OF ELIGIBILITY (To be completed by Service Officials)		
7. You may be eligible to elect a Career Status Bonus (CSB). To be eligible, you must: (1) Be on active duty, (2) Complete 15 years of active duty service, (3) Have a DIEMS of August 1, 1986 or later, and (4) Qualify under Service regulations for retention to 20 years of active duty service. Service records indicate that you are currently:		
<input checked="checked" type="checkbox"/> Eligible to elect the Career Status Bonus.		
<input type="checkbox"/> Not eligible to elect the Career Status Bonus.		
REASON NOT ELIGIBLE:		
8. DATE OF DETERMINATION (YYYYMMDD)	9. SERVICE AUTHENTICATING REPRESENTATIVE	
20150915	a. PRINTED NAME (Last, First, Middle Initial) LAST NAME, FIRST NAME MI, GRADE	b. SIGNATURE

7. **REMINDER:** To elect the CSB, the Airman must make an election and complete the DD Form 2839, section IV, **NO LATER THAN** the date he or she reaches 15 years TAFMS or 6 months after acknowledging the CSB election opportunity, whichever is later.

Section C-3: MPS Actions When Processing a CSB Election Request

1. Upon receipt of a completed DD Form 2839, the MPS reviews item 7. If the unit commander/civilian leader determines the Airman is ineligible to elect the CSB, review the DD Form 2839 using the DD Form 2839 Review Checklist in [Section C-4](#). If necessary, the MPS representative corrects administrative errors or returns the form for correction. The MPS sends the completed form to AFPC through the CMS within 10 days of receipt. See item 8 below on how to create a CMS case.
2. If the commander/civilian leader determines the Airman is eligible to elect the CSB (see [Section C-2](#)), the MPS representative reviews all available data to determine if circumstances exist which may prevent the Airman from continuing on active duty to a minimum of 20 years of service. If an ineligibility factor exists, return DD Form 2839 to the unit and ensure a revised DD Form 2839 identifying the ineligibility factor is completed and sent to AFPC for processing and filing in the Airman's permanent record. The MPS sends the completed form to AFPC through the CMS within 10 days of receipt. See procedures in item 8 on how to create a CMS case.
3. If the MPS representative validates CSB eligibility, the MPS representative reviews the DD Form 2839 to ensure accuracy, using the DD Form 2839 Review Checklist at [Section C-4](#). If necessary, the MPS representative corrects administrative errors, or returns the form to the unit for correction. Upon receipt of a correct DD Form 2839, the MPS representative completes Section VI.

SECTION VI - SERVICE RECORDING OF ELECTION <small>(To be completed by Service Officials after member makes an election to receive the bonus)</small>			
16. CSB ELECTION EFFECTIVE DATE (YYYYMMDD) 20151031			
17. RECORDING OFFICIAL			
a. PRINTED NAME (Last, First, Middle Initial) SMITH, JANE D	b. RANK/PAY GRADE TSgt/E-6	c. POSITION/DUTY TITLE MPS SUPERINTENDENT	
d. ORGANIZATION 123 MPS	e. ORGANIZATIONAL ADDRESS 123 MAIN STREET, ANY BASE, USA 12345		
f. SIGNATURE		g. DATE SIGNED (YYYYMMDD) 20151015	
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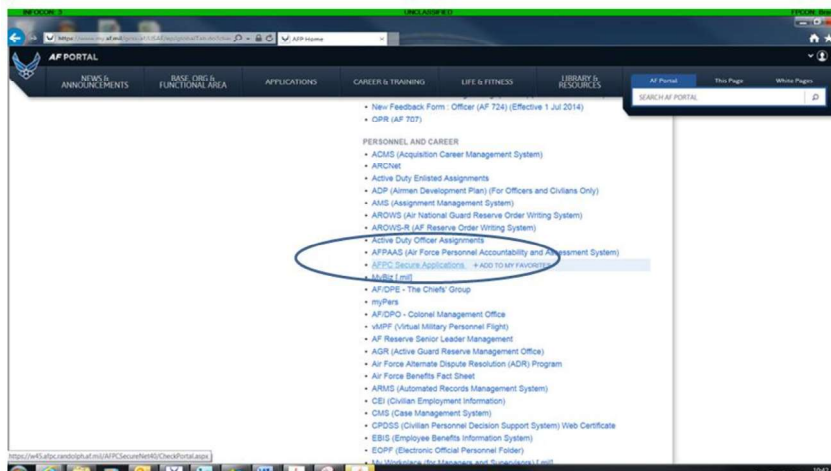
4. To elect the CSB, the Airman must complete the DD Form 2839, section IV, **NO LATER THAN** the date he or she reaches 15 years TAFMS or 6 months after acknowledging the CSB election opportunity, whichever is later. After making the election, the Airman must submit the completed DD Form 2839 to the MPS for processing no earlier than 30 days prior to the election effective date. The MPS suspenses the DD Form 2839 and submits the CMS case to AFPC within three duty days of election effective date.
5. If the Airman is claiming tax-exemption, he or she must provide a copy of the TDY order and completed travel voucher to show deployment during the month the CSB becomes effective. The MPS representative attaches a copy of DD Form 2839 and TDY documentation (if applicable) to CMS case.

6. The MPS representative notifies AFPC using CMS if the Airman does not receive payment within 60 days of the election effective date.

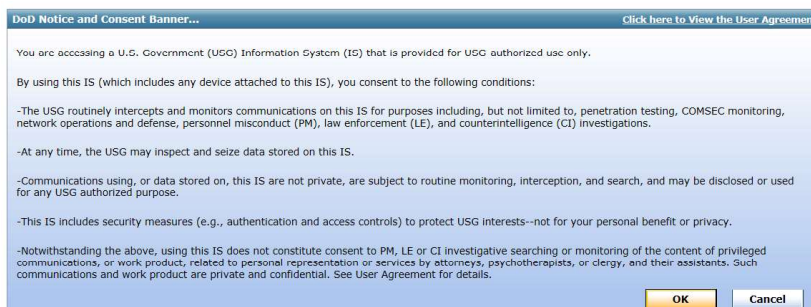
7. If an Airman does not comply with the parameters of this program and wishes to elect CSB, the MPS representative advises the Airman to submit a request for consideration using the DD Form 149, *Application for Correction of Military Record Under the Provisions of Title 10, U.S. Code, Section 1552*.

8. When creating a CMS take the following actions:

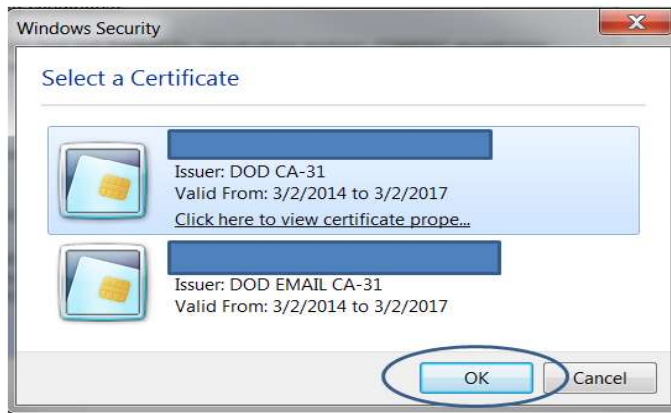
a. Access the CMS system through AFPC Secure through the Air Force Portal.



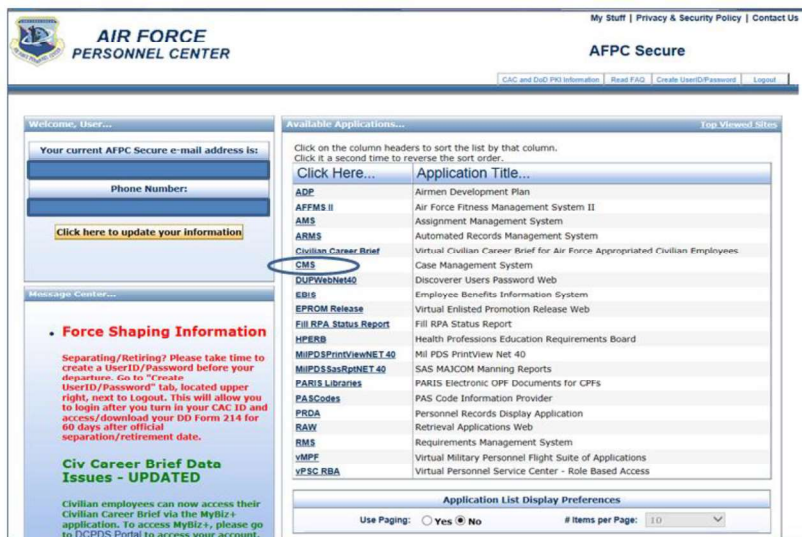
b. The DoD Notice and Consent Banner appears. Click the “OK” button.



- c. The Windows Security pop-up appears. Select the non-email certificate and click the “OK” button.



- d. Click on the “CMS” link.



- e. Click on the “Home Page” tab.



- f. Enter the Airman's SSN in the "Member SSN" block in the section titled "Enter/Update/Request Status on a Case". Select the "Career Status Bonus (ACTIVE DUTY ONLY)" option under the "Select CMS Case Type". Then click the "Enter New CMS Case" button.



- g. The CMS case opens. Ensure the case contains the following information:
- Case Description: Include "CSB Authorization Notification"
 - Root Cause: Select "New AF Program – No MilPDS/DJMS Interface"
 - Category: Select "Process"
 - Additional Information:
 - Employee Type: Select "AA" for enlisted, "BA" for officers
 - Notification Date: Use the date from DD Form 2839, item 6
 - Election Effective Date: Use the date from DD Form 2839, item 16
 - Election Option: Use the data from DD Form 2839, item 12a.
 - Tax Exemption: If Airman claims tax exemption, select "Yes"



- h. In the Action/Comments section, include a statement "Please process CSB request."



- i. Scroll down to the “Action” section. Refer the case to AFPC by selecting “AFPC TFSC Career Status Bonus (DP1TSR)”. Then click the “Refer” button.

Action

☐ Refer to different MAJCOM/MPF

MAJCOM: USAFE

MPF: STUTTGART GERMANY (USAFE)

Refer Case To: AFPC TFSC Career Status Bonus (DP1TSR)

Follow up on this case: 06-Oct-2015

Edit Member's Data & Case Info (any input on this form will be lost)

Email this case (any input on this form will be lost)

Click when case is ready to close

Refer

Follow

Edit

Email

Action Complete

- j. The “Attached Files” pop-up box appears. Use the “Browse” option to locate the file.

Attached Files

Add attachments to Case# 8648672

FOR: SSAN:

None file(s) have been attached!

Add Attachment: Browse... Attach File

Finish

Instructions:

- Please click on the "Browse" button, you'll get a "Choose File" screen.
- Navigate to the file ("Desk Top", "My Documents", etc) where you have the attachment on your PC.
- After you locate the attachment, click on the "Attach File" button. This will display the attachment you are adding to the case.
- Repeat this process "Browse", select the document and "Attach File" for each attachment you are adding.
- When you have selected and attached all your files, click on the "Finish" button to attach the files to the CMS case.
- Limit size per attachment is 4 Megabytes (4096 KB).

- k. It appears under the “Add Attachment” section. Click the “Attach File” to attach it to the case.

Attached Files

Add attachments to Case# 8612201

FOR: SSAN:

None file(s) have been attached!

