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Homeland Security
United States
Coast Guard

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COMDTNOTE 1000
8 Mar 2005

COMMANDANT NOTICE 1000 CANCELLED: 7 Mar 2006

Subj: CH-39 TO PERSONNEL MANUAL, COMDTINST M1000.6A

1. PURPOSE. This Notice publishes a change to the Personnel Manual. This Notice is applicable to all active and reserve Coast Guard members and other Service members assigned to duty within the Coast Guard.

2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, assistant commandants for directorates, Chief Counsel, and chiefs of special staff offices at Headquarters shall ensure compliance with the provisions of this Notice. No paper distribution will be made of this Notice. Official distribution will be via the Coast Guard Directives System CD and on Coast Guard web: http://cgweb.uscg.mil/g-c/g-ccs/g-cit/g-cim/directives/welcome.htm, http://www.uscg.mil/ccs/cit/cim/directives/welcome.htm. An electronic version has been posted on the Commandant (G-WPM-1) website (www.uscg.mil/hq/g-w/g-wp/g-wpm/WPM-1.htm). Internet release is authorized.

3. DIRECTIVES AFFECTED. Pregnancy in the Coast Guard, COMDTINST M1900.9, is cancelled.

4. SUMMARY. Enclosure (1) summarizes the substantial changes throughout the manual provided as enclosure (2). Any pages inadvertently omitted from the "Remove" column in previous changes should be discarded as obsolete.

5. PROCEDURES. Remove and insert the following pages:

Remove	Insert
1.A. Pages 5-10	1.A. Pages 5-10
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DISTRIBUTION – SDL 142

	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z
A	3	3	3	3	3	2	1	1	1	1		1	1	1	1	1	1	1	1		1					
B		5	10*	1	21	10	25	30	8	6	7	7	6	60	2	1	3	110	1	1	12	1	22	1	1	1
C	5	2	3	4	2	2	2	2	2		3*	2	1	4*	1	1	1	1	1	1	1	1	1	1	1	1
D	2	1	1	5	1	1	1	1	1	1	3	1*	1	1	2	1	1	1	1	1	1	1	1			1
E	2	4*						1						1*												
F																										
G		1	1	1	1												1	1	1							
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NON-STANDARD DISTRIBUTION: See action paragraph.

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6. FORMS AVAILABILITY. Coast Guard forms listed throughout this change are accessible in the USCG Adobe Forms Library.

Stephen W. Rochon /s/
Director of Personnel Management

Encl: (1) Summary of Changes
(2) Change 39

CH 39 TO PERSONNEL MANUAL, COMDTINST M1000.6 (series)

SUMMARY OF CHANGES

Chapter 1	
Article 1.A.8.	Clarifies policy for integrating reserve and temporary regular officers.
Article 1.B.2.	Clarifies requirements for submitting applications to remain on active duty. Replaces "Coast Guard Recruiting Center" with "Coast Guard Recruiting Command".
Article 1.B.5.	Clarifies eligibility requirements for active duty members desiring to apply for OCS.
Article 1.D.2.	Clarifies minimum eligibility requirements for appointment to warrant grade. Requires applicants for appointment to warrant grade to submit an E-Resume via Direct Access with command endorsement completed in the E-Interview section.
Article 1.D.3.	Deletes Article 1.D.3.d. Commanding officers are no longer required to submit a letter to the PERSRU listing those recommended for appointment to warrant grade.
Article 1.D.4.	Updates the chart for normal path of appointment to warrant specialties.
Article 1.D.6.	Clarifies the importance of reviewing Personnel Data Extracts (PDEs) in the warrant officer preboard process. Identifies link for accessing PDEs through Employee Self Service via the Direct Access website: HTTPS://CG.DIRECT-ACCESS.US.
Article 1.D.7.	Requires candidates for the CWO Appointment Board to submit a resume in proper format using Coast Guard memorandum letterhead.
Article 1.D.10.	Clarifies the procedures for removal of candidates from the CWO Appointment Board, preboard or final eligibility list.

Chapter 3	
Article 3.A.8.	Clarifies PSC responsibility in implementing the Enlistment Bonus Program. Replaces the term "Human Resources Service & Information Center (HRSIC)" with "Personnel Service Center (PSC)."

Chapter 4	
Article 4.A.5.	Sets tour lengths for congressional detailees or fellows to two years. Replaces the term "Assignment Data Card" with "E-Resume."
Article 4.A.6.	Clarifies assignment policy for members who are found to be HIV antibody positive IAW the Medical Manual, COMDTINST M6000.1 (series).
Article 4.A.7.	Clarifies assignment policy for women.
Article 4.A.16.	Replaces the term "Secretary of Transportation" to "Secretary of Homeland Security." Replaces "SECTRANSFIND" with "SECDHSFIND."

Article 4.B.3.c.2.c	Adds social climate issues to AO's considerations during assignment decisions.
Article 4.B.4.	Reflects changes to assignment priorities: Active duty deployable members serving at PSUs receive assignment priority three. Active duty members serving in the International Ice Patrol (IIP) and drivers of the Commandant/Vice Commandant receive priority four.
Article 4.E.12.	Replaces the term "Command Enlisted Advisor (CEA)" with "Command Master Chief (CMC)."
Article 4.E.22.	Adds new article on the eligibility criteria and selection process for assignment as Master Chief Petty Officer of the Coast Guard.
Article 4.H.2.	Adds policy guidance for submitting E-Resume for members requesting overseas assignment. Adds Exhibit 4.H.2.b., checklist for Overseas Screening for Active Duty Dependents and requires members and commands to use the checklist to determine suitability of dependents to accompany their spouses for overseas duty.

Chapter 5	
Article 5.A.4.	Amends time in grade required for promotion from LTJG to LT from 36 months to 30 months.
Article 5.A.9.	Amends policy authorizing the promotion of Coast Guard Band Director to the grade of CAPT.
Article 5.B.10.	Clarifies requirements for members desiring to apply for CWO to LT Selection Program.
Article 5.C.3.b.3.	Deletes Secretary of Transportation Letters of Commendation from Awards listing.
Article 5.C.4.	Requires COs to prepare comments in the Enlisted Employee Review when a member otherwise eligible for advancement is assigned a mark of Not Recommended. Changed deadline dates for submitting waiver for SWE eligibility requirements from 01 January and 01 July to 01 February and 01 August respectively. Reflects sea time requirements for advancement eligibility.
Article 5.C.5	Replaces references to the Enlisted Performance Evaluation Form (3888 (series)) with Enlisted Employee Review.
Article 5.C.7.	Replaces the term "Performance Based Qualifications (PBQs)" with "Enlisted Personnel Qualifications (EPQs)."
Article 5.C.15.	Defines "sea time" for advancement eligibility. Clarifies minimum sea duty requirements for advancement in certain ratings including those legacy and new ratings that resulted from Joint Rating Review (JRR) initiative.
Article 5.C.38.	Requires the reevaluation marks to be entered on the Employee Review Summary and a comment made in the recommendation field.
Article 5.D.1.	Provides information on how to access the Personnel Data Extract (PDE) on the PSC website (www.uscg.mil/hqhrsic) for detailed description and examples of printed online PDE.

Article 5.D.6.	Reflects policy change authorizing E-9s and E-8s serving as officer-in-charge to serve as head of the local exam board when no commissioned officer is readily available.

Chapter 6	
Article 6.A.1.	Extends the period that aviators may be incapacitated before they are disqualified for aviation service from six to twelve months.
Article 6.C.2.	Sets policy concerning procurement and issuance of Cutterman Insignia.
Article 6.C.3.	Adds Port Security Unit (PSU) Insignia eligibility and procedures.

Chapter 7	
Article 7.A.15.	Clarifies policy concerning use of accrued leave.
Article 7.A.20.	Clarifies policy on exceptions for lump sum payment of unused earned leave.
Article 7.B.2.	Changed “Washington’s Birthday” to “President’s Day.”
Article 7.B.6.	Revised policy for granting compensatory absence.

Chapter 9	
Article 9.A.	Incorporates Pregnancy in the Coast Guard, COMDTINST 1900.9, into this manual as Chapter 9.A.
Article 9.A.3.	Clarifies deployment INCONUS/OCONUS following pregnancy.

Chapter 10	
Article 10.A.7.	Clarifies policy on correction of military records.
Article 10.B.2.	Changed “Special” Employee Review to “Unscheduled” Employee Review.
Article 10.B.5.	Clarifies submission schedule of Regular Enlisted Employee Reviews. Requires a “disciplinary” employee review to be completed when a member has an alcohol incident.

Chapter 12	
Article 12.A.11.	Clarifies procedures for revoking regular officers’ commissions in their first five years of service.
Article 12.A.15.	Clarifies policy for convening a “determination board.”
Article 12.B.1.	Formalizes and clarifies policy concerning the “Second Chance” program.
Article 12.B.16.	Amended policy to clarify the causes for discharge for unsuitability.
Article 12.B.20.	Clarifies discharge authority of TRACEN Cape May and CGPC.
Article 12.B.45.c	Corrects the JFTR reference regarding transportation expenses for members discharged under other than honorable conditions.
Article 12.C.11.	Revised sample memorandum for voluntary retirement request.
Article 12.C.15.	Clarifies policy for determining the highest grade or rate at which an enlisted member can retire.

Article 12.G.3.	Updates Professional Growth Points chart. Allows Rating Force Master Chiefs (RFMC) to reenlist or extend beyond 30 years' active military service for a period not to exceed completion of a standard tour as Command Master Chief (CMC).

Chapter 14	
Article 14.A.4.	Updated the name of form CG-4082, Officer Education Record to "Record of Professional Development."
Article 14.A.11.	Clarifies the legal reference for findings of unsatisfactory in grade by the LTJG Selection Board.
Article 14.A.19.	Clarifies policy for convening a board to continue ADPL captains on active duty.
Article 14.A.20.	Amended policy for convening a board to continue RPA Captains on active duty.

Throughout Various Chapters	
Various Articles	Replaced the term "Human Resources Service & Information Center (HRSIC)" with "Personnel Service Center (PSC)." Replaced the term "CGHRMS" with "Direct Access."

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1.A.6.f. Selections

1. On receiving the applications, Commander (CGPC-opm-1) convenes a selection panel to evaluate all qualified applicants. The panel shall consist of a captain as senior member, the incumbent Band Director, if available, and three additional officers (lieutenants or higher). To provide supplementary expertise, another Service's Band Director may replace one of the additional members. Except for the latter, all board members must be Regular Coast Guard officers, with at least one from Commandant (G-IPA). Commander (CGPC-opm-1) may name other appropriate panel members.

2. Convening at the Coast Guard Band location, the selection panel acts as follows:

   a. Evaluates each applicant's professional qualifications, personal characteristics, and other pertinent data.

   b. Interviews each applicant to assess personal attributes that must necessarily complement technical qualifications for service as a commissioned Coast Guard officer. For this unique position, the selection panel should focus on the applicant's potential for leadership and management.

   c. Rates each applicant's performance in a 15-minute audition, during which he or she will conduct the Coast Guard Band in a program he or she prepares. Each applicant will have 30 minutes to rehearse.

   d. Evaluates each applicant's performance in rehearsing the band with unfamiliar music as designated by panel members with musical expertise.

   e. Nominates in order of preference those applicants considered qualified in all respects for appointment and fully capable of discharging the duties of the Coast Guard Band Director, noting in the record whether qualified and recommended for lieutenant or lieutenant (junior grade).

1.A.7. Appointing Physician Assistants

1.A.7.a. General

1. To effectively attract and retain qualified physician assistants with education and skills comparable to those in the other Uniformed Services, the Coast Guard must offer our physician assistants military rank, responsibility, advanced professional training, and career opportunities commensurate with other Services.

2. On completing the prescribed medical training, active duty members normally are commissioned as temporary Regular officers in the grade of ensign. These officers incur an active duty obligation of three years of service for each year of training.

3. On commissioning, all active duty physician assistants attend the next available direct commission officer indoctrination course.

1.A.7.b. Integration

1. Officers selected for promotion by an Active Duty Promotion List best-qualified promotion board **will be offered** integration under Article 1.A.8. provisions.

2. To maintain a high level of professional qualification, physician assistants must attain professional certification from the National Commission on Certification of Physician Assistants during their first two years of commissioned service. Articles 12.A.12. and 12.A.15. contain provisions to vacate the appointments of temporary commissioned officers and separate Regular officers who fail to attain or subsequently maintain this certification.

1.A.8. Integrating Reserve and Temporary Regular Officers

1.A.8.a. General

1. When Reserve officers, except Reserve Program Administrators, remain on active duty for an extended period to meet routine Service needs, they lose identification as trained officers held in reserve for an emergency. Similarly, temporary Regular officers, except chief warrant officers appointed as temporary lieutenants, hold a probationary commission for three years while retaining permanent status as enlisted members or warrant officers. Once an Active Duty Promotion List (ADPL) best-qualified promotion board selects Reserve and temporary Regular officers, the Service expects them to possess the potential and skills for long-term active service and they become eligible to integrate as permanent Regular officers.

   a. Integrating to Permanent Regular officer status allows a member to remain on active duty for up to 30 years commissioned service (as opposed to 30 years active service) unless:

      (1) They are twice non-selected by a future promotion board, or,

      (2) They reach age 62 prior to completing 30 years commissioned service, or,

      (3) They are separated under some other provision of law.

   b. Once a Temporary officer is integrated, they no longer hold a temporary commission and therefore lose the option to revert back to a previously held CWO or enlisted status.

2. The integration policy for Reserve officers and temporary Regular officers is as follows:

   a. <u>Reserve and temporary Regular officers appointed from OCS and Direct Commission Reserve officers</u>, who have been selected by a best-qualified **ADPL** promotion board, must integrate as permanent Regular officers.

b. Temporary Regular officers who receive their commission either through the CWO to LT program, a Direct Commission Officer (DCO) program, or the Physicians Assistant (PA) program, have the option to integrate upon selection by a best-qualified **ADPL** promotion board **in their temporary status. For temporary LT's who are permanent CWO's, this does not include selection by an ADPL CWO promotion board**. If they do not **accept integration**, that option will not be available again **until** they are selected by their next best-qualified **ADPL** promotion board.

3. Notwithstanding any procedure outlined below, between the time the officer is selected by a best-qualified **ADPL** promotion board and the administration of the oath of office for permanent Regular appointment, Commander (CGPC-opm) must be advised of any action that would disqualify an applicant for integration.

1.A.8.b. Integration Requirements

To qualify for integration, a Reserve or temporary Regular officer must meet these integration requirements. Normally, no waivers will be granted. The officer must:

1. Comply with the Service's maximum allowable weight standards at the time of the administration of the oath of office for integration.

2. At the time of the administration of the oath of office for integration, not be subject of or party to a pending investigation which could result in adverse action against the officer, nor accused pending proceedings under the Uniform Code of Military Justice, nor the subject of a pending administrative board for possible separation.

3. Have completed two years' continuous active Coast Guard duty (as of 1 March following selection by the best-qualified promotion board) during the current active duty period.

4. Have been selected for promotion by any ADPL board under the best-qualified selection system.

1.A.8.c. Integration Process

1. Once a Reserve or temporary Regular officer has been selected by their first best-qualified active duty promotion list (ADPL) selection board **as discussed above**:

   a. Correspondence requesting appointment authority and Senate confirmation of all officers eligible for permanent status as permanent Regular officers will be initiated by the Personnel Command; and,

   b. A general message will be released advising the officers subject to integration that this authority has been requested. The message will stipulate that officers who are required to integrate but elect not to must notify Commander (CGPC-opm) of their intention and these officers should expect release from active commissioned service not earlier than six months from the date Commander (CGPC-opm) receives their request.

2. After receiving appointment authority and Senate confirmation, Commander (CGPC-opm) will conduct an internal records review of materials received about the officers to confirm they have not disqualified themselves since selection for promotion. If record material casting doubt on an officer's qualifications for permanent status is received, Commander (CGPC-opm) will convene a special panel to evaluate the officer for continued service.

3. Once the review is complete, an appointment letter will be mailed to eligible officers via their immediate chain of command. It will direct the command to administer the oath of office.

4. Before administering the oath of office, commanding officers shall confirm that the officer still meets the requirements of Article 1.A.8.b.1 & 2.

5. If an officer fails to meet the requirements above, or the command determines that the officer does not possess the qualities of a permanent regular officer, or the officer has elected not to integrate, the command will **notify Commander (CGPC-opm)** with an explanation. Further action will be guided by the provisions of Article 1.A.9 or 12.A.15 as applicable.

1.A.8.d. Appointment Process

Article 5.A.12. outlines how to appoint Reserve and temporary Regular officers selected for integration as permanent Regular commissioned officers.

1.A.8.e. Security Investigation

If the officer has satisfactorily completed a National Agency Check during his or her current tour of active duty, one is not required for integration.

1.A.9. Processing Officers Who Do Not Integrate

Reason	Reserve Officers	Temporary Regular Officers
Officers Required to Integrate Who Decline Appointment as Permanent Regular Officers	The Service releases Reserve officers from active duty effective the date their extended active duty agreement or other obligated service expires, as needs of the Service allow. This includes officers who receive their appointment from OCS, and direct commission Reserve officers.	With the exception of officers who received their appointment from OCS, they remain on active duty in their Temporary officer status unless separated or integrated at a later date. Officers who received an appointment from OCS are released from active duty six months after they receive notification to integrate.

Reason	Reserve Officers	Temporary Regular Officers
Failure of Selection for Promotion on a Best-Qualified Basis the First Time	They may apply for extension in accordance with Article 1.B.2.d., which will make them eligible to be seen a second time by the best-qualified promotion board.	They are eligible to be seen a second time by a best-qualified promotion board.
Subject of or a Party to a Pending Investigation, Accused Pending UCMJ Proceedings, or the Subject of a Pending Administrative Board for Possible Separation	If they request, the Service may grant these officers an administrative extension for up to one year while awaiting the outcome of the pending proceeding, unless previous contractual or obligated service so provides. After the pending action is final, unless otherwise separated, these officers may (EAD officers)/will (all others) (see Article 1.A.8.a.) request to integrate if selected by their next best-qualified promotion board. In determining whether proceedings of pending actions are final, the Service uses the controlling directives governing the proceeding (for example, the Manual for Courts-Martial (MCM) (series) for UCMJ proceedings, the Coast Guard Investigations Manual, COMDTINST M5527.1 (series), for administrative investigations).	They retain their temporary commissioned status while awaiting the outcome of the pending proceeding. After the pending action is final, unless otherwise separated, they may integrate if selected by their next best-qualified promotion board. In determining whether proceedings of pending actions are final, the Service uses the controlling directives governing the proceeding (for example, the Manual for Courts-Martial (MCM) (series) for UCMJ proceedings, the Coast Guard Investigations Manual, COMDTINST M5527.1 (series), for administrative investigations).
Failure to Meet Weight Standards	They may request an administrative extension until the end of the weight loss probationary period unless previous contractual or other obligated service so provides. If they do not meet the weight standards at the end of the administrative extension, the Service releases them to inactive duty on the Inactive Status List (ISL) without further board or panel action	They retain their temporary commissioned status until the end of their weight loss probationary period. If they do not meet the weight standards then, the Service immediately vacates their commission and processes them for separation under procedures used for their permanent status.

1.A.10. Recalling Retired Regular Officers

1.A.10.a. General

If Service needs require, the Commandant may recall a retired Regular officer to active duty for a specified time in accordance with Articles 1.A.10.b. and c.

1.A.10.b. In War or National Emergency

In time of war or national emergency, the Commandant may order any Regular officer on the retired list to active duty (14 USC 331).

1.A.10.c. Recall with Officer's Consent

1. The Service may assign any retired Regular officer, with his or her consent, to duties he or she is able to perform (14 U.S.C. 332(a)).
2. The number of retired lieutenant commanders, commanders, or captains on active duty shall not exceed two percent of the authorized number of officers on active duty in each grade. This limit does not apply to retired officers in these grades recalled to serve as members of courts, boards, panels, surveys, or special projects for periods as long as one year (14 U.S.C. 332(b)).
3. The following application procedures will be followed:
   a. Officers desiring recall to active duty from retirement should apply by submitting a letter to Commander (CGPC-opm-1) via their current commanding officer or directorate if on active duty, or directly to Commander (CGPC-opm-1) if already retired. The request will constitute consent to recall.
   b. The application should specify:
      (1) The duration of the recall agreement desired,
      (2) The desired date recall should commence,
      (3) Whether they are available for worldwide assignment. If not, indicate the specific assignment criteria desired (whether a specific unit, geographic area or job position number).
      (4) Other useful information or a resume describing such things as qualifications and experience which may meet a Service need.
      (5) Contact information including mailing address, e-mail address and daytime telephone number.
   c. If an officer is on active duty when they apply, the commanding officer's endorsement should provide a specific recommendation concerning how this officer's recall will meet a Service need and why the recall is in the best interest of the Service.

duty at the end of the promotion year in which the second failure occurs or when they complete their current Active Duty Agreement, whichever is earlier. The Service considers these separations involuntary. Reserve officers with 18 or more years' active duty service may remain on active duty until they complete 20 years of service if Commander (CGPC-opm) approves a retention request.

6. All extensions and agreements are subject to termination for changes in Service requirements and other factors affecting the retention of Reserve officers on active duty (10 U.S.C. 12312).

1.B.2.e. Submitting Applications to Remain on Active Duty

1. Reserve officers serving initial active duty periods or fulfilling active duty agreements may apply to remain on active duty **via Direct Access E-Resume with required command endorsement completed in the E-Interview. Requests must be submitted** in time for the appropriate extension board to consider them. The **Schedule of Active Duty Promotion List (ADPL) and Inactive Duty Promotion List (IDPL) Officer Personnel Boards and Panels, COMDTINST 1401.5 (series)** announces board convening dates and application deadlines.

2. Reserve officers shall state in **the "Full Text Resume" portion of their E-Resume** both their desired duration of the requested active duty agreement and the minimum duration they will accept.

3. **In the "Comment Block" of the E-Interview, the** commanding officer's endorsement shall comment on the applicant's suitability for continued service under the terms of an active duty agreement and also list the applicant's special qualifications or abilities.

1.B.2.f. Selection

1. Boards normally meet in January and July to recommend Reserve officers for new active duty agreements or extensions of their current agreements. Special boards may be convened occasionally to meet Service needs. The boards normally recommend officers they consider best-qualified for retention on active duty. As Service needs dictate, boards may be convened on a fully-qualified basis or not at all. If no board is convened, Commander (CGPC-opm) will consider all extensions and requests for new agreements. When a board is convened to consider officers on a fully-qualified basis, the board shall apply the procedures delineated in Article 14.A.5, with the following exception: In developing the fully qualified standards, the records of officers who hold the same grade as the applicant shall be used. The board's focus should be on reviewing the records for retention of the officers in the current grade, not for promotion purposes.

2. The board considers each officer for retention based on the officer's performance record, special qualifications, educational accomplishments, potential for future development as a Regular officer, command endorsement, and Service needs.

3. The Service releases to inactive duty on their scheduled release date those officers whose agreements expire or whose requests for retention have not been approved.

1.B.2.g. Active Duty Agreements

1. Officers selected for retention must return active duty agreements to Commander (CGPC-opm-1) within five working days after receipt.

2. Officers who do not desire to execute the agreement shall endorse the agreement to that effect and return it to Commander (CGPC-opm-1) within five working days of receipt. The officer will be RELAD no later than when their agreement expires.

1.B.2.h. Instructions for Signing Agreements

1. The Reserve officer desiring retention or recall to active duty is the "contractor" and signs all copies of the agreement in the space provided in the presence of one or more witnesses.

2. When practical, two officers or petty officers will witness the contractor's signature and sign all copies of the agreement in the space provided.

3. The officers delegated in Article 1.B.2.c. to accept the agreement for the Coast Guard sign all copies in the space provided for the authorized agent's signature.

4. If the Reserve officer entering the active duty agreement is the only active duty Coast Guard officer present in the area, he or she may sign as the contractor. The two witnesses' signatures must be accompanied by an address and current telephone number. The Reserve officer contractor sends the agreement to the district commander (dcs) or maintenance and logistics commander (p), as appropriate, for signature and acceptance of the agreement for the Coast Guard.

1.B.2.i. Pay Entitlements on Involuntary Release from Active Duty

Reserve officers involuntarily released from active duty may be entitled to separation pay under 10 U.S.C. 1174 and/or a termination payment for the remaining part of an active duty contract under 10 U.S.C. 12312. The U.S. Coast Guard Pay Manual, COMDTINST M7220.29 (series), explains conditions and procedures on separation pay or pay on release without the member's consent before an active duty agreement expires.

1.B.3. Appointing Reserve Program Administrators

1.B.3.a. General

1. Under authority of 10 U.S.C. 10211 and 12501, the Service assigns certain Coast Guard Reserve officers—Reserve Program Administrators (RPAs)—to extended active duty to organize, administer, recruit, instruct, or train Coast Guard Reserve components.

Commandant may remove it for any of these reasons and release an officer so serving to inactive duty:

1. A board of officers convened for that purpose so recommends and the Commandant approves.

2. The first board to consider the provisional RPA officer does not select him or her for designation as RPA.

3. On the RPA's approved request.

4. On failure of selection for promotion on a fully qualified basis.

5. On termination of extended active duty.

1.B.3.j. Promoting Provisional RPAs

Provisional RPAs shall be selected for promotion and promoted in accordance with the regulations governing RPAs in Chapters 5.A. and 14.A.

1.B.4. Reserve Program Administrator's Voluntary Transfer to ADPL

1.B.4.a. General

1. At his or her request and based on Service needs, an RPA serving as commander, lieutenant commander, or lieutenant for a minimum of three years as an RPA may have his or her RPA designation removed and transfer to the ADPL. The RPA must submit this request to Commander (CGPC-opm-1) by 01 March of the promotion year before the officer's running mate is projected to enter an ADPL promotion zone.

2. Reserve officers who transfer to the ADPL execute an active duty agreement for up to five years to enable them to be considered for selection to the next higher grade.

1.B.4.b. Integration

If an ADPL board selects a former RPA for commander or captain, that officer shall integrate. Those selected to lieutenant commander shall meet all Article 1.A.10. requirements to be eligible for integration.

1.B.4.c. Retirement or Release from Active Duty

If a former RPA has not integrated into the Regular Coast Guard and twice fails of selection for promotion to the next higher grade, he or she retires or the Service releases him or her from active duty in accordance with these guidelines:

1. Officers who twice fail of selection to the grade of captain or commander and who:

   a. Have completed 20 years of active service on 30 June of the promotion year in which the second failure of selection occurs, retire, or

   b. If not eligible to retire on 30 June of the promotion year in which the second failure of selection occurs, remain on active duty and retire on the last day of the month in which they complete 20 years of active service.

2. Officers who twice fail of selection to lieutenant commander and who:

   a. Have completed 18 years of active service on 30 June of the promotion year in which the second failure of selection occurs, remain on active duty and retire on the last day of the month in which they complete 20 years' active service unless Commander (CGPC) authorizes their release (10 U.S.C. 1163(d)), or

   b. Have completed fewer than 18 years' active service on 30 June of the promotion year in which the second failure of selection occurs, are released to inactive duty on 30 June or when their active duty agreement expires, whichever is earlier.

1.B.5. Officer Candidate School

1.B.5.a. General

1. Officer Candidate School (OCS) is a major source of newly commissioned Coast Guard officers. The Service selects candidates based on a competitive system. On satisfactorily completing 17 weeks of training, graduates are appointed as commissioned Coast Guard ensigns or lieutenants (junior grade) under Article 1.A.3. provisions or commissioned Coast Guard Reserve ensigns under this Article's provisions. Classes convene according to a schedule published by a general message.

2. At least twice annually **Commanding Officer, CGRC** convenes boards to select Reserve and temporary commission applicants to OCS. A general message announces application deadlines, cutoff dates for eligibility requirements, and any other information of concern to applicants.

1.B.5.b. Eligibility Requirements

1. Age. Applicants must be between 21 and 26 before the actual class convening date published for each selection period except:

   a. Applicants may exceed this maximum age limit by the number of months, up to 60, served on active duty in any Armed Forces branch. Do not use time spent on active duty for training when determining this constructive age.

b. Regular Coast Guard chief warrant officers are eligible until they reach their 40th birthday.

2. Military Status.

a. **Commanding Officer, CGRC** accepts applications from college seniors currently enrolled in any ROTC program. However, the student must present a statement signed by an authorized official of the losing Service that it releases the student from any contractual obligation for military duty incurred through membership in that Service.

b. Any Armed Forces (other than Coast Guard) Reserve member may apply if he or she submits these documents:

(1) A conditional release from the Reserve component which states that Service will discharge him or her on enlistment in the Coast Guard Reserve preparatory to assignment to OCS.

