1. Determine Eligibility. The member’s eligibility is defined in NAVADMIN 239/24:

NSW officers with designators 1130 or 1137, who have completed at least 15 years of Active Duty Commissioned Service (ADCS), may be offered the NSWRB. Furthermore, applicants must meet the following eligibility criteria:

a. Designated as a NSW officer (designator 1130 or 1137); and

b. Received Commanding Officer’s written endorsement. Commanding Officer must ensure applications are accurate and verify applicants meet eligibility requirements.

1. Payment. NSWRB contract lengths and payments are outlined below.

a. The NSWRB will be offered in two phases. Members will be paid a fixed amount per year of service. If member serves a partial year, that year will be prorated.

(1) Phase 1 NSWRB. Applicant must be an NSW officer with

1130 or 1137 designator to apply for a phase 1 bonus. Phase 1 contracts encompass 15 years of ADCS for 1130 and 1137 designators. Command eligible officers (officers that screened positive at an NSW CO/executive officer (XO) Administrative Screening Board for XO) will have the opportunity to receive up to $125,000 (1130) and $60,000 (1137) in retention bonuses for phase 1 contracts. Non- command eligible officers (officers that did not screen positive at an NSW CO/XO Administrative Screening Board for XO) will have the opportunity to receive up to $75,000 (1130) in retention bonuses for phase 1 contract.

a. Command eligible NSW Officers (Designator 1130) with 15 ADCS:

5-year agreement: $25,000 per year

3-year agreement: $15,000 per year

b. Non-Command eligible NSW Officers (Designator 1130) with 15 ADCS:

5-year agreement: $15,000 per year

3-year agreement: $5,000 per year

c. Command eligible NSW Officers (Designator 1137) with 15 ADCS:

5-year agreement: $12,000 per year

3-year agreement: $7,500 per year

(2) Phase 2 NSWRB. Applicant must be an NSW officer with 1130 designator to apply for a phase 2 bonus. Phase 2 contracts encompass 20 to 22 years of ADCS. Command eligible officers (officers that screened positive at an NSW CO/XO Administrative Screening Board for CO) will have the opportunity to receive up to $75,000 (1130) and $36,000 (1137) in retention bonuses for Phase 2 contracts. Non- command eligible officers (officers that did not screen positive at an NSW CO/XO ASB for CO) will have the opportunity to receive up to $45,000 (1130) in retention bonuses for phase 2 contract.

a. Command eligible NSW Officers (Designator 1130) with 20-23 ADCS:

3-year agreement: $25,000 per year

b. Non-Command eligible NSW Officers (Designator 1130) with 20-23 ADCS:

3-year agreement: $15,000 per year

c. Command eligible NSW Officers (Designator 1137) with 20-23 ADCS:

3-year agreement: $12,000 per year

1. Submission of Application. Must submit applicationto program manager via chain of command no later than request contract start date. Member is responsible to send the following documents to the program manager as a single PDF titled (lastname\_firstname\_CSRB.pdf):
   1. Members contract request (DO NOT put SSN on contract)
   2. Commanding Officers endorsement letter (DO NOT put SSN on endorsement letter)

\*\*Note: Signed and scanned agreements sent via encrypted email preferred.\*\*

**\*\*BACKDATED APPLICATION WILL NOT BE ACCEPTED\*\***

1. Program Manager will verify receipt of application (terms of contract and any adjustments required will be corrected prior to accepting/processing contact).
2. Upon acceptance of a member’s agreement by the program manager, the amount of the contract becomes fixed and the member incurs a firm service obligation.

**\*\*Email NSWRB package to – SEAL\_OCM@navy.mil\*\***

**\*\*Any questions regarding submission process and/or members eligibility contact program manager at 703-604-5064 or SEAL\_OCM@navy.mil\*\***

**References:**

1. Officer CSRB NAVADMIN 301/20



1. CSRB Application Letter Format



1. CSRB Endorsement Letter Format



1. 37 U.S.C. § 332 – General bonus authority for officers

**POINTS OF CONTACT:**

NSW Officer Community Management Office, BUPERS-311D

Officer Community Manager, [seal\_ocm@navy.mil](mailto:seal_ocm@navy.mil) , 703-604-5005

NSW Pay Program Manager, [seal\_ocm@navy.mil](mailto:seal_ocm@navy.mil), 703-604-5064