Add Attachment: TS151mth - DD Form 2839 Browse... Attach File

Finish

Instructions:

- Please click on the "Browse" button, you'll get a "Choose File" screen.
- Navigate to the file ("Desk Top", "My Documents", etc) where you have the attachment on your PC.
- After you locate the attachment, click on the "Attach File" button. This will display the attachment you are adding to the case.
- Repeat this process "Browse", select the document and "Attach File" for each attachment you are adding.
- When you have selected and attached all your files, click on the "Finish" button to attach the files to the CMS case.
- Limit size per attachment is 4 Megabytes (4096 KB).

- l. The file is now listed under the section titled “File Name”.

Attached Files

Add attachments to Case# 8648672

FOR: SSAN:

File Name	File Size	Attachment Date	
DD2839-Corrected.pdf	356 KB	19-Oct-2015 10:12:51 AM	Delete

Add Attachment: Browse... Attach File

Finish

Instructions:

- Please click on the "Browse" button, you'll get a "Choose File" screen.
- Navigate to the file ("Desk Top", "My Documents", etc) where you have the attachment on your PC.
- After you locate the attachment, click on the "Attach File" button. This will display the attachment you are adding to the case.
- Repeat this process "Browse", select the document and "Attach File" for each attachment you are adding.
- When you have selected and attached all your files, click on the "Finish" button to attach the files to the CMS case.
- Limit size per attachment is 4 Megabytes (4096 KB).

- m. Repeat step j until all documents are attached. Then click the “Finish” button.

Attached Files

Add attachments to Case# 8612201

FOR: SSAN:

File Name	File Size	Attachment Date	
TS151mth - DD Form 2839		29-Sep-2015 2:42:05 PM	Delete

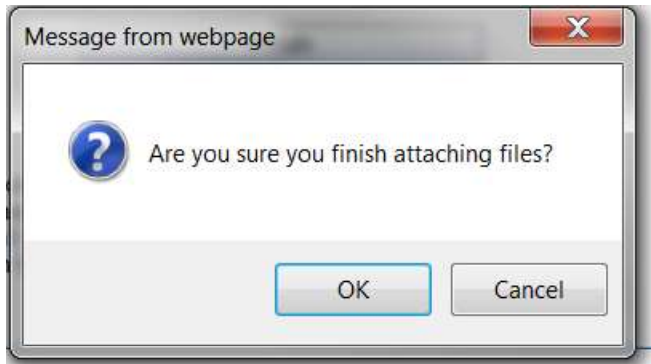
Add Attachment: Browse... Attach File

Finish

Instructions:

- Please click on the "Browse" button, you'll get a "Choose File" screen.
- Navigate to the file ("Desk Top", "My Documents", etc) where you have the attachment on your PC.
- After you locate the attachment, click on the "Attach File" button. This will display the attachment you are adding to the case.
- Repeat this process "Browse", select the document and "Attach File" for each attachment you are adding.
- When you have selected and attached all your files, click on the "Finish" button to attach the files to the CMS case.
- Limit size per attachment is 4 Megabytes (4096 KB).

- n. The Message pop-up appears. Click the “OK” button.



9. If an error is found in the CMS, AFPC returns the incident to the MPS with instructions for corrective action. The MPS completes the corrective action within 3 duty days and return the case to AFPC for processing.
10. If the MPS representative needs to communicate with AFPC via email regarding this case, and includes Privacy Act or Personally Identifying Information (PII) in the email, review [AFI 33-332](#), *Privacy Act Program*, Chapter 7, in particular paragraph 7.3, Sending Personal Information over Electronic Mail, and Chapter 12, Disclosing Records to Third Parties. Ensure appropriate action to protect this information prior to forwarding by email.

Section C-4: DD Form 2839 Review Checklist

When processing the DD Form 2839, the MPS and AFPC/DP1TSR review the Airman's record to validate eligibility. At a minimum, consider the factors listed in item 7 below. Additionally, utilize this checklist and instructions in [Section C-3](#) or [Section C-5](#), as appropriate, to ensure the DD Form 2839 is correct. **NOTE: Do not submit to AFPC any earlier than 3 duty days prior to the CSB election effective date.**

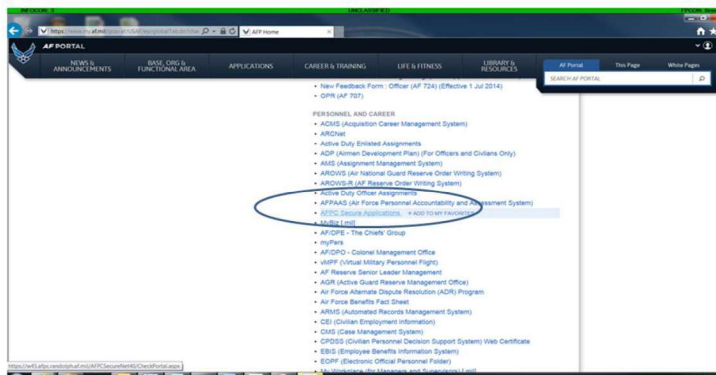
Item	Narrative	YES	NO	N/A									
SECTION I: Personal Identification Completed by the Airman – Verify accuracy of items 1-5 using LOSS SURF from MilPDS.													
1	Name (Last Name, First Name, MI)												
2	SSN (Full SSN with dashes)												
3	RANK/PAY GRADE/BRANCH OF SERVICE												
4	DIEMS: (Date Initially Entered Military Service). This date must be on or after 1 August 1986. EXAMPLE: 19991010												
5	DATE FOR DETERMINATION OF ACTIVE DUTY SERVICE COMPLETED: This is the Airman's TAFMSD. EXAMPLE: 20000603												
6	DATE OF NOTIFICATION: Date Airman acknowledged CSB opportunity. Must match the Acknowledgement Date in MilPDS. EXAMPLE: 20141210												
AFPC validates the notification through the myPers marketing tab in the RNT console. The marketing tab records when the member accesses the on-line notification. Use the earliest date the "Web Page View" is recorded. (See below)													
<table border="1"> <tbody> <tr> <td>06/01/2016 12:27 AM</td><td>Web Page View</td><td>CSB Thank You</td></tr> <tr> <td>06/01/2016 12:27 AM</td><td>Web Page Submit</td><td>CSB Notification web form</td></tr> <tr> <td>06/01/2016 12:24 AM</td><td>Web Page View</td><td>CSB Notification web form</td></tr> </tbody> </table>					06/01/2016 12:27 AM	Web Page View	CSB Thank You	06/01/2016 12:27 AM	Web Page Submit	CSB Notification web form	06/01/2016 12:24 AM	Web Page View	CSB Notification web form
06/01/2016 12:27 AM	Web Page View	CSB Thank You											
06/01/2016 12:27 AM	Web Page Submit	CSB Notification web form											
06/01/2016 12:24 AM	Web Page View	CSB Notification web form											
SECTION II: Determination of Eligibility Commander/Civilian Leader making the eligibility determination completes this section.													
7	Ensure appropriate block is marked and, if ineligible, a reason was identified by the commander/civilian leader. If ineligible, go to item 8.												
MPS/AFPC validates eligibility of the Airman by considering, at a minimum, the items below. Review all available sources including the LOSS SURF from MilPDS. If eligible, proceed to Section IV. If an ineligibility factor exists, return case to the unit commander/civilian leader for reevaluation.													
	Serving on active duty? (RegAF or HQ AGR on AA/BA files in MilPDS)												

	DIEMS/DIEUS date is 1 Aug 1986 or later?			
	(For enlisted) HYT set at 20 years of TAFMS or more?			
	Not projected for separation [Record Status (RS) 20]?			
	Not on Administrative Hold?			
	Not pending Medical Evaluation Board (AAC 37) or on Medical Hold?			
	(For enlisted) Eligible for reenlistment or extension of enlistment (RE code 1# or 2T, 2U)?			
	(For officers) Not under court-martial charges or under investigation that could lead to court-martial (AAC 15, 17 or 21)?			
	(For officers) Not pending civil charges for an offense that Manual for Courts-Martial (MCM) authorizes confinement (AAC 15, 17, 21)?			
	(For officers) Not under Article 15 or court-martial punishment or suspended punishment (AAC 12)?			
	(For officers) Not pending involuntary discharge (AAC 73)?			
	(For officers) Not serving on control roster (AAC 16)?			
8	Date commander/civilian leader (or equivalent) determines eligibility. The date must be the same as or after the date of notification (item 6).			
9a	Include unit commander's/civilian leader's name and grade.			
9b	Unit Commander/Civilian Leader signs.			
	SECTION III: Not Currently Eligible for Career Status Bonus Completed by the Airman and a Witness.			
10a	Airman signs in the presence of witness.			
10b	Airman dates in the presence of witness. Date cannot be prior to the date in item 8.			
11a-11e	Witness completes all blocks. (Note: Please include the physical address in item 11e.)			
11f	Witness signs immediately after Airman completes item 10.			
11g	Witness dates immediately after Airman completes item 10. Dates in items 10b and 11g must be the same.			
	SECTION IV: Eligible and Electing to Receive the Career Status Bonus Completed by the Airman and a Witness.			
12a	Airman selects payment option.			
12b	Airman signs in the presence of witness.			
12c	Airman dates in the presence of witness. Date cannot be prior to the date in item 8.			
13a-13e	Witness completes all blocks.			
13f	Witness signs immediately after Airman completes item 12.			
13g	Witness dates immediately after Airman completes item 12. Dates in items 12c and 13g must be the same.			

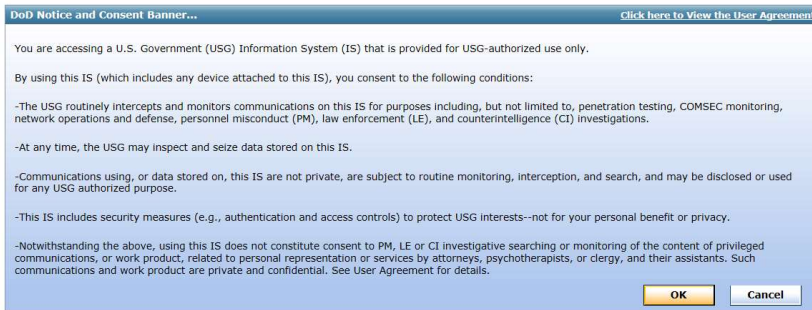
	SECTION V: Eligible and Electing Not to Receive the Career Status Bonus Completed by the Airman and a Witness. (NOTE: Airmen choosing not to elect CSB do not need to complete the DD Form 2839)			
14a	Airman signs in the presence of witness.			
14b	Airman dates in the presence of witness. Date cannot be prior to the date in item 8.			
15a-15e	Witness completes all blocks. (Note: Please include the physical address in item 15e.)			
15f	Witness signs immediately after Airman completes item 14.			
15g	Witness dates immediately after Airman completes item 14. Dates in items 14b and 15g must be the same.			
	SECTION VI: Service Recording of Election			
	MPS representative reviews the form for accuracy and ensures administrative corrections are made, if necessary. Completes items 16 and 17 only when the Airman elects CSB in Section IV.			
16	Election Effective Date: This is the date the Airman goes over 15 years TAFMS, or if notified late and makes election after 15 years of TAFMS, the effective date is the date Airman signs to accept CSB – block 12c). Example 1: TAFMSD is 15 Jul 2000. Election is made before reaching 15 years of service; therefore, the election effective date is 15 Jul 2015. Example 2: TAFMSD is 15 Jul 2000. Member was notified in May 2015 and signs the DD Form 2839 (item 12c) on 1 Aug 2015; therefore, the election effective date is 1 Aug 2015.			
17a-17e	MPS representative completes all blocks. (Note: Please include the physical address in item 17e.)			
17f	17f. MPS representative signs.			
17g	17g. MPS representative dates the form. Date cannot be prior to the dates in items 12c and 13g.			