(2) A signed statement he or she understands these conditions and will inform **Commanding Officer, CGRC** immediately of any change in his or her military status, including receiving orders to report for active duty.

c. Any person currently on active duty in an Armed Force other than the Coast Guard must include in the application file a statement from his or her Service that it will discharge him or her if selected to attend OCS. This statement is not necessary if his or her enlistment expires before the convening date of the first class for which selections are made.

d. Applicants for temporary regular commissions must be on active duty in the Coast Guard.

e. An applicant who has six or more years of previous active duty creditable service for retirement, other than in the Coast Guard or Coast Guard Reserve, is not eligible.

3. Physical. Applicants must meet the requirements listed in the Medical Manual, COMDTINST M6000.1 (series), Chapter 3.

4. Citizenship. The applicant must be a United States citizen with no questionable foreign connections.

5. Officer Screening Tests. OCS screening tools and their minimum required scores for any one are listed below. Applicants to all selection boards must include in their application package a qualifying score on the SAT, ACT or ASVAB. No waivers will be considered. Any test's most recent score is valid for this program with no limitation on what year the test was taken.

Test	Minimum Qualifying Score	Required Proof
Scholastic Aptitude Test (SAT)	combined 1000 on verbal and math or 1100 on the SAT I	copy of the score report
American College Test (ACT)	21	copy of the score report
Armed Services Vocational Aptitude Battery (ASVAB) General Technical (GT) Aptitude Area, which combines Arithmetic Reasoning (AR) Test and Verbal Ability (VE) standard score, obtained by adding the Word Knowledge (WK) and Paragraph Comprehension (PC) Test scores	110	MEPS-714 for civilian applicants CG-3303 (verified byPMIS) for active duty

6. Interview. A board of commissioned officers interviews each applicant in accordance with Article 1.B.8. Applicants not selected for OCS may reapply and be interviewed again.

7. Educational Qualifications.

   a. Reserve Commission Applicants. Applicants must be in their senior year at or hold a baccalaureate or higher degree from an accredited college or university. Persons preparing for the ministry are not eligible to apply.

   b. Temporary Regular Commission Applicants. Applicants must:

      (1) Hold a baccalaureate or higher degree from an accredited college or university prior to beginning the application process, or

      (2) Attain 25th-percentile scores (a general message will publish actual scores required) on all parts of the DANTES General Examinations of the College Level Examination Program, or

      (3) Complete one year of study (30 semester hours or 45 quarter hours) at an accredited, degree-granting college or university, and

      (4) Satisfactorily complete one college-level mathematics course, or

      (5) Pass the DANTES General Mathematics Examination of the College Level Examination Program (CLEP).

   c. Accredited College. Here an accredited college is one accredited by an accrediting body recognized by the Council on Post-Secondary Accreditation. **Commanding Officer, CGRC** will consider waiving the accreditation requirement if the applicant presents written certification from the appropriate officials of three accredited colleges or universities stating their schools will accept his or her credits for transfer purposes as if the applicant had earned them at an accredited school or recognize his or her baccalaureate degree for purposes of graduate study.

d. Service schools and correspondence courses are a possible source of college credits. Credits earned this way are acceptable for purposes of program qualification when awarded by accredited colleges or universities**, or when reflected on the Coast Guard Institute certified transcript.**

8. Coast Guard Personnel on Active Duty.

   a. Members E-4 and below are ineligible for temporary regular commissions with the following exception: **Members reverted to E-4 due to a change in rate in accordance with Article 5.C.30.A.2., and who previously served satisfactorily as an E-5 in the Coast Guard, are eligible for temporary regular commissions. Aside from this exception, if otherwise eligible, they may apply for reserve commissions.**

   b. Enlisted members E-5 and above who meet the time in service requirement specified in subparagraph 9 below may be appointed temporary officers only in the grade of ensign. However, if they do not meet the time in service requirements, they may be appointed as Reserve officers if they meet the criteria for a Reserve commission.

   c. Regular chief warrant officers with 21 or more months as a chief warrant officer on the published class convening date are eligible to apply for temporary commissions as lieutenants (junior grade). All chief warrant officers with fewer than 21 months on that date will be commissioned as ensigns. Officer candidates who apply as enlisted members are appointed to warrant grade before OCS graduation receive temporary commissions as ensigns.

9. Time in Service. Temporary commission applicants must have at least four years of active duty in any Armed Forces branch by the published class convening date. They must have served at least two years of their active duty in the Coast Guard. They may not use active duty for training to fulfill this requirement.

10. Dependents. Applicants not on active duty in the Coast Guard may have a maximum of three dependents.

11. Flight Training. Applicants are not pre-selected for flight training, but may apply at OCS. They take the Aviation Selection Test and a flight physical examination during the OCS application process to determine their qualifications for flight training, but the board does not consider such information in the OCS selection process. Applicants considering flight training should be aware they must meet the requirements published in the Training and Education Manual, COMDTINST M1500.10 (series), including the age requirements. Applicants are not assigned to an earlier OCS class solely to enable them to meet flight training age requirements.

1.B.5.c. Applications

All applicants should contact their local recruiting office, or if already in the Coast Guard, their unit's Educational Services Officer (ESO). All enlisted and chief warrant officer applicants apply through their unit to **Commanding Officer, CGRC**.

1.B.5.d. Educational Services Officer Action

The unit ESO assists the applicant with:

1. Arranging medical examinations and the Board of Interview.

2. Sending applications and required documents to Commanding Officer, **CGRC**. If travel for a physical examination is excessive, the Government may bear the cost under provisions of the Joint Federal Travel Regulations, Vol. 1, Paragraph U7025. In many cases, the ESO may schedule the interview during the same trip as the medical examination.

1.B.5.e. Coast Guard Recruiting Command (CGRC) Action

Commanding Officer, CGRC takes these actions:

1. Provides the requesting unit ESO with the Record of Military Processing—Armed Forces of the United States, DD Form 1966, instructions for submitting documents required.

2. Assists the unit in completing the requirements to submit OCS applications.

1.B.5.f. Required Documents

1. <u>All Applicants</u>. These documents must be submitted for all applicants:

   a. Report of Medical Examination, SF-88, and Report of Medical History, SF-93, prepared in triplicate, with all copies signed.

   b. The complete set of the Aviation Selection Test Battery Answer Sheets; return entire packet (AQT, MCT, SAT, BI) answer sheets) to **Commanding Officer, CGRC**, including unused portions.

   c. Officer Programs Applicant Assessment Form, CG-5527 (one combined form from all board members).

   d. Report of Board of Interview. Article 1.B.8.

   e. A brief narrative explaining the applicant's reasons for applying for OCS and goals as a Coast Guard officer, if selected. As part of this narrative, the applicant may specify which class he or she prefers to attend. The Coast

Guard attempts to honor that preference if the applicant is selected, but cannot give guarantees.

f. Finger Print Card, FD-258 (two originals), may be submitted after selection as primary or alternate candidate.

g. Questionnaire for National Security Positions, SF-86. Leave “Date Requested” blank.

h. Personnel Security Action Request, CG-5588 (one original). May be submitted after selection as primary or alternate candidate.

i. Official transcripts of all college courses completed or other scholastic record, one copy, submitted to **Commanding Officer, CGRC** or recruiter directly from the college.

2. Temporary Commission Application. In addition to the documents listed above, temporary commission applicants must submit these documents:

a. Evidence of completing the educational qualifications listed in Article 1.B.5.b. above.

b. Officer Candidate School Agreement, CG-3211A or CG-3211B, as applicable, one copy.

c. A letter evaluation from the applicant’s commanding officer. Without the commanding officer's endorsement, no applicant package will be forwarded for further review. The letter evaluation shall include:

(1) The commanding officer's evaluation of the applicant's potential value to the Coast Guard as a commissioned officer.

(2) His or her evaluation of the applicant compared with other OCS graduates whom he or she personally has known.

(3) Any outstanding professional or other qualifications the applicant may possess.

(4) The commanding officer’s statement of knowledge about the applicant’s ability and willingness to meet his or her financial obligations.

(5) The applicant’s average marks during the current enlistment according to Article 12.B.48., and his or her most recent marks for Performance, Leadership, Military, and Professional Qualities Factor.

d. Questionnaire for National Security Positions, SF-86 (five copies with original signature). Submit one copy with the application and the remaining copies after selection as a primary or alternate candidate.

e. One copy of the current enlistment contract plus any extensions to it.

f. One copy of the member's Marks, CG-3306.

g. Statement of Financial Obligation/Spouse Consent, CG-4891.

3. Reserve Commission Applicants. In addition to the documents listed above, Reserve commission applicants who are Coast Guard or Coast Guard Reserve members must submit these documents:

   a. Proof of baccalaureate or higher degree from an accredited college or university, before the date published in the general message.

   b. Items listed in subparagraph 2. above.

4. Civilians and Other Armed Forces or Their Reserves' Members. In addition to the documents listed in subparagraph 3 above, civilian applicants and members of an Armed Force or its Reserve component other than the Coast Guard submit these documents, which will no t be returned:

   a. Record of Military Processing—Armed Forces of the United States, DD 1966, original and one copy, completed in accordance with the Coast Guard Recruiting Manual, COMDTINST M1100.2 (series).

   b. Photocopies of Armed Forces of the United States Report of Transfer or Discharge, DD-214, or other separation papers, if applicable (one copy). If the applicant indicates he or she previously applied for officer candidate training in another Service, he or she should state the current status of that application. If previous dismissal from such training is indicated, the applicant must give the reasons for dismissal.

   c. Birth certificate (one certified or photocopy).

   d. Evidence of change of name, when necessary (one copy).

   e. Evidence of citizenship, when necessary (one copy).

   f. A list of anticipated dates and places of residence until class convening date.

   g. Questionnaire for National Security Positions, SF-86, (five copies with original signature). Submit one copy with the application package and the remaining copies on selection as a primary or alternate candidate.

   h. The Statement of Financial Obligations/Spouse Consent, CG-4891.

i. Conditional release from another Armed Forces component, when necessary (one copy). Article 1.B.5.b.

j. Officer Candidate School Agreement, CG-3211 or CG-3211A, as applicable (one copy).

k. Former officers or Reserve officers must submit copies of all fitness reports.

l. A list of five references, to whom the recruiter will send CG-4445, Request for Personal Reference.

m. Proof of baccalaureate or higher degree from an accredited college or university, before the date published in the general message.

n. Police Record Checks, DD-369. Notify **Commanding Officer, CGRC** of any derogatory information omitted from DD-1966 or SF-86.

5. Local recruiting offices may forward OCS applications to **Commanding Officer, CGRC** before receiving these documents:

   a. Evidence of a baccalaureate degree.

   b. Discharge or separation papers.

6. Incomplete applications must contain a list of the supporting documents not included, and a statement that they will be forwarded as soon as obtained. **Commanding Officer, CGRC** will not authorize enlistments until applications are complete.

7. Disposing of Application Files. **Commanding Officer, CGRC** retains non-selected applicants' application files. Applicants who want to reapply must request their file be returned to them for updating and resubmission.

1.B.5.g. Notifying Civilian Candidates

1. Notification of Selection. All applicants will be notified as soon as possible after selections have been completed.

2. Effecting Enlistment.

   a. Local recruiting offices shall effect the enlistment of selectees in their area only when **Commanding Officer, CGRC** specifically directs. Notification of selection does not constitute authority to enlist.

   b. Selectees will be processed for enlistment in the Coast Guard Reserve as outlined in the Recruiting Manual, COMDTINST M1100.2 (series).

c. All selectees should reacquaint themselves with the chapter, "General Information-Before You Come," in the booklet *Coast Guard OCS: A Preview for Officer Candidates*.

d. Local recruiters will question all selectees before enlistment to determine if any change in medical status has occurred since the date of their physical examination. Immediately notify **Commanding Officer, CGRC** of any change.

1.B.5.h. Notifying Coast Guard and Coast Guard Reserve Selectees

A general message will notify members on active duty of their selection. **Commanding Officer, CGRC** notifies Reservists not on extended active duty. Commander (CGPC-epm) issues orders to OCS to enlisted personnel on active duty and Commander (CGPC-opm) to chief warrant officers. Commandant (G-WTR) recalls Reservists not on extended active duty and orders them to OCS.

1.B.5.i. Reconsidering an Applicant

Anyone who has applied for this program but was not selected may be reconsidered during the succeeding selections if he or she remains qualified and resubmits an application (Article 1.B.5.c.).

1.B.5.j. Rates for OCS Selectees

1. Those entering OCS who are not currently Coast Guard or Reserve members receive these designations.

Former Status	OCS Enlisted Rate
No prior military service, active or inactive	Seaman apprentice (officer candidate)
A former enlisted person of any other Service	Seaman apprentice (officer candidate)
Former Coast Guard or Coast Guard Reserve personnel	Rate held at time of last discharge

2. Coast Guard and Coast Guard Reserve enlisted personnel E-5 and above have the designator officer candidate under instruction (OCUI) added to their pay grade for the duration of the training course as follows:

Former Enlisted Rate	OCS Designator
E-9	OCUCM
E-8	OCUCS
E-7	OCUIC
E-6	OCUI1
E-5	OCUI2

3. All officer candidates who report to OCS serving in a pay grade up to E-4 temporarily advance to OCUI2 (pay grade E-5) and hold this rate while they are officer candidates undergoing instruction. If they do not successfully complete the course, they revert to their former pay grade when they reported to OCS.

4. Former officers selected for OCS are enlisted as seaman apprentice (officer candidate) and receive original O-1 commissions in the Coast Guard Reserve after graduating from OCS, with previous service time creditable for pay and retirement purposes but not for promotion.

5. Coast Guard chief warrant officers on active duty remain chief warrant officers while attending OCS. On graduation, they receive temporary regular commissions as either ensigns or lieutenants (junior grade); see Article 1.A.4.

1.B.5.k. Unsuccessful Candidates

1. The Service assigns candidates who do not successfully complete OCS as follows:

   a. Active duty Coast Guard members to general duty to complete their enlistment or other obligated service.

   b. Members of an inactive Reserve component to inactive duty; they incur no additional active duty obligation because they attended OCS.

   c. The Service normally discharges applicants with no service affiliation before enlisting for OCS from the Service.

2. The Service normally discharges a candidate who fails to meet the physical requirements for commissioning.

1.B.6. Recalling Retired Reserve Officers

The information in Article 1.A.10. on recalling retired Regular officers also applies to retired Reserve officers (10 U.S.C. 672 (a) and 672 (d)).

1.B.7. Security Investigations for Original Appointment of Reserve Officers

Selectees must initiate a National Agency Check and sign the following Statement of Understanding before commissioning.

> I understand a National Agency Check will be conducted to determine my qualification for commissioning as a United States Coast Guard officer. I understand my commission may be revoked and I may be separated in accordance with 10 U.S.C. 1162 or 14 U.S.C. 281 if it is determined I am not eligible for a secret security clearance.

1.B.8. Interviewing Procedures for Officer Recruiting Programs

1.B.8.a. General

OCS and the various direct commission programs are important sources of Coast Guard officers. Various selection boards evaluate applicants' qualifications to determine those best qualified for a particular program. To do so properly, they must have adequate information, an important source of which is the interview, often the only significant personal contact with the applicant reported by a Coast Guard official. As such, the interview provides important subjective input on the applicant's poise, leadership potential, ability to communicate, motivation for service in the Coast Guard, etc. On the basis of this subjective report and other, more objective measures, the Coast Guard selects candidates. The accuracy of the selection process directly reflects the quality and uniformity of interviews. Consequently, effective interviewing procedures and careful attention to completing the Officer Programs Applicant Assessment, Form, CG-5527, are extremely important to both the Coast Guard and the applicant. Article 1.B.9. contains Guidelines for Interviewing for Officer Programs.

1.B.8.b. Requirements

1. Composition of Interview Boards.

   a. Commanding officers shall convene interview boards at places within their jurisdiction. Boards shall consist of three officers, except when necessary to interview an applicant at a location geographically remote from a larger Coast Guard facility. In such cases, a two-member board is authorized.

   b. The board's senior member shall be a lieutenant commander or above. Other members should have the rank of ensign or higher with more than one year of Coast Guard service. Interview board members for chief warrant officer applicants shall be lieutenant commanders or higher. All members must be equal or senior to the grade for which they are considering the applicant.

   c. Interview boards should be composed with applicant and program in mind. Thus, when interviewing for OCS, the board should contain, if practical, an OCS graduate; for a direct commission program, a specialist in the same field; for a Reserve commission, at least one Reserve officer. A board interviewing female or minority applicants should contain, if particle, a female or respective minority member. A board considering licensed officers in the Merchant Marine or Maritime Academy graduates should include, if practical, one officer with merchant marine safety experience.

   d. When practical, two board members should be Regular Coast Guard officers. When a two-member board is authorized one must be a Regular officer.

   e. Since an unbiased, independent contribution is essential, officers in direct personal or professional contact with the applicant may not be members of

that individual's interview board. Coast Guard members' immediate supervisors and commanding officers may not to be board members because they provide input through the commanding officer's endorsement.

2. Interview Board Report. The interview board completes an Officer Programs Applicant Assessment, CG-5527, for each applicant. Board members should prepare this form jointly, with all board members reaching a consensus. Do not show applicants the completed forms from the interview. Submit these sheets with the cover sheet, signed by the senior board member, to the recruiter or educational officer and provide this information.

   a. The name of the program,

   b. The applicant's name,

   c. The names and duty stations of the interview board members, and

   d. Date or dates when members interviewed the applicant.

3. Applicant Recommendation. The interview board must state the applicant's suitability for commissioning in the program(s) in question in the first sentence of the "Overall Impression of Candidate" box of the Applicant Assessment form in this wording: "(applicant name) is recommended for (program name)," or "(applicant name) is NOT recommended for (program name)," for example: "Mary Jones is recommended for Officer Candidate School;" or "Ralph Jones is NOT recommended for the Direct Commission Aviation program." In addition, include applicable comments in the "Overall Impression of the Candidate" box.

4. Other Evaluation. The local recruiter or other persons who process an applicant often are a valuable source of information. When they have sufficient personal contact with an applicant to provide an accurate evaluation, they should complete an Officer Programs Applicant Assessment form and attach it to the board report, marking it clearly with the words, "NOT A MEMBER OF THE INTERVIEW BOARD." This supplements the usual interview board requirement; the recruiter should use it only when fully satisfied the appraisal is complete and accurate.

1.B.9. Officer Programs Interviewing Guidelines

1.B.9.a. The Objective

The interview's primary purpose is to evaluate the applicant as a prospective Coast Guard officer. In many cases, the Report of Interview is the most valuable portion of an application and a determining factor in selections for officer programs. The primary object interviewers must keep in mind is their written evaluation usually is the only evidence of the applicant's personal attributes and thus plays a very important part in the selection process. Therefore, it is essential during the interview for interviewers to obtain adequate information and accurately transpose it on the

Officer Programs Applicant Assessment form. It also is necessary to attain some degree of uniformity in the Report of Interview since officers of very different backgrounds and experience and varying interviewing proficiency conduct the interviews. An interview board could consist of a captain with Marine Inspection Office (MIO) experience, an Academy lieutenant, and a recent OCS graduate. Their common bond, of course, is all are Coast Guard officers. Consider separately any specialty, such as aviation, although if the board can determine information about that specialty, it certainly is valuable.

1.B.9.b. The Interview

1. Environment. The formality of the three officer board may cause the applicant some uneasiness or stress. His or her response to that situation is a valuable part of the interview. However, interviewers will be able to get a more accurate view of the applicant's true personality if a "threatening" environment does not exist. Create an environment which will permit the applicant to relax, so he or she will communicate freely.

2. Conversation Flow. Avoid the question and answer approach. Applicants tend to give what they think is the expected answer to a question. Try to conduct the interview as a free-flowing conversation. The member with the most interviewing expertise or experience should direct the interview with a minimum of comments and questions, as appropriate, from the others.

3. Chronology. Follow a predetermined interview plan. A chronological sequence like the one below is recommended, but modify it as necessary to conform to program requirements and the individual applicant. Included in each section are examples of questions that tend to draw the desired response from the applicant. Do not use the list of questions as a script.

   a. Introduction. Explain the primary purpose of the interview is to develop some knowledge of the applicant's interest and ideas. Briefly explain the intended sequence, so the applicant understands the major portion of the interview will obtain those facts, ideas, qualifications, and experiences not available in the other application materials submitted. Explain you intend to reserve time at the end to answer any questions.

   b. Personal Life and Home Environment. Review this aspect of the applicant's life, discussing parental guidance and childhood, to provide insight into present and future situations.

      What are your recreational and leisure-time interests?

      Do you now belong to any social, civic, or professional clubs and associations?

      Do you hold office in any of these?

If you had more time, in what activities would you like to participate?

In general, how would you describe yourself?

What do you believe are your outstanding qualities?

What do you believe are some of your shortcomings?

In which areas would you like to develop yourself?

What traits or qualities do you most admire in your immediate supervisor?

What has contributed to your career success up to now?

What disappointments, setbacks, or failures have you had in your life?

What kinds of situations or circumstances make you feel tense or nervous?

What were some of the major problems or decisions you have had to make up to now?

If you had to do it all over again, what changes would you make in your life and career?

c. High School. Attempt to determine what the applicant did, and why, during these formative years.

In what types of extra-curricular activities did you participate?

How did you spend your summers while in high school?

Did you hold any class or club offices?

d. College or Other Advanced Study. Try to find out the reasons the applicant chose a certain major, how he or she spent extra time, reasons for good or bad grades, and how college experience has contributed to his or her overall life experience.

Why did you choose the particular college you attended?

What determined your choice of major?

How would you describe your academic achievement?

How did you decide to become [insert career: an accountant, a sales representative, etc.?

In what types of extra-curricular activities did you participate?

How did you spend your summers while in college?

Did you hold any class or club offices?

Have you had any additional training or education since graduating from college?

How do you think college contributed to your development?

e. Employment. The other portions of the application provide only minimal information about work experience. The interview is the only opportunity to find out why the applicant took a certain job, reasons he or she quit, and attitudes toward the job, employer, and company.

Can you describe your present responsibilities and duties?

What were some things you particularly enjoyed when you worked for [insert employer name]?

What did you enjoy less?

Looking back at the time spent with [insert employer name], what do you think you have gained from your association?

What were your reasons for leaving [insert employer name]?

How would you describe your [present/past] superior?

What were some of the problems you encountered on your job and how did you solve them?

In what way has your present job prepared you for greater responsibilities?

As you see it, what would be some advantages to you if you joined the Coast Guard?

What disadvantages might there be?

f. Military Experience. This portion may be the most difficult for some applicants, particularly those who are presently in the Coast Guard or who have extensive prior service because this type of person knows the “system” and it is difficult to distinguish one from another. Interview reports of in-Service applicants tend to summarize applicants’ assignments and experience, be favorable, and lack information valuable in evaluating the individual. What is desired is a look at why they entered and left their Service, why they were able to make rate in such a short time or why it took them so long, why they feel they received their evaluation marks, attitudes about the Service,

supervisors, and subordinates, ideas on drug and alcohol problems, racial attitudes, etc., and how past military experience can serve them in the future.

Can you describe your present responsibilities and duties?

In the past, for what things have your supervisors complimented you?

What did you and your superior disagree about?

How has your present job prepared you for greater responsibilities?

g. Present Situation and Future Ambitions and Goals. What in the applicant's present situation needs changing and how can he or she accomplish it in this program? Does the applicant have a plan to achieve a certain goal? If so, what are the reasons for his or her objectives, and are they realistic? Do not downgrade an applicant only because he or she is unsure of his or her future goals. Many can contribute a great deal to the Service during one tour of duty. On the other hand, one who claims to desire a Coast Guard career may say so because he or she thinks it is a desired response. Interviewers should not ask, "Do you want to make a career of the Coast Guard?"

In what way does a job with the Coast Guard meet your career goals and objectives?

If you joined the Coast Guard, where do you think you could make your best contribution?

What are your long-term goals and objectives?

In considering joining the Coast Guard, what are some of the factors you took into account?

What aspects of a job are important to you?

What would you want in your next job you are not getting now?

Are there any additional aspects of your qualifications we have not covered which would be relevant to the position we are discussing?

4. Pointers. Ask if the applicant has questions or if anything else needs to be added. This is particularly important for civilian applicants to avoid any later misconceptions. Emphasize the Coast Guard's military posture. While maintaining a favorable image, answer questions honestly and avoid any possibility the applicant might believe selection is assured, assignment will be to a desired area or type of work, etc. Remember applicants sometimes hear only what they want to hear and sometimes are unintentionally misled. Don't get trapped into being interviewed by the applicant; make him or her do the talking.

Don’t ask antagonizing questions.

Don’t ask questions with one-word or -phrase answers.

Don’t ask questions that have “right” answers.

Don’t jump to conclusions on the basis of initial impressions or inadequate information.

Don’t accept a partial response to a question.

Don’t go off on a tangent. Stay with your intended interview plan.

Don’t concentrate on shortcomings.

5. Conclusion. After the interview, the board members are to complete an Officer Programs Applicant Assessment form in accordance with the guidance on it; Article 1.B.8.

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1.D Appointment as Warrant Officer

1.D.1. General

1.D.1.a. Definition

Chief Warrant Officers (CWOs) are commissioned officers of the Coast Guard who serve in grades established by law and have authority commensurate with this status. CWOs are mature individuals with appropriate education and specialty experience who have shown through demonstrated initiative and past performance they have the potential to assume positions of greater responsibility requiring broader conceptual, management and leadership skills. While administrative and technical specialty expertise is required in many assignments, CWOs must be capable of performing in a wide variety of assignments that require strong leadership skills. Enlisted and officer experience provide these officers a unique perspective in meeting the Coast Guard's roles and missions.

1.D.1.b. Billet Structure

Warrant officer billets are issued in the normal budgetary process and are independent of commissioned officer billets. All warrant officer billets are at the W-4 level.

1.D.2. Eligibility for Appointment to Warrant Grade

1.D.2.a. Minimum Eligibility Requirements

Each applicant for appointment to warrant grade is responsible for completing the eligibility requirements by 1 January of the year in which the Chief Warrant Officer (CWO) Appointment Board (the Board) convenes. The **Schedule of Active Duty Promotion List (ADPL) and Inactive Duty Promotion List (IDPL) Officer Personnel Boards and Panels, COMDTINST 1401.5 (series)** announces the Board's convening date.

1. Must be a citizen of the United States.

2. Applicants are no longer required to have a National Agency Check (NAC) completed within five years of the 1 January deadline. However, applicants should review the requirements of the Military Personnel Security Program, COMDTINST M5520.12 (series) and be prepared in the event an updated background investigation is needed for the initial CWO assignment.

3. Must be a member of the Coast Guard or Coast Guard Reserve**, serving on active duty or an extended active duty contract, with at least 4 years of service in either component as of 30 June following the 1 January deadline.**

4. **Must have at least 8 years total active service in the Armed Forces of the United States. Credit for active duty time will be computed to 30 June following the 1 January deadline. Members returning to active duty under the CNC or Temporary Separation Policy will be credited for TIS earned prior to separation (Article 12.F). Rules for computing active duty separation are contained in Article 12.F. Rules for computing active duty**

time in service (TIS) are contained in Article 1.D.4.

5. Must be serving in pay grade E-6 or above. Those currently serving as temporary officers are not eligible to apply for appointment to warrant grade. Former temporary officers who were authorized to revert to their permanent enlisted status under Article 12.A.12. provisions must request a waiver to apply for appointment to warrant grade. Waiver requests must be submitted via the chain of command to arrive at Commander (CGPC-opm-1) by 01 September preceding the Board. Temporary officers who reverted IAW Article 12.A.13.e.4. do not need a waiver. Additionally, personnel who have previously served as a warrant officer who were authorized to revert to their former enlisted status under the provisions of Article 5.B.6 or 12.A.21 are not considered to have the qualities necessary for reappointment to warrant grade and are not eligible to apply.

6. Enlisted members serving in pay grade E-6 must have displayed their technical ability by placing in the top 50 percent on the eligibility list for advancement to E-7 as a result of the Servicewide Examination (SWE) administered in May prior to the 01 January deadline. The following examples apply.

   a. If the E-7 advancement eligibility list has 100 members, those at positions 1 through 50 are eligible to compete for appointment to warrant grade.

   b. If the E-7 advancement eligibility list has 101 members on, those at positions 1 through 51 are eligible to compete for appointment to warrant grade.

   c. Members removed from published advancement eligibility lists, e.g., retirements, shall not be used as justification to improve the percentile calculation.

7. Members serving in pay grade E-7, E-8, or E-9 are considered to have already displayed technical ability in their specialty.

