



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
2000 NAVY PENTAGON  
WASHINGTON, D.C. 20350-2000

7220  
Ser N00/111  
8 DEC 2010

MEMORANDUM FOR THE RECORD

Subj: DECISION MEMORANDUM ICO POLICY GUIDANCE REGARDING 35-DAY  
SRB PRECERTIFICATION REQUIREMENT

1. Commands are required to submit all Selective Reenlistment Bonus (SRB) reenlistment requests to PERS-811 via OPINS 35-120 days in advance of the Sailor's requested reenlistment date. Requests submitted less than 35 days prior to the requested reenlistment date without substantial justification will be rejected.
2. Commands are authorized to submit SRB reenlistment requests prior to a member receiving a Perform-to-Serve (PTS) quota; however, the PTS quota request must have been submitted and the SRB request will not be processed until the member has received PTS confirmation.
3. If the Command is unable to submit the request within policy guidelines due to a situation outside of the Command's control, the Commanding Officer or Officer in Charge must send a formal letter and a scanned copy of the reenlistment request chit to PERS-811 to explain the circumstances and verify the Command was unable to meet this policy requirement. Letters will be evaluated to determine if the waiver request meets CNP guidelines to grant the waiver request. By Direction signatures are not authorized.
4. If the Command fails to submit the request within the policy guidelines due to no fault of the member, the Command's ISIC must send a formal letter to the Director, Military Personnel Plans and Policy Division (N13) via Navy Pay and Compensation Policy Branch (N130), certifying the member submitted all paperwork on time and providing assurance that corrective actions have been taken.

  
A. M. KURTA

Copy to:  
N130  
N133  
PERS-811  
BUPERS-32