Section C-5: AFPC Actions When Processing a CSB Election

1. Upon receipt of a CSB CMS case, AFPC/DP1TSR reviews the attached documentation. If the unit commander/civilian leader determines the Airman is ineligible, AFPC ensures the accuracy of the DD Form 2839, updates the ineligibility in MilPDS, and sends to ARMS for filing.
2. If the unit commander/civilian leader/MPS determines the Airman is eligible to elect the CSB, the AFPC representative reviews all available data to determine if circumstances exist which may prevent the Airman from continuing on active duty to a minimum of 20 years of service. If an ineligibility factor exists, AFPC returns the CMS case to the MPS to have the DD Form 2839 revised to identify the ineligibility factor. The MPS sends the revised form to AFPC through the CMS within 10 days of receipt.
3. If the AFPC representative validates CSB eligibility, the AFPC representative reviews the DD Form 2839 to ensure accuracy, using the DD Form 2839 Review Checklist at [Section C-4](#). If necessary, the AFPC representative corrects administrative errors or returns the form to the MPS for correction.
4. To elect the CSB, the Airman must make an election and complete the DD Form 2839, section IV, **NO LATER THAN** the date he or she reaches 15 years TAFMS or 6 months after acknowledging the CSB election opportunity, whichever is later.
5. If the Airman is claiming tax-exemption and the MPS indicates “Tax Exemption: Yes” in the CMS case, the AFPC representative ensures a copy of the TDY order and completed travel voucher is attached to the case to show the Airman was deployed during the month the CSB becomes effective.
6. The AFPC representative works with DFAS to resolve pay problems that arise regarding CSB.
7. When processing CSB elections, AFPC takes the following actions:
 - a. Access the CMS system through AFPC Secure through the Air Force Portal.



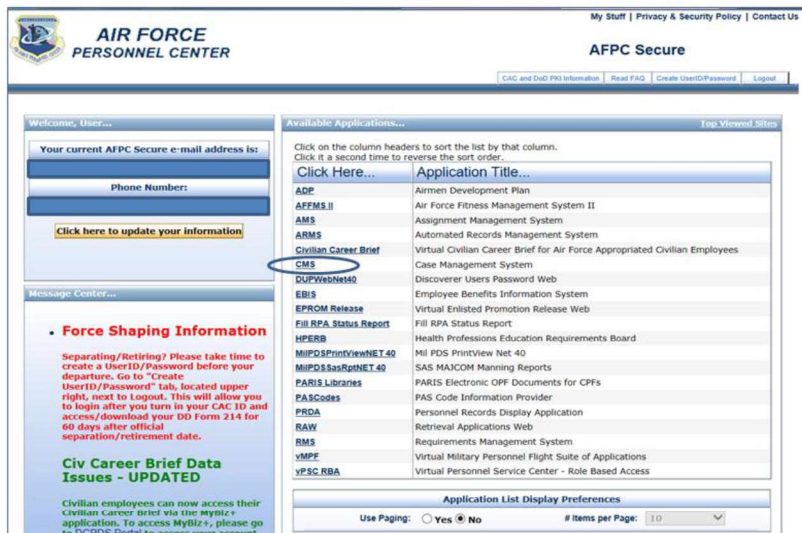
b. The DoD Notice and Consent Banner appears. Click the “OK” button.




c. The Windows Security pop-up appears. Select the non-email certificate and click the “OK” button.



d. Click on the “CMS” link.




- 

**AIR FORCE
PERSONNEL CENTER**

RANDOLPH AFB TX (AFPC)
AFPC Separations (DPSON)

Home Page
Reports
My Responsibilities
My Profile
Exit

Select Responsibility						
Agency Name	Supersthr	PDC	MAJCOM PDC	Bufile	MEY	Counts
AFPC Separations (DPSON)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> AFPC/DFAS	<input type="checkbox"/> RANDOLPH AFB TX (AFPC)	104 Select...
AFPC Separations (DPSON)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> AFPC/DFAS	<input type="checkbox"/> RANDOLPH AFB TX (AFPC)	19 Select...
AFPC TRSC Career Status Bonus (DTOT)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> AFPC/DFAS	<input type="checkbox"/> RANDOLPH AFB TX (AFPC)	6 Select...
AFPC/DFAS (AF US Code)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> AFPC/DFAS	<input type="checkbox"/> RANDOLPH AFB TX (AFPC)	5 Select...
AFPC Voluntary Separation BPO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> AFPC/DFAS	<input type="checkbox"/> RANDOLPH AFB TX (AFPC)	12 Select...
AFPC BPO Separations Supervisory Review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> AFPC/DFAS	<input type="checkbox"/> RANDOLPH AFB TX (AFPC)	1 Select...
AFPC Separations Contingency Approved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> AFPC/DFAS	<input type="checkbox"/> RANDOLPH AFB TX (AFPC)	12 Select...
AFPC Pending FBI Review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> AFPC/DFAS	<input type="checkbox"/> RANDOLPH AFB TX (AFPC)	6 Select...
AFPC Post Rotation Board Separations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> AFPC/DFAS	<input type="checkbox"/> RANDOLPH AFB TX (AFPC)	6 Select...

- 

AIR FORCE
PERSONNEL CENTER

[Home Page](#) | [Reports](#) | [My Responsibilities](#) | [My Profile](#) | [Exit](#)

Case Lookup

My Favorite Reports
 - PPA by PPA Type Cases (04 Jan 14)
 - PPA by Reg Class (04 Jan 14)

Important Announcements

Certain Personnel Processing Application (PPA) cases (Designated Location Move; Exceptional Family Member Program; Evaluation Appeal; Home Base Follow-On; Humanitarian (Resignation and Deferral) Program; Voluntary Separation; Withdraw/Can Voluntary Assignment) must be coordinated by using the HR Review link in the Action block, system will provide necessary report screens, when completed, it will automatically route the case to the proper office for action. Failure to use the HR Review link will prevent processing of the case.

Refer Duty Status cases to the AFPC Duty Information (TSPC-DPTOS) agency. Refer all PPA-Duty Status Change (AWOL/Deserter) cases to the AFPC AWOL/Deserter Pgm Mgr (DPWCH) agency.

To provide you improved customer service, we ask that you direct your phone inquiries pertaining to all the PPA type CMS cases to the Total Force Service Center (AFPC-TFSC). Please contact a TSPC Customer Service Representative at DSN 665-0102, COM 216-555-0162 or Toll-free (800) 525-0102. The TSPSC is open 24/7 to assist you.

Also, the training materials and processing guidance for all PPA type CMS cases and the Evaluations transmittal report are located on the MyPERS web site SP Training Material. Please review this link for important information.

Summary of Cases Requiring Action				
	Referred	Revol	Unrevol	Overseer
Referred		3	4	
Current Status (ACTIVE/DUTY ONLY)				6

[Enter/Update/Report Status on a Case](#)

Member SSN:

- [illegible]

- h. The CMS case opens. Review the notes in the “Case Description” box and scroll down to the review the remainder of the page.

AIR FORCE PERSONNEL CENTER RANDOLPH AFB TX (AFPC)
AFPC TFS Career Status Bonus (DPST)

Home Page Reports My Responsibilities My Profile Exit

Member's Data

Member SSN	Last Name	First Name	MI	Grade

Phone (DSN Preferred) E-Mail (Work E-Mail Preferred)

PAS Unit Name BPO ID

4020PFL 8 COMMUNICATIONS SQ HPFLS

DAFAC **PAFAC** **CAFAC** **AFAC** **AD**

30172 30172 30172 30172 30172

Case Type

Career Status Bonus (ACTIVE DUTY ONLY)

Request for Career Status Bonus must be submitted to AFPC Career Status Bonus (DPST) agency for review and referral to DFAS for bonus payment.

IMPORTANT PROCESSING NOTICE DURING:

a. Entries in "Additional Details" block are MANDATORY UPDATES.

b. Submit case NOT 5 days prior to Election Effective Date.

c. Scan and attach DD Form 2839 to the CMS Case. DD FORM 2839 IS MANDATORY. INDICATE HOW SUBMITTED: SCANNED AND ATTACHED OR FAXED. IMPORTANT NOTICE: SCANNED AND ATTACHED PREFERRED; HOWEVER, IF FAXING, USE FAX# 505-465-4664, COM 210-565-4664

Case Info

Case Number	Current Status
8613762	Referred to AFPC TFS Career Status Bonus (DPST)

Date Opened	Date Referred	Date Last Viewed	Date Closed	Days Open
29-Sep-2015 05:42:00 PM	29-Sep-2015 05:42:19 PM	30-Sep-2015 11:29:29 AM		1

Case Description

Notification Date: 07 May 2015
Election Effective Date: 03 Oct 2015
Election Option: Three annual payments of \$10,000

- i. Locate the “Attachment(s)” area.

Additional Information

Employee Type: ☒ AA ☐ BA

Notification Dates: 07 May 2015 03 Oct 2015

Election Effective Date: 03 Oct 2015

Election Option: Three annual payments of \$10,000

TAX Exemption: ☐ Yes ☒ No ☐ Unknown

Other CMS cases

Case#	Problem Type	Category	Opened	Ref./Closed	Status	Action
738713	Confirmation PCS	Problem	14-Oct-2014	17-Oct-2014	Closed	View
7418197	Other - Issue DOES NOT Affect Pay	Process	21-Oct-2014	21-Oct-2014	Closed	View

There are 172 similar case(s)

Base AD Recruitments/YOKOTA AB JAPAN (PACAF)

From: Base AD Recruitments/YOKOTA AB JAPAN (PACAF)

Name: Email: Date: 29-Sep-2015

SIR: Military Personnel Clerk Phone: Time: 5:42:19 PM

Steps: 0

Attachments

DD Form 2839

Actions: Referred to AFPC TFS Career Status Bonus (DPST)

RANDOLPH AFB TX (AFPC) / AFPC TFS Career Status Bonus (DPST)

Actions/Comments

4000 Characters Remaining

Member SSN	Last Name	First Name	MI	Grade	PAS

- j. In the event no documents were attached (or other corrective action is required), return the case to the MPS by entering a statement in the “Action/Comments” block to identify the issue and corrective action required by the MPS. Then click the dropdown list and locate the office that referred the case to AFPC. Then click the “Refer” button.

RANDOLPH AFB TX (AFPC) / AFPC TFS Career Status Bonus (DPST)

Action/Comments

DD Form 2839 is not attached. Please return completed form ASAP.

2933 Characters Remaining

Member SSN	Last Name	First Name	MI	Grade	PAS

Actions

☐ Refer to different MAJCOM/AFPC

MAJCOM AFPC

Refer Case To: **Base AD Recruitments/YOKOTA AB JAPAN (PACAF)**

Follow up on this case: 07 Oct 2015 03 Oct 2015

EDIT Member's Data & Case Info (only input on this form will be lost)

E-Mail this case (only input on this form will be lost)

Click when case is ready to close:

Refer

Follow

Edit

Email

Action Complete

- k. If the DD Form 2839 is attached, click on the document name and a pop-up box appears. Click the “Open” button.