8. Members who are scheduled for separation under the High Year Tenure Program are not eligible to apply since their mandatory separation date will have occurred prior to the effective date of the Final Eligibility List.

9. Members whose request for retirement have been approved are not eligible to apply. Members whose request for retirement is approved after being recommended shall be removed from the Preboard or Final Eligibility List as applicable. Commanding officers shall notify Commander (CGPC-opm-1) by message so the names of such applicants can be removed from the applicable list.

10. Must have no court-martial or civil conviction, or nonjudicial punishment and have no unsatisfactory mark in conduct for the three years immediately prior to the 1 January deadline and for the entire period from 01 January to appointment. Commanding officers shall submit a message to Commander (CGPC-opm-1) to remove from the warrant officer appointment eligibility lists (Preboard or Final) any person who has received a court-martial or civil conviction, nonjudicial punishment, or unsatisfactory mark in conduct at any time prior to being appointed to warrant grade.

11. See Article 1.D.10. for information about members who previously declined appointment to warrant grade or voluntarily elected to be removed from an eligibility list.

12. Applicants for the boatswain or naval engineering specialties must have completed at least one year of sea duty as defined by Article 5.C.15. in pay grade E-6 or above by the 1 January deadline. Members serving in the MST rating who are otherwise qualified for the boatswain specialty, including normal color perception, are not required to complete the sea duty requirement. Surfmen (CXNSJ, CXNSK or CXNSM) who have completed 12 months as a certified surfman in a designated surfman billet, E-6 or above, are considered to have permanently met the sea duty requirement for appointment to warrant. This requirement will not be waived except for members who are presently serving at sea or who are under orders to sea duty and will meet the sea duty requirement by 30 June following the Board's convening date. Commanding officers have authority to grant waivers in these cases. Sea Duty waiver requests must be submitted via the chain of command to arrive at Commander (CGPC-opm-1) prior to the
01 January deadline. In computing sea duty time, 30 days equal one full month. After totaling all creditable sea duty periods, a remainder of fewer than 30 days shall be dropped.

13. In addition to the above eligibility requirements, each applicant for appointment to either the AVI, BOSN, ELC, INF, MED, or WEPS warrant specialty must possess normal color perception.

14. Commanding Officer's Recommendation. The final eligibility step in the warrant officer appointment process is obtaining the commanding officer's recommendation. After meeting all of the eligibility requirements, members must submit **an E-Resume with the command endorsement completed in the e-interview. In the "Job Endorsement" page under the "Recommendation" drop-down menu, commanding officers should choose "Make Offer" to positively endorse a candidate's application to the CWO appointment process. The comment block of the E-resume should not be used. Only commanding officers are authorized to submit the final endorsement.** Members should follow their commanding officer's policy for requesting this recommendation, scheduling a **personal** interview with the commanding officer, providing documentation attesting to the completion of the minimum eligibility requirements, addressing the suitability issues specified in Article 1.D.3.b.2., etc. Members must submit **their E-Resumes** in time to obtain the commanding officer's **E-Interview** recommendation by the 01 January deadline date. **Commanding officers are no longer required to submit a letter to their PERSRU listing those recommended.**

15. **Except as noted in** Article **1.D.2.a.5. and 1.D.2.a.12., waivers of eligibility requirements will not normally be granted.**

1.D.3. Recommendation Procedures

1.D.3.a. Content of Recommendation

The commanding officer's well-considered, affirmative recommendation is the most important eligibility requirement in the warrant officer appointment process. Regardless of how much time in service or time in grade a member may have or the existence of other personal considerations, he or she must earn the commanding officer's recommendation. Commanding Officers (COs) shall base recommendations for appointment to warrant grade first on the person's qualities of leadership, personal integrity, and potential to perform successfully as a warrant officer. COs must never permit technical competence and ability to perform in a warrant specialty to overshadow the member's potential to perform successfully as a warrant officer. Appointment as a warrant officer is not another step in the enlisted promotion process and shall not reward enlisted members for faithful or extended service or completion of minimum service requirements. Meeting the minimum standards for advancement as an enlisted member should not be enough to earn members the commanding officer's recommendation to apply for appointment to warrant grade. A CO shall not recommend a member whose personal conduct and associations constitute reasonable grounds for rejection on the basis of loyalty.

1.D.3.b. Considerations Prior to Recommendation

In view of Article 1.D.3.a., COs may recommend members for appointment to warrant grade if they meet all Article 1.D.2. minimum eligibility requirements. In addition to these minimum eligibility requirements, COs shall consider these factors before recommending a member for appointment to warrant grade:

1. COs shall recommend personnel for appointment to warrant grade only if they are fully qualified to hold warrant grade. By making this recommendation the commanding officer affirms the member recommended can perform the duties of the specialty as defined in Article 1.D.13. Commanding officer's shall thoroughly evaluate members seeking their recommendation for appointment to warrant grade to ensure they possess the qualities of character and leadership required of warrant officers. Perfunctory personnel administration in this area may allow poor performers and military offenders to be appointed, which reflects poorly on the command and the Service.

2. The recommendation process used by the commanding officer assists the Service in affirming the candidate's mental, moral, physical and professional qualifications for appointment to commissioned status. Commanding Officers shall review the applicant's unit personnel data record prior to making the recommendation. In addition to affirming that the member recommended meets all minimum eligibility requirements as well as the particular requirements for the chief warrant officer specialty defined in Article 1.D.13., the following suitability issues shall be carefully evaluated prior to making a recommendation to allow the member to compete:

a. demonstrations of character inconsistent with Coast Guard core values;

b. substance and/or alcohol abuse;

c. misconduct (civil and military);

d. domestic violence;

e. financial irresponsibility; and

f. sexual harassment or discrimination.

1.D.3.c. CGPC Determination

If it is determined that certain individuals do not possess the officer-like qualities necessary to serve successfully as a chief warrant officer after being recommended by their commanding officer, Commander (CGPC-c) may remove their names from competition.

1.D.4. Normal Path of Appointment

1.D.4.a. General

The table shows the normal appointment path to warrant specialties:

Rating	Warrant Specialty
Aviation Maintenance Technician (AMT) **Avionics Electrical Technician (AET)**	Aviation Engineering (AVI)
Musician (MU)	Bandmaster (BNDM)
Boatswain's Mate (BM) Marine Science Technician (MST)	Boatswain (BOSN)
Operations Specialist (OS)	Communications (COMM)
Electronics Technician (ET) **Information Systems Technician (IT)**	Electronics (ELC)
Storekeeper (SK) Food Service Specialist (FS)	Finance and Supply (F&S)
Damage Controlman (DC) Aviation Survival Technician (AST)	Material Maintenance (MAT)
Health Services Technician (HS)	Medical Administration (MED)
Electrician's Mate (EM) Machinery Technician (MK)	Naval Engineering (ENG)
Yeoman(YN)	Personnel Administration (PERS)
Investigator (IV) (Reserve Rating) Marine Science Technician (MST) (Reserve Rating) Port Security Specialist (PS) (Reserve Rating)	Port Safety and Security (PSS)
Photojournalist (PA)	Public Information (INF)
Gunner's Mate (GM)	Weapons (WEPS)

1.D.4.b. Exceptions to the Normal Path of Appointment

Members who desire consideration for appointment to a warrant specialty not in their normal path of appointment are required to complete all Coast Guard Institute nonresident training courses up through E-6 for a rating that is in the desired path. Additionally, such members must demonstrate competence by participating in an E-7 SWE consistent with such nonresident training courses required above. Scoring in the top 50 percent of all E-7 candidates on the appropriate SWE's professional knowledge sections for the desired path is considered adequate demonstration.

1. Each applicant for a warrant specialty not in the normal path of appointment is also required to meet the eligibility requirements in Article 5.C.6 for advancement to E-7 in the enlisted rating consistent with Article 1.D.2. requirements.

2. Interested applicants shall submit a written request to Commander (CGPC-opm-1) via official channels for authority to participate in the applicable E-7 SWE to be administered during May of the year preceding the 01 January deadline. Such requests shall be submitted in time to arrive at Commander (CGPC-opm-1) no later than 1 February of the year the E-7 SWE is desired**.**

3. Instructions contained in this article do not constitute authority to change an enlisted rating. Participation in E-7 SWEs as specified in this article is solely to qualify for appointment to warrant grade.

4. Unsuccessful applicants must recompete annually in the appropriate E-7 SWE examination.

5. Members authorized to apply for a warrant specialty outside their normal appointment path can not compete for their normal specialty.

1.D.5. Credit for Time in Pay Grade (TIG) and Active Duty Time in Service (TIS)

1.D.5.a. Time in Grade

Credit active duty TIG as served in pay grades E-6, E-7, E-8, and E-9.

1.D.5.b. Computation Rules

Use the following rules to compute TIG.

1. Calculate time in grade in years and months to 1 July of the year of the Board. Thirty days equal one full month. After totaling all creditable periods of TIG, drop a remainder of fewer than 30 days.

2. Credit TIG as served in pay grades E-6, E-7, E-8 and E-9 in the Coast Guard or Navy. All Navy service must be supported with a DD-214.

3. Reserve members on active duty who voluntarily accepted a reduction in rate to enlist or reenlist in the Regular Coast Guard will not receive TIG held in the higher pay grade regardless of whether the member subsequently advanced to the formerly held higher pay grade after enlisting or reenlisting in the Regular Coast Guard.

4. Previous Coast Guard or Navy TIG in the present or higher grade is creditable only if served under continuous active service conditions (within three months of separation).

5. Credit time served as a prior temporary officer. Enlisted members who were reverted from a temporary officer status will be credited with TIG in their permanent enlisted grade of E-6 and above.

6. Do not credit time on the TDRL when computing TIG.

7. Do not credit time served in a rate from which a member was reduced as a result of non-judicial punishment, court-martial, or incompetence.

8. Time served in a previous rate is creditable for those personnel who accepted a reduction in rate for the purpose of a change in rating.

1.D.5.c. Computing TIS

Use the following rules to compute TIS.

1. After totaling all creditable periods of TIS, a remainder of fewer than 30 days shall be dropped.

2. Active duty in any of the Armed Forces is creditable. A correct Active Duty Base Date is the basis for this computation.

3. Do not credit time served on the TDRL as active service.

4. The terminal eligibility date is 1 July of the year of the Board.

1.D.6 Preboard Results

1.D.6.a. Personnel Data Extract (PDE)

Personal Data Extracts (PDE's) are available through Employee Self Service via the Direct Access website –http://cgweb.uscg.mil/g-w/hrsic/direct-access/. The PDE is a critical document which notifies all recommended applicants of their preboard scores and the factors used to compute these scores. The PDE confirms that an applicant has been included in the process and is either eligible or not eligible to compete for warrant grade. Non-receipt of a PDE may mean that an applicant**'s E-Resume was not submitted successfully in Direct Access** and may result in no preboard score computation for the affected applicant. Applicants who **cannot view their PDE or whose PDE is incorrect in Direct Access** bear the responsibility to notify their commanding officer and PERSRU immediately so corrective action can be expedited. Likewise, applicants **whose** PDE indicates they are not eligible for appointment to warrant grade due to insufficient TIS, TIG, sea duty, evaluation marks, etc., bear the responsibility to notify their commanding officer and PERSRU immediately. Those who do not take immediate action are at serious risk for favorable consideration of a future request for waiver. This exercise of personal responsibility, or lack thereof, further demonstrates the individual's officer-like qualities.

1.D.6.b. Preboard Score

The preboard score consists of an experience factor and an evaluation factor. The experience factor accounts for 40% of the preboard score and is calculated by crediting one point for each full month of active service as E-6 and two points for each full month as E-7, E-8, and E-9. Maximum credit for time as E-6 is 100 points. Total maximum credit for time as E-6 through E-9 is 175 points. The evaluation factor accounts for 60% of the preboard score and is computed by **Direct Access** based on the applicant's performance marks during the four-year period immediately prior to the 01 January deadline. Only E-6 marks will be used for those E-6 applicants with fewer than four years' TIG.

1.D.6.c. Preboard Eligibility List

Based on the estimated number of warrant officer appointments required for the following year, Commander (CGPC-opm) will determine the number of candidates to be considered for appointment and establish minimum preboard scores for primary and alternate candidates in each specialty. Commander (CGPC-opm-1) will publish, by ALCGPERSCOM message, usually in April, a Preboard Eligibility List containing the names of those applicants who qualify. The Preboard Eligibility List will not indicate whether applicants are primary or alternate candidates. Individual applicants must refer to their preboard score on their profile letter to determine their status. The preboard score is used only to determine primary and alternate candidates and is not furnished to the Board. All primary candidates will be considered by the Board. If primary candidates are removed from consideration prior to the convening of the Board or are found not fully qualified by the Board, they will be replaced by alternate

candidates, in order of highest preboard score. Such alternate candidates are then considered primary candidates. (Refer to Article 1.D.8.)

1.D.7. Preparation and Distribution of Recommendation Files and Resume

1.D.7.a. Submission of Officer Evaluation Reports (OERs)

Commanding officers shall submit an Officer Evaluation Report (OER), CG-5310 with 3A variant of page 3, for all members of their command whose names appear on the Preboard Eligibility List. The OERs shall be submitted directly to Commander (CGPC-opm-1) and shall be prepared using the instructions in Article 1.D.7.b. Do not use OER preparation instructions contained in section 10.A. Each primary and alternate candidate shall submit a resume prepared in accordance with instructions in subparagraph c. below. The submission deadline date for the OER and resume will be announced in the ALCGPERSCOM message publishing the Preboard Eligibility List.

1.D.7.b. Preparation of the OER

Preparation and Distribution of Officer Evaluation Report (OER), Level I (CG-5310).

1. The candidate's current commanding officer must sign as Supervisor and Reporting Officer. OERs completed by former commands, however recent, will not be accepted. The member's "current commanding officer" is determined by considering where the member is permanently attached when the Preboard Eligibility List is published. If the applicant is in an advanced education program, the program manager is the appropriate signatory. Commanding officers are encouraged to contact prior commands for OER input on recently assigned personnel. Commanding officers who desire to provide input on candidates whom they recommended for appointment to warrant grade for the current cycle, but who are no longer assigned to their command, are encouraged to contact the current commanding officer and may forward an Administrative Remarks (CG-3307) documenting the candidate's potential to serve successfully as a CWO. The CG-3307 shall be submitted directly to Commander (CGPC-adm-3) for inclusion in the candidate's Headquarters PDR.

2. Prepare an original and one copy of CG-5310 with 3A variant of page 3 for each candidate as follows:

   a. Complete section 1, blocks a. (name), b. (SSN), d. (current enlisted grade, eg. BMC, this needs to be hand typed), e. (date of rank), f. (unit and telephone number), g. (ATU-OPFAC), i. (date reported), j. (period of report, not to exceed one year ending 1 May of the Board year), m. (date submitted).

   b. Complete section 2 with a description of the member's current duties.

c. Complete comment sections 3, 4, 5, and 8 addressing each performance characteristic giving specific examples/accomplishments. Completing comment section 7 is optional.

d. Complete section 10 specifically addressing the candidate's potential to perform satisfactorily as a chief warrant officer in the specialty for which applying. Refer to Article 1.D.13., which defines the scale of responsibilities in each specialty.

e. Do not complete section 9.

f. Both Block 6 (Supervisor Authentication) and Block 11 (Reporting Officer Authentication) shall be signed by the commanding officer. Unit commanding officers (parent command for units with officers in charge), office chiefs from HQ, division chiefs from areas, maintenance and logistics commands, districts and the Coast Guard Academy sign as both Supervisors and Reporting Officers for the OERs submitted on candidates assigned to their immediate staffs.

g. Do not complete section 12.

h. Do not assign numerical marks for performance dimensions. Forms with assigned marks will be returned for resubmission. No attachments to the OER are allowed. Attachments such as awards should be submitted directly to Commander (CGPC-adm-3) for inclusion in the HQ PDR.

3. Distribution of CG-5310. The original of CG-5310 will become part of the candidate's recommendation file which is forwarded directly to Commander (CGPC-opm-1). The copy will be retained in the unit file for one year.

4. Correction of CG-5310. Changes to the form will not be permitted after submission except when an administrative error in preparation has been made (i.e., typing). Requests for changes due to administrative errors will be made by letter to Commander (CGPC-opm-1) explaining the error, the desired correction, and the reason. If the request for correction falls within 15 days of the convening date for the Board, the request should be made by message.

1.D.7.c. Preparation of Candidate Resume

All primary and alternate candidates whose names appear on the Preboard Eligibility List shall submit a resume via the chain of command. The “to” line shall read, “President, CWO Appointment Board.” No enclosures to the resume (other than the OER) are permitted. The resume shall be submitted to "President, CWO Appointment Board", c/o Commander (CGPC-opm-1). The resume must be submitted **in accordance with the Coast Guard Correspondence Manual, COMDTINST M5216.4 (series) using the memorandum letterhead** in the following format.

1. Limited to a maximum of two pages, single-sided, single-spaced, 12 point text.

2. Contain a historical summary of units, listing the primary and collateral duties assumed at each. List units in reverse chronological order (i.e., the most recent unit listed first).

3. Contain a summary of major professional accomplishments including medals, awards and academic achievements.

4. Contain a summary of reasons for desiring appointment to warrant grade.

5. Commanding officers shall forward the resume without comment (signature endorsement only) and shall attach the completed OER as enclosure (1). No other enclosures are permitted.

1.D.8. The Board Process

1.D.8.a. Convening of Board

At such times as the needs of the Service require, Commander (CGPC) shall convene a Board to recommend eligible candidates for appointment to warrant grade.

1.D.8.b. Composition of the Board

The Board shall consist of at least five officers on the active duty promotion list who are serving in or above the grade of chief warrant officer (W-2).

1.D.8.c. Oath of Board Members

Members of the Board shall swear or affirm that they will, without prejudice or partiality, and having in view both the special fitness of officers and the efficiency of the Coast Guard, perform the duties imposed upon them.

1.D.8.d. Information to be Furnished to the Board

Commander (CGPC) shall furnish the appointment Board with:

1. A listing, by specialty, of all primary candidates for appointment to warrant grade.

2. The OER and resume of all eligible primary candidates. (Refer to Article 1.D.7.)

3. The Headquarters PDR of all primary candidates.

1.D.8.e. Method of Selection.

The Board must first determine, by specialty, if all primary candidates are fully qualified to become chief warrant officers based on the information furnished in subparagraph d. above and the professional judgment of the Board members. After making this determination, the Board must then rank order the primary candidates on a best-qualified basis.

2. The Board shall not recommend candidates for appointment whose personal conduct and associations are such that reasonable grounds exist for rejection on the basis of loyalty. Although a candidate may have been considered as meeting the minimum requirements, the Board may find trends or patterns of conduct, indebtedness, performance, or behavior which it considers disqualifying and therefore may find the candidate not fully qualified for appointment.

3. The Board will submit a report of those recommended for appointment in each specialty to the Secretary of Transportation (the Secretary) for appointment authority.

1.D.8.f. Submission of Reports

1. The Board Report shall contain:

   a. A cover sheet.

   b. A listing of membership.

   c. A listing of the convening, meeting, and adjourning dates.

   d. A listing of the names of candidates recommended for appointment in each specialty.

   e. A definite recommendation for all candidates considered, either that they are, or are not, qualified for appointment. The recommendation shall not include any restrictions or qualifications.

   f. If the Board does not recommend a candidate for appointment, the reasons therefore shall be indicated in the Board Report.

   g. A certification that, in the opinion of at least a majority of the members if the Board has five members, or in the opinion of at least two-thirds of the members if the Board has more than five members, the candidates recommended are the best qualified for appointment to warrant grade.

   h. The signature of each member.

   i. The original precept, appended.

2. The Board shall submit its report to the Commandant for approval, modification, or disapproval. If the Board has acted contrary to law or regulation, the Commandant shall return the report for proceedings, revisions, and resubmission.

3. The deliberations of the Board shall not be disclosed to any person not a member of the Board.

1.D.9 The Postboard Process and Final Eligibility List

1.D.9.a. Publication of Results

After the Commandant has approved the report and the Secretary has granted appointment authority, the candidates concerned shall be promptly notified of the Board results through publication of the Final Eligibility List by ALCGPERSCOM message. Individual notification will not be made. All primary candidates found not fully qualified by the Board will receive a letter from Commander (CGPC-opm-1) stating the reason(s) for the finding.

1.D.9.b. Method of Appointment

The Final Eligibility List establishes the precedence of candidates in each specialty. Commander (CGPC-opm) shall establish cutoff points for each specialty based on the maximum number expected to be appointed during the next year to meet Service needs. Those above the appointment cutoff whose performance continues to be satisfactory shall be appointed as vacancies occur.

1.D.9.c. Eligibility for Further Enlisted Advancement

Candidates whose names appear at or above the cutoff for appointment to warrant grade or whose names appear below the cutoff but who are subsequently offered appointment to warrant grade are not eligible for advancement to E-7, E-8, or E-9. Recommendation of these members for advancement to E-7, E-8, or E-9 will be invalidated and their names will be removed automatically from established enlisted advancement eligibility lists 60 days after publication of the Final Eligibility List for appointment to warrant grade unless such members have notified Commander (CGPC-opm) and (CGPC-epm) of their intention to decline appointment to chief warrant officer.

1.D.9.d. Separation Prior to Appointment

The names of candidates who retire or are discharged from active duty prior to appointment will be removed from the Final Eligibility List. Candidates who subsequently reenlist in the Regular Coast Guard in grade E-6 or above within 3 months after date of discharge and remain qualified in all other respects, shall be considered in a continuous service status and their names shall be restored to the Final Eligibility List without loss of position. That position shall be at the top of the list if the candidate became eligible for appointment while not on active duty. (Refer to Article 1.D.2.a.)

1.D.9.e. Effective Date of the Final Eligibility List

The Final Eligibility List will normally be effective for from 01 June through 31 May following the Board. However, if Service needs dictate, appointments from a specific warrant specialty list may be made prior to 01 June if all candidates from the previous list of the same specialty have been offered appointments. Candidates above the appointment cutoff remaining on an eligibility list at the time a new list is established will be carried over to the top of the new list. Candidates below the appointment cutoff will not be carried over to a new list and should plan to recompete in the next cycle.

1.D.10. Removal from Eligibility Lists (Preboard or Final)

1.D.10.a. Procedure for Removal from the Preboard or Final Eligibility List

1. **<u>Removal from the Preboard Eligibility List</u>. A candidate's name shall be removed from the Chief Warrant Officer Preboard Eligibility List upon receipt of adverse information by a commanding officer within the**

candidate's chain of command or Commander (CGPC-c). Adverse information is factual knowledge that casts doubt on a candidate's moral or professional qualifications for appointment as a chief warrant officer. When adverse information is received that casts doubt on a candidate's moral or professional qualifications for appointment as a chief warrant officer, a candidate's current commanding officer, any commanding officer in the candidate's chain of command, or Commander (CGPC) has the authority to remove the candidate's name from the Preboard Eligibility List. Removal occurs by notifying Commander (CGPC-opm) to remove the candidate's name from the Preboard Eligibility List. The removal from the Preboard Eligibility List may be initiated via memo or message to Commander (CGPC-opm). Conviction by a court martial, conviction by a civil court, receipt of non-judicial punishment, or receipt of an unsatisfactory mark in conduct after a candidate has applied for a warrant officer appointment is normally to be considered adverse information that casts doubt on a candidate's moral or professional qualifications for appointment as a chief warrant officer. The notification to remove a candidate's name from the Preboard Eligibility List is a final administrative action predicated on the judgment of the removing authority that the information received casts doubt on the candidate's moral or professional qualifications for appointment as a chief warrant officer. There is no procedure for reinstatement on a Preboard Eligibility List. The candidate may submit a new request for a chief warrant officer appointment in a subsequent year. The new request shall be submitted in accordance with the provisions of Chapter 1.D.

2. **<u>Removal from the Final Eligibility List</u>. A candidate's name shall be removed from the Final Eligibility List upon receipt of adverse information by a commanding officer within the candidate's chain of command or Commander (CGPC-c), which information casts doubt on a candidate's moral or professional qualifications for appointment as a chief warrant officer. When adverse information is received that casts doubt on a candidate's moral or professional qualifications for appointment as a chief warrant officer, a candidate's current commanding officer, any commanding officer in the candidate's chain of command, or Commander (CGPC) has the authority to remove the candidate's name from the Final Eligibility List by notifying Commander (CGPC-opm) to remove the candidate's name from the Final Eligibility List. The removal from the Final Eligibility List may be initiated via memo or message to Commander (CGPC-opm). Conviction by a court martial, conviction by a civil court, receipt of non-judicial punishment, or receipt of an unsatisfactory mark in conduct after the candidate has been recommended by the chief warrant officer appointment board is normally to be considered adverse information which casts doubt on the candidate's moral or professional qualifications for appointment as a chief warrant officer. The memo or message removing a candidate's name from the Final Eligibility List shall contain the following information:**

   a. **Candidate's name.**

   b. **Length of service.**

c. Period of time candidate was observed.

d. Reason for recommendation.

e. Specific facts or circumstances relative to performance.

f. Medical reports or opinions, if applicable.

g. Nature of counseling and other steps taken to correct deficiencies.

h. Candidate's response to counseling.

3. Upon receipt of the commanding officer's request to remove the candidate from the Final Eligibility List or when initiated by Commander (CGPC-opm), the candidate's name will be temporarily removed without conducting a special board. The candidate shall have an opportunity to review the recommendation and shall be permitted to make such comments as desired by endorsement to the commanding officer's request. If Commander (CGPC-c) initiates this action, the candidate shall be advised in writing of the contemplated actions and the reasons therefore and given the opportunity to provide comments as desired via the chain of command.

4. After the candidate has been temporarily removed from the Final Eligibility List, the case shall be reviewed at the Coast Guard Personnel Command by a special board of senior officers. The special board shall consist of at least three officers in the grade of commander or above. The membership shall include a representative from the Headquarters or CGPC division having cognizance of the candidate's specialty. After a thorough review of the candidate's Headquarters Personnel Data Record (PDR) and associated documents, the special board shall recommend to the Commandant either that the candidate be reinstated on the Final Eligibility List or that the candidate not be reinstated on the Final Eligibility List.

5. The recommendation of the Special Board to reinstate the candidate's name to the Final Eligibility List shall be forwarded to the Assistant Commandant for Human Resources for approval, modification, or disapproval. The Assistant Commandant may determine that special circumstances exist which warrant final action be taken by the Commandant. In the event of such a determination by the Assistant Commandant for Human Resources, the recommendation of the Special Board shall be forwarded to the Commandant for action.

6. The candidate will be advised of the results of the special board action.

a. If the Commandant approves the special board's recommendation to return the candidate's name to the list and that candidate would already have been appointed, the candidate will be tendered the next available appointment.

b. If the Commandant approves the special board's recommendation to return the candidate's name to the list and the candidate would not yet have been appointed, the candidate's name will be returned to the original position on the list.

c. If the candidate's name is not reinstated on the Final Eligibility List, the candidate may submit a new request for a chief warrant officer appointment in a subsequent year. The new request shall be submitted in accordance with the provisions of Chapter 1.D.

1.D.10.b. Removal as Result of Personnel Security Investigation

A candidate's name will be removed from an eligibility list if a personnel security investigation casts doubt on the candidate's moral or professional qualifications. (Refer to the Military Personnel Security Program, COMDTINST M5520.12 (series) for processing of investigations).

1.D.10.c. Declining Appointment or Removal at Own Request

1. Candidates who elect removal from the Preboard Eligibility List will be allowed to compete in the next warrant officer appointment process cycle if eligible.

2. Upon publication of the Final Eligibility List, candidates will be given two weeks from the date time group of the ALCGPERSCOM message to request removal from the list with a two-year loss of eligibility. A candidate who declines an appointment to warrant grade, or elects removal from the Final Eligibility List after the two-week period has elapsed shall be required to wait five years from the anniversary date of that election before being eligible to recompete. At the time the candidate makes either of the above elections, Commander (CGPC-opm) and (CGPC-epm) shall be notified by expeditious means, and the following Administrative Remarks (CG-3307) entry documenting the election, shall be made in the candidate's Headquarters PDR:

   DATE: "I have read and understand Article 1.D.10.c., Personnel Manual, COMDTINST M1000.6 (series). I voluntarily elect to be removed from the eligibility lists for appointment to warrant grade. I understand that I will not be eligible to apply for appointment to warrant grade for (two or five whichever is applicable) years from the anniversary date of this election. I understand that I will be eligible to reapply as a candidate for appointment to warrant grade on or about (date)."

3. Members declining appointments off an eligibility list through an offer of orders by an assignment officer incur a 5 year penalty. The Administrative Remarks (CG-3307) entry made in the candidate’s Headquarters PDR documenting this election shall be initiated by the member’s commanding officer. The text of the entry shall be the same as paragraph 2 above.

