

CSB/REDUX ELECTION PACKET

- DD Form 2839 – S-1 should verify DIEMS (block 4) and BASD (block 5) are accurate and match the Soldier's ERB.
- **NOTE: The Soldier's signature must be witnessed the same day, ensure these dates match.**
- Memorandum of Service Officials Designated to Sign the Career Status Bonus (CSB) Election (DD Form 2839) – provided by the S-1.
- Notification of CSB/REDUX Eligibility Memo – signed by the unit commander.
- Notification of CSB/REDUX Eligibility Memo – signed by the Soldier.
- Waiver of 6 Month Notification Period Memo – signed by the Soldier.
- Attach the following documents with the application:
 - DD Form 4-1,2,3 (Initial Enlistment Contract)
 - Enlisted Record Brief (ERB)

CSB/REDUX ELECTION CHECKLIST

Name:	Unit:
DIEMS Date: BASD:	Phone:
Email:	
S1 Information:	
Received Date:	By:
Remarks:	

DOCUMENTS	REMARKS
DD Form 2839 with all signatures and dates	
Memorandum of service officials designated to sign the CSB election form	
Notification of CSB/REDUX eligibility memo (unit notification)	
Notification of CSB/REDUX eligibility memo (Soldier acknowledgement)	
Waiver of 6 month notification period memo	
Enlisted Record Brief (ERB)	
REQUIRED ATTACHMENTS:	
DD 4-1,2,3 (Initial Enlistment Contract), if applicable	