- l. Pull a LOSS SURF from MilPDS and validate the Airman’s eligibility by using the DD Form 2839 Review Checklist at [Section C-4](#) and reviewing the data in MilPDS. If an ineligibility factor exists, return the case to the MPS using the instructions in step j above.

```

Wed Sep 30 10:35:13AM 2015

PERSONAL DATA - PRIVACY ACT OF 1974 (USC 552a)

[REDACTED] RS: 12 FUNC-CAT: R KUORFJEL
DOR: 01 FEB 2013 DLOC: KUNSAN ABS DUTY WH: [REDACTED]
MPF: 8 ESS KUNSAN ABS (PAR) OFF-SM: 5001
DAS: 07 SEP 2014 ANG-STATE: *** SEPARATION DATA ***
REQUESTED APPROVED

****AFSC**** **SERVICE DATES** RET/SEP DATE:
CAF: 3D172 DOB: 07 JAN 1983
PAF: 3D172 PAY DT: 03 OCT 2000 RSN/SPD:
ZAF: TAFMSD: 03 OCT 2000 SP-PROG/WVR:
1405 DT: 03 OCT 2000 TRACER:
EAD: 03 OCT 2000 LAW/RET-GR:
DOS: 14 JUL 2019 FORCE ADJ:
DOS PREV: 11 AUG 2014 RSN: ORDER/DATE:
SVC-COMP: R DIEMS: 20 APR 2000 APPL-DT:
REG DT: TOE: 5YR 2MO ODYS HYT/RSN: 03 OCT 2020/A
COMP-CAT: DOE: 15 NOV 2013 CE/RE/ETS: 4/1M/14 JUL 2019
BTZ: ADMIN-HLD:NO MED-HLD:NO MEMO-DT:
SOC: VSI/ER:
MGO: GERIND:
ADV DT: STAT-ID:
ADV-GRD/CD: / DEROS/RSN: 07 SEP 2015/F9 SEP-ID:
ELIG-STAT: X ELIG - ELIGIBLE FOR SELE CHG/CANX/FLAG:
** PRJ RES/GUARD PAS ** APR-LVL/CHAR:
PAS: YMORFFJN OVER-4/SPEC-PAY:
AFR SEC ID: RMK:

***** RESTRICTIONS *****
***** PRJ ASGMT *****
ADSCD-1: 07 SEP 2015/PERMANENT CH RNLTID: 25 OCT 2015
ADSCD-2: 11 AUG 2014/PERMANENT CH ASG/NOTIF: 04 JUN 2014/14 JUN 2014
ADSCD-3: 03 OCT 2013/PERMANENT CH PROJ PAS: YMORFFJN
AAC-1: ALC-1 ADM: 028
AAC-2: ALC-2 PPC1:
AAC-3: ALC-3 PPC2: RAO
AEFT: XL AEFT VULNERABILITY PERIOD:
EXCLUSIONS:
UIP: WMP:
PME LAST/YR: AIRMAN LEADERSHIP S / 2007 EPR: 4B 4B 5B 5B 5B
EDUC: 60-89 SEMESTER COM 02 DEC 2006 *** DUTY STATUS ***
LOST DAYS: 0 ACF: 10-ASGN TRANS-DFT P
***** DUTY INFO *****
NCOIC, CYBER TRANSPORT SYSTEMS EFF: 10 SEP 2015
DAFSC: 3D172 SPD TRACER PREV: END: 04 NOV 2015
DTY-EFF-DT: 07 SEP 2014
AQE SCORES: GEN-74 ELEC-93 ADM-80 MECH-68

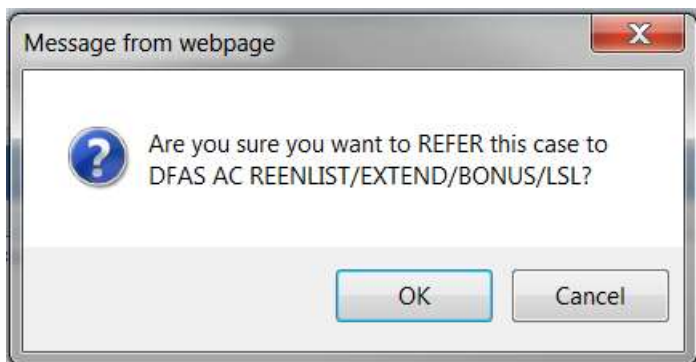
***** PERSONAL DATA *****
MARITAL STATUS: MARRIED
# DEPENDENTS IN HLD: 0
CORE ID:

```

- m. If the Airman is eligible, review the DD Form 2839 for accuracy using the DD Form 2839 Review Checklist at [Section C-4](#). If the form is not correct, return to the MPS for correction using the instructions in step j above.
- n. Once the AFPC representative confirms the Airman is eligible and the DD Form 2839 is correct, print a copy of the DD Form 2839 for filing in ARMS.

- o. Enter the statement “Service dates verified. Please issue payment” in the “Actions/Comments” section. Then click the dropdown arrow for the “Refer Case to” block and select “DFAS AC Reenlist/Extend/Bonus/LSL” and click the “Refer” button.

- p. A pop-up screen appears. Confirm that the case is being sent to the correct office and click the “OK” button. Select the “Cancel” button if the office listed is incorrect.



- q. The “Case Review Successful” page appears. If the AFPC technician makes corrections to the DD Form 2839, a corrected copy must be attached to the case. Click on the “Add Attachments for this Case” button.

The “Attached Files” screen will appear. Click the “Browse” button.

Locate the file using the Browse option. It appears on the “Add Attachment” line. Click the “Attach File” button to attach it to the case.

Attached Files

Add attachments to Case# 8648672
FOR: SSAN:

None file(s) have been attached!

Add Attachment: C:\Users\1082969205C\Desktop\DD2839-Corrected.pdf

Instructions:

- Please click on the "Browse" button, you'll get a "Choose File" screen.
- Navigate to the file ("Desk Top", "My Documents", etc) where you have the attachment on your PC.
- After you locate the attachment, click on the "Attach File" button. This will display the attachment you are adding to the case.
- Repeat this process "Browse", select the document and "Attach File" for each attachment you are adding.
- When you have selected and attached all your files, click on the "Finish" button to attach the files to the CMS case.
- **Limit size per attachment is 4 Megabytes (4096 KB).**

The file appears under the section titled “File Name”. Continue to attach documents as needed. Once completed, click the “Finish” button.

Attached Files

Add attachments to Case# 8648672
FOR: SSAN:

File Name	File Size	Attachment Date	
DD2839-Corrected.pdf	356 KB	19-Oct-2015 10:12:51 AM	<input type="button" value="Delete"/>

Add Attachment:

Instructions:

- Please click on the "Browse" button, you'll get a "Choose File" screen.
- Navigate to the file ("Desk Top", "My Documents", etc) where you have the attachment on your PC.
- After you locate the attachment, click on the "Attach File" button. This will display the attachment you are adding to the case.
- Repeat this process "Browse", select the document and "Attach File" for each attachment you are adding.
- When you have selected and attached all your files, click on the "Finish" button to attach the files to the CMS case.
- **Limit size per attachment is 4 Megabytes (4096 KB).**

- r. The “Case Review Successful” page appears. Click on the “Continue Reviewing Cases” link to review more CSB elections.

AIR FORCE PERSONNEL CENTER RANDOLPH AFB TX (AFPC)
AFPC 192C Career Status Bonus (DPTOT)

Home Page Reports My Responsibilities My Profile Exit

Case# 8617762 Review Successful

Thank you for reviewing this case. Your comments have been stored with the case. If you would like to create/review another case, please return to the CMS home page.

Note: Do not click on the Back button and click submit again. Doing this will create a new record again.

- Update the CSB election in MilPDS by following the instructions in [Section D-3](#).
- Mark the DD Form 2839 as “Reviewed” and include the date completed.
- Send the DD Form 2839 to ARMS for filing.

Section D: Update Procedures for MilPDS

1. AFPC/DP2STM updates the CSB Acknowledgement Date (i.e., the date the Airman was notified of the CSB opportunity) using the batch update procedures outlined in [Section D-1](#). This update typically is accomplished the first week of the month following the acknowledgement month. If necessary, the acknowledgement date may be updated manually using the procedures in [Section D-2](#).
2. If the unit commander/civilian leader determines that the Airman is not eligible to elect the CSB, AFPC updates the CSB election code to **“1 – member not eligible to elect CSB”**. The update is done at the time the CMS case is processed (as described in [Section C-5](#)).
3. When an Airman elects the CSB, AFPC updates the CSB election code to **“2 – Member eligible and member did elect the CSB”**, using the procedures outlined in [Section D-3](#). The update is done at the time the CMS case is processed (as described in [Section C-5](#)).
4. If an Airman does not elect the CSB within the notification window, AFPC batch updates the CSB Election to **“3 – Member eligible but declined and/or failed to take action by suspense date”**. This update is typically accomplished the first week of the month following completion of 15 years of TAFMS. If necessary, the acknowledgement date may be updated manually using the procedures in [Section D-2](#).

RESPONSIBILITIES:

AFPC MILITARY RETIREMENTS & SEPARATIONS SECTION (AFPC/DP2STM):

- Identify Airmen completing notification acknowledgements
- Provide monthly listing of acknowledgement dates to AFPC DMO for batch updating
- Identify Airmen not making election by 15 years, 1 month TAFMS
- Provide monthly listing of election updates to AFPC DMO for batch updating

AFPC MILITARY RETIREMENTS SECTION – CSB PROCESSING (AFPC/DP1TSR):

- Manually update notification acknowledgement in MilPDS as required
- Update CSB elections when processing CMS cases
- Manually update election codes to “3” as required

Section D-1: AFPC Actions to Batch Update Acknowledgment Dates in MilPDS

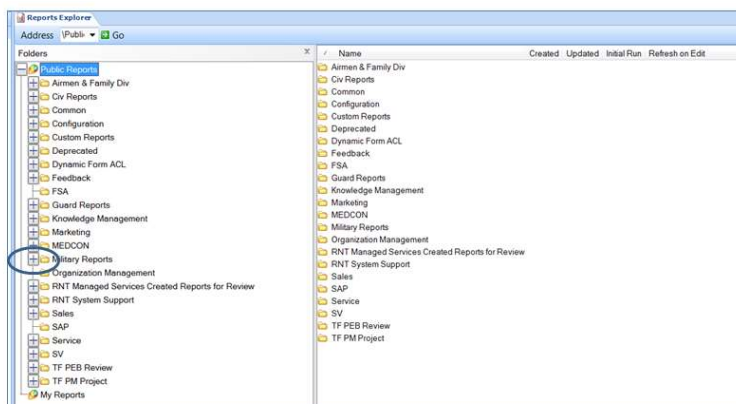
The CSB Acknowledgement Date is the date the member was notified of the CSB opportunity. Since the notification process is automated, AFPC runs a report to identify the individuals who completed the on-line acknowledgment and uses it to complete a batch update of the records.