4. The exception to the five-year rule will be for candidates who decline appointment to CWO due to a documented personal hardship. Commander (CGPC-opm-1) must be notified of such candidates. Commander (CGPC-opm) will make the determination regarding whether the candidate should be exempt from the five-year rule for personal hardship. If an exemption is approved, the candidate will not be allowed to participate until after the hardship is resolved.

The following Administrative Remarks (CG-3307) shall be entered into the candidates PDR.

DATE: "I have read and understand Article 1.D.10.c., Personnel Manual, COMDTINST M1000.6 (series). I voluntarily elect to be removed from the eligibility lists for appointment to warrant grade. I understand that I will not be eligible to apply for appointment to warrant grade until my personal hardship has been resolved."

5. The original CG-3307 shall be forwarded immediately to Commander (CGPC-adm-3). If the five-year period has not expired or the personal hardship has not been resolved at such time as the candidate reenlists, the CG-3307 shall be retained in the PDR upon reenlistment.

6. A member declining appointment will be allowed to re-compete if their new eligibility date (i.e., 2 or 5 year anniversary) ends prior to the day the upcoming board convenes.

1.D.11. Procedure for appointment to warrant grade

1.D.11.a. Appointments

Appointments as chief warrant officers (W-2) will be made by the Secretary from among enlisted personnel of the Regular Coast Guard and Coast Guard Reserve who have been placed on an eligibility list as a result of approved action of a Coast Guard appointment board or upon successful completion of a Coast Guard approved Physician's Assistant Program. Letters of appointment and appointment certificates will be transmitted via the chain of command for delivery to the member.

1.D.11.b. Oath of Office

1. An oath of office is required and will be recorded on an Acceptance and Oath of Office (CG-9556) which is attached as an enclosure to the appointment letter. The oath of office shall not be executed prior to the date of rank specified in the appointment letter. The CG-9556 will be executed for the appointee's grade (W-2). (Refer to exhibit 1.D.2.) After the oath of office forms are completed, they shall be forwarded to Commander (CGPC-opm-1) along with a copy of the physical as required by Article 1.D.11e.

2. The Oath of Office can be administered by any commissioned officer of the Armed Forces, a United States Commissioner, a Judge of a Court of Record, a Clerk or deputy Clerk of a Court of Record, a Notary Public, or a Justice of the Peace.

1.D.11.c. Pay and Allowances

The pay and allowances of officers appointed under this article will accrue from the date of execution of the oath of office but not prior to the date of rank.

1.D.11.d. Withholding of Appointment

It is the responsibility of each officer in the chain of command to withhold an appointment letter if the appointee has become disqualified after publication of the

Final Eligibility List. A disqualification as used herein is deemed to be any circumstance which casts doubt on the moral or professional qualifications of the person concerned for the appointment contemplated or an unsatisfactory mark in conduct for any subsequent period. This includes pending boards, courts-martial, or investigative proceedings. An appointment shall be withheld by returning the appointment letter to Commander (CGPC-opm-1) with a concise report of the circumstances. The appointee shall be furnished a copy of the report and shall be required to acknowledge receipt. A signed copy of the acknowledgment shall be attached as an enclosure to the report.

1.D.11.e. Physical Examination

A commissioning physical is required for appointment. It must be reviewed and approved by Commander, Maintenance and Logistics Command (k) or designated clinical administrator prior to execution of the oath of office. If the appointee is physically qualified on the date of appointment, a copy of the approved Report of Medical Examination (SF-88) shall be forwarded to Commander (CGPC-opm-1) along with the completed oath of office form. If the appointee is not physically qualified on the date of appointment, the appointment letter along with the original SF-88 shall be returned to Commander (CGPC-opm-1). Commander (CGPC-opm-1) will remove the candidate's name from the Final Eligibility List. Candidates will be processed in accordance with the following chart:

When initially offered appointment and candidate is above the cut and is	Action	If candidate subsequently becomes qualified and	Action
Qualified	Appoint	N/A	N/A
Not Qualified	Remove from list	Current list has not expired	Name goes to top of list above the cut. Tendered next available appointment
Not Qualified	Remove from list	Current list expired before cut was reached	Name goes to top of list above the cut Tendered next available appointment
Not Qualified	Remove from list	Current list expired after cut was reached	May recompete, if eligible

When initially offered appointment and candidate is below the cut and is	Action	If candidate subsequently becomes qualified and	Action
Qualified	Appoint	N/A	N/A
Not Qualified	Remove from list	Current list has not expired	Name goes to top of list below the cut. If vacancy occurs prior to expiration of current list tendered next appointment;otherwise may recompete if eligible
Not qualified	Remove from list	Current list has expired	May recompete if eligible

1.D.11.f. Weight Standards

Compliance with established Coast Guard weight standards is required prior to execution of the oath of office. If the candidate does not meet the weight standards, the appointment letter shall be returned to Commander (CGPC-opm-1). Commander (CGPC-opm-1) will remove the candidate's name from the eligibility list. Candidates will be processed in accordance with the following chart:

When initially offered appointment and candidate is above the cut and is	Action	If candidate subsequently becomes qualified and	Action
Meets established weight standards	Appoint	N/A	N/A
Does not meet established weight standards	Remove from list	Current list has not expired	Name goes to top of list by precedence. Tendered next available appointment. If current list expires prior to the next available appointment, then member may recompete if eligible
Does not meet established weight standards	Remove from list	Current list has expired	May recompete if eligible

1.D.11.g. Discharge from Enlisted Status

Members who accept appointment as a chief warrant officer (W-2) will be discharged from their enlisted status upon acceptance of the appointment. The discharge will be effective as of the day before the date the candidate executes the oath of office.

Discharge shall be for the convenience of the Government. Article 12.B.12. shall be cited as authority for discharge.

1.D.12. Appointment ceremony

The member's commanding officer, or if absent, the executive officer shall preside over an appropriate formal ceremony to appoint the member to the grade of chief warrant officer (W-2) unless the member prefers a private ceremony. The ceremony should include these elements:

1. Honor the member's desire for a particular individual to administer the oath, if possible, consistent with the current laws on persons authorized to administer oaths.

2. The family, special guests and shipmates, as desired by the appointee should be invited to the ceremony.

3. A photographic record of the ceremony should be made and presented to the appointee. Press releases should be made to the appropriate media.

4. After the ceremony, a brief social gathering is recommended for the appointee(s) and guests.

5. If required, transportation within the confines of the military installation should be provided for guests.

1.D.13. Scope of Warrant Specialties

1.D.13.a. Aviation Engineering Specialty (AVI)

Warrant officers serving in the specialty of aviation engineering must meet the requirements of Aircraft Maintenance Officer as described in the Air Operations Manual, COMDTINST M3710 (series). They are operational and technical specialists in the field of aircraft maintenance. They serve as aircraft maintenance officers, assistant aviation engineering officers, and aviation project officers. They plan, schedule, and control all phases of aircraft maintenance. They provide technical advice and information concerning capabilities, limitations, and reliability of aircraft powerplants, accessories, airframes, avionics, and equipment. They direct and supervise practices and procedures for service, maintenance, overhaul, repair, inspection, alteration, modification, and adjustment of aircraft powerplants, accessories, airframes, avionics, and equipment. They formulate and supervise training programs and prepare, maintain, and submit personnel and material records, logs, reports, and accounts.

1.D.13.b. Boatswain Specialty (BOSN)

1. At sea, warrant officers serving in the specialty of boatswain are specialists in seamanship. They serve as officers in charge of small vessels, as division and

repair party officers, assistant first lieutenants, and as battery officers on small ships. They plan and supervise the preservation of ships' hulls, superstructures and spaces; maintenance, repair, and operation of deck, cargo and buoy handling, anchor, and mooring gear; stowage of cargo; maintenance, repair, operation and equipping of small boats; replenishment operations at sea; stowing, security, preservation, accounting and requisitioning of stores and equipment for the first lieutenant.

2. Ashore, warrant officers serving in the specialty of boatswain are general duty specialists in operational commands and seamanship specialists on inspection duties. They serve as officers in charge of small units; as executive officers of group commands, depots and bases; as first lieutenant, boats and vehicles officer, and yard boatswain and security officer at larger units. In order to qualify for Merchant Marine Safety duties, personnel selected for initial assignment receive special additional training.

3. Both at sea and ashore, warrant officers serving in the specialty of boatswain develop and supervise training programs; prepare, maintain and submit personnel, material and operational records, reports, and accounts.

1.D.13.c. Communications Specialty (COMM)

Warrant officers serving in the specialty of communications are operational and technical specialists in the field of communications. They serve as commanding officers and executive officers of radio stations, as assistants to communications officers in such billets as communication security, and may serve as assistants to district communication officers; supervise and direct personnel concerned with, and provide technical information regarding, communication operations, methods, procedures, transmitters, receivers, direction finders, cryptographic methods and procedures, and handling of and accounting for classified matter; supervise radio stations; develop and conduct training programs; supervise handling and shipping of classified matter; and prepare, maintain, and submit records, reports, and accounts of personnel, material, and communication operations. When assigned as commanding officer or officer in charge, they carry out the many varied duties in connection with the general operation, maintenance, care and upkeep of buildings, grounds, and equipment which comprise the facilities of area communication stations. In many cases these stations consist of properties containing more than 100 acres, some of which include up to five dwellings and housing units for families.

1.D.13.d. Electronics Specialty (ELC)

Warrant officers serving in the specialty of electronics are technical specialists in the field of ship and shore, electronic equipment. Electronic equipment is defined as any equipment which transmits or receives intelligence by electrical or electromagnetic means (including landline and sonar equipment). They serve as officers in charge of electronics repair shops and as assistants to electronics officers; instructors in theory and repair of electronic equipment; and as command and staff officers concerning inspections, uses, capabilities, limitations, and reliability of electronic systems and

equipment. They plan, direct, and supervise practices and procedures for maintenance and repair of electronic equipment; analyze, solve, and correct electronic operational and maintenance problems; and prepare, maintain, and submit personnel and material records, reports, and accounts.

1.D.13.e. Finance and Supply Specialty (F&S)

Warrant officers serving in the specialty of finance and supply organize, plan, and supervise the work of personnel engaged in procurement, stowage, and issue of supplies, including personnel engaged in commissary departments and disbursing offices. They supervise and direct personnel in the performance of duties including preparation of estimates of requirements, inventories of supplies and equipment, the audit of records, computation of pay, preparation of vouchers, and allocation of materials. They disburse public funds as assistant disbursing officers, agent cashiers, and imprest fund cashiers. They develop and supervise training programs, maintain and submit personnel and material records, reports, and accounts. Appointments to the warrant specialty of finance and supply may be subject to certification for finance and supply duties by Commandant (G-CPM) or Commandant (G-CFM).

1.D.13.f. Material Maintenance Specialty (MAT)

Warrant officers serving in the specialty of materiel maintenance are operational and technical specialists in the fields of repair, maintenance, damage control and fire fighting aboard ship and at shore units. They serve as assistants to engineering and repair officers, as shop superintendents and technical advisors concerning uses, capabilities, limitations, and reliability of ship repair, fire fighting and damage control equipment, and as officer in charge of maintenance and repair detachments ashore. They organize and supervise personnel in ship repair and maintenance activities including electric arc welding, oxyacetylene welding and cutting, woodworking, metal working, boat repairs, damage control, piping and drainage, and NBC warfare defense facilities. They provide technical advice and information concerning use, characteristics, and limitations of building and construction materials; organize and supervise maintenance and repair forces on work involving repairs to buildings, towers, docks, bulkheads, street paving, pipelines including water and sewer lines. They develop and supervise training programs; supervise preparation, maintenance, and submission of personnel and material records and reports; and supervise procurement, stowage, preservation, and utilization practices for repair parts, building materials, and equipment. In order to qualify for Merchant Marine Safety duties, personnel selected for initial assignment thereto will receive special additional training.

1.D.13.g. Medical Administration Specialty (MED)

1. Warrant officers serving in the specialty of medical administration will administer nonprofessional aspects of medical and dental facilities ashore and afloat; manage administrative functions such as fiscal and supply, personnel, records and other related medical matters; promote and manage environmental sanitation programs; administer and serve as instructors in medical training programs; perform medical

service planning and logistic duties; serve as assistants to inspectors in reviewing administrative organization and operations of medical and dental facilities.

2. In the absence of the medical officer and only because of the unavailability of such an officer, they shall carry out the functions of the medical facility insofar as they are qualified to do. They shall not be required to undertake or assume the professional duties or responsibilities of a medical or a dental officer.

1.D.13.h. Naval Engineering Specialty (ENG)

Warrant officers serving in the specialty of naval engineering are operational and technical specialists in the field of engineering and in machinery repair. They serve as engineering officers on smaller vessels and as assistants to engineering officers on larger vessels. They also serve as machinery repair officers and as technical advisers capabilities, limitations, and reliability of engineering equipment. They supervise handling, stowage, and expenditure of fuel oil, boiler, feed water, and potable water; direct and supervise installations, operation, testing, maintenance, and repair of engineering equipment; develop and supervise training programs; prepare, maintain, and submit engineering department personnel and material records and reports; and supervise procurement, stowage, preservation, and accounting practices for engineering department stores and repair parts. They shall be proficient in damage control, rigging, first aid, maintenance, and operation of gyrocompasses. They also serve on engineering duty under Industrial Section at Coast Guard bases, and at Naval Engineering Support Units (NESUs). In order to qualify for Merchant Marine Safety duties, personnel selected for initial assignment thereto will receive special additional training.

1.D.13.i. Personnel Administration Specialty (PERS)

Warrant officers serving in the specialty of personnel administration are specialists in general and personnel administration. They serve as personnel, education, and classification officers. They provide technical advice and information concerning officer and enlisted personnel regulations and administration. They organize and supervise personnel engaged in preparing and processing correspondence and personnel records, reports, and accounts; develop and supervise training programs; and administer recreational, travel, and procurement funds and allocation of officer materials and equipment. In order to qualify for Merchant Marine Safety duties, personnel selected for initial assignment thereto will receive special additional training.

1.D.13.j. Port Safety and Security Specialty (PSS)(RESERVE ONLY)

Warrant officers serving in the specialty of port safety and security are specialists in port safety, maritime security/anti-terrorism, enforcement of maritime laws and regulations and investigative methods. They serve as team leaders and supervisors at small units and detachments. At MSOs and staff positions, they serve as subject matter experts for dealing with port physical security, security inspections, marine environmental concerns, investigations, anti/counter terrorism, and maritime law enforcement. They can be designated as the Port Security Officer for "M" units. In

all assignments, they develop and supervise training programs; and prepare, maintain, and submit personnel and operational records and accounts.

1.D.13.k. Public Information Specialty (INF)

Warrant officers serving in the specialty of public information are specialists in all phases of public information as it applies to the Coast Guard. They serve as public information officers, assistant public information officers, and photographic officers, and provide expertise and supervision to personnel in the photojournalist rating.

1.D.13.l. Weapons Specialty (WEPS)

Warrant officers serving in the specialty of weapons are operational and technical specialists in gunnery and ordnance. They act as assistant gunnery and ordnance repair officers; direct and supervise assembly, installation, operation, testing, maintenance, and repair of ordnance equipment; supervise testing, handling, stowage, preservation, requisitioning, issuing, and accounting practices and procedures for all ammunition and ammunition components; supervise stowage, preservation, security, requisitioning, and accounting practices and procedures for all ordnance equipment and repair parts; develop and supervise training programs; prepare, maintain, and submit ordnance, personnel, material, and operational records, reports, and accounts.

1.D.13.m. Bandmaster Specialty (BNDM)

Refer to Article 1.D.14.c.

1.D.14. Appointment as Warrant Officer (Bandmaster)

1.D.14.a. Applications

Applications may be solicited from enlisted personnel in the Coast Guard, enlisted personnel from the other Armed Forces, or the civilian sector.

1.D.14.b. Minimum Eligibility Requirements

1. Other Armed Forces and Civilian Sector. The eligibility requirements will be specified in the soliciting media.

2. Coast Guard Enlisted Personnel. Refer to Article 1.D.2 for guidance.

3. Must meet the qualifications for warrant specialty (Bandmaster) outlined in Article 1.D.14.c. below.

1.D.14.c. Qualifications for Warrant Specialty (Bandmaster)

Warrant officers serving in the specialty of Bandmaster will be in highly visible billets with significant public and media exposure. In addition, they will supervise large groups of subordinates as they prepare performances, rehearse and travel to

events both nationally and internationally. They will also function in a role with their assigned unit similar to the role of an executive officer of an operational unit. Consequently, candidates must possess some knowledge of Coast Guard supply, personnel and administrative matters as well as knowledge of military protocol at ceremonial affairs.

1. Technical Qualifications.

    a. Produce a musical program by selecting and adapting appropriate musical compositions or by arranging a musical score.

    b. Demonstrate the ability to conduct a military band during a public performance.

    c. Be knowledgeable of the close order military drill and the protocol for both military ceremonies and the rendering of honors.

    d. Demonstrate knowledge of the maintenance and repair requirements for musical instruments including brass, strings, woodwinds, percussion, etc.

    e. Prepare a military marching band for a performance with an understanding of the balance between showmanship and traditional military sharpness.

2. Administrative Qualifications.

    a. Be familiar with Coast Guard budgeting policies and practices with particular knowledge of preparing justification of budget requests for both appropriated and non-appropriated funds.

    b. Understand the Coast Guard policies for conducting official travel.

    c. Demonstrate knowledge of the rank and rate systems for military members of the Coast Guard.

    d. Demonstrate an understanding of the preparation of standard Coast Guard correspondence and the policies for maintenance of records and files.

3. Leadership Qualifications.

    a. Demonstrate past experience in leading or commanding a military unit or organization.

    b. Present evidence of having successfully represented the Coast Guard or other Armed Forces unit as a leader of the unit at parades, concerts, ceremonies, etc.

    c. Present evidence of success in training subordinates or others in improving their skill as a musician or petty officer.

1.D.14.d. Application Procedures.

1. Upon solicitation by the Coast Guard for applications for appointment to warrant grade (Bandmaster), eligible personnel desiring appointment should submit applications to Commander (CGPC-opm-1).

2. The application file shall consist of the following:

   a. Letter of application containing a comprehensive resume of personal, professional, and military history and experience, giving specific attention to musical education and experience.

   b. Commanding Officer's Endorsement. The commanding officer's endorsement shall address the applicant's potential to perform successfully as a warrant officer. As enclosures to the endorsement, the commanding officer shall submit an Officer Evaluation Report (OER), Level I (CG-5311) will be prepared in accordance with Article 1.D.7.b.

1.D.14.e. Appointment Board

1. Convening the Board. The convening date of the board will be announced on the solicitation ALCGPERSCOM message.

2. Composition of the Board. The membership of the board shall consist of at least five members with a captain as senior member and additional officers not below the grade of chief warrant officer (W-2). Other nonvoting board members may be designated, as appropriate, for technical advice such as the Director, U. S. Coast Guard Band, a band director from any of the other Armed Forces, or both.

3. Oath of Members. Each member of the Board shall swear that they will perform the duties imposed without prejudice or partiality.

4. Standards for Recommendation. The Board shall recommend candidates for appointment for the warrant specialty of Bandmaster when it considers the candidates best qualified for appointment and promotion under the following standards:

   a. The warrant Bandmaster should be a versatile musician who can recruit, train, and assemble a variety of instrumental groups with particular emphasis on organizing a military marching band for ceremonial functions.

   b. The warrant Bandmaster must be capable of supervising diverse groups of people from paid consultants to volunteers to create a quality entertainment organization. The candidates must possess strong administrative skills and be capable of formulating budgets and to operate programs within budget guidelines.

   c. The warrant Bandmaster must have special skill for recruiting and auditioning instrumentalists, marketing performing events and be capable of constructing

logistic support networks to conduct successful performances both on location and at the candidate's assigned command.

d. The warrant Bandmaster should be knowledgeable in the general administrative practices of the Coast Guard. Candidates should be familiar with Coast Guard budgeting procedures, personnel administrative and evaluation processes, policies on human relations and equal opportunity and the broad guidance for managing both appropriated and non-appropriated money.

e. The warrant Bandmaster candidates should possess good speaking and writing skills and have excellent public relations skills. They should represent the Coast Guard in every respect as quality, military role models.

5. Method of Selection.

a. The recommendation file and personnel records of all eligible candidates will be considered by an appointment board appointed by Commander (CGPC-c) to recommend candidates for appointment. The board shall not recommend candidates for appointment if their personal conduct and associations are such that reasonable grounds exist for rejection on the basis of loyalty. Also, although a candidate may have been considered as meeting the minimum requirements, the board may find trends or patterns of conduct, indebtedness, performance, or behavior which it considers disqualifying and therefore may not recommended the candidate for appointment.

b. The Board shall be held in two phases.

Phase one. Select a sufficient number of finalists, based on overall review of the candidate records and recommendation files, to be interviewed in phase two.

Phase two. Consider all finalists for appointment to warrant grade. The Board shall:

a) Evaluate each finalist's qualifications, personal characteristics, and other data pertinent to the application.

b) Interview each finalist to appraise those personal attributes of the individual which must necessarily complement the finalist's technical qualifications for service as a warrant officer in the Coast Guard. In view of the unique position under consideration, emphasis should be placed on the finalist's potential for leadership and management.

c) Evaluate each finalist's performance during a conducting audition.

d) Select, in numbers not to exceed those authorized in the precept convening the board, those finalists who are best qualified to be appointed to warrant grade.

6. Submission of Reports of Boards.

   a. The Board shall submit its report as outlined in Article 1.D.8.f. to the Commandant for approval, modification, or disapproval.

   b. After the Commandant has approved the report and the Secretary has granted appointment authority, the candidates concerned shall be promptly notified of the Board results through publication of the Final Eligibility List by ALCGPC message. Individual notification will not be made. All primary candidates found not fully qualified by the Board will receive a letter from Commander (CGPC-opm-1) stating the reason(s) for the finding.

1.D.14.f. Procedures for Appointment

Procedures for appointment to warrant grade are outlined in Article 1.D.11.

1.D.14.g. Procedures for Appointment Ceremony

Procedures for the Appointment Ceremony are outlined in Article 1.D.12.

3.A.8. Responsibilities

1. Commandant (G-WPM):

   a. Oversee the Enlistment Bonus Program, policy and resources;

   b. Promulgate and maintain a list of selected critical ratings eligible for Enlistment Bonuses;

   c. As Service needs require, convene a panel to recommend the number of initial EB quotas that may be offered and associated bonus amounts. Upon approval of the panel's recommendations, provide a listing of authorized quotas and bonus amounts to Commanding Officer (CGRC), and other appropriate offices. Based on Service needs, Commandant (G-WPM-1) may make periodic adjustments to the initially recommended quota allocations and bonus amounts.

2. Commandant (G-WP-1): As needs of the Service require, review the list of ratings designated as critical for the purposes of this program and recommend which ratings should be considered by the Enlistment Bonus Panel for addition to or deletion from the Enlistment Bonus program.

3. **Commanding Officer, Personnel Service Center (PSC): Establish and maintain a system for paying and recouping enlistment bonuses, and publish related procedures.**

4. Commander, Coast Guard Personnel Command:

   a. Apportion guaranteed "A" schools, including those for which an Enlistment Bonus has been authorized by Commandant (G-WPM), based on the availability of Class "A" school quotas listed in the Convening Schedule for Coast Guard Class "A" and "C" Resident Exportable Training Courses, COMDTNOTE 1540. Commander (CGPC-epm) will balance the number of guaranteed Class "A" school quotas eligible for the Enlistment Bonus program with the number of quotas available to personnel already on the school waiting lists. Commander (CGPC-epm) will publish **and submit to Commanding Officer, CGRC and Commandant (WP-1)** Quarterly allocations seven days before the end of each Quarter, and update as necessary.

   b. For members recruited into an eligible "Striker" program, upon graduation from recruit training, Commander (CGPC-epm) shall assign members PCS to an appropriate command with a viable "Striker" program in that rating. Also, Commander (CGPC-epm) will coordinate assignments as needed to ensure receiving commands have the capacity to accommodate Strikers within the established personnel allowance.

5. Commanding Officer, Coast Guard Recruiting Command (CGRC):

   a. Design and execute a marketing plan for the Coast Guard Enlistment Bonus Program as part of an overall effort to accomplish Coast Guard recruiting missions and goals.

   b. Ensure eligible members' enlistment contracts set forth the terms under which enlistment bonuses may be paid and recouped by completing Annex T for each recipient of an Enlistment Bonus.

   c. Ensure a member enlisted under the Enlistment Bonus program is not also enlisted under the College Fund incentive program.

   d. Provide by the fifth (5th) day of each month, a list of personnel recruited with an Enlistment Bonus. Provide each recipient's name, social security number, enlistment and shipping date, rating affiliation (e.g. guaranteed Class "A" school, guaranteed "Striker" program, or prior service with qualifying skills), and other pertinent identifying data. If a guaranteed Class "A" school, provide course convening date to which assigned. The original report will be submitted to Commander (CGPC-epm) with copies to Commandant (G-WPM), (G-WP-1), **PSC (MAS)**, TRACEN Cape May (apr) and TRACEN Yorktown (PERSRU).

   e. Recommend reallocation of funds budgeted for the EB program to meet changes to the ratings designated eligible to receive EBs.

6. Personnel Reporting Units (PERSRUS) at Training Center Cape May and Class "A" Schools shall ensure appropriate **Direct Access** entries are made to pay Enlistment Bonuses.

7. Commands receiving members under the Enlistment Bonus as a guaranteed "Striker."

   a. Ensure member satisfies all requirements of the "Striker" program in accordance with Article 5.E. Members failing to make satisfactory progress may be disenrolled from the "Striker" program using standard criteria for unit "Striker" program administration and will not receive a bonus. However, this period may not exceed two years from the date member arrived at the unit.

   b. If the command disenrolls a member from the unit "Striker" program, a message report with relevant dates and basis of disenrollment must be sent to Commander (CGPC-epm) with copy to Commandant (G-WPM),(G-WP-1), and **PSC (MAS)**.

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Commanding Officer, Institute Commanding Officer, Yard Commanding Officer, Aircraft Repair and Supply Center Commanding Officer, Electronics Engineering Center Commanding Officer, Supply Center Commanding Officer, Research and Development Center Commanding Officer, Air Station Washington Commanding Officer, Telecommunication & Information Systems Command Commanding Officer, Coast Guard Headquarters Commanding Officer, Aviation Technical Training Center Commanding Officer, Facilities Design and Construction Centers Commanding Officer, Navigation Center Commanding Officer, **Personnel Service Center**	of his or her rating, at the discretion of the board's convening authority, the member may be transferred to his or her home or place accepted for enlistment, but not beyond the CONUS, to await further disability retirement or separation orders. Since a member signs separation documents before departing on orders placing him or her in an "awaiting orders" status, his or her personnel records remain at the current reporting unit until the Commandant directs the member's final disposition. Physical Disability Evaluation System, COMDTINST M1850.2 (series).

4.A.3. Transfer Orders

4.A.3.a. General

Transfer orders are not travel orders. They constitute the basic authority to issue travel orders.

4.A.3.b. Transfer Orders Issued by Coast Guard Personnel Command

1. Officers. Commander (CGPC-opm-2) issues permanent change of station (PCS) transfer orders through the Coast Guard **Direct Access**. Travel orders are normally issued as set forth in Article 4.G.20. Transfer orders directing temporary additional duty (TAD) may be issued in letter or message form.

2. Enlisted Personnel. Commander (CGPC-epm-2) issues PCS transfer orders through the Coast Guard **Direct Access**.

4.A.3.c. Action on Receiving Transfer Orders

When a command receives orders to transfer enlisted members, the officer issuing travel orders complies with Article 4.B.2. and immediately screens the member or reassignment eligibility according to Article 4.B.1.d.

4.A.3.d. Signatures

Officers authorized in Article 4.A.2. to transfer members and staff or subordinate officers designated in writing to sign transfer orders originating within the command sign transfer orders. Facsimile signatures on travel or transfer orders are not authorized.

4.A.4. Using Abbreviations in Messages about Transferring Coast Guard Members

The Personnel and Pay Procedures Manual, PSCINST M1000.2 (series) contains a list of approved abbreviated equivalents for certain phrases, sentences, or groups of sentences employed in transfer orders. Commands authorized to issue them should use these and any other abbreviations to the maximum extent possible provided the document retains clarity, an overriding consideration.

4.A.5. Tour Lengths

4.A.5.a. Officers

Tour lengths for officers are listed below. They represent assignment goals which Commander (CGPC-opm) strives to attain in managing the officer corps. It is not realistic to expect every member will experience these tour lengths with each assignment since Commander (CGPC-opm) has the authority to adjust individual tour lengths to meet Service needs. While Commander (CGPC-opm) is responsible for balancing these needs with those of the member, the personnel system's dynamic nature sometimes precludes completing a tour of duty as described below. An individual officer's orders prescribe his or her tour length. Commander (CGPC-opm) considers extending or reducing tour lengths for officers in billets individually, consistent with Service needs.

1. Afloat (CONUS AND OCONUS): Two or three years as follows.

	Two-year tours	Cutters; USN Exchange; SDQ Western Hemisphere Group; UNITAS; CWO WPB CO; **CWO MPA; and all other CWOs assigned to WAGB, WHEC, WIX, WLM XO, WTGB, and WMECs.**
	Three-year tours	**LEDET OICs**, WLB CO; WTGB CO; WIX CO; WMEC EO; WAGB AEO; **CWO EO; and all other CWOs assigned to GLIB, WLB, WLM, WLI, AND WLIC CO.**

2. Ashore (CONUS): Four years except:

a.	**Aviation Units**:	
	Three-year tours	O-6 COs; CO AIRSTA Washington; precommand OPS, EO, and XO; and POPDIV Branch Chief.
	Two-year tours	O-5 COs and POPDIV duty.

b.	**Marine Safety Units (MSO, MSD and MSU):**	
	Three-year tours	CO and XO; Strike Team Duty, and MSDs.
	Two-year tours	CVS Training (O-1, O-2, and CWO).

c. **Headquarters, Area, MLC, and District**:	
Three-year tours	CO, XO, and OPS; VTS duty; ICC; TACLET; ITD; Training Teams; Non-PHS O-1s and above at Groups; CG Academy Cadet Branch Chief and Company Officers; OCS Staff; CGPC Division Chiefs; CGPC-opm staff; CGPC-epm Branch Chief; Assignment Officers, and CAC Coordinators; O-2s, and OPBAT.
Two-year tours	CG Academy Assistant Superintendent
18-month tours	First tour OCS O-1s and O-2s in staff jobs to rotate to an operational unit, as desired, during the normal summer rotation period.

d. **Headquarters, Area, MLC, and District staffs:**	
Three-year tours	G-CPA staff; G-CC staff; Chief Trial Judge (G-L-4); and Chief, G-CBU-2, O-2s (unless on post graduate/advanced training payback when it will be a four-year tour).
Two-year tours	Area or district Chiefs of Staff, and Area or district Chiefs of Operations; MLC Deputy Commanders; Ethnic and Gender Policy Adviser, Executive Assistants to G-C, G-M, G-O, G-S, G-W; G-CC, G-CP, G-CQ, G-CX, G-CPA, G-CBU, G-MO, G-OP, G-OC, G-SL, G-SC, G-SE, G-H, and G-WR; Deputies to G-CCS, G-CI, G-A, G-H, G-WK, and G-WT.
18-month tours	First tour OCS O-1s and O-2s to rotate to an operational unit, as desired, during the normal summer rotation period.

e. **Medical**. Five-year tours: PHS CONUS clinical.

3. Duty outside a Coast Guard unit or staff (except as previously noted): Two years except:

5 years	Astronaut program.
4 years	CG Motion Picture and TV Liaison.
3 years	Navy Flight School instructor; CG Liaison Officer - White House Communications Agency; CG Liaison Officer - Office of Secretary of Transportation (M-30).
2 years	**Congressional Detailees or Fellows**
DUINS	As noted in transfer orders.

4. Involuntary extension of tour lengths. Assignment tour lengths may be involuntarily extended if dictated by the needs of the Service. This policy applies only to those members who are currently serving INCONUS ashore and are candidates for another INCONUS ashore assignment. Commander (CGPC-opm) is the approval authority for officers.

5. Unless assigned to a corresponding CONUS billet as listed above, the following tour lengths (in years) apply:

OCONUS ASHORE TOUR LENGTHS FOR OFFICERS

LOCATION	WITH DEPENDENTS	WITHOUT DEPENDENTS (1)
Alaska (Anchorage and Juneau)	4	4
Kenai	3	3
Sitka and Kodiak (non-ALPAT)	3	2
Kodiak (HH65 ALPAT)	2	2
All other locations	3	3
Bahamas	3	3
Guam	**3**	**3**
Hawaii		
Oahu	4	4
All other locations	3	3
Puerto Rico	3	2
Virgin Islands	2	2
Singapore and Japan	3	2

Note 1: The term "Without Dependents" applies to single members only. Members choosing to accept overseas orders without moving their dependents will complete an accompanied tour length.

4.A.5.b. Enlisted Personnel

1. The tour lengths which follow are targets, or goals, which can be met only under ideal conditions. Because it is necessary to transfer many members in certain arduous duty billets; e.g., LORAN stations, sea duty, etc., at the one, two, or three year points, it is difficult to ensure the completion of tours for members serving in non-arduous duty, which are three and four year assignments. The average of all stated tours contained herein is over three years. Because of the dynamic nature of the personnel system, taking into account separations, retirements, officer accessions, organizational change, and other Service requirements, the completion of any tour of duty as described may be precluded.

2. Members on their original enlistment will normally not be transferred from their first permanent duty station regardless of tour length unless:

   a. The member has been assigned to a ship for two years; advanced to E-5; a minimum of one year remaining on active duty (upon assigned arrival date); and the assignment is recommended by the commanding officer, or

   b. The member's assignment is necessary to fill independent duty billets or other urgent Service needs.

3. Commander (CGPC-epm) may grant extensions of up to one full tour length, within the needs of the service, to rated enlisted members who request to extend their tour length after completing a normal tour at their current operating facility (OPFAC). Members must compete for tour extensions based on their assignment priority. Commander (CGPC-epm) may grant a second extension provided no other members request assignment to the same billet code number (BCN).

4. Involuntary extension of tour lengths. Assignment tour lengths may be involuntarily extended if dictated by the needs of the Service. This policy applies only to those members who are currently serving INCONUS ashore and are candidates for another INCONUS ashore assignment. Commander (CGPC-epm) is the approval authority for enlisted members.

5. A back-to-back tour is a full tour of duty at the same OPFAC. Commander (CGPC-epm) normally disapproves back-to-back tours of duty since they prevent other deserving members from competing for assignments. However, CGPC-epm may consider approving a back-to-back tour if an incumbent is the only member requesting a billet which traditionally has been difficult to fill.

6. Non-rated enlisted personnel. If at tour completion an individual appears to be within twelve months of striker designation or orders to “A” school, the tour length may be extended until the member is designated or departs to class “A” school. These extensions will minimize disruption to members and their families surrounding PCS moves.

7. Overseas Elective Tour Lengths. Members ordered to overseas commands may request a one year increase to the established overseas tour length (Contained in the tour lengths for enlisted personnel tables) as follows:

   a. Prior to assignment overseas. During initial assignment negotiations, CGPC assignment officers will provide members the option of electing a 1-year increase in tour length prior to PCS.

   b. After assignment overseas. Members who do not elect a 1-year increase in tour length prior to departing PCS overseas, may request it within the first 12 months after reporting to the overseas command by submitting an **E-Resume**, with endorsement, to CGPC. For example, a member who reports on 01 October 1999 must submit an **E-Resume** requesting the increase no later than 01 October 2000.

   c. Members who elect a 1-year increase prior to departing PCS or within the first 12 months after reporting will not be allowed to change that election, unless service needs dictate otherwise.

   d. Members desiring to increase their tour length at the overseas command, who do not elect a 1-year increase prior to departing PCS or within the first 12 months after reporting, must compete in the normal assignment process for tour extensions.

TOUR LENGTHS FOR ENLISTED PERSONNEL

CONUS ASHORE	WITH AND WITHOUT DEPENDENTS (NOTE 1)			
	E-1 thru E-4	E-5	E-6	E-7,E-8,E-9
Executive Petty Officer (XPO) CG Liaisons FTG & ATG Little Creek Mayport Pearl Harbor San Diego	3/3 (All grades E-1 through E-9)			
LORAN Stations	3/3	3/3	4/4	4/4
MEPS	3/3 (All grades E-4 through E-9)			
NSF & Strike Teams	**4/4 (All grades E-1 through E-9)**			
Recruit Regimental Duty TACLET, LEDET, HITRON-10 & ITD TRATEAMS (PAC & LANT) Norwegian Crewed Boats	3/3 (All grades E-1 through E-9)			
FT, GM, & RD Ratings	3/3	3/3	4/4	4/4
FS Ratings	3/3	3/3	3/3	4/4
All Others	4/4 (All grades E-1 through E-9)			
CONUS SEMI-ISOLATED	**WITH AND WITHOUT DEPENDENTS (NOTE 1)**			
	E-1 thru E-4	**E-5**	**E-6**	**E-7,E-8,E-9**
ANT Morgan City ANT Cape Hatteras ANT Port Mansfield ANT & STA Port O'Connor	3/3 (All grades E-1 through E-9)			
ANT & STA Venice	3/3 (All grades E-1 through E-9)			
AUXOP STA Apena AUXOP STA Sodus Group Cape Hatteras	3/3 (All grades E-1 through E-9)			
Light Station Boston	2/2 (All grades E-1 through E-9)			
LORSTA Malone LORSTA Nantucket (Note 6) LORSTA Raymondville MSO Morgan City Station Bayfield (Note 6) Station Brant Point (Note 6) Station Grand Isle Station Hatteras Inlet Station Neah Bay (Note 6) Station Ocracoke Station Parramore Beach Station Portage (Note 6) Station Port Aransas Station Port Isabel Station Quillayute River (Note 6)	3/3 (All grades E-1 through E-9)			

OCONUS ASHORE	WITH AND WITHOUT DEPENDENTS (NOTE 1)			
	E-1 thru E-4	E-5	E-6	E-7,E-8,E-9
Alaska				
Anchorage & Juneau	4/4	4/4	4/4	4/4
Kenai	4/3	4/3	4/4	4/4
AIRSTA Kodiak	3/2	3/2	3/3	3/3
HH65 ALPAT				
AIRSTA DET Cordova	3/2	3/2	3/3	3/3
LORSTA Shoal Cove	2/1.5	2/1.5	2/1.5	2/1.5
LORSTA Tok	2/2	2/2	2/2	2/2
Isolated LORSTA'S	X/1	X/1	X/1	X/1
MSD Dutch Harbor	X/1	X/1	X/1	X/1
All Other Locations	3/2	3/2	3/3	3/3
Bahamas	2/2 (All grades E-1 through E-9)			
Cuba (GTMO)	2/2 (All grades E-1 through E-9)			
Europe	3/3 (All grades E-1 through E-9)			
Guam	2/2 (All grades E-1 through E-9)			
Hawaii				
Oahu	4/4	4/4	4/4	4/4
All Other Locations	3/3	3/3	3/3	3/3
Puerto Rico	3/2 (All grades E-1 through E-9)			
Samoa	2/2 (All grades E-1 through E-9)			
U.S. Virgin Islands (3)	2/1.5 (All grades E-1 through E-9)			

OCONUS AFLOAT	WITH AND WITHOUT DEPENDENTS (NOTE 1)			
	E-1 thru E-4	E-5	E-6	E-7,E-8,E-9
WPB'S	2/2 (All grades E-1 through E-9)			
WLR	3/3	3/3	3/3	4/4 (OINC only)
All Others	3/3 (All grades E-1 through E-9)			

OCONUS AFLOAT (4)	WITH AND WITHOUT DEPENDENTS (NOTE 1)			
	E-1 thru E-4	E-5	E-6	E-7,E-8,E-9
Alaska:				
WPB'S (2)	2/2	2/2	2/2	2/2
Others (2)	3/2	3/2	3/3	3/3
Guam (2)	2/2 (All grades E-1 through E-9)			
Hawaii (2)	3/3 (All grades E-1 through E-9)			
Puerto Rico (3)	2/2 (All grades E-1 through E-9)			

SURFMAN/TRAINEE (NOTE 5)	DESIGNATED SURF UNIT			
	E-4	E-5	E-6	E-7,E-8,E-9
STA Merrimac River STA Chatham STA Gloucester STA Fire Island STA Shinnecock STA Jones Beach STA Great Egg STA Barnegat Light	4/6 (All grades E-4 thru E-6) 5			4
STA Hatteras STA Ocracoke (SM)	3/3 (All grades E-4 thru E-6) 5			3
STA Oregon Inlet STA Humboldt Bay STA Noyo River STA Golden Gate STA Morro Bay STA Coquille (SM) STA Chetco River STA Depoe Bay (SM) STA Siuslaw (SM) STA Cape Disappointment STA Coos Bay STA Grays Harbor	4/6 (All grades E-4 thru E-6) 5			4
STA Quillayute River	3/3 (All grades E-4 thru E-6) 5			3
STA Tillamook Bay STA Umpqua River STA Yaquina Bay NMLBS Cape Disappointment	4/6 (All grades E-4 thru E-6) 5			4

Note 1: The term “Without Dependents” applies to single members only. Members choosing to accept overseas orders without moving their dependents will complete an accompanied tour length.

Note 2: The normal tour of overseas duty for rated members assigned to ships will be three years, except WPB's which are two years, unless the ship is located in an area where the prescribed tour is less, in which case the lesser tour will apply.

Note 3: Public schools in Port Ponce, Puerto Rico, are unsuitable for students who speak only English. Public schools in the Virgin Islands may be considered by Coast Guard members to be undesirable for dependents. Private schooling is available, but the costs are high and must be borne by the Service member. Members with school-aged dependents who desire assignment to these areas will have an entry placed on their PCS orders acknowledging the financial and personal hardships that may result if they elect private education for their dependents.

Note 4: For travel entitlements in conjunction with Consecutive Overseas Travel (COT) of duty, refer to the Joint Federal Travel Regulations (JFTR), paragraph U7200.

a. If an advancement creates an over-billet situation, members with one year or more at their present geographic station will be subject to transfer upon acceptance of advancement to pay grades E-7 through E-9. Every effort will be made to minimize the number of transfers upon advancement to E-7 through E-9. Other enlisted members who become excess to unit allowance through advancement may be subject to transfer out of the geographic area after two years on board, or at any time if a billet vacancy exists in the same geographic area. These personnel may be transferred earlier than two years at their request, or if Service needs mandate transfer. Due consideration will be given to special training provided at the unit.

b. Personnel shortages elsewhere may require transfer of personnel prior to completing three years even though not in excess. Every effort will be made to ensure at least two years between transfers and to discuss the situation with the command prior to issuing any orders.

c. Prescribed tours may be extended voluntarily or involuntarily based upon Service needs.

d. Members with less than one year of obligated service remaining on a first enlistment will not normally be eligible for a PCS transfer, with the exception of transferring members from isolated and other OCONUS duty to process members for discharge.

e. OCONUS. Additional guidance for transfers to and from OCONUS can be found in Chapter 4.G of this manual.

Note 5: Tour lengths for Surfman at Designated Surf Stations. Surfmen are assigned to surf stations in either a certified status or a trainee status. The tour lengths for each of these statuses are shows below:

a. Tour lengths for certified Surfmen assigned to designated surf stations are 4-years, with the exception of Station Hatteras Inlet, Station Ocracoke, and Station Quillayute River, which are 3-year tours.

b. Tour lengths for Surfmen trainees will be 2 years as a trainee and 4 years as a Surfman for a total of 6 years with the exception of Station Hatteras Inlet, Station Ocracoke, and Station Quillayute River, which are 3-year tours. Assignment Officers shall indicate on the members' orders what status (certified or trainee) the member will be assuming and the member's tour length.

c. Surfmen/trainees will remain for the full tour with the exception of personnel advanced to pay grade E-7 or above. Needs of the Service will determine whether personnel advanced to E-7 or above will complete a full tour.

d. Members assigned as surfmen trainees who do not show satisfactory progress towards qualification will be subject to reassignment.

Note 6: Screening Process. Members and dependents must be screened to determine their suitability for assignment to these remote locations. Use the command checklist for overseas screening contained in Article 4.H. to conduct this screening.

4.A.6. Members' Availability for Unrestricted Assignments

4.A.6.a. Commandant's Policy

It is a long-standing feature of military service and the Commandant's policy that all Coast Guard members be available for unrestricted duty assignment worldwide. To achieve this responsiveness level, each Coast Guard member must make and maintain suitable arrangements to care for dependents. In many cases, a non-military spouse provides adequate care. However, the number of single-parent families and married military couples with dependents is growing.

4.A.6.b. Caring For Dependents

Caring for children or other dependents (e.g., aged parents, invalids) without a spouse's assistance can be a difficult, demanding task. Duty responsibilities can make this task even more difficult for a single member sponsor or military couple. Because many Coast Guard assignments feature unusual or irregular working hours and calls to immediate duty remain an inevitable possibility, members often encounter difficulties in caring for dependents.

4.A.6.c. Fair Implementation

It is manifestly unfair to implement the Commandant's unrestricted duty assignment policy differently among Service members. If for any reason a member is not available for unrestricted assignment for an appreciable period, the usual solution is separation from the Service. When it appears the member can resolve the problem, the Commandant grants a reasonable time for the member to return to availability for full duty through a humanitarian assignment (For enlisted members refer to Article 4.B.11.)

4.A.6.d. Command Expectations

Sponsors must understand they are responsible for arranging care for their dependents. The Coast Guard has the right to expect sponsors' status will not interfere with performing duty fully. Commanding officers (COs) and officers-in-charge (OICs) should counsel single parents or military couples with dependents who fail to make adequate dependent care arrangements and then request exception from normal job requirements. While COs and OICs should show sympathy and compassion for their members' problems, they also should insist on unrestricted availability for regular duties and watches.

4.A.6.e. Enlisted Members Unavailable for Short Term

When enlisted members are not fully available for duty and cannot locally resolve a problem which appears to be relatively short-term in nature, COs and OICs should advise these members to submit a request for a humanitarian assignment and comply with Article 4.B.11. If no clear prospect exists for unrestricted availability in the near future, the CO or OIC should recommend the member separate under Article 12.D.3.

4.A.6.f. Officers Unavailable for Full Duty

COs should counsel officers not fully available for duty due to inadequate dependent care arrangements as noted above and grant a reasonable time, not to exceed four months, to resolve their difficulties. If the officer cannot resolve the problem locally, he or she should write to Commander (CGPC-opm) through the chain of command, outlining the circumstances involved and seeking resolution on grounds acceptable to him or her and the Service. Commander (CGPC-opm) evaluates the merits of each situation individually and directs appropriate action. If the officer continues to be unavailable for unrestricted assignment after taking the recommended steps, Commander (CGPC-opm) processes the officer for separation under Article 12.A.15.

4.A.6.g. Annual Certification

Single member sponsors and military couples with dependents must annually certify **dependency data on the BAH/Dependency Data Form.**

4.A.6.h. Members Who are Human Immunodeficiency Virus (HIV) Antibody Positive

1. **A member who is identified by confirmatory testing to be asymptomatic HIV positive (infected with HIV, but not diagnosed with AIDS) shall be evaluated in accordance with Chapter 3, Section C, paragraph 20.b. of Medical Manual, COMDTINST M6000.1(series). The supporting PHS medical officer of the command to which the infected member is assigned shall forward a written summation of the laboratory tests that resulted in the member's HIV diagnosis to Commandant (G-WKH) via the cognizant MLC(k). The envelope transmitting the narrative, and the narrative shall be marked "RESTRICTED INFORMATION TO BE OPENED BY G-WKH." Commandant (G-WKH) will make a determination whether the medical information supports physical disability processing or supports a finding that the member can fully perform the duties of the member's grade. Although a**

member infected with HIV antibody can fully perform the duties of the member's grade, international restrictions render such a member not world wide deployable. If it is determined that the member can fully perform the duties of the member's grade, Commandant (G-WKH) will notify Commander (CGPC-c) that the member is not world wide deployable. Commander (CGPC-c) will determine if a position in a non-deployable billet is available. If such a position is available, Commander (CGPC) will assign the member to a non-deployable unit or assign the member to a unit within 100 miles of a Military Treatment Facility (MTF) capable of providing treatment for those infected with HIV antibody. A SELRES member infected with HIV antibody who is determined as able to fully perform the duties of the member's grade can only be assigned to a SELRES billet within a non-deployable RPAL unit. A Reservist who is determined as able to fully perform the duties of the member's grade can remain in the Ready Reserve.

2. **The provisions of Physical Disability Evaluation System, COMDTINST M1850.2 (series), or Reserve Policy Manual, COMDTINST M1001.28 (series), apply to members who because of HIV related disease or treatment are unable to fully perform the duties of their grade.**

4.A.7. Women's Duty Assignments and Rotations

4.A.7.a. Policy

Commander, CGPC assigns women to any Coast Guard unit having adequate privacy for each gender in berthing and personal hygiene. Accommodations for women assigned to cutters should be essentially the same as those provided men of similar pay grade or rank. Sleeping quarters must be separate, with privacy provided by rigid bulkheads. Privacy in using head facilities must be assured; access to them should not violate sleeping compartment privacy.

1. All units which meet the requirements above are approved for mixed-gender crews.
2. The Service does not require assigning women officers to a unit to assign enlisted women and vice versa.
3. The Service makes every attempt to assign women to units in groups of two or more for medical and companionship reasons; however, the Service will not arbitrarily deny women **a temporary or permanent change of station assignment** solely due to lack of a second woman.

4.A.7.b. Assignments while Pregnant

The Service expects a pregnant member to retain a high degree of commitment to fulfilling full professional responsibilities. To afford the member who gives birth to a child the opportunity to make suitable child care arrangements while continuing to fulfill professional responsibilities, these assignment policies apply.

1. During pregnancy and for six months after childbirth, the Service defers assigning otherwise eligible pregnant women on CONUS shore duty to shipboard or OCONUS assignments, unless they volunteer for earlier rotation to a shipboard or OCONUS tour.

2. The Service transfers pregnant women assigned to OCONUS locations with inadequate housing and medical facilities to complete their tour at an alternate location where these facilities exist. The pregnant member's commanding officer determines when to transfer her and so recommends to the Commander, CGPC based on the attending medical officer's advice.

3. Pregnant women assigned to OCONUS locations where adequate housing and medical facilities are available remain there until they complete their OCONUS tour.

4. The Service does not require or permit pregnant women to perform physical duties that could threaten the pregnancy or assign them beyond the availability of medical attention, for example, to aircraft and boat crews or vessel inspection teams.

5. The Service ultimately reassigns women who become pregnant while assigned to shipboard duty to duty ashore. Upon confirmation of pregnancy, the commanding officer of units afloat coordinates with the attending physician to determine when to reassign the pregnant member ashore, at the latest by the 20th week of pregnancy. The member's and potential child's safety is paramount. Commanding officers must consider any possible effect of a cutter's operational schedule on that safety. Commander, CGPC transfers the member to a unit ashore where adequate housing and medical facilities are available.

6. Commander, CGPC reassigns women assigned to shipboard duty whose pregnancy terminates before childbirth when fit for full duty, as berthing becomes available, generally six months after the date the child would have been born, unless the member volunteers to return earlier.

7. The Service credits women reassigned to shipboard duty with the time served aboard before transfer due to pregnancy and consequently reassigns them afloat only to complete the balance of their prescribed sea tour.

8. Pregnant members who have orders to any school should not fulfill them unless they can complete training before the third trimester. If the training cannot be completed before the third trimester, Commander, CGPC holds the orders in abeyance and reissues them for the next available class after child delivery.

9. Before a pregnant member undertakes any government travel, she should obtain written authorization from the attending physician stating that the pregnancy has been uneventful, that no excessive absences are anticipated, and that the travel will not harm the member or child.

4.A.7.c. Tour Lengths

Women can expect normal tour lengths under the provisions of Article 4.A.5.

4.A.8. Policy on Assigning Married Couples

4.A.8.a. General

This assignment policy offers married active duty members the opportunity to collocate or reside jointly whenever possible. Affected couples must realize the Service may not be able to collocate them throughout their military careers and should allow some separation for professional development while meeting Service needs. This article assumes married couples want to live together throughout their Service careers.

4.A.8.b. Reassignment

When reassigned, each member receives all authorized PCS entitlements on two separate orders. The Service does not consider a unilateral assignment for a collocated spouse an option for enlisted members, thereby ensuring full PCS entitlements for each. Consistent with geographic stability objectives, married couples should expect two consecutive tours in the same geographic area if at all possible to align their differing tour lengths. If two consecutive tours are not available, assignment officers adjust one member’s tour length if the couple's tour lengths are not of equal duration. In these cases, assignment officers generally try to lengthen the shorter tour by one year. However, they extend arduous duty (afloat, overseas, or isolated) tour lengths only with the member’s consent.

4.A.8.c. Types of Units to Which Assigned

The Service does not assign married couples together to the same cutter or a small shore unit of less than 60 members. If a member at such a unit marries another member assigned to the same unit, the Service will reassign one as soon as possible. Chapter 8.H. contains further guidance.

4.A.8.d. Simultaneous Shipboard Duty

Except for recent Coast Guard Academy graduates, who should expect to complete their first tour afloat, the Coast Guard does not assign members married to Coast Guard members to simultaneous shipboard duty unless they volunteer for it and acknowledge in writing their awareness they potentially may lose **BAH**. The Service makes every effort to reassign ashore at the earliest opportunity one member of a recently married couple assigned afloat on different cutters and with dependents, subject to these considerations: the members' desires to remain assigned afloat; onboard relief, if required; and PCS funding constraints. Assignment officers reassign such members only after consulting with both members and their commanding officer(s).

4.A.8.e. Collocation with Other Armed Services' Members

Assignment officers collocate Coast Guard members married to active duty members of other Armed Services whenever possible, assuming successful coordination with that Service.

4.A.8.f. Overseas Duty

Regardless of the member's pay grade, these policies govern assigning to an overseas tour of duty a married member whose spouse is also a military service member.

1. Both members assigned to the same overseas location serve the accompanied tour when they maintain a joint residence. If they cannot travel together, assignment officers may adjust the tour of duty of the member arriving later at the same overseas location to conclude when the first member's does, providing the member arriving later serves at least the prescribed "Without Dependents" tour.

2. When a member marries another member while in an overseas area, the original tour length remains the same unless both members voluntarily agree to serve a longer tour there so both can depart from that location together.

4.A.8.g. Service Needs

While the Coast Guard attempts to assign affected couples equitably, they must understand assignments ultimately must be made based on Service needs. However, the Service makes every reasonable effort to assign a couple to the same geographic area to permit them to maintain a joint residence. The fact that two enlisted members are married does not alter the assignment priority policy in Article 4.B.4.

4.A.9. Administrative Assignments

4.A.9.a. Purpose

Administrative assignments provide for personnel management, disciplinary, and accounting procedures which remove a member's records from a unit when the command determines a member is absent under conditions which mean his or her return is uncertain. Members not on leave or in some other officially recognized status; e.g., unauthorized absence (UA), should be issued TAD orders in all cases (Exhibit 4.A.1. for text to include in TAD orders). This type of administrative action normally is "after-the-fact" and entails no additional costs other than normal entitlements in accordance with the Joint Federal Travel Regulations. (Note: An administrative assignment is not a means to direct a member's physical movement from one command to another, though the two actions may coincide.)

4.A.9.b. Procedures For Transferring And Receiving Commands

The commanding officer of the transferring command takes these actions.

1. Requests administrative assignment from Commander (CGPC-epm) or (CGPC-opm) for members who meet one of the following conditions:

    a. The member is undergoing medical or dental treatment at a medical facility away from his or her duty station's vicinity, the facility expects the treatment will exceed 60 days, and the ultimate outcome and disposition are uncertain (medical board required).

    b. The member is temporarily not medically fit for sea duty and requires an ashore assignment until fit for full duty.

    c. The member, under medical board action, is appearing before a physical evaluation board and the treatment or the board's pending findings preclude return to the unit.

    d. The member is at another unit and Commander, CGPC directs separation from active duty, excluding transfer for normal expiration of enlistment or active duty obligation or retirement.

    e. The member is absent, other than on leave or unauthorized absence, when a cutter sails on an extended patrol for more than 45 days.

    f. The member is confined or on disciplinary status as Chapter 8.F. prescribes.

    g. The member is at another command for TAD which is likely to result in an extended period or it is evident the member probably will not return to his or her permanent unit.

2. On receiving authorization from Commander (CGPC-opm-2) or (CGPC-epm-2) for an administrative assignment, the commanding officers transfer the member's records to the new reporting unit. The authorization from Commander, CGPC will specify whether the assignment is PCS or TAD.

3. The commanding officer completes CG-3853, "Personal Effects Inventory and Disposition," as required, and transfers the member's personal effects to the new unit. If the member does not claim his or her personal effects, they should be disposed of as prescribed in Article 11.A.11.