1. Approximately the 5th day of each month, AFPC identifies the Airmen who were notified of the CSB opportunity during the previous month. To identify these Airmen:

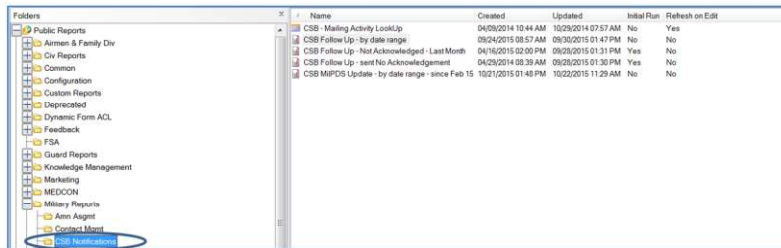
- a. Access the Reports Explorer in the Analytics Section of the RightNow Technology (RNT) system.



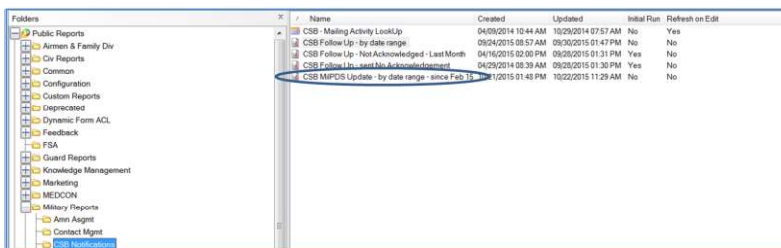
- b. The Folders screen appears. Click on the “+” to the left of the folder titled “Military Reports”.



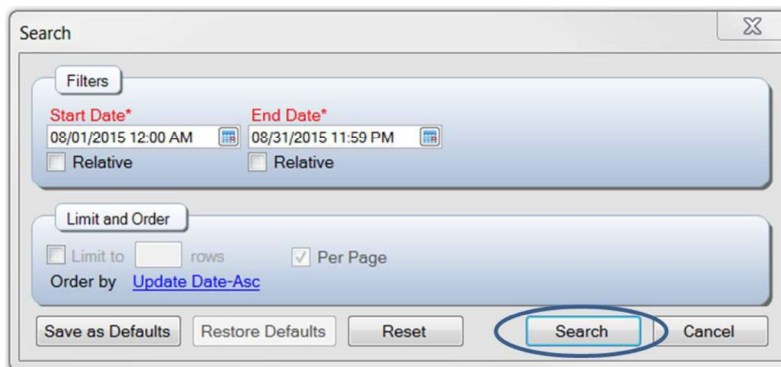
- c. Click on the folder titled “CSB Notifications” and the available reports appear on the right side of the page.



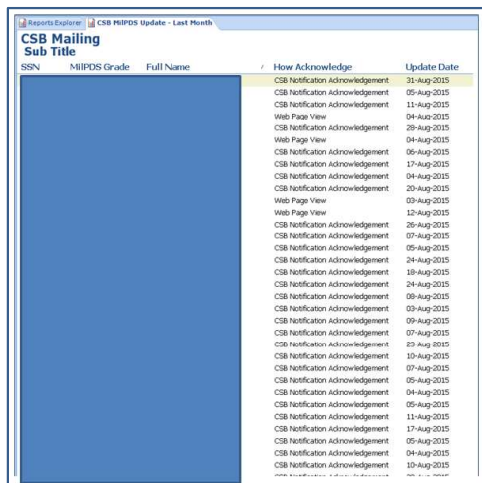
- d. Double-click on the report titled “CSB MIPDS Update – by date range – since Feb 15”.



- e. The “Search” box appears. Select the date range desired. Be sure to change the start time to 12:00 AM and the end time to 11:59 PM. Then click the “Search” button.

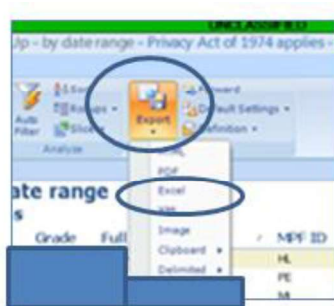


- f. The system generates the report which identifies the Airmen who have completed the automated acknowledgement during the previous month.

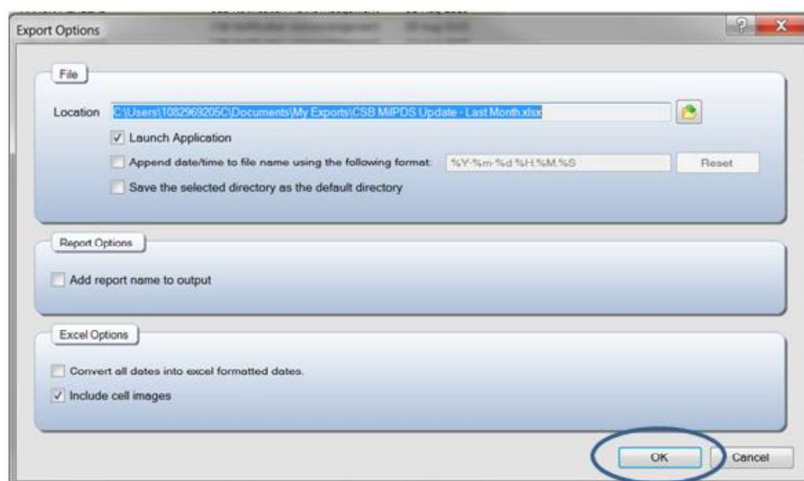


SSN	MIPOD Grade	Full Name	How Acknowledge	Update Date
			CSB Notification Acknowledgement	31-Aug-2015
			CSB Notification Acknowledgement	05-Aug-2015
			CSB Notification Acknowledgement	11-Aug-2015
			Web Page View	04-Aug-2015
			CSB Notification Acknowledgement	20-Aug-2015
			Web Page View	04-Aug-2015
			CSB Notification Acknowledgement	06-Aug-2015
			CSB Notification Acknowledgement	17-Aug-2015
			CSB Notification Acknowledgement	04-Aug-2015
			CSB Notification Acknowledgement	20-Aug-2015
			Web Page View	03-Aug-2015
			Web Page View	12-Aug-2015
			CSB Notification Acknowledgement	26-Aug-2015
			CSB Notification Acknowledgement	07-Aug-2015
			CSB Notification Acknowledgement	05-Aug-2015
			CSB Notification Acknowledgement	24-Aug-2015
			CSB Notification Acknowledgement	18-Aug-2015
			CSB Notification Acknowledgement	24-Aug-2015
			CSB Notification Acknowledgement	08-Aug-2015
			CSB Notification Acknowledgement	03-Aug-2015
			CSB Notification Acknowledgement	03-Aug-2015
			CSB Notification Acknowledgement	07-Aug-2015
			CSB Notification Acknowledgement	23-Aug-2015
			CSB Notification Acknowledgement	10-Aug-2015
			CSB Notification Acknowledgement	07-Aug-2015
			CSB Notification Acknowledgement	05-Aug-2015
			CSB Notification Acknowledgement	04-Aug-2015
			CSB Notification Acknowledgement	05-Aug-2015
			CSB Notification Acknowledgement	11-Aug-2015
			CSB Notification Acknowledgement	17-Aug-2015
			CSB Notification Acknowledgement	05-Aug-2015
			CSB Notification Acknowledgement	04-Aug-2015
			CSB Notification Acknowledgement	10-Aug-2015

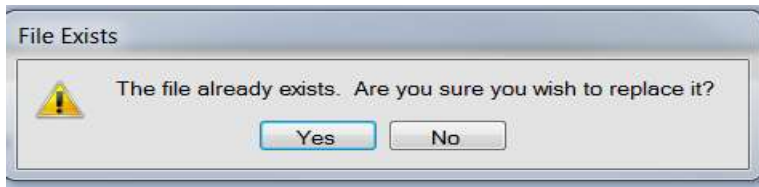
- g. Click the “Export” icon at the top of the page and a drop-down menu appears. Select Excel.



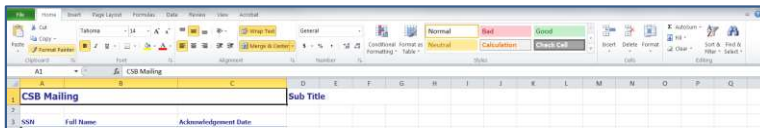
- h. The “Export Options” screen appears. Click the “OK” button.



- i. A “File Exists” pop-up box appears. Click “Yes”.



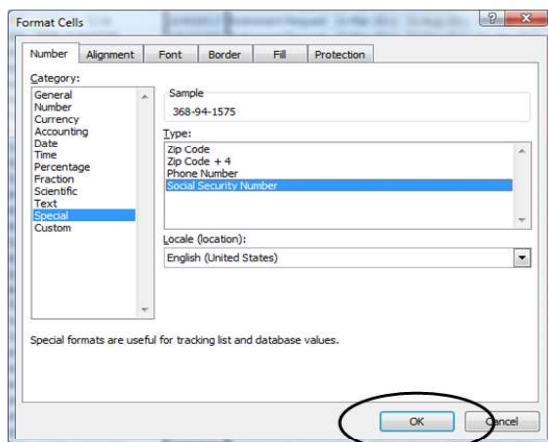
- j. The system creates the report in Excel format. Delete the first two lines.



- k. Change the format of the SSNs to add in the dashes. Select the SSNs on the spreadsheet. A small box appears with a yellow diamond in it. Right click on the diamond and select “Convert to Number” option.



- l. Right click on the selected SSNs and click on “Format Cells”, a pop-up box appears, select “Special” and “Social Security Number” and click “OK”.



- m. Save the file on the Restricted drive under the CSB=Monthly Notification Process=Acknowledgement Date-Batch Update Rosters folder. Save it as “CSB dataload-Notified XXX XX” (XXX XX is the month and year of the notification).

Name	Date modified	Type	Size
CSB dataload - Notified Sep 15	10/1/2015 7:52 AM	Microsoft Excel W...	38 KB
CSB Dataload - Notified Aug 15	9/8/2015 4:07 PM	Microsoft Excel W...	41 KB
CSB Dataload - Notified Jul 15	8/6/2015 7:07 AM	Microsoft Excel W...	41 KB

n. Prepare an email to the AFPC Data Management Office (DMO) to request the batch update. Attach the file to the email and send to DMO. Track for a response.

SAMPLE EMAIL:

FROM: AFPC/DP2STM

TO: AFPC DMO

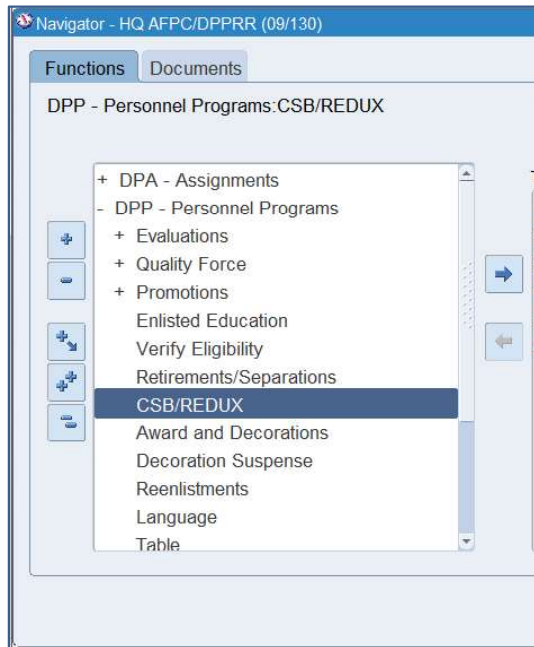
SUBJECT: CR # 8303 AND # 10449 - REDUX_I (ACKNOWLEDGEMENT DATES)

Here is the list of CSB acknowledgement dates for data load. Some may be inserts and some may be updates. If there are any questions or problems, please let us know. Thanks.