4. Commanding officers of the transferring and receiving units prepare "Endorsement on Orders," in accordance with the Personnel and Pay Procedures Manual, PSCINST M1000.2 (series) and provide all the necessary data for personnel accounting transactions. Enter in the "Remarks" block reasons for the

administrative assignment, information on disposition of records, estimated duration of absence from duty, and details which have a bearing on the case.

5. When the member can return to full or limited duty, the administrative assignment has served its purpose. Unless previously directed, the unit to which the member is administratively assigned notifies Commander, CGPC and the unit from which the member was administratively assigned of the following information:

   a. Name, grade or rate, and social security number

   b. Last permanent unit

   c. Date reported on administrative assignment

   d. Recommendations on next duty assignment

4.A.9.c. Members under Orders to A Certain Assignment

Commander, CGPC may direct that personnel under orders to certain assignments and planned units not yet in commission be administratively assigned to a district or Headquarters unit for administrative, disciplinary, and accounting purposes. These assignments do not affect the travel and transportation allowances to which travel orders entitle these members. Orders will specify the administrative responsibility described by special instructions in the Personnel and Pay Procedures Manual, PSCINST M1000.2 (series).

4.A.10. Transferring Patients between Hospitals

4.A.10.a. Transfer To Uniformed Services Medical Treatment Facilities (USMTF)

At its own expense the Coast Guard transfers its personnel and escorts, if any, from its own units and medical facilities to Uniformed Services Medical Treatment Facilities (USMTF), outpatient clinics, contract hospitals, and other Federal hospitals, even though undertaken on U.S. Public Health Service medical officers' recommendation.

4.A.10.b. Transfer by USAF Aeromedical Evacuation

Charge expenses incurred, if any, in transferring Coast Guard members and needed escorts by USAF Aeromedical Evacuation to, from, or between military or civilian health care facilities for required care to Commandant (G-WK).

4.A.10.c. Transfer after Emergency Admission

Commandant (G-WK) pays to transfer a Coast Guard member and escorts, if any, to another hospital after emergency admission at a non-USMTF facility provided the Service is notified, assumes charge of the case, and decides to transfer the member. It

therefore is imperative to notify the medical officer in charge of the USMTF nearest to the member's current hospital of an emergency hospitalization as soon as possible and obtain his or her acknowledgment of the case. Commanding officers must immediately advise the district commander, who informs the appropriate medical officer in charge and requests him or her to assume charge of the case and make any necessary arrangements to transfer the member to a USMTF or authorize the Coast Guard to effect such transfer at its own expense.

4.A.10.d. Transfer For Required Care

District commanders or commanders of maintenance and logistics commands transfer Coast Guard members and other designated officers and escort(s), if needed, to, from, and between military or civilian health care facilities for required care at the Coast Guard's expense. The patient pays any charges incurred for transfers the Coast Guard accomplishes for his or her convenience or elective care. (Article 4.G.2).

4.A.10.e. Transferring Patients Suffering Mental Diseases

Commandant (G-WK) pays travel costs to transfer a Coast Guard patient suffering from a mental disease who require an escort from one USMTF to another or from a non-Service hospital to a USMTF and any professional personnel detailed to accompany him or her. The responsible Coast Guard officer details escorts, if necessary, to exercise custodial care and authority over the patient en route and charges the cost of the escort's travel to and from the hospital to which the patient is transferred against Coast Guard appropriations.

4.A.11. Returning Patients from Overseas Duty

4.A.11.a. Information Provided

When a member serving OCONUS returns to CONUS for hospitalization, the member's command advises Commander (CGPC-opm) or (CGPC-epm), as applicable, MLC and the district commander involved of the case's pertinent facts, including this information.

1. Name, grade or rate, and social security number
2. Hospital to which sent
3. Need for replacement
4. Member's rotation status
5. Estimate, if possible, of the expected duration of hospitalization

4.A.11.b. Issuing Orders

The member's command issues orders to the hospitalized member to report to the MLC and district commanders in which the hospital is located immediately upon his or her release, or to another specified Coast Guard unit for proper endorsement of orders covering in-patient and leave periods and for further orders.

4.A.11.c. Casualty Report

If not previously submitted, the member's command submits a casualty report as required in Chapter 11.

4.A.12. Transferring Members at Time of Sailing

4.A.12.a. Personnel Absent At Sailing

The commanding officer processes members absent at time of sailing for whom administrative assignment is appropriate as prescribed in Article 4.A.9. Those in an unauthorized absence status are processed as prescribed in Chapter 8.C.

4.A.12.b. Members In Receipt Of Orders

The commanding officer transfers a member who has received orders specifying detachment on a date which will occur while the cutter is under way to one of these locations:

1. Directly to the new permanent duty station if the member is ready in all respects to depart from the area; or

2. An intermediate unit the district commander, commander of maintenance and logistics command, or Commander (CGPC-opm) or (CGPC-epm) designates for temporary duty pending transfer as the basic orders direct, if there is an urgent need to delay departure from the area.

4.A.12.c. Preparing Endorsements

The PERSRU shall input PCS transfer transactions into the Direct Access system.

4.A.13. Health Services Personnel and Drug Abuse

Members serving in the Health Services (HS) program occupy positions of special trust which frequently require them to control, secure, and issue a wide variety of drugs and other controlled items. Therefore, commanding officers (COs) shall handle all cases of these members' chemical abuse and/or drug trafficking as a security breach. If any CO suspects such a security violation, he or she shall deny that

member's access to any controlled substances, except when the member is directly supervised by the CO, officer-in-charge, or an officer or senior petty officer designated as supervisor. The CO submits a full report with recommendations for future retention and/or reassignment to Commander (CGPC-opm) or (CGPC-epm) and continues to deny the member access until the parent command receives final disposition.

1. Commander (CGPC-epm) may offer a change in rating to enlisted members who must be removed from the HS rating but not necessarily from the Service.

2. The provisions of Articles 12.A.15., 12.A.20., or 12.A.21., as appropriate, apply to Coast Guard officers. USPHS officers are processed according to the current regulations for Coast Guard retention or are returned to USPHS.

3. Members will be dismissed from HS "A" School for chemical abuse and/or drug trafficking. Members with a history of drug abuse from any source may not be assigned to any Health Services school.

4. Current active duty or Reserve Health Services members who have a past history of drug abuse, as determined by examining Personnel Data Records or personal admission, may be considered for a one-time waiver of this Article for past offenses or circumstances, provided that member's command concurs and submits a recommendation and complete supporting documents to Commander (CGPC-opm) or (CGPC-epm).

4.A.14. Logistics and/or Financial Support Members' Fiscal Improprieties

Members serving in the Logistics, Procurement, and Financial Management programs occupy positions of special trust which frequently require them to control, secure, and issue a wide variety of valuable government property, cash, accountable forms (e.g., credit cards, SF-44s, etc.), and sensitive financial information. Therefore, the commanding officer (CO) shall handle all cases of these members' financial impropriety (personal or professional) as a security breach. If any CO suspects any such security violation, he or she shall deny that member access to cash funds, expensive government property, and accountable forms except when the member is directly supervised by the CO, officer-in-charge, or an officer or senior petty officer designated as supervisor. The CO submits a full report with recommendations for future retention and/or reassignment to Commander (CGPC-opm) or (CGPC-epm) and continues to deny the member access until the parent command receives final disposition. This Article specifically includes but is not limited to all CWO (F&S), SKs, and FSs.

1. Commander (CGPC-epm) may offer a change in rating to enlisted members who must be removed from the FS or SK ratings but not necessarily from the Service.

2. The provisions of Articles 12.A.15., 12.A.20., or 12.A.21., as appropriate, apply to Coast Guard officers.

3. Member will be dismissed from FS or SK “A” School for serious financial improprieties and/or mismanagement. Members with a history of financial problems from any source may not be assigned to FS or SK "A" School.

4. Current active duty or Reserve Logistics and Financial support personnel who have a past history of financial improprieties, as determined by examining Personnel Data Records or personal admission, an opportunity to be considered for a one-time waiver of this Article for past offenses or circumstances, provided that member’s command concurs and submits a recommendation, complete with supporting documents to Commander (CGPC-opm) or (CGPC-epm).

4.A.15. Sponsor Services

4.A.15.a. General

Most Coast Guard members (married and single) can safely rely on the community to provide housing and other support services. It is important for members to know enough about the community in advance to make informed decisions on where to look for housing and other services that will adequately satisfy their particular needs. Relocating to a new duty station and getting established in a new community can be a trying experience. Some members require little or no assistance while others have unique requirements a standard information packet just cannot meet. The individualized assistance and support a member and his and her dependents receive from the new command can set the tone for the tour and significantly affect the member's satisfaction or dissatisfaction with Coast Guard life. Positive command interest and sponsor enthusiasm are invaluable at this critical time in attitude formulation. Support at all levels is required to ensure program effectiveness.

4.A.15.b. Procedures

1. It is mandatory for a receiving command to assign a sponsor to all incoming personnel en route.

2. The command should provide members on initial PCS orders (recruit training, Academy, OCS, and other graduates) additional first-time information on the Coast Guard Housing Program, including descriptions of Government-owned and leased housing, their eligibility requirements, housing referral, basic allowance for quarters concepts, and the sponsor program, all as part of the command’s training curriculum. Refer to Item 8 below for additional procedures for units receiving recruit graduates.

3. All assigned sponsors preferably, but not necessarily, should be of similar circumstances to their member. If the new unit cannot feasibly assign a sponsor, it should request assistance from other units in the geographic area.

4. The designated sponsor need not duplicate the efforts of an established Area or Local Housing office. Available housing offices should coordinate sponsor services.

5. At those units which do not have housing offices, a designated sponsor will:

   a. Contact, preferably by telephone, the incoming member and/or his or her family to determine their needs. In making this connection, using government-owned telephones is authorized wherever available.

   b. Provide information and assistance which would include at a minimum:

      (1) Housing availability, e.g., Government-owned or -leased, private rental areas, general costs, etc

      (2) Temporary lodging arrangements until the member is permanently established.

      (3) Medical facilities' type and location.

      (4) Public transportation, car pools, parking, etc.

      (5) Location or lack of commissary and exchange facilities.

      (6) Location of dependents' schools and off-duty and special education facilities, as required.

      (7) General information on recreational facilities.

      (8) Special clothing requirements.

   c. Facilitate a job-seeking spouse's employment by providing this information:

      (1) State and local employment agencies' brochures and telephone numbers.

      (2) The local newspaper's "Help Wanted" classified advertising section.

      (3) Chamber of Commerce brochures and other local business information.

      (4) Job fair announcements and related assistance available from community colleges and DOD job information and skill centers.

6. If dependents are not traveling with members, the receiving unit should make special efforts to ensure they are provided this program's benefits when area entry is authorized.

7. Transferring units shall complete **Exhibit 4.A.15., "Coast Guard Sponsor Notification,"** and send it to the member's destination as soon as possible after receiving orders to arrange for sponsor services.

8. Units receiving graduating recruits should take these steps.

   a. On receiving the Recruit Transfer Orders (RTO), provide Training Center Cape May with the following information:

      (1) A unit sponsor (E-4 or above) who can provide the type of sponsor information contained in this Article and other pertinent information the receiving unit deems necessary; and

      (2) Unit phone number and best time (EST) for recruit to contact the sponsor.

   b. Receiving units may not contact recruits at Training Center Cape May because they will have ample time to contact the unit sponsor at the time the receiving unit designates.

   c. The recruit will give his or her sponsor a leave address where the receiving unit should mail sponsor packages. Sponsor packages shall not be sent to Training Center Cape May.

4.A.16. Dislocation Allowance

4.A.16.a. Definition

37 USC 407 entitles a member to one dislocation allowance per fiscal year at a rate as prescribed in chapter 5 of the Joint Federal Travel Regulations (JFTR) for his or her pay grade as a member with or without dependents, notwithstanding the amount of BAH the member receives, to partially reimburse expenses incurred in relocating a household as follows:

1. For a member with dependents whenever dependents relocate their household in connection with a permanent change of station.

2. For a member without dependents when transferred to a permanent duty station where Government quarters are not assigned.

3. The Secretary of **Department of Homeland Security** may find Service needs require more than one permanent change of station in the same fiscal year, except for permanent change of station orders to, from, or between courses of instruction of 20 weeks or longer duration conducted, controlled, and managed by the Uniformed Services at a civilian educational institution or elsewhere. These findings are referred to as **SECDHSFIND**.

4. The Joint Federal Travel Regulations, Vol. 1, Chapter 5, Part G, contain details and provisions governing paying the dislocation allowance.

4.A.16.b. Secretary Of Department of Homeland Security Finding (SECDHSFIND)

1. When Obtained.

   a. Whenever the order issuing authority foresees the need for a **SECDHSFIND**, he or she requests the finding before issuing the orders. Commandant (G-W) has been delegated authority to make **SECDHSFINDs** if Commander (CGPC-opm) or (CGPC-epm) so recommends.

   b. When a command receives an order to transfer members requiring but not indicating a **SECDHSFIND**, the command immediately refers the orders to the issuing authority, which explores alternate solutions and if necessary requests a finding. Humanitarian assignments, mutual exchanges of station, and unilateral transfers do not qualify for a dislocation allowance. Members should not execute such orders before receiving a **SECDHSFIND** except in urgent circumstances.

   c. When individual findings by the Secretary of **Department of Homeland Security** would be impractical and not serve to reduce the frequency of moves, requests for a **SECDHSFIND** may be initiated for groups rather than individuals; e.g., permanent change of station for units, groups, or categories of personnel, such as inactivating a unit or changing its home port.

   d. When a command issuing authority obtains the necessary finding, it includes this statement in the individual orders, an endorsement to them, or in the certificate of such change when a unit permanently changes its homeport:

      "The Secretary of **Department of Homeland Security** has found that this permanent change of station is required by the exigencies of the Service."

2. <u>Submitting Requests for **SECDHSFIND**</u>. Submit letter or message request to Commander (CGPC-opm) or (CGPC-epm) as follows.

   a. <u>For Individuals</u>. For individuals include this information:

      (1) Name, grade or rate, and **Employee ID Number**.

      (2) Detachment date from each previous permanent duty station where entitled to a dislocation allowance except those to or from a course of instruction.

      (3) Present duty station or status.

      (4) Latest date of presently ordered detachment.

(5) Duty assignment or status to which ordered.

(6) Necessity for proposed transfer and criteria to select that particular member for such transfer.

(7) Other pertinent information, if any. State whether an earlier entitlement to dislocation allowance resulted from a change of home port or unit inactivation.

b. Unit Change of Home Port or Inactivation. In these cases, state this information.

(1) The approximate number of enlisted members requiring a **SECDHSFIND**.

(2) Full name, grade, and social security number of officers requiring a **SECDHSFIND**.

4.A.17. Attending Technical, Professional, Scientific, and Other Similar Organizations' Meetings

4.A.17.a. General

This Article applies to meetings which, although concerned with a Coast Guard function or activity, are initiated or sponsored by a non-Coast Guard organization.

4.A.17.b. Policy

To transmit or acquire information or knowledge about its missions or administrative activities, the Coast Guard may send representatives at Government expense to meetings of scientific or professional societies, municipal, State, Federal or international organizations, congresses, and law enforcement or other groups and pay the representatives' necessary expenses, including travel, per diem, and registration or other necessary fees out of appropriations available for travel. (Joint Federal Travel Regulations, Vol. 1).

4.A.17.c. Attendance Criteria

Before approving attending a meeting, officers authorized to approve such orders should determine the following information:

1. If attendance will benefit one or more Coast Guard functions or activities.

2. The reasons to attend justify the expense to the travel appropriation and the absence of the representatives from regularly assigned duties.

3. The number of representatives does not exceed the minimum necessary to serve adequately the Coast Guard's interests.

4. When representatives present information about Coast Guard activities, the information must conform to Coast Guard policy and instructions.

5. The travel conforms to other regulations governing travel on official business.

4.A.17.d. Meetings of Federal Agencies Or Under Their Auspices

Authorized officers may issue routine TAD orders to attend meetings of technical, scientific, professional or other similar organizations sponsored by Federal agencies. The orders must show the name of the meeting and its sponsoring agency. The meeting must meet attendance criteria listed in Article 4.A.17.c. above.

4.A.17.e. Meetings Under Non-Federal Auspices

1. Submitting Requests. When a member wishes to attend a meeting under non-Federal auspices at Government expense, he or she should submit a request for orders containing all pertinent information required in subparagraph 3 below to the appropriate approval authority through the chain of command.

2. Delegation. The authority to approve requests to attend meetings under non-Federal auspices is delegated as follows:

   a. Chief of Directorates for members assigned to Coast Guard Headquarters.

   b. Area commanders, commanders of maintenance and logistics commands, district commanders, Superintendent of the Academy, and commanding officers of Headquarters units for all members under their command.

   c. These officers may not redelegate approved signature authority below that of the Executive Assistant level at Headquarters; Deputy Area Commander; Deputy Commander, Maintenance and Logistics Command; Assistant Superintendent of the Academy; district Chief of Staff, or commanding officer levels. In all cases charge travel to field travel funds, subject to Chapter 4.G. provisions.

3. Submitting Requests. All requests to approve travel to attend meetings under non-Federal auspices must include the following information:

   a. The meeting's title and specific objective with official announcement and descriptive literature, if available.

   b. The meeting's inclusive dates; if a regularly scheduled meeting (e.g., quarterly, annually, etc.) so indicate.

c. The sponsoring organization's name and nature (e.g., technical, scientific, professional, educational, etc.).

d. Meeting location (city and state).

e. Proposed transportation mode (e.g., commercial air, privately owned vehicle, etc.).

f. Anticipated Coast Guard benefits from the meeting.

g. Itemized estimated cost per person.

h. Total number of members for whom requesting approval and identifying information for each: full name, grade, social security number and billet.

i. The extent to which each attendee will participate in the meeting (e.g., delivering a paper, observing, taking part in a panel discussion, etc.).

j. Required security clearance, if appropriate.

k. Inclusive dates of absence from duty station.

l. Member's specific duties germane to the meeting; e.g., a particular project, research area, etc.

4. Information to Include in Orders. TAD orders to attend meetings under non-Federal auspices should contain this statement:

___(name)___ approved this travel on (date) in accordance with Article 4.A.17., Personnel Manual, COMDTINST M1000.6A (series).

4.A.18. NATO Supplemental Orders

4.A.18.a. Agreement

Armed Forces of countries belonging to the North Atlantic Treaty Organization (NATO) use a travel order format which, when such members present their identity cards, exempts them from passport, visa, and immigration inspection and allows them individually and collectively to pass easily from one NATO nation to another. NATO nations are Belgium, Canada, Denmark, France, Germany, Greece, Iceland, Italy, Luxembourg, Netherlands, Norway, Portugal, Spain, Turkey, the United Kingdom, and the United States.

4.A.18.b. Scope

The NATO travel order is to be used for both individual and collective movement. When the travel order is issued to parties of 20 or more, detailed arrangements are to

be made, as necessary, for movement, reception, staging, etc. The NATO travel order is to be used only for the movement of military personnel and their personal baggage, individual weapons, and official documents.

4.A.18.c. Issue

The sending nation's appropriate agency issues a NATO travel order; the receiving nation may require its appropriate representative to countersign the travel order. When frequent passage from one NATO country to another is required, a nation may issue a NATO travel order to individuals for a period of up to one year from the issue date.

4.A.18.d. Official Documents

Documents under official seal are exempt from customs inspection, provided the NATO travel order issued to the courier shows the number of dispatches carried and certifies the courier carries only official documents.

4.A.18.e. Exemption from Civil Regulations

Personnel traveling under the Agreement's conditions are exempt from the receiving nation's regulations on alien registration and control, but do not acquire any right to permanent residence or domicile there or in its territories.

4.A.18.f. Languages Used on The Form

The NATO travel order is published in the receiving nation's language(s), English, and French. Any instructions printed on the reverse of the form are only in the issuing nation's language.

4.A.18.g. Completing the Form

It is not necessary to follow exactly the format shown in the Personnel and Pay Procedures Manual, PSCINST M1000.2 (series). However, all required information should appear in the same sequence, paper, and dimensions as prescribed there. The issuing nation completes the NATO travel order in its language.

4.A.19. Sole Survivors

4.A.19.a. General

Policy on sole survivors applies to a father, mother, and one or more of a family's children, including adopted children and half-brothers or -sisters, who, while on active military service:

1. Is killed, or

2. Dies as a result of wounds, accidents, or disease, or

3. Is in a captured or missing in action status, or

4. Is permanently, l00 percent physically or mentally disabled as the Veterans Administration or one of the military Services determines or is hospitalized on a continuing basis and is not gainfully employed due to that disability. Any of these cases constitutes grounds to assign and retain the survivor outside the combat area. When the survivor is the father either he or his spouse may make such request.

4.A.19.b. Assignments

At the member's or one of his or her parents' request, Commander, CGPC will not assign a sole survivor to duty in a combat area. "Parents" includes legal guardians and natural and adoptive parents. This policy includes cases in which other sons or daughters died during service in either current or previous hostilities.

4.A.19.c. Once Qualified

Once a member qualifies as a sole survivor, he or she retains that status permanently even though there is no living family survivor. (McKart v. U.S., No. 403 (U.S. Supreme Court, May 26, 1969)).

4.A.19.d. Cases Not Covered

In case a commanding officer believes a situation is within the sole survivor policy's intent, but is not specifically described above, the commanding officer should advise Commander, CGPC of the circumstances and request a decision.

REMARKS FOR ADMINISTRATIVE ASSIGNMENT TAD ORDERS

The following remarks should be incorporated into TAD orders as applicable:

1. For members remaining ashore at the homeport of the vessel to which they are assigned and who have quarters ashore from which they normally commute to the vessel, regardless of whether or not quarters allowances are paid, the following entry should be used:

   You are being ordered ashore for approximately _____ days while the vessel to which you are assigned, USCGC _____ is underway. In accordance with JFTR, PAR. U4102-G, you are not eligible for per diem and no reimbursement for occasional meals is authorized. No overnight lodging; other than the quarters from which you normally commute, are required.

   Note: Members commuting to a different duty location in the vicinity of the homeport and able to remain at their quarters, do not require overnight lodging and therefore are excluded from receiving per diem. In other than the homeport, overnight lodging at a BEQ might be required. In that case, this exclusion does not apply.

2. For members remaining ashore at the homeport of the vessel to which they are assigned and who do not have quarters ashore from which they normally commute to the vessel, one of the following entries should be used:

   a. <u>For Coast Guard Dining Facility Reasonably</u>. Available at which the member can receive meals at the Category 2 cost. Reasonably available includes, but is not limited to, easy walking distance from the work site and lodging or government transportation provided for each meal to the dining facility.

      You are being ordered ashore for approximately _____ days while the vessel to which you are assigned, USCGC _____ is underway. You are eligible for per diem. Accordingly, you will be authorized reimbursement for lodging but must use adequate government quarters if available. The availability of adequate government quarters must be endorsed on your orders by the command controlling the quarters at the location, not the command, to which you are ordered. Your meals and incidental expense (M&IE) rate, based on a determination made in accordance with JFTR, PAR. U4135 is zero dollars as long as meals are available to you at the Category 2 meal rate at the Coast Guard Dining Facility. If meals are not available to you at the Category 2 rate at the Coast Guard Dining Facility, your M&IE rate will be determined based on the availability of government messing facilities as endorsed on your orders by the command controlling the mess at the location, not the command, to which you are ordered.

      Note: This covers the member in all meal situations, but presumes that a Coast Guard Dining Facility (CGDF) is available for three meals a day, seven days a week. The CGDF "uniqueness covers members who have non-CGDFs available but which charge the Category 1 meal rates. In that case, the "normal" government meals available M&IE rate should be paid.

   b. <u>Coast Guard Dining Facility Not Reasonably Available</u>. Reasonably available includes, but is not limited to, easy walking distance from the work site and lodging or government transportation provided for each meal to the government mess.

You are being ordered ashore for approximately _____ days while the vessel to which you are assigned, USCGC _____,is underway. You are eligible for per diem. Accordingly, you will be authorized reimbursement for lodging but must use adequate government quarters if available. The availability of adequate government quarters must be endorsed on your orders by the command controlling the quarters at the location, not the command, to which you are ordered. Your meals and incidental expense (M&IE) rate, will be determined based on the availability of government messing facilities as endorsed on your orders by the command controlling the mess at the location, not the command, to which you are ordered.

Note: This covers the member in all meal situations but presumes that a CGDF is not available for three meals a day, seven days a week. In case a non-CGDF is available, the prospect of charging the Category 2 rate for meals is significantly diminished. The "normal" government meals available, M&IE rate should be paid.

Exhibit 4.A.15. Coast Guard Sponsor Notification

U.S. DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD CG-6058 (Rev. 2-05)	**COAST GUARD SPONSOR NOTIFICATION**

FROM:

TO:

THE SERVICE MEMBER LISTED BELOW HAS BEEN ORDERED TO YOUR COMMAND

NAME	RANK/RATE	EMPLID

MARITAL STATUS	WILL DEPENDENT(S) ACCOMPANY SERVICE MEMBER	SEX AND AGES OF DEPENDENT CHILDREN									
		SEX									
	☐ YES ☐ NO	AGE									

CURRENT MAILING ADDRESS

LEAVE ADDRESS

ESTIMATED DETACHMENT DATE	ESTIMATED ARRIVAL DATE YOUR COMMAND	MODE OF TRAVEL	INITIAL PERMANENT ASSIGNMENT
			☐ YES ☐ NO

SPONSOR ASSISTANCE

☐ DESIRED ☐ NOT DESIRED

OTHER INFORMATION

PRIVACY ACT STATEMENT

5 U.S.C. 552(a) Privacy Act

AUTHORITY: 10U.S.C. 126 Transfer of Funds and Employees; 14U.S.C.18 CG Housing Authorities.
PURPOSE: To authorize transferring unit to provide contact information, dependency status, and arrival dates to receiving unit for the purpose of assigning a sponsor.
ROUTINE USES: To authorized personnel for the purpose of assigning sponsor. To authorized personnel for the purpose of assigning housing.
DISCLOSURE: Voluntary; Failure to provide requested information may result in you not receiving a sponsor. It may also assist the housing office in determining the type of quarters a member is entitled.

U.S. DEPT. OF HOMELAND SECURITY, USCG, CG-6058 (Rev. 2/05)

f. Ensure member meets all physical and mental prerequisites prior to beginning training. If member does not, report the findings immediately to Commander, (CGPC-epm) and Commandant (G-WTT).

g. Make appropriate gain entry in daily ration record.

4.B.2. Advance Notice of Transfer

4.B.2.a. Issuing Transfer Orders

Every attempt will be made to issue transfer orders at least 90 days before the reporting date to INCONUS units, 120 days before the reporting date to OCONUS units, and 120 days before the departure date from OCONUS units in order to give personnel as much time as possible to attend to personal matters before transfer. These standards do not normally apply for assignment of Class "A" School graduates or Strikers.

4.B.2.b. Responsibility of Administrative Commands

A subordinate or administrative command receiving orders to transfer a member shall inform the member and his or her command as soon as practical, but no more than three days after receipt of the orders. Notice occurs when the responsible administrative command notifies the member's command of the orders in writing or directly by phone, official message, or copy of the written transfer order.

4.B.3. Geographic Stability

4.B.3.a. Central Assignment Control (CAC)

The Commandant recognizes the undesirability of frequent assignment changes. A succession of short tours imposes hardships on members and their families and fails to provide the stability important to successful, efficient operations. On the other hand, excessive tour lengths may fail to provide the broad experience in a rating necessary to develop a well-rounded Coast Guard member. Central Assignment Control (CAC) of the assignment process removes district boundaries as a constraining factor in assigning personnel, stabilizes tour lengths, and more equitably distributes preferred and less desirable duty throughout the rating and enlisted personnel structure. One exception to the district boundary constraint applies to nonrated members completing their first assignment, who normally are transferred within their geographic area unless Service needs dictate otherwise.

4.B.3.b. Achieving Geographic Stability

Geographic stability can be achieved by the following:

1. Completing full tours of duty.

2. Granting extensions liberally.

3. Providing local stability. Completing two tours of duty (not necessarily at same unit) in a local area without effecting a household goods move.

4. Providing regional stability. Completing two tours of duty within a geographical region minimizing family and Coast Guard PCS transfer costs and family and personal disruption.

4.B.3.c. Assignment Continuum

1. Assignment priorities are critical in the enlisted assignment process, particularly for arduous or hard-to-fill isolated, afloat, and overseas duty assignments Article 4.B.4. Assignment priority must continue to be the driving factor in transferring members completing these assignments. However, when assignment priorities are equal, geographic stability should be the major factor. More than 60 percent of the enlisted workforce serves in assignments INCONUS ashore; therefore, geographic stability should be the foremost consideration for most of these assignments. Assignment Officers generally will not assign members back-to-back command afloat billets unless there are too few qualified personnel to fill vacancies. This policy is intended to create and maintain a sufficient pool of qualified personnel and provide a more experienced officer-in-charge.

2. The Assignment Officer (AO) shall consider the following assignment continuum when making any assignment decision:

   a. Service needs.

   b. Assignment priorities and geographic stability. The AO first will attempt to reassign the member within the local area (local stability). If an appropriate assignment is not available there, the AO next will attempt to reassign the member within the geographic boundaries of the current district (regional stability) where he or she now is stationed. If the district geographic area does not provide an assignment opportunity, then the AO will consider the entire Area (Atlantic or Pacific as appropriate).

   c. Career enhancement, diversity, and qualification requirements; advancement potential; **and social climate of the proposed location to ensure the health and well being of every member and their family.**

3. AOs shall ensure that any member who has completed two consecutive tours at the same location or within a geographic region, shall have an opportunity for an assignment out of the local or regional area, if desired.

4. AOs will continue to ensure members receive the career enhancement and diversity necessary for future advancements. Geographic stability does not mean a member will not complete an assignment afloat or ashore, but rather successive assignments may be located within the same geographic region. Geographic stability also does not mean a member may fill the same billet for two consecutive tours. Each member's career enhancement, diversity, and advancement potential are paramount in the AO's assignment decision.

4.B.4. Assignment Priority

4.B.4.a. Assignment Priorities Considered in Selecting Rated Personnel for Assignments

Assignment priorities are critical in the enlisted assignment process, particularly for arduous or hard-to-fill restricted, afloat and overseas duty assignments. Members who have completed full tours normally receive preference in their next assignment based on these priorities:

Assignment Priorities	
1	Members serving at overseas restricted units.
2	Members serving in overseas afloat units, onboard the Polar Class Icebreakers, and Loran Station Shoal Cove.
3	Members serving onboard INCONUS afloat units, LEDETs, HITRON-10 deployment crews, MSSTs; Special Command Aides, Recruit Company Commanders, the International Training Division, Coast Guard Recruiters, **PSU active duty deployment personnel,** personnel assigned to Stations Neah Bay and Quillayute River and MSD American Samoa.
4	Members serving at overseas ashore units, National Strike Force, Fleet and Afloat Training Groups, Atlantic and Pacific Area Training Teams, UTB and MLB STANTEAMS, MLC Food Services Assistance and Training (FSAT) Team, **active duty members of International Ice Patrol (IIP) and drivers of the Commandant/Vice Commandant**.
5	Members serving at INCONUS ashore units.

Members who extend voluntarily in an afloat position will have their assignment priority upgraded to the next higher priority.

4.B.4.b. Reassigning Members due to Position Deletion, Unit Decommissioning or Advancement

1. Position Deletion or Unit Decommissioning. If Service needs dictate an AO must issue PCS orders within one year after a member's reporting date due to position deletion or unit decommissioning, the affected member may retain the assignment priority of their previous unit. However, overall Service needs will determine whether such members will be allowed to compete in the next assignment season or be transferred sooner to fill critical service vacancies.

2. Advancements. When assigning a newly-advanced member, Assignment Officers will follow Article 4.C.3.e. guidelines regardless of assignment priorities.

4.B.4.c. Losing Assignment Priority

Members who do not have a current E-Resume on file will lose their assignment priority.

4.B.4.d. Assignment Priorities for Non-rates, Strikers, and Class "A" School Graduates

The above assignment priorities do not apply to Strikers, Class "A" School graduates, or initial assignment of non-rates. Service needs take precedence over all other factors in deciding these members' assignments and transfers.

4.B.4.e. Assignment Priorities for Surfmen (CXNSJ, CXNSK or CXNSM) at Designated Surf Stations

Members serving as surfmen at a designated surf station that must maintain certified surfmen will receive an assignment priority of '3' after they have successfully completed two consecutive tours at those stations. Members are considered to have successfully completed a surf tour only after having been certified on at least one surf-capable boat (30' SRB, 44' MLB, 47' MLB, or 52' MLB) for two or more years.

4.B.5. Sea and Shore Duty

4.B.5.a. Ratio of Sea to Shore Duty

The ratio of sea duty to shore duty billets in each rating largely determines the number of sea and isolated duty tours served compared to the number of shore duty tours served in a career. This ratio varies for each pay grade within each rating. Assignment officers will review previous assignment history and, consistent with Service needs, afford a fair share of sea duty and shore duty to each member.

4.B.5.b. Sea Duty for Advancement

Assignment Officers routinely will assign afloat members lacking the sea duty required to advance to the next pay grade as soon as Service needs permit.

4.B.6. Obligated Service for Assignment

4.B.6.a. INCONUS Reassignments

Unless otherwise indicated, these obligated service (OBLISERV) requirements apply when service members transfer PCS to INCONUS duty stations:

1. AOs normally will not transfer Service members E-4 and above, including active duty Reservists, with fewer than six years of active duty unless they reenlist or extend to have enough obligated service for a full tour on reporting to a new unit. Members normally will not be transferred if they have less than one year of OBLISERV remaining. However, if they elect to extend or reenlist, they may be considered for transfer. When Commander (CGPC-epm-2) directs a member with less than one year of OBLISERV remaining to transfer, i.e., the member has elected not to obligate additional service, the member signs a statement he or she understands reassignment may be directed on reenlistment or extension for OBLISERV. Commander (CGPC-epm-2) shall be advised immediately when the member re-enlists or extends. This OBLISERV policy has no effect on assignment preference, which is set by completing a prescribed tour of duty. Article 4.A.5. However, a member must comply with OBLISERV requirements before he or she will be permitted to execute his or her preferred assignment. Class "A" graduates on their first enlistment will obligate service as required by the Training and Education Manual, COMDTINST 1500.10 (series).

2. Personnel E-4 and above with over six years of active duty are considered to be in a career status. Unless otherwise indicated, they are required to have one year of OBLISERV remaining upon reporting to the new unit.

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4.E. Assignment Policies for Special Duty Positions

4.E.1. General Policy

4.E.1.a. Overview

This chapter describes types of Special Duty assignment, screening, and relief procedures. The Special Duty assignment screening process requires the member to meet standard minimum qualifications, submit an application with command endorsement, be reviewed by the rating and special duty assignment officers and the command or program manager, and be selected for the specific special duties desired. As explained below, many of the policies described in this chapter are waived or do not apply to this type of duty and assignment. All members are expected to remain current in their rating.

4.E.1.b. Assignment Priority

In recognition of the arduous duty that some of our members must serve based on Service needs, assignment priority is a primary factor in routine enlisted assignments for rated personnel. However, it is not a major factor in Special Duty assignments which are driven primarily by Service need for individuals with special skills, knowledge or abilities outside those expected of members of the same rate and rating.

4.E.1.c. Geographic Stability

Members requesting Special Duty assignments must be aware that assignments are based on the qualifications of the member for the particular Special Duty requested, not on the specific location of that duty. Geographic stability should not be the primary reason for requesting such duty. If selected for Special Duty, members must be available for assignment to that duty regardless of geographic location.

4.E.1.d. Tour Length

The tour lengths for various Special Duty assignments are included elsewhere in this chapter under the appropriate heading for specific assignments. Members in Special Duty assignments can expect to serve one full tour. On completing a full tour, members normally are reassigned to duties in rating. Assignment officers will consider granting requests for a one-year tour extension if the command favorably endorses the request and Service has no need for the member to return to duty in his or her rating. Additional extensions may be approved; however, the maximum time served at one unit or in the same position is six years. Under unusual situations; e.g., Special Agents, additional tours may be permitted. Members who request additional tours must repeat the Special Duty Assignment Screening Process.

4.E.1.e. Collateral Duties

Commanding officers (COs) have the authority to assign such collateral duties as appropriate to members assigned to their command. COs further have the authority to assign or reassign duties within their command as appropriate. Procedure for reassignment of members unsuited for special duty are specified in Article 4.E.4.

4.E.2. Qualifications

4.E.2.a. Minimum Standards For All Special Duty Assignments

Members must possess standard minimum qualifications for all Special Duty assignments. Additional requirements which may apply are included elsewhere in this chapter under the appropriate heading for the specific type of assignment. Commands will ensure the member, during the application process and also before executing his or her orders, meets the standard minimum qualifications. Commander (CGPC-epm) will review the Discriminator Identification and Tracking System (Chapter 8.O) to determine the candidate's eligibility. If an applicant becomes ineligible anytime after applying for a Special Duty assignment, his or her command shall send a message to Commander (CGPC-epm).

The standard minimum qualifications are as follows:

1. Must consistently exhibit mature judgment, even temperament, tact, diplomacy, and discretion.

2. Have the abilities to correspond with and address the public pleasantly and confidently and to speak and write clearly.

3. No court-martial or felony convictions (federal, state or local) in the past six years.

4. No non-judicial punishment or misdemeanor convictions (federal, state or local) in the past four years.

5. No alcohol incident during the past four years.

6. No unsatisfactory conduct mark or characteristic factor average less than three during the past four years.

7. No individual factor average less than four during the last two years.

8. Must be eligible for the security clearance required for the assignment requested.

9. Have more than four years' active duty in the Coast Guard.

10. Qualify to operate a motor vehicle, hold a valid state-operating license, and have no history of repeated traffic violations.

11. A history of demonstrated financial responsibility; no record of excessive indebtedness or indication of non-payment of just debts

12. Men must be clean-shaven; however, a neatly trimmed mustache is allowed. Those with approved waivers for folliculitis are not eligible for Special Duty assignments.

13. Have sharp military bearing and a smart appearance. Must comply with weight standards contained in **Weight/Physical Fitness Standards for Coast Guard Military Personnel, COMDTINST M1020.8(series)**. Must not have been on probation for exceeding maximum allowable weight or body fat standards anytime in the past two years.

14. Must obligate service for a full tour in position assigned.

15. Must serve at least 2 years in **position** commencing on the reporting date prior to voluntary retirement.

4.E.2.b. Career Pattern

Although not considered mandatory, a good career pattern is very desirable. Special Duty Assignments members should have a wide knowledge of the many duties and activities of the entire Coast Guard. A recent tour of sea or restricted duty also is desirable, but is not required.

4.E.2.c. Applications and Command Endorsement

Members should use the **E-Resume** to request a special duty assignment. COs shall use discretion in recommending applicants for Special Duty assignments. Before endorsing a candidate's request, the CO shall interview an applicant to determine if he or she fully meets the standard qualifications in Article 4.E.2.a. and any special requirements listed elsewhere in this chapter. Besides a statement of opinion of the applicant's potential to perform the duties of the requested Special Duty assignment, the CO's endorsement also shall include:

1. A definite recommendation stating the member meets the qualification requirements and addressing the member's potential to perform the duties required of the assignment requested.

2. A statement on any request for waiver if the member does not meet all qualification requirements,

3. A statement on any pronounced accent or speech defect.

4. The member's Navy Battery test scores.

4.E.3. Rating Assignment Officer Application Review for Members Desiring Out of Rate Assignments

1. Each rating AO will review the applications for Special Duty assignment to determine the following:

   a. Is the member tour complete or available for transfer?

   b. Has the member met or will this assignment lead to difficulties in meeting rating and career requirements; e.g., sea duty requirements for advancement, High Year Tenure, etc.?

   c. Is the rating staffed sufficiently to support the member being assigned out of rate? The AO will consult with the Workforce Forecasting and Analysis Staff, Commandant (G-WP-1), for this determination.

2. If the applicant does not meet these criteria, the rating AO will send the application to the Special Duty AO, who will retain the application for one year and if a special or critical Service need arises, the member's application may be reconsidered.

3. Once the member is released by their rating AO for a special duty assignment, the Special Duty AO will ensure the applicant meets the minimum requirements for the desired assignment as specified in this chapter.

4. If the member meets the minimum requirements, the Special Duty AO will give the program manager or receiving command the member's application, the command endorsement, and review of the member's assignment and evaluation history.

5. The program manager or receiving command will review the application package and in some instances may decide to convene an informal, special screening panel to rank the applications to assist the Special Duty AO in identifying the best-qualified members.

6. If the program manager or receiving command chooses to interview the applicant, they will follow these procedures:

   a. They will document the interview on Recruiter Interview Sheet, CG-5115, regardless of the assignment for which the member applied. Interviewers should not ask questions outside the areas listed on this form. Interviewers do not have to write the questions and answers verbatim; however, they should summarize the questions and answers.

b. The program manager or receiving command conducting the interview will specify the interview location and method and bear the expense and any travel in connection with the interview.

c. The interview should be conducted by at least two people, one of which should be a chief petty officer or higher.

d. The interviewers will make a definite recommendation on the applicant's selection for assignment to Special Duty. All interviewers will sign the form.

e. The interview form will be distributed by the program manager or receiving command as follows:

f. Original to Commander (CGPC-epm-2), Attn: Special Duty AO.

g. Copy to member to serve as his or her official notice of recommendation for Special Duty assignment.

h. Copy to member's command.

i. During the interview process the program manager or receiving command conducting the interview will not comment or indicate assignment to specific duty stations and ensure the applicant understands Commander, (CGPC-epm-2) will make the final decision on his or her assignment

7. If the command and program manager decide not to conduct an interview, they will review the information provided by Commander (CGPC-epm-2) and definitely decide whether or not to recommend a member for assignment to Special Duty. Commander (CGPC-epm-2) will neither solicit nor accept unofficial information about the applicant. Only official, documented information will be exchanged and used in the decision making process.

8. Normally, the "best qualified" member, as determined by the AO, including input from the program manager or receiving command, is assigned to the available position. If more than one member of similar qualifications applies for the assignment then the following factors are considered:

a. Command endorsement

b. Assignment priority

c. Geographic stability

d. Performance evaluations

4.E.4. Reassigning Members Unsuited for Special Duty

4.E.4.a. Screening Procedures

Screening procedures for Special Duty assignment selection are designed to select only the highest caliber of individuals. Despite the most stringent screening process, isolated cases of assignment of individuals who are unsuited for such duty will occur. Members considered unsuitable (as identified and determined by the command, program manager or Commander (CGPC-epm-2*)* for such duty fall into one of two distinct categories indicated below:

1. Those members considered unsuitable for continued duty through no fault of their own; e.g., a physical defect or speech impediment, lack of confidence or inability to project in front of audiences, or other deficiencies which would hamper effective performance.

2. Those members considered unsuitable for continued duty as a result of their own actions; e.g., poor performance, lack of leadership, misconduct, lack of interest, poor attitude, or other similar reasons.

4.E.4.b. Recommendation for Reassignment

When a member is considered unsuitable for Special Duty, he or she shall be advised and required to sign a CG-3307, "Administrative Remarks" entry. A recommendation letter (or message in time-critical, operational situations) for reassignment from such duty shall be submitted to Commander (CGPC-epm-2) via the chain of command, and must include this information:

1. Name, rating, and pay grade

2. Expiration of active obligated service

3. Reporting date to current unit

4. Number of and location of dependents and household effects

5. Specific, detailed reasons, to include all documentation; e.g., command counseling remarks on CG-3307, a special performance evaluation on Form CG-3788 indicating in which category the member is considered unsuitable, along with any other useful information to determine the next assignment.

6. For members judged unsuitable through no fault of their own, in addition to documentation required above, also comment on the member's ability to perform in another capacity; e.g., professional knowledge, ability, and initiative.

7. When the reason for reassignment is due to the member's own action, report any disciplinary or administrative action taken or pending. See Articles 5.C.38., 12.B.9., 12.B.12., and 12.B.18.
8. When members are considered unsuitable for continued duty due to their own actions, a statement of rebuttal from the individual concerned is required. If the member desires not to make a statement, so indicate in writing.
9. Member's duty preferences listed on an **E-Resume**.

4.E.4.c. Reassignment Procedures

Reassignment as a result of unsuitability shall be made in consideration of the following factors:

1. The availability of positions for member's rating at the current unit or at other nearby units.
2. The amount of time remaining on member's current assignment.

4.E.4.d. Commanding Officer Responsibilities

If reassignment is directed, the CO shall:

1. Complete the appropriate performance evaluation on CG-3788.
2. Complete a CG-3307 entry to indicate reassignment from the specific duty and a brief explanation of the circumstances.
3. Revoke qualification codes if applicable.
4. Advise the member that he or she may be ordered to an interim unit for a special evaluation prior to reassignment. Article 4.E.4.
5. Advise members that upon reassignment, the member may be ordered to another unit for a special evaluation in accordance with Article 4.E.5.

4.E.5. Special Evaluation Resulting from Reassigning Members Unsuited for Special Duty

4.E.5.a. General

This article establishes guidelines for conducting special evaluations for enlisted personnel who have been reassigned due to unsuitability for special duty under the provisions of Article 4.E.5.

1. When directed by Commander (CGPC-epm-2), enlisted members may undergo a special evaluation to determine suitability for rate retention, retention in the Service, and for future independent duty after being relieved under Article 4-E-5.

2. Commander (CGPC-epm-2) will determine the type and duration of the evaluation and will include such information in the member's original message orders. Members will be assigned in excess of the units normal complement pending reassignment.

4.E.5.b. Conducting the Evaluation

When the member reports for special evaluation, he or she should sign a CG-3307 entry acknowledging he or she understands the scope and nature of the evaluation and has read and understands this article, Article 5.C.38.c., Article 12.B.9., and any other articles specified by Commander (CGPC-epm-2).

1. Rate Retention Evaluation. Except for the three-month period, Article 5.C.38. provisions and these additional provisions apply.

   a. Review the Enlisted Qualifications Manual, COMDTINST M1414.8 (series), to determine those specific qualifications the unit is capable of accomplishing. Devise a schedule to complete all the practical factors for the individual's rate within the time frame prescribed, give a copy to the evaluee, and file one in his or her PDR. Use this schedule to document the evaluee's progress. Requiring demonstration of lower rate practical factors is authorized should the unit determine it is warranted.

   b. In addition, assign normal work tasks consistent with the member's rate and rating.

   c. Counsel the member every 30 days, and document the content of these sessions on a CG-3307 entry.

   d. Submit a performance evaluation on Form CG-3788 a minimum of three times during the evaluation period.

2. Retention in the Service. The procedures to discharge unsatisfactory performers in Article 12.B.9. apply here except for the 180-day period. These additional procedures apply:

   a. Counsel the member every 30 days, and document the content of these sessions on a CG-3307 entry.

   b. Submit a performance evaluation on Form CG-3788 a minimum of three times during the evaluation period.

3. Suitability for Future Leadership or Independent Duty Assignments. Since certain assignments require special qualities, this evaluation must focus on those qualities, not solely rate specific knowledge.

   a. Perform regular interval counseling sessions outlined in Article 4.E.5.b. and be sure to address and comment on these areas when conducting scheduled counseling:

      (1) Leadership qualities.

      (2) Performance and overall knowledge of rating.

      (3) Professionalism.

      (4) Conduct.

      (5) Ability to get along with others.

      (6) Motivation.

      (7) Stamina.

      (8) Attitude.

   b. On completing the member's evaluation, the commanding officer must execute a statement addressing whether the member is capable of serving in the type of assignment from which previously removed for cause.

4.E.5.c. Final Disposition

Send copies of all CG-3307 entries and the final performance evaluation, CG-3788, to Commander (CGPC-epm-2) within 15 working days after the evaluation period. The command must attach a command recommendation clearly stating whether the member is suitable for retention in rating, retention in the Service, or future leadership positions. Additionally, the command should attach the member's rebuttal statement, if applicable, and updated **E-Resume**.

4.E.6. Instructor Duty

4.E.6.a. Position Locations

Personnel are assigned to in rate and out of rate instructor duty in accordance with authorized allowances. Instructor duty positions are located at these types of activities:

1. U.S. Coast Guard Class "A" and "C" Schools
2. U.S. Navy Class "A" and "C" Schools
3. Training Center Cape May, Training Center Petaluma, Reserve Training Center Yorktown
4. Atlantic and Pacific Area Training Teams

5. District Training Teams
6. U.S. Navy Fleet Training Groups and Units
7. Miscellaneous training activities which have positions designated as Instructor Duty by the Personnel Allowance System.

4.E.6.b. Additional Qualifications

In addition to the minimum standards outlined in Article 4.E.2.a., a member applying for instructor duty (in-rate and out-of-rate) should:

1. Demonstrate an interest in teaching.
2. Be able to work harmoniously with others.
3. Possess sound judgment.
4. Possess relevant expertise in the training field to which applying.

If the member is considered a good candidate but is not qualified in some specific requirement, the commanding officer may recommend a consideration for waiver.

4.E.6.c. Instructor Training

The CO will indicate whether a candidate who has not previously attended instructor training school will be available to attend training before reporting for duty.

4.E.6.d. Evaluating Instructors

Instructors shall be evaluated as early as possible. Those who are found unsuitable shall be reassigned, as necessary, under Article 4.E.4.

4.E.6.e. Qualification Codes

After a member has served satisfactorily as an instructor for one year, the training command's commanding officer shall assign the appropriate qualification code following the Enlisted Qualifications Manual, COMDTINST M1414.8 (series).

4.E.7. Recruiting Duty

4.E.7.a. Recruiting Mission

The Coast Guard's recruiting mission is "To meet the Commandant's military recruiting goals by enhancing public awareness and maintaining the best qualified, diverse applicant pool with an innovative trustworthy team of professionals." Recruiting qualified personnel for the Coast Guard is a complex, highly competitive

task. The Coast Guard competes directly with the Department of Defense Services and private industry for the new personnel resources required each year.

4.E.7.b. Key Element to Providing Human Resources

The recruiter is the key element in providing human resources for the Coast Guard. The recruiter is the first contact with the Service for the vast majority of Coast Guard military members. The selection, motivation, and training of a recruiter is a top priority to the success of the Coast Guard's mission.

4.E.7.c. Additional Qualifications

In addition to the minimum standards outlined in Article 4.E.2.a., a member applying for recruiting duty should:

Have served at least one enlistment.

Although not considered mandatory, a good career pattern of general duty is very desirable because a recruiter should have a wide knowledge of the Coast Guard's many duties and activities. A recent afloat or isolated duty assignment also is desirable.

4.E.7.d. Submitting Requests

Applications for recruiting duty shall not be made earlier than one year prior to completion of member's present tour of duty. Requests shall be submitted on an **E-Resume** to Commander (CGPC-epm-2) via the CO.

In addition to the requirements of Article 4.E.2.c., the CO's endorsement shall include the member's Navy Battery Test scores.

4.E.7.e. Training

Personnel selected for their first and subsequent tours in recruiting duty will attend formal indoctrination at Recruiter's School.

4.E.7.f. Assignment

After a recruiting assignment, members normally transfer to duties within their rating. On completing duty in their rating, members may be considered for another recruiting tour depending on Service needs. Members with more than 10 years of service may request consecutive recruiting assignment. Commander (CGPC-epm-2) controls assigning personnel to and from recruiting duties.

4.E.8. Recruit Regimental Duty (Including Company Commander)

4.E.8.a. Battalion Commander and Company Commander Duties

Battalion Commander (BC) and Company Commander (CC) duties are some of the most important, demanding in the Coast Guard, requiring the highest degree of leadership and exemplification of our core values of honor, respect, and devotion to duty. The BC is in charge of the CCs, whose impact on recruits at this initial stage in their career is critical. Senior CC's share in supervising junior CC's. Members assigned to BC and CC duty must be physically and emotionally qualified to train recruits, capable of maintaining control of their emotions in stressful situations and ready to handle the job's physical demands. The normal tour of duty is three years.

4.E.8.b. Additional Qualifications

In addition to meeting the minimum standards outlined in Article 4.E.2.a. and completing the Company Commander qualification process, a member applying for recruiting regimental duty must:

1. Be an E-8 or E-9 for assignment to BC.

2. Be an E-7 with at least six years of Coast Guard service for assignment as a Lead Company Commander.

3. Be an E-4, E-5, or E-6 with at least three years of Coast Guard service for assignment as a Company Commander.

4. Have a high level of maturity and even temperament. A staff psychologist will conduct psychological and personality screening of prospective CC's.

5. Have no physical limitations which would preclude progressive participation in a physical fitness program including among other activities, running, swimming, push-ups, and sit-ups, culminating in a physical fitness test administered by the Training Center staff on reporting and semi-annually thereafter.

6. Have an exceptional personal appearance.

7. Have demonstrated an interest in teaching.

8. Although not considered mandatory, a good career pattern of general duty is very desirable for all of these assignments. A recent tour of sea duty is also desirable.

4.E.8.c. Submitting Requests

Members desiring assignment to duty as a BC or CC should submit an **E-Resume.** The required commanding officer's endorsement should include the following information:

1. A definite recommendation.
2. Comments on any pronounced accent or speech defects.
3. Comments on the member's ability to lead and train junior personnel.
4. Comments on the member's performance.
5. Marital status and number of dependents.

4.E.8.d. Interview

1. When a member requests assignment to BC or CC duty, his or her commanding officer shall interview the member to determine if the candidate is fully qualified as described in this article.

2. Once Commander, (CGPC-epm) has screened a member as meeting the profile desired for such assignment, the member will normally be issued TAD orders to Training Center Cape May for assessment. When the member is being considered for assignment to CC duty upon rotation from a remote area, the assessment may be conducted at another location as determined by the Training Center staff.

3. Commanding Officer, Training Center Cape May shall designate appropriate personnel to coordinate with Commander (CGPC-epm) to assess each application. The assessment results will be used to determine if the applicant possesses the high standards of personal conduct, moral integrity, and professional skills necessary to serve as a role model for recruit trainees. The assessment process will include, at a minimum, a psychological screening test, physical fitness assessment, personal interview, and the member's brief (five minute) oral presentation. The Training Center staff will make recommendations for assignment to Commander
(CGPC-epm) based on the results of the assessment.

4. Training Center Cape May will provide funding to cover the TAD costs associated with the assessment.

4.E.8.e. Training

Members selected for CC duty will receive formal training at the Training Center Cape May CC School upon reporting for PCS assignment.

4.E.9. Special Agent

4.E.9.a. Coast Guard Investigative Service (CGIS)

Coast Guard Investigative Service (CGIS) is comprised of carefully selected, professionally trained and educated Special Agents who assist Coast Guard commands in maintaining internal security, integrity, and good order and discipline. In addition, Special Agents conduct investigations external to the Coast Guard, addressing issues such as drug and alien smuggling, environmental crimes, and crimes against the government in general. Special Agents also conduct background investigations and national agency checks to ensure the national security and the security of the Coast Guard. Special agents receive their initial training at Federal Law Enforcement Training Center, Glynco, GA, and receive further training at various colleges, institutions, and schools. Applicants are carefully screened and evaluated at their local command as well as by the Regional CGIS office. The final selection is made by the Director, Coast Guard Investigative Service based on all information available regarding the applicants. The selections are on a "best qualified" basis. The following qualifications are the minimum qualifications to be eligible for Special Agent duty. The initial tour of duty is four years, with subsequent assignments dependent upon program and Service needs; however, there is no guarantee of subsequent assignments.

4.E.9.b. Minimum Qualifications

1. Be in pay grade E-6 or higher.

2. Have completed a minimum of one year of college (30 credit hours), verified by college transcript. A waiver to this requirement will be considered if special circumstances warrant a waiver.

3. Be serving on active duty in the regular Coast Guard with at least six years active military service, two of which must be Coast Guard service, before selection for training. Before transferring for training, members must agree to reenlist or voluntarily extend for a period of at least four years from the convening date of the class.

4. Be at least 21 years old.

5. Have completed at least one year of sea duty. Commander (CGPC-epm) may waive this requirement.

6. Be a United States citizen.

7. Have no record of mental illness, alcoholism, or offenses involving moral turpitude.

8. Possess a valid state motor vehicle operator's license.

9. On application be in excellent physical condition.

10. Be eligible for a Top Secret Security Clearance and maintain eligibility throughout assignment to CGIS.

4.E.9.c. Submitting Requests

Prior to 1 July each year, Commander (CGPC-epm-2), in coordination with CGIS, will solicit applications by ALCGENL message for the upcoming SPEAR season. This message will contain submission criteria.

4.E.10. Intelligence Duties

4.E.10.a. Intelligence Team

Intelligence Team (Analyst and Watchstander): The Coast Guard Intelligence Program needs experienced, trained members in many positions. Members selected for these HK-designated Intelligence Specialists positions must be able to perform a number of duties, including composing detailed intelligence documents; assisting in intelligence analysis; assessing, preparing and presenting briefs; familiarity with and interacting with members of the National Intelligence Community; and using various clerical and computer skills in preparing intelligence products.