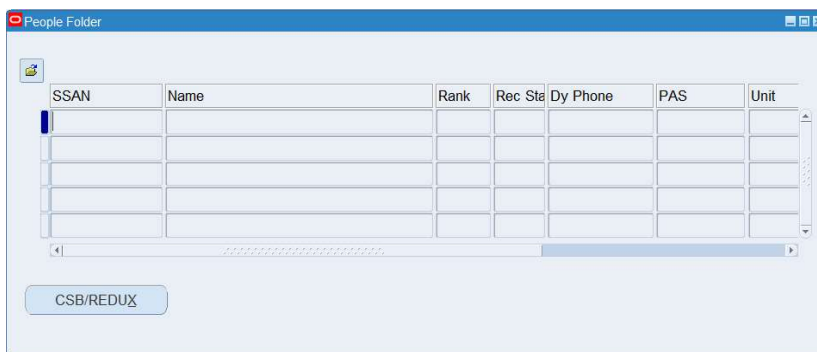
2. Upon completion, the DMO notified AFPC/DP2STM of completion.

Section D-2: AFPC Actions to Manually Update Acknowledgement Dates in MilPDS

1. To update the Acknowledgement date in MilPDS, log into the system and locate the “CSB/REDUX” function under “DPP-Personnel Programs”. Double-click on the link.



2. The “People Folder” appears. Press the F11 key.



3. Enter the Airman's SSN, with dashes, and press the Ctrl and F11 keys.

SSAN	Name	Rank	Rec Sta	Dy Phone	PAS	Unit
123-45-6789						

CSB/REDUX

4. The Airman's information appears.

SSAN	Name	Rank	Rec Sta	Dy Phone	PAS	Unit
	RJ09F7JH	OL DPF	10			

CSB/REDUX


5. The "REDUX Transactions" screen appears. Click on the "Details" line.

REDUX Transactions (Query Only)


Type
REDUX

Details
[]

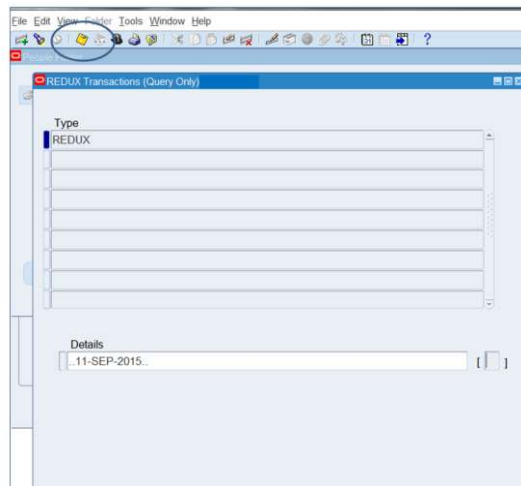
6. The “Extra Person Information” screen appears.

A screenshot of a software dialog box titled "Extra Person Information". It contains several input fields: "Election Effective Date", "Election Code", "Acknowledgement Date", "DFAS Output Date", and "CSB Option". Below these fields is a horizontal scrollbar. At the bottom right, there are four buttons: "OK", "Cancel", "Clear", and "Help".

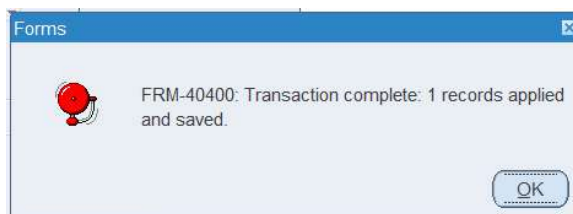
7. Enter the notification date on the line titled “Acknowledgement Date” and click the “OK” button.

A screenshot of the "Extra Person Information" dialog box. The "Acknowledgement Date" field is now populated with the text "11-SEP-2015". The "OK" button at the bottom right is circled in blue, indicating it should be clicked.

8. Click on the “Save” icon to save the change.

A screenshot of a software window titled "REDUX Transactions (Query Only)". It has a menu bar (File, Edit, View, Window, Help) and a toolbar. The main area shows a list of transactions with a "Type" column containing "REDUX". Below the list is a "Details" section with a text field containing "11-SEP-2015..". A "Save" icon (a floppy disk) in the toolbar is circled in blue.

9. A pop-up box appears indicating the change was applied and saved. Click the “OK” button.

A screenshot of a small pop-up window titled "Forms". It contains a red speech bubble icon and the text "FRM-40400: Transaction complete: 1 records applied and saved." At the bottom right is an "OK" button.

Section D-3: AFPC Actions to Update CSB Elections in MilPDS

When processing the CMS case as described in [Section C-5](#), the AFPC technician ensures MilPDS is updated before a completed DD Form 2839 is sent to ARMS for filing. The MilPDS Extra Person Information form for CSB is used to capture the member's election.

Explanation of CSB Data Fields

Election Effective Date – The CSB election is effective the date the member completes 15 years TAFMS or the date the DD Form 2839 is signed if the member is notified late and completes the form after 15 years of service. This is documented in item 16 of the DD Form 2839.

Election Code: Identifies the member's choice to accept CSB or revert to the High-3 retirement plan.

Election Code 1: Member not eligible to elect CSB

Election Code 2: Member eligible and member did elect CSB (completed the DD Form 2839, item 12)

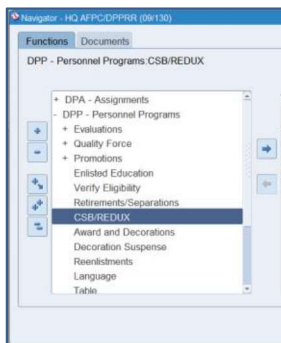
Election Code 3: Member eligible but declined and/or failed to take action by suspense date

DFAS Output Date: This data field is currently not used.

Acknowledgement Date - The CSB Acknowledgement Date is the date the member acknowledged the CSB opportunity during the CSB notification process. This is documented in MilPDS during the automated notification process and recorded in item 6 of the DD Form 2839.

Updating CSB Elections to Code 1 – Member not Eligible to Elect the CSB

1. Upon receipt of DD Form 2839 documenting an ineligibility for CSB, log into MilPDS and locate the “CSB/REDUX” function in “DPP-Personnel Programs”. Double-click on the link.



- The “People Folder” appears. Press the F11 key.

The screenshot shows a window titled "People Folder" with a table containing seven columns: SSAN, Name, Rank, Rec Sta, Dy Phone, PAS, and Unit. The table is currently empty. Below the table is a button labeled "CSB/REDUX".

- Enter the Airman’s SSN, with dashes, and press the Ctrl and F11 keys.

The screenshot shows the "People Folder" window with the value "123-45-6789" entered in the SSAN column of the first row. The other columns remain empty.

- The Airman’s information appears.

The screenshot shows the "People Folder" window with the first row populated with information: SSAN is "123-45-6789", Name is redacted, Rank is redacted, Rec Sta is "10", Dy Phone is redacted, PAS is "RJ09F7JH", and Unit is "OL DPF".

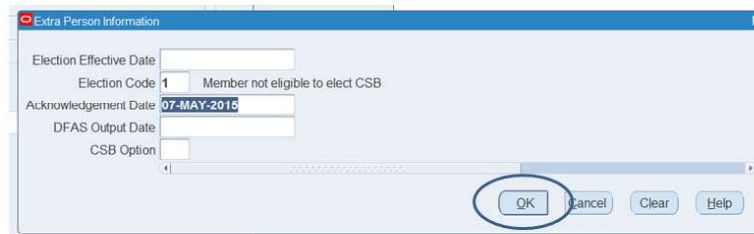
5. The “REDUX Transactions” screen appears. Click on the “Details” line.



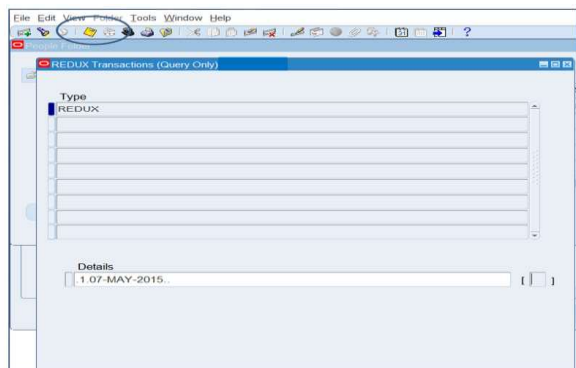
6. The “Extra Person Information” screen appears.



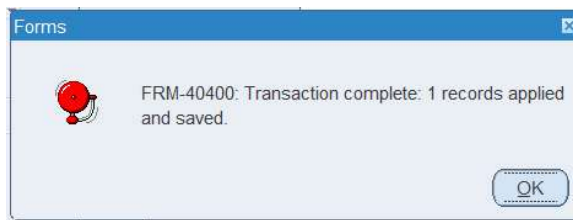
7. Update the Election Code with “1” and click the “OK” button.



8. Click the “Save” icon to save the change.

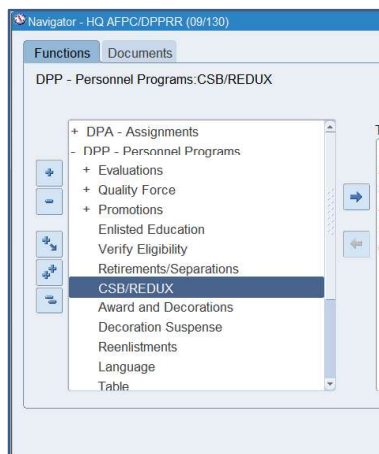


9. A pop-up box appears indicating the change was applied and saved. Click the “OK” button.

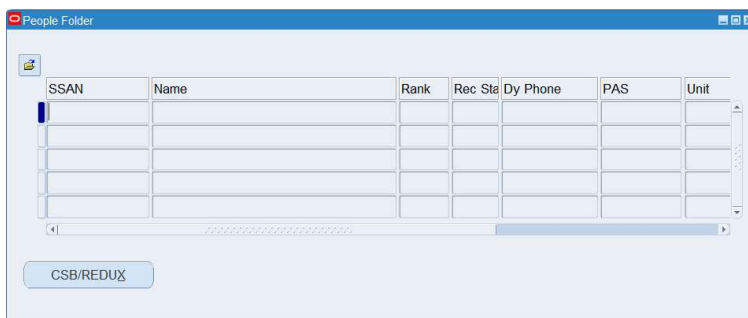


Updating CSB Elections to Code 2 – Member Eligible and Electing the CSB

1. Upon receipt of a DD Form 2839 documenting an Airman’s election of the CSB, log into MilPDS and locate the “CSB/REDUX” function under “DPP-Personnel Programs”. Double-click on the link.