4.E.10.b. Additional Qualifications

In addition to the minimum standards outlined in Article 4.E.2.a, to qualify for an HK-designated position, a member should:

1. Have completed at least one year's Coast Guard service on active duty or in the Selected Reserve at any of the following Coast Guard intelligence activities:

   a. Commandant (CG-2)

   b. Area (Ai/Pi)/MIFCs.

   c. District (ole), when assigned to operational intelligence duties as determined by Commandant (CG-2)

   d. Intelligence Coordination Center (ICC)

   e. Joint Task Force (JTF) Fusion Center or J2

   f. Law Enforcement Support (LESUP) Team Miami

g. Pacific Intelligence Team (PIT)

h. C3I Centers East and West, when assigned to intelligence duties

i. El Paso Intelligence Center (EPIC)

2. Or have completed one of these courses:

a. USCG Basic Intelligence Course, Reserve Training Center, Yorktown, VA

b. Joint Military Intelligence Course, Defense Intelligence College, Washington, DC

c. Appropriate course at the Navy and Marine Corps Intelligence Training Center, Dam Neck, VA

d. Equivalent training as approved by Commandant (CG-2)

3. Be eligible for a Top Secret security clearance.

4.E.10.c. Assignment

Although there is no intelligence rating, enlisted members E-6 and above with more than 10 years of service may request consecutive assignments to intelligence duty. Commander, (CGPC-epm-2) controls intelligence duty assignments.

4.E.11. Ceremonial Honor Guard

4.E.11.a. General

Located at the Telecommunication and Information Systems Command (TISCOM) in Alexandria, VA, the U. S. Coast Guard Ceremonial Honor Guard is the official Coast Guard representative at various Armed Forces events and functions. In addition to performing Presidential support duty, the Ceremonial Honor Guard performs hundreds of ceremonies annually for many international leaders and other dignitaries.

4.E.11.b. Additional Qualifications

In addition to the minimum standards outlined in Article 4.E.2.a, a member applying for Ceremonial Honor Guard duty should:

1. Background Investigation. Must have a favorable Single Scope Background Investigation (SSBI) completed within the last two years and been serving on continuous active duty with the Coast Guard since completion of the SSBI. Members will not perform Presidential support duty until the completed SSBI has been received and screened. A denial or revocation of a security clearance disqualifies a member for assignment to the Ceremonial Honor Guard.

2. Personal Qualities. Must be stable, of excellent character and discretion, and unquestioned loyalty to the United States.

3. Family Requirements. The member and adult, living members of his or her immediate family must be either native born or naturalized citizens of the United States. ("Immediate family" includes the current spouse; natural or foster parents or guardians; sisters and brothers by birth, adoption, or marriage of the parents; and children by birth, adoption, or marriage.) The Secret Service may grant waivers, through Commandant (CG-2), on a case-by-case basis.

4. Loyalty to the United States. The individual's family members and those persons to whom he or she is bound by affection or obligation should neither be subject to physical, mental, or other forms of duress by a foreign power nor advocate using force or violence to overthrow the government of the United States or altering the form of government of the United States by unconstitutional means.

5. Commandant (CG-2) will make a name check on member's spouse through the Federal Bureau of Investigation General Indices.

6. Interaction with High Government Officials. Since this duty may involve contact with the President of the United States, the First Family, and other individuals in high government positions, applicants must present a clean-cut, smart, pleasant appearance and possess a sufficient degree of intelligence, maturity, and literacy to respond to casual conversation with these officials.

7. Characteristics Evaluated for Selection. Applicants must be aware assignment to this Special Duty involves more than ceremonial or glamorous duty. If selected, members must not only maintain a flawless appearance, but also expect arduous work, long hours, and demands for expertise. Applicants should possess an enthusiastic attitude with confidence and motivation to meet the challenge of the assignment. Characteristics which will be evaluated during the selection process include maturity; self-control; objectivity; forthrightness; sincerity; attitude toward the Service, others, and themselves; cooperation; and motivation.

8. Physical Requirements. The following additional physical requirements apply:

   a. Men must be 6 feet 0 inches to 6 feet 4 inches and women 5 feet 10 inches to 6 feet 4 inches.

   b. Must be proficient in basic drill requirements.

   c. Must have visual acuity not requiring glasses (contact lenses may be worn).

   d. Must not have visible tattoos, unsightly scars, birthmarks, or severe acne.

   e. Must not have a history of serious back or knee injuries.

f. No beards or mustaches are permitted; the face must be clean shaven at all times. Those with approved waivers for folliculitis are not eligible for assignment to the Ceremonial Honor Guard.

4.E.11.c. Unsuitability for Assignment

Members with any serious derogatory information in the following categories are not suitable for assignment to the Ceremonial Honor Guard:

1. Criteria set forth in the Personnel Security Program, COMDTINST M5520.12 (series).

2. Record of courts-martial or indication of consideration for administrative separation in lieu of courts-martial.

3. A history of serious involvement with civil or military law enforcement agencies. Records of frequent minor involvement with law enforcement agencies shall be assessed to determine whether the individual has a tendency toward irresponsibility.

4. Record of neglect or substandard performance of duty or evidence of poor attitude or lack of motivation toward responsibilities.

5. Evidence of any other personal habits, characteristics, activities, or associations which would reasonably place doubt on the member's reliability or which would warrant a determination that a member is not suitable for assignment to Presidential support duties. Activities which may be considered as disqualifying under this paragraph include, among others, any record of:

   a. Recent serious indebtedness.

   b. Drunkenness or alcoholism.

   c. Serious family or marital problems.

   d. Mental ailments or psychological disorders.

   e. Involvement with narcotics, marijuana, or dangerous drugs.

   f. Aggressive tendencies or record of illegal use or possession of weapons.

4.E.11.d. Submitting Requests

1. Applicants must attach these items to **a Coast Guard memorandum** when requesting assignment to the Ceremonial Honor Guard:

   a. Two photographs (full length and side views)

b. Statement of Personal History (DD-398) (four copies)

c. CG Intelligence Agency Check Request (CG-2765)

d. Police Record Check (DD-369)

e. Request for Personnel Security Investigation (CG-6\5044)

2. The CO's endorsement shall evaluate the member in detail and state the member's Personal Data Record and Health Record have been checked and show no derogatory information in any category in Article 4.E.11.c. above.

3. On receiving the request, district commander (ap) will carefully review the supporting papers for completion and accuracy and arrange for district commander (ole) to interview the applicant. The officer conducting the interview shall set forth in detail an estimate of the applicant's potential for assignment to the Ceremonial Honor Guard. Any adverse information discovered during the interview or in reviewing the applicant's record must be included and fully explained. On completing the interview, district commander (ole) will complete an Evaluation Form (Exhibit 4.E.1.) and send it, the completed interview, and member's application procedures to district commander (ap).

4.E.11.e. Assignment Procedures

1. On receiving applications, Commander (CGPC-epm) will check to ensure all required forms and supporting documentation are in order. If so, Commandant (CG-2) will be requested to initiate a background investigation, which takes 60 to 90 days. Commandant (CG-2) is the final screening authority in all cases.

2. When the background investigation has been completed, Commander (CGPC-epm) will advise district commander (ap) or the commanding officer of a Headquarters unit concerned whether the member meets the criteria for this special duty.

3. Commanding officers shall ensure that all travel orders assigning personnel to duty with the Ceremonial Honor Guard indicate transfer to the basic receiving unit and annotate them:

   For duty in accordance with Article 4.E.11., Personnel Manual, COMDTINST M1000.6 (series).

4. Commanding Officer, Telecommunications and Information Systems Command (TISCOM), shall ensure that personnel are not assigned to Presidential support duties until their final clearance has been received.

5. The Commandant will assign quotas to Training Center Cape May for selecting qualified recruits for assignment to the Ceremonial Honor Guard. While desired, volunteers are not mandatory to fill assigned quotas. Commanding Officer, Training Center Cape May, shall ensure strict compliance with the screening requirements outlined in this chapter, including all applicable enclosures. All supporting documents shall be reviewed carefully for completion and accuracy before sending directly to Commandant (CG-2). Since selection quotas will be issued to the training center, Commander (CGPC-epm) need not receive the applications for recruit personnel.

4.E.11.f. Assignment to Class "A" School

In view of the special training and security requirements necessary for assignment to the Honor Guard, non-rated personnel assigned will not be eligible for assignment to Class "A" School until they complete a two-year tour.

4.E.12. Command Master Chief

4.E.12.a. General

The Command **Master Chief** (**CMC**) functions as an intermediate communication link between the command and its enlisted personnel. To stimulate communication among all levels of command and enhance sensitivity to the goals and needs of all personnel, **CMC** positions have been established at all Area, MLC, and district offices, training centers, and some other major commands. Assignment to **CMC** duties is reserved for those truly outstanding master chief petty officers who can accomplish the goals enumerated above and are genuinely motivated to serve in such a position regardless of geographic location. The tour of duty depends on the flag officer's or training command CO's tour of duty.

4.E.12.b. Eligibility Criteria

1. Must serve in pay grade E-9 or pay grade E-8 if above the cutoff on the E-9 Advancement Eligibility List or number one on the E-9 Advancement Eligibility List where the cutoff is zero. Article 4.C.3.d.

2. Must be within two years of normal tour rotation. A member currently serving in a **CMC** position who desires consideration for another similar assignment must be within one year of normal tour rotation.

3. Must have completed one of the Senior Enlisted Academies.

4. Must possess the highest standards of personal integrity, devotion to duty, and financial responsibility.

4.E.12.c. Duties and Responsibilities

The duties and responsibilities listed below are not intended to be all-inclusive or compulsory, but are furnished as a medium by which to communicate ideas and recommendations between enlisted personnel and the command. Generally, the **CMC** shall:

1. Assist and advise the district commander or commanding officer of existing or potential situations pertinent to the morale and general well-being of enlisted personnel and their dependents.

2. Remain informed on current personnel policies, including pay and allowances, morale, welfare, housing, and incentive programs and serve as a source of information about them to individual Coast Guard enlisted personnel, thus fostering a mutual appreciation of their joint interests on the part of the individual and the command.

3. Communicate periodically with the Master Chief Petty Officer of the Coast Guard to provide input and exchange ideas regarding all enlisted personnel.

4. Provide articles of interest to enlisted members via district bulletins or newsletters addressing current enlisted programs, opportunities, and policies.

5. On invitation, act as the district commander's or commanding officer's enlisted representative in community and civic functions, and accompany either officer to official functions, inspections, and ceremonies in which enlisted members participate.

6. Endeavor to frequently visit units within the district and meet informally with enlisted personnel to exchange ideas and disseminate information affecting the enlisted community.

7. Assist in ensuring that lines of communication, both written and oral, are available to all enlisted personnel of the command.

8. Provide the district commander or commanding officer with an evaluation of the impact on enlisted personnel of proposed policy changes.

9. Assist in receiving official enlisted visitors to the command.

10. Attempt to increase the desirability of a Coast Guard career by recommending action to correct adverse conditions and improve the lot of Coast Guard enlisted personnel within the assigned area of responsibility.

4.E.12.d. Authority

The **CMC** will not be in the chain of command, and authority shall not extend beyond that of the **CMC**'s pay grade. The **CMC** will be authorized unrestricted contact with all members of the district commander's or commanding officer's staff and with field commanding officers in performing duty and report to the district commander, chief of staff, or commanding officer as applicable.

1. Enlisted personnel and their dependents may direct correspondence on personal matters to the **CMC**. The **CMC** will reply personally and directly to the person who made the inquiry.

2. Individual official correspondence nature on matters requiring the traditional, appropriate mode of redress shall continue to be processed normally via the chain of command. The **CMC**'s existence shall not be permitted to derogate the effective, necessary communication between enlisted personnel and their respective superior officers.

3. When visiting a command, the commanding officer shall provide assistance to facilitate the visit and accomplish its purpose. In this connection, individual members of the command wishing private consultation with the **CMC** shall be afforded the appropriate time and place for such an interview.

4.E.12.e. Application Procedures

Qualified members desiring assignment as a **CMC** must submit an application package to Commander (CGPC-epm-2) for consideration. The package should include at least these items:

1. **A memorandum** requesting desire for assignment to **CMC** duty, including a statement agreeing to an active duty commitment for three years if selected.

2. Command endorsement indicating the member's current security status and comments on his or her ability to perform a **CMC**'s duties.

3. Two 8" x 10" color photos, one front view (with combination cap) and one profile view (without cover) showing left sleeve with rating badge and hash marks. Photos must be full length with member in Service Dress Blue Bravo.

4. Any additional information appropriate to help in the selection process.

4.E.12.f. Selection Procedures

On receiving the application package, Commander (CGPC-epm-2) will:

1. Determine the applicant's eligibility.

2. Review Headquarters records to screen for overall career performance, variety of unit assignments, educational or civic achievements, and any other information which may be used to determine suitability for assignment as a **CMC**.

3. Obtain comments from the candidate's respective assignment officer on availability for release from his or her rating and any overall impact such release would have.

4. On successful screening, the applicant's package will be included in the **CMC** pool maintained by Commander (CGPC-epm-2). At least four months before an upcoming vacancy, Commander (CGPC-epm-2) will send all packages for review to the area or district commander or commanding officer of the unit where the vacancy will occur. They may consider only those packages Commander (CGPC-epm-2) provides. After final review, the area or district commander or commanding officer will notify Commander (CGPC-epm) in writing of the top three recommended candidates and return all packages to Commander (CGPC-epm-2). On receiving the recommendations, Commander (CGPC-epm-2) will issue orders to the selected candidate. Selection will be based on the candidates' assignment preference as outlined in this chapter and the recommendations and desires of the area or district commander or commanding officer of the unit where the vacancy will occur.

4.E.13. Collateral Duty Command Master Chief

1. District and MLC commanders may designate specific units under their jurisdiction which are not covered in Article 4.E.12 above but which may assign collateral duty **CMC**s.

2. Each MLC or district commander shall promulgate guidelines for authority, duties, and responsibilities of authorized collateral duty **CMC**s as prescribed in Articles 4.E.12. above.

3. Designated collateral duty **CMC**s normally serve in pay grade E-7 or higher. Written designation of assignment as a collateral duty **CMC** is required. Place a copy of the written designation in the member's permanent and unit PDR.

4. Those serving as collateral duty **CMC** may wear the **CMC** badge only while serving in such capacity. The Uniform Regulations, COMDTINST M1020.6 (series), describes how to wear this badge.

4.E.14. Drug and Alcohol Abuse Representative

4.E.14.a. Selection Factors

To ensure Drug and Alcohol Abuse Program objectives are implemented, qualified members are encouraged to submit requests for assignment to Drug and Alcohol Abuse Representative (D&A Rep) duty. Submit requests **via E-Resume.** This duty's importance and sensitivity demand a mature individual knowledgeable about situations common to Coast Guard personnel. Selection factors of prime importance are motivation and ability to effectively communicate with a wide variety of people. Chapter 20 of this Manual contains further information on D&A Rep position responsibilities.

4.E.14.b. Additional Qualifications

1. In addition to the minimum standards outlined in Article 4.E.2.a, a member applying for D&A Rep duty should:

2. Be in pay grade E-6 or above serving on second or subsequent enlistment.

3. Have a minimum GCT or VE of 55.

4. Be mature and possess sound judgment.

5. Be able to work with minimal supervision.

6. Have a broad career pattern.

7. If a recovering alcoholic, have at least two years of continuous sobriety.

4.E.14.c. Interview

1. Commanding officers shall interview members who request duty as a D&A Rep to ensure they meet all qualifications. If not completely satisfied a member does so, the commanding officer shall state the reasons in the endorsement to the member's **E-Resume**. If the member is considered to have some outstanding qualities for assignment but is not qualified in some specific requirement, the commanding officer may recommend the consideration of a waiver; however, waivers will not be considered for GCT/VE scores, performance marks, or length of sobriety.

2. CGPC-epm-2 normally assigns individuals being considered for assignment to D&A Rep duty TAD to a district office for an interview by the district commander (ap) and the district D&A Rep. The interviewers will evaluate the member and comment on the member's sincerity, motive for seeking D&A Rep assignment, and potential as a dependable, responsible representative of the

Drug and Alcohol Abuse Program. Also required is an interview by an Alcohol Treatment Specialist (ATS) at a U. S. Navy Alcohol Rehabilitation Center (ARC), Alcohol Rehabilitation Service (ARS), or Counseling and Assistance Center (CAAC). The interviews and recommendations are to be sent to Commandant (G-WK).

4.E.14.d. Training

Personnel selected for D&A Rep duty attend training as required by Commandant (G-WK). This normally consists of the Navy Alcohol Administration, Training, and Advisor School (ATA) followed by other specialized training as deemed necessary by Commandant (G-WK). After completing all required training, personnel assigned to this duty are encouraged to update their training annually.

4.E.15. Alcoholism Treatment Specialist and Drug and Alcohol Abuse Counselor Duty

4.E.15.A. General

In accordance with current Memorandums of Agreement with the U. S. Navy, the Coast Guard coordinates with the Navy on those personnel to be trained and assigned to duty as Alcohol Treatment Specialists (ATS) and Drug and Alcohol Abuse Counselors (DAC). The importance and sensitivity of these duties require mature, non-judgmental individuals. Motivation and communication skills are prime factors for selection. The normal tour of duty is four years.

4.E.15.b. Additional Qualifications

In addition to the minimum standards outlined in Article 4.E.2.a, a member applying for ATS or DAC duty should:

1. Be in pay grade E-5 or above serving in second or subsequent enlistment
2. Have a minimum combined VE/AR score of 105 or a previous GCT/ARI score of 105.
3. Be mature and possess sound judgment
4. If a recovering alcoholic, have at least two years of continuous sobriety

4.E.15.c. Interview

1. Commanding officers shall interview members who request duty as an AST or DAC to ensure they meet all qualifications. If not completely satisfied a member meets all qualifications, the commanding officer shall state the reasons in the endorsement to the member's **E-Resume**. If the member is considered to have some outstanding qualities for assignment but is not qualified in some

specific requirement, the commanding officer may recommend considering a waiver.

2. Commander (CGPC-epm-2) normally assigns individuals being considered for assignment to AST or DAC duty TAD to a district office for an interview by the district commander (ap) and the district D&A Rep. The interviewers will evaluate the member and comment on his or her sincerity, motives for seeking D&A Rep assignment, and potential as a dependable, responsible representative of the Drug and Alcohol Abuse Program. An ATS or DAC also must interview the member at a U. S. Navy Alcohol Rehabilitation Center (ARC), Alcohol Rehabilitation Service (ARS), Counseling and Assistance Center (CAAC), or Navy Drug Rehabilitation Center (NDRC). Send the interviews and recommendations to Commandant (G-WK).

4.E.15.d. Training

1. Before receiving PCS orders to ATS duty, the selected applicant must satisfactorily complete the Institute in Alcoholism (IAS) Course at the Naval Alcohol Rehabilitation, San Diego, CA. Commandant (G-WK) will obtain the quota for this 10-week course.

2. Before receiving PCS orders to DAC duty, the selected applicant must satisfactorily complete the Naval Drug and Alcohol Abuse Counselor School, Naval Drug Rehabilitation Center, NAS Miramar, San Diego, CA. Commandant (G-WK) will obtain the quota for this 10-week course.

3. After completing all required training, personnel assigned to this duty are encouraged to update their training annually.

4.E.15.e. Duties

Personnel assigned to an ATS or DAC perform these duties:

1. Counseling duties as assigned by the Navy Treatment Facility.

2. Liaison between the Coast Guard and the Treatment Facility. Direct liaison with Commandant (G-WK) on Coast Guard issues is authorized.

3. Assist Coast Guard personnel assigned to the Treatment Facility as patients or in solving any problems that may be unique to the Coast Guard.

4.E.16. Military Entrance Processing Station (MEPS)

4.E.16.a. General

Personnel selected for assignment to U.S. Military Entrance Processing Stations (MEPS) positions must be mature individuals with sufficient military experience and personal stability to perform independently with a minimum of supervision and leadership. The normal tour of duty is three years.

4.E.16.b. Additional Qualifications

In addition to the minimum standards outlined in Article 4.E.2.a., a member applying for MEPS duty should:

Be in pay grade E-5 or above with at least three years' time in service.

Be able to read and speak English clearly.

Possess a valid state motor vehicle operator's license.

4.E.17. Military Civil Rights Counselor/Facilitator Duty

4.E.17.a. Civil Rights Mission

The Coast Guard's civil rights mission is to ensure that all in the Service are treated fairly with dignity and compassion. The military civil rights program serves to ensure the equal and just treatment of all personnel; to identify, correct and eliminate illegal discrimination. The Military Civil Rights Counselor/Facilitator's (MCRC/F) efforts directly affect the adequacy, effectiveness and efficiency of the Coast Guard's military Equal Opportunity (EO) programs and civil rights for all military personnel.

4.E.17.b. MCRC/F Duties

The MCRC/F trains, administers and advises superiors, peers and subordinates regarding the Coast Guard's Military Civil Rights program. The position requires thorough knowledge of Coast Guard civil rights policies and programs; instructive, administrative, management and consulting skills, and knowledge of Coast Guard military personnel policies and regulations. The MCRC/F independently coordinates and conducts military human relations training, conducts inquiries into informal complaints of discrimination, counsels complainants, and facilitates mediation and resolution of informal complaints. He or she also assists complainants with formal complaints of discrimination; advises individuals and commands on military civil rights issues; provides information on cultural programs, and manages a human relations training and travel budget. The MCRC/F serves as the field-level expert for military civil rights and equal opportunity for a geographically dispersed military workforce. He or she is responsible for military equal opportunity and civil rights within the same Coast Guard area of responsibility (AOR) established for his or her commander or Commanding Officer. MCRC/F duty requires frequent travel by car and Coast Guard vessels and/or aircraft throughout the assigned AOR to all work sites for training and counseling and travel outside the AOR as a certified mediator. MCRC/F duty is complex and demanding, requiring the member's full-time

commitment. Therefore, collateral duties will not be assigned to the MCRC/F unless those extra duties are approved by Commandant (G-HI). The normal tour of duty is four years.

4.E.17.c. Additional Qualifications

In addition to the minimum standards outlined in Article 4.E.2.a, a member applying for MCRC/F duty:

1. Must be in pay grade E-6 or above.

2. Must be interviewed and approved for MCRC/F duty by Commandant (G-HI), or designee. Commandant (G-HI) is the Director of the Military and Civilian Internal Programs Directorate, Civil Rights Directorate, Coast Guard Headquarters.

3. Must be sponsored by a current MCRC/F prior to the Commandant, (G-HI) interview. Ideally, the MCRC/F's AOR should include the applicant's unit. The primary purpose of the sponsorship is to ensure applicants are capable and know the requirements of the job.

4. Must be a graduate of the Defense Equal Opportunity Management Institute (DEOMI) Equal Opportunity Advisor Course prior to assuming full-time MCRC/F responsibilities.

5. Should have a thorough knowledge of Coast Guard mission responsibilities, organization and management structure, chain of command and workforce composition.

6. Must have demonstrated public speaking skills. The MCRC/F briefs all levels of the chain of command on vital Civil Rights issues.

7. Must have demonstrated written communications skills. Experience writing letters, point papers and decision briefs is highly desirable and recommended. Must also be skilled in fact-finding and negotiation.

4.E.17.d. Submitting Requests

Members desiring MCRC/F duty should submit their request on an **E-Resume** to Commander (CGPC-epm-2) via their commanding officer no earlier than one year prior to completion of their present tour of duty.

4.E.17.e. Training

1. Members selected for their first tour in MCRC/F duty will attend the Defense Equal Opportunity Management Institute (DEOMI) 15-week Equal Opportunity Advisor Course prior to assuming full-time MCRC/F duties.

2. Members who have not completed the Coast Guard Basic Instructor and Course Design courses should anticipate attending these courses. Members should also anticipate attending Equal Employment Opportunity, Alternate Dispute Resolution and Mediation training.

4.E.17.f. Assignment

Commander (CGPC-epm-2) controls the assignment of enlisted personnel to and from MCRC/F duties. After an MCRC/F assignment, members may transfer to duties within their rating or to another MCRC/F assignment upon re-release from their assignment officer. On completing duty in their rating, members may be considered for another MCRC/F tour depending on Service needs.

4.E.18. Standard Boat Standardization Team (STANTEAM) Duty

4.E.18.a. General

Standard Boat STANTEAMs travel throughout the Coast Guard to assess the operational readiness of standard boats & crews. These STANTEAMS provide valuable procedural and technical information to station and group staff; track boat and crew performance trends; provide data and policy recommendations to COMDT; and evaluate prototype equipment for standard boats. Assignment to STANTEAM duties is reserved for those individuals who have intimate knowledge and experience with a specific standard boat, i.e., 41' UTB, 47' MLB, etc., and who exhibit the maturity and confidence to professionally converse with personnel of all paygrades (E-1 to O-6). Those assigned to the STANTEAM staff should expect an extensive travel schedule with frequent family separations.

4.E.18.b. Assignment

Personnel are assigned to STANTEAM duty in accordance with authorized allowances. STANTEAM positions are currently located in Ilwaco, WA (MLB) and Yorktown, VA (UTB).

4.E.18.c. Additional Qualifications

In addition to the minimum standards outlined in Article 4.E.2.a., a member applying for standard boat STANTEAM duty must:

1. Hold certification as boat coxswain (for Boatswain's Mates) or boat engineer (for Machinery Technicians) on the applicable standard boat type within the previous 4 years.
2. Have a minimum of 4 years experience with the applicable standard boat type.
3. Be able to interpret boat drawings and blueprints (MKs).
4. Have a qualification code "01" (MKs).

5. Meet the requirements for Instructors per Article 4.E.6.

6. BMs requesting assignment to the MLB STANTEAM must hold qualification as CXNSK or CXNSM (Surfman) of MLBs.

4.E.18.d. STANTEAM Member Training

New STANTEAM members will receive On the Job Training (OJT).

4.E.18.e. Evaluating STANTEAM Members

New STANTEAM members will be evaluated for suitability as STANTEAM members as early as possible. Those who are found unsuitable shall be reassigned, as necessary, under the provisions of Article 4.E.4.

4.E.19. Surfman Instructor Duty, National Motor Lifeboat School

4.E.19.a. General

Duty as a Surfman Instructor at the National Motor Lifeboat School is extremely unique. Instructors must be highly proficient in all aspects of MLB heavy weather operations, present a physically fit and smart military appearance, and be able to work with others under the most demanding and dangerous conditions. Instructors must be highly motivated, possess exceptional interpersonal skills, and have the ability to communicate effectively with personnel in all paygrades, as well as in front of groups.

4.E.19.b. Additional Qualifications

In addition to the minimum standards outlined in Article 4.E.2.a., a member applying for Surfman Instructor duty must:

1. Have held certification as a MLB Surfman within the previous 4 years.

2. Have a minimum of 4 years experience serving in the capacity as a Surfman.

3. Have the ability to effectively deliver training under extremely adverse weather conditions, as well as in the classroom.

4. Demonstrate an interest in teaching.

5. Be able to work harmoniously with others.

6. Possess sound judgment.

7. Meet the requirements for instructor per Article 4.E.6.

4.E.19.d. Surfman Instructor Training

New Surfman Instructors will receive extensive On the Job Training (OJT).

4.E.19.e. Evaluating Surfman Instructor Applicants

New Surfman Instructor applicants may be requested to attend an informal interview with the Commanding Officer and Senior Surfman Instructor at the National Motor Lifeboat School (funded by NMLB School). Once assigned, new members will be evaluated for suitability as Surfman Instructor, by the qualified Surfman Instructor staff, as early as possible. Those members who are found unsuitable shall be reassigned, as necessary, under the provisions of Article 4.E.4.

4.E.20. USCGC Barque EAGLE Non-Rate Assignments

4.E.20.a. General

As the Coast Guard's preeminent major afloat training command and only square rigged sailing ship, service aboard EAGLE involves dangers not found on more conventional afloat units. Inherent in EAGLE's mission of seamanship training are the hazards associated with having large numbers of inexperienced cadets and officer candidates working aloft, far above the deck in her rigging, often during severe weather. Unlike other afloat units, the responsibility for the critical first line instruction and safety supervision of embarked trainees falls to the junior enlisted. In order to maximize safety, prospective crewmembers must be thoroughly screened before being assigned.

4.E.20.b. Screening Process

In addition to the minimum standards outlined in Article 4.E.2.a., potential candidates must be screened for suitability using the following criteria:

1. Military Bearing. Must display exceptional military bearing and adherence to core values. EAGLE crewmembers are usually the first and often only exposure future officers have with our enlisted workforce. Therefore, it is essential that these crewmembers make positive, lasting impressions on their trainees.

2. Volunteers. All candidates must be well-informed volunteers. Performance as an instructor/safety supervisor requires a personal desire and interest in doing the best job possible.

3