2. The “People Folder” appears. Press the F11 key.



3. Enter the Airman's SSN, with dashes, and press the Ctrl and F11 keys.

SSAN	Name	Rank	Rec Sta	Dy Phone	PAS	Unit
123-45-6789						

CSB/REDUX

4. The Airman's information appears.

SSAN	Name	Rank	Rec Sta	Dy Phone	PAS	Unit
123-45-6789	JH	10	R	JH	R	OL DPf

CSB/REDUX

5. The "REDUX Transactions" screen appears. Click on the "Details" line.

Type: REDUX

Details: 07-MAY-2015 to 07-MAY-2015

6. The "Extra Person Information" screen appears.

Election Effective Date:

Election Code:

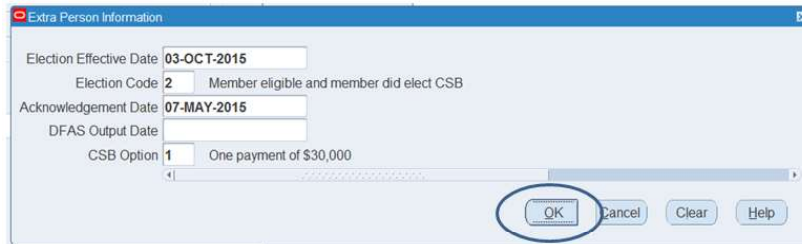
Acknowledgement Date: 07-MAY-2015

DFAS Output Date:

CSB Option:

OK Cancel Clear Help

7. Enter the following from the DD Form 2839 and click the “OK” button.
- Election Effective Date (from block 16)
 - Election Code – Enter code “2”
 - CSB Option (from block 12a)



Extra Person Information

Election Effective Date 03-OCT-2015

Election Code 2 Member eligible and member did elect CSB

Acknowledgement Date 07-MAY-2015

DFAS Output Date

CSB Option 1 One payment of \$30,000

OK Cancel Clear Help

8. Click the “Save” icon to save the change.



REDUX Transactions (Query Only)(A LACEY)

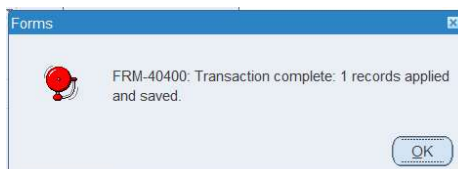
Type

REDUX

Details

03-OCT-2015 2 07-MAY-2015 1

9. A pop-up box appears indicating the change was applied and saved. Click the “OK” button.



Forms

FRM-40400: Transaction complete: 1 records applied and saved.

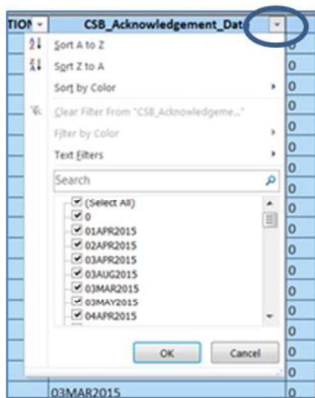
OK

Section D-4: AFPC Actions to Batch Update Election Code 3

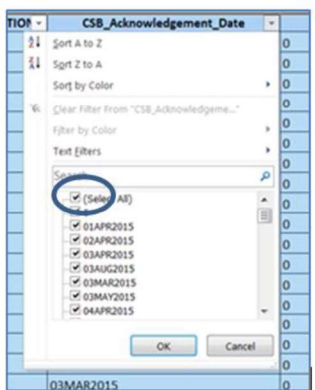
Airmen must make an election for the CSB by the date they reach 15 years TAFMS, or 6 months from the notification date, whichever is later. If the election is not made, AFPC updates the CSB Election Code to “3” to indicate an election was not made.

1. During the first week of the month, AFPC/DP3ST receives a report from AFPC/DSYD which identifies the Airmen who reach 15 years, 1 month of TAFMS during the current month. AFPC reviews the report and prepares it for batch update in MilPDS. To prepare the report, take the following steps:

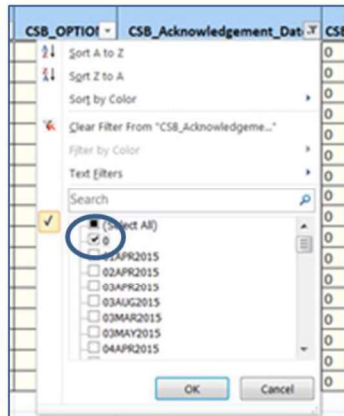
- a. Locate the report titled “CSB No Election”.
- b. Filter the report to identify the individuals who don’t have an acknowledgement date in MilPDS by clicking on the dropdown arrow for the column titled “CSB_Acknowledgement_Date”.



- c. Click the “(Select All)” box to unselect the records.



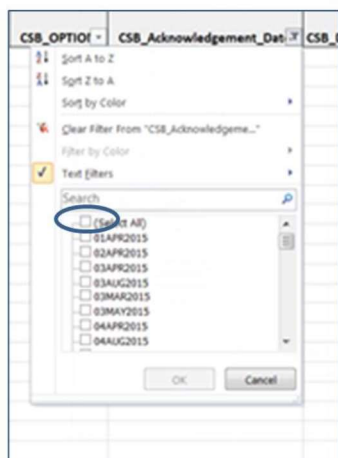
- d. Click the box to the left of “0” to select the records with no Acknowledgement Date.



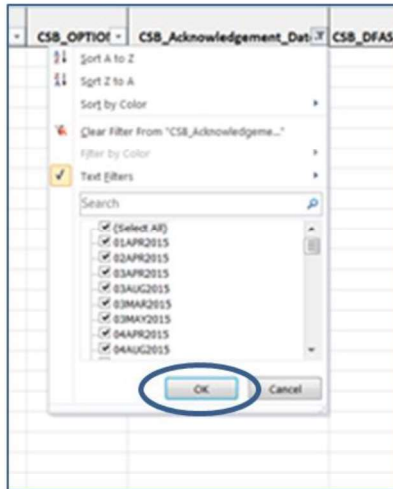
- e. The list of individuals with no Acknowledgement Date appears. Cut and paste these records into another Excel spreadsheet to research later.

	A	B	C	D	E	F	G	H	I	J	K	L
	Name	Grade	SSN	TAFESI	DIUS	RS	Duty_Status	Service_Compon	DDS	CSB_Election_Code	CSB_Election_Effective_Date	CSB_OPTIOI
106				05SEP2000	26JUN2000	11		R	02OCT2017	(NONE LISTED)	0	0
201				05SEP2000	15AUN2000	10		G	01FEB2017	(NONE LISTED)	0	0
224				15SEP2000	30DEC1992	10		V	30JUN2017	(NONE LISTED)	0	0
247				12SEP2000	19AUG2000	10		R	30SEP2016	(NONE LISTED)	0	0
309				27SEP2000	30AUG2000	11		R	03SEP2020	(NONE LISTED)	0	0
361				19SEP2000	16JUN1983	10		R	08AUG3888	(NONE LISTED)	0	0
394				21SEP2000	20JUL2000	10		G	30SEP2020	(NONE LISTED)	0	0
399				26SEP2000	14APR2000	10		R	30SEP2017	(NONE LISTED)	0	0
449				02SEP2000	17JUL1997	10		V	30SEP2020	(NONE LISTED)	0	0
504				17SEP2000	05NOV1997	10		R	08AUG3888	(NONE LISTED)	0	0
511				05SEP2000	11NOV1999	10		R	27NOV2015 SEI	(NONE LISTED)	0	0
554				04SEP2000	05APR1999	10		G	28FEB2017	(NONE LISTED)	0	0
562				26SEP2000	03JUN2000	10		V	30SEP2020	(NONE LISTED)	0	0
589				05SEP2000	03APR2000	10		R	31MAR2016	(NONE LISTED)	0	0
623				20SEP2000	14NOV1989	10		R	08AUG3888	(NONE LISTED)	0	0
648				05SEP2000	28JAN2000	11		R	30SEP2017	(NONE LISTED)	0	0
713				13SEP2000	26FEB2000	10		R	30SEP2017	(NONE LISTED)	0	0

- f. Click the box to the left of the “(Select All)” option to unfilter the report.



- g. Click the “OK” button.



- h. The remaining names appear.

A	B	C	D	E	F	G	H	I	J	K	L	
Name	Grade	SSN	TAFMSI	DIEUS	RS	Duty_Status	Service_Compon	DOS	CSB_Election_Code	CSB_Election_Effective_Date	CSB_OPTION	CSB_Acknow
			08MAY2000	09MAY2000	10		R	28JAN2016	(NONE LISTED)	0		23JUN2015
			06SEP2000	21OCT1999	10		R	28FEB2018	(NONE LISTED)	0		03MAR2015
			13SEP2000	30DEC1999	10		R	22MAR2017	(NONE LISTED)	0		05APR2015
			05SEP2000	25JAN2000	10		R	24MAR2017	(NONE LISTED)	0		01APR2015
			20SEP2000	21DEC1999	10	20 28JUL2015-09JAN2016	R	20JUL2017	(NONE LISTED)	0		04MAR2015
			13SEP2000	27JUN2000	10		R	08AUG3888	(NONE LISTED)	0		10MAR2015
			19SEP2000	11JAN2000	10		R	05APR2020	(NONE LISTED)	0		06APR2015
			19SEP2000	06JUL2000	10	09 24SEP2015-02OCT2015	R	23JUN2019	(NONE LISTED)	0		09MAR2015
			27SEP2000	31AUG2000	11	10 05SEP2015-22OCT2015	R	26SEP2020	(NONE LISTED)	0		23MAR2015
			06SEP2000	23FEB2000	10		R	02MAR2021	(NONE LISTED)	0		08MAR2015
			05SEP2000	08SEP1999	13		R	21JAN2018	(NONE LISTED)	0		03MAR2015
			11SEP2000	14APR2000	10		R	08AUG3888	(NONE LISTED)	0		03MAR2015
			20SEP2000	27DEC1999	10	09 14SEP2015-02OCT2015	R	19JUL2018	(NONE LISTED)	0		07MAR2015
			26SEP2000	09MAY2000	10		R	16SEP2016	(NONE LISTED)	0		06MAR2015




- i. Delete all the columns except Name, SSN, CSB_Election_Code, CSB_Election_Effective_Date, CSB_OPTION, CSB_Acknowledgement_Date, and CSB_DFAS_Output_Date.

A	B	C	D	E	F	G
Name	SSN	CSB_Election_Code	CSB_Election_Effective_Date	CSB_OPTION	CSB_Acknowledgement_Date	CSB_DFAS_Output_Date

- j. Enter code “3” into the column titled “CSB_Election_Code”.

A	B	C	D	E	F	G
Name	SSN	CSB_Election_Code	CSB_Election_Effective_Date	CSB_OPTION	CSB_Acknowledgement_Date	CSB_DFAS_Output_Date
1		3	0		23JUN2015	0
2		3	0		03MAR2015	0
3		3	0		05APR2015	0
4		3	0		01APR2015	0
5		3	0		04MAR2015	0
6		3	0		10MAR2015	0
7		3	0		06APR2015	0
8		3	0		09MAR2015	0
9		3	0		23MAR2015	0
10		3	0		08MAR2015	0
11		3	0		03MAR2015	0
12		3	0		03MAR2015	0
13		3	0		03MAR2015	0
14		3	0		07MAR2015	0
15		3	0		06MAR2015	0
16		3	0		05MAR2015	0
17		3	0		03MAR2015	0
18		3	0		03MAR2015	0
19		3	0		03MAR2015	0
20		3	0		06MAR2015	0
21		3	0		03MAR2015	0
22		3	0		13MAR2015	0
23		3	0		05JUN2015	0
24		3	0		06MAR2015	0
25		3	0		17MAR2015	0
26		3	0		11MAR2015	0
27		3	0		03MAR2015	0
28		3	0		03MAR2015	0
29		3	0		13MAR2015	0
30		3	0		06MAR2015	0
31		3	0		03MAR2015	0
32		3	0		06MAR2015	0

- k. Save the Excel file to the CSB=Election Code Updates folder. Name it “Roster to DMO – TAFMS XXX XXXX”. (XXX XXXX is the year & month of the TAFMSD for the Airmen listed on the roster.)

Name	Date modified	Type	Size
 Old Process Clean up	9/22/2015 7:36 AM	File folder	
 Roster to DMO - TAFMS Aug 2000 ...	9/22/2015 7:34 AM	Microsoft Excel W...	95 KB
 Roster to DMO - TAFMS Sep 2000	10/2/2015 10:19 A...	Microsoft Excel W...	40 KB

- l. Attach the file to an email to the AFPC Data Management Office (DMO), requesting update of the records.

Sample email:

From: AFPC/DP2STM
To: AFPC DMO
Subject: FOUO\\ CR # 8303 - REDUX_I (ELECTION CODES)

Attached is the list of records requiring update of the CSB election code. Please let us know if you have any questions or concerns. Thanks.

NOTE: Ensure the email is encrypted and identified as containing PII.

- m. AFPC DMO performs the batch updates to the records and responds when the updates are complete.

Sample Response:

-----Original Message-----

From: AFPC DMO
Sent: Friday, September 25, 2015 3:32 PM
To: AFPC/DP2STM
Subject: FOUO\\ RE: CR # 8303 REDUX_I (ELECTION CODES)

Data loads are completed. Please verify.

- n. Review several of the records in MilPDS to ensure the dates are loaded correctly. Notify AFPC DMO of any issues.
2. Research the remaining records to determine why Acknowledgement Dates aren't loaded. If Airman was never notified, include in next notification process (as outlined in [Section B-1](#)) or complete follow-up (as outlined in [Section B-7](#)) if Airmen were notified and never acknowledged.

Section E: CSB Factsheet

Airmen who entered uniformed/military service on or after 1 August 1986 have the option of choosing to revert to the High-3 retirement plan or remain under the REDUX retirement plan and receive a \$30,000 Career Status Bonus (CSB) at 15 years of Total Active Federal Military Service (TAFMS). CSB is governed by U.S. Code, Title 37, §354.

Which Retirement System Applies to You

Your DIEMS (Date of Initial Entry to Military Service) or DIEUS (Date of Initial Entry to Uniformed Services) is the date that you FIRST entered the military or uniformed service. This is the first time you enlisted or joined the active component or reserves. This date is fixed---it does not change. Departing the military and rejoining does not affect your DIEMS.

Your pay date may be different than your DIEMS, and your DIEMS does not determine when you have enough time in the service to retire---it only determines which retirement system applies to you. If you are unsure of your DIEMS date or believe your records are incorrect, contact the AFPC Service Dates Verification Branch to discuss your particular situation.

Once you verify your DIEMS, you can determine which retirement system applies to you.

Retirement System	Criteria to Receive
High-3	DIEMS on or after September 8, 1980, but before August 1, 1986 OR DIEMS on or after August 1, 1986, AND did not choose the Career Status Bonus and REDUX retirement system
CSB/REDUX	DIEMS on or after August 1, 1986, AND elected to receive the Career Status Bonus (if you do not elect to receive the Career Status Bonus, you revert to the High-3 retirement system)

High-3 Year Average Retirement System

This system applies to members who first entered Service after September 8, 1980, but before August 1, 1986. It also applies to individuals who entered on or after August 1, 1986, who do not elect the REDUX retirement system with the Career Status Bonus at their 15th year of service.

Each year of service is worth 2.5% toward the retirement multiplier; hence, 2.5% x 20 years = 50% and 2.5% x 30 years = 75%. The longer you stay on active duty the higher the multiplier and retirement pay.

Years of service	20	21	22	23	24	25	26	27	28	29	30
High-3	50%	52.5%	55%	57.5%	60%	62.5%	65%	67.5%	70%	72.5%	75%

This multiplier is applied against the average basic pay for the highest 36 months of your career. This typically equals the average basic pay for the final three years of service. Also, remember only basic pay is used in

retirement calculations in all retirement system options. Allowances and special pays do not affect retired pay.

Cost of Living Adjustments (COLA) are given annually based on the increase in the Consumer Price Index (CPI), a measure of inflation. Under the High-3, the annual COLA is equal to CPI. This is a different index than the one used for active duty annual pay raises. The index used for active duty pay raises are based upon average civilian wage increases. Thus, retirement pay COLAs and annual active duty pay raises differ.

CSB/REDUX Retirement System

The Military Reform Act of 1986 created the REDUX retirement system and it applies to all members who joined on or after August 1, 1986. The National Defense Authorization Act (NDAA) for FY2000 amended this system to allow those in this group to choose between the High-3 retirement system and the REDUX retirement system, and it added a \$30,000 Career Status Bonus as part of the REDUX retirement system.

To remain under the CSB/REDUX retirement system, you must elect to receive the \$30,000 Career Status Bonus at 15th years of service. The REDUX retirement system and Career Status Bonus is a "package deal." The combination of these two items can be advantageous to many individuals. The REDUX portion determines retirement income (the longer one's career, the higher that income) and the \$30,000 Career Status Bonus provides current cash---available for investing, major purchases, or setting up a business after retirement.

REDUX System Details

The REDUX multiplier calculation and annual cost of living adjustments differ from the other systems. Also, REDUX has a catch-up increase at age 62 that brings the REDUX retired pay back to the same amount paid under the High-3 System. REDUX is the only military retirement system with a readjustment feature.

Under the REDUX retirement plan, each of the first 20 years of service is worth 2.0% toward the retirement multiplier, but each year after the 20th is worth 3.5%. Therefore, retirement at 20 years would result in a multiplier of 2.0% x 20 years = 40%. But the multiplier for a 30-year career is computed as 2.0% times the first 20 years (40%) plus 3.5% for the 10 years beyond 20 (35%), resulting in 75%. The table below summarizes the initial multiplier at various years of service under REDUX.

Years of service	20	21	22	23	24	25	26	27	28	29	30
REDUX	40%	43.5%	47%	50.5%	54%	57.5%	61%	64.5%	68%	71.5%	75%

Under REDUX, the longer you stay on active duty the closer the multiplier is to what it would have been under High-3 retirement plan. In precisely the same way as High-3, this multiplier is applied against the average basic pay for the highest 36 months of the individual's basic pay. This typically equals the average basic pay for the final three years of service. Also, remember this is basic pay; allowances and special pays do not affect retired pay.

Cost of Living Adjustments (COLA) for retired pay are given annually based on the increase in the Consumer Price Index (CPI), a measure of inflation. Under REDUX, the COLA is equal to CPI minus 1%.

A feature unique to REDUX is a re-computation of retirement pay at age 62. Two adjustments are made. The first adjusts the multiplier to what it would have been under High-3. For example, a 20-year retiree's new multiplier would become 50%, a 24-year retiree's multiplier would become 60% but a 30-year retiree's would

remain 75%. This new multiplier is applied against the individual's original average basic pay for his or her highest 36 months. Then the second adjustment is done. Full CPI for every retirement year is applied to this amount to compute a new base retirement salary. At age 62, the REDUX and High-3 retirement salaries are equal. But, REDUX COLAs for later years are set at CPI minus 1%.

The \$30,000 Career Status Bonus

If you elect the CSB/REDUX retirement system at your 15th year of service, you will receive the \$30,000 Career Status Bonus. To receive this bonus, you must agree to complete at least twenty years of active duty and retire under the REDUX retirement plan. Continuation beyond twenty years is possible, subject to personnel programs and restrictions at that time; however, your commitment with the CSB is only to the 20-year point. The entire \$30,000, or first installment payment for those electing a multi-year payment option, is paid shortly after you make the CSB/REDUX election. If you elect the bonus in installments, the remaining payments are made in January of the subsequent years.

Generally speaking, if you fail to complete 20 years of active service, by law, you are required to return a pro-rated share of the CSB for the time you did not complete. You may also be required to repay the unearned portion of the bonus if you transfer to another component/branch of service and have a break in service or do not remain on continuous active duty. Recoupment of the pro-rated amount would be waived in cases of death, disability retirement, or separation under a service program where you were requested to separate or retire early.

Typically, the CSB is taxable income unless the CSB election is effective during a month when you are serving in a Combat Zone or Qualified Hazardous Duty Area. **There are limitations to the taxability and the rules vary if you elect the lump sum payment or installments; therefore, it is important that you receive counseling before making an election.** If you receive the bonus in a single payment, by using a Thrift Savings Plan (TSP), you may shelter up to the IRS maximum from taxes by placing it into a TSP account. However, if you receive the bonus in installments, you may contribute money to the TSP each year and increase the amount you are sheltering from taxes. For more information, contact the Defense Finance and Accounting Service, the [Internal Revenue Service](#) or go online to the [Thrift Savings Plan](#) web site for information on potential tax savings.

Frequently Asked Questions

Q.1: How do I know what retirement plan applies to me?

A: Your Date Initially Entered Military Service (DIEMS) determines which retirement plan applies to you.

Retirement System	Criteria to Receive
High-3	DIEMS on or after September 8, 1980, but before August 1, 1986 OR DIEMS on or after August 1, 1986, AND did not choose the Career Status Bonus and REDUX retirement system
CSB/REDUX	DIEMS on or after August 1, 1986, AND elected to receive the Career Status Bonus (if you do not elect to receive the Career Status Bonus, you revert to the High-3 retirement system)

Q.2: When do I have to decide on the CSB/REDUX?

A: Typically, you must decide between 14 1/2 and 15 years of service. If you receive your notice of CSB eligibility late, you have 6 months from notification to make your decision.

Q.3: When do I get the bonus?

A: Should you decide to obtain a single lump-sum payment, you receive your bonus within 60 days the election effective date. Thus, you are normally paid by the 15 year and 2 month point of your career. Alternatively, you may decide to accept your payment in installments over a period of up to five years.

Q.4: Suppose I take the Career Status Bonus, can I later change my mind?

A: Once the election is effective, the decision becomes irrevocable. You cannot change your election, even if you return the Career Status Bonus. If you elect the CSB prior to completing 15 years of TAFMS, the election is effective on the date you complete 15 years of TAFMS. If you are notified late and sign the CSB election after reaching 15 years of service, the election is effective that day.

Q.5: What happens if I take the Career Status Bonus and am forced to separate?

A: Typically, if you fail to complete 20 years, you are required by law to return a pro-rated share of the bonus for the time you did not complete. Recoupment would be waived in cases of death, disability retirement, or separation under a service program where you were asked to separate or retire early.

Q.6: This is a hard decision. Who can help me decide?

A: In the end, only you can make the decision, but there are many sources of assistance. You should seek assistance from resources on your base such as the Airman & Family Readiness Center, or your personal financial counselor.

Q.7: I'm under the High-3 retirement plan. Can I take the bonus and switch to REDUX?

A: No. Only members entering service on or after August 1, 1986 can choose their retirement system.

Q.8: Is the \$30,000 bonus taxable?

A: Yes. If you receive the bonus in a single payment, by using a TSP, you may shelter up to the IRS maximum from taxes by placing it into a TSP account. However, if you receive the bonus in installments, you may contribute money to the TSP each year, and, thus, increase the amount you are sheltering from taxes. Other rules and limits may apply to those in receipt of non-taxable pays in a Combat Zone or Qualified Hazardous Duty Area (QHDA). Consult the IRS and TSP information sources for more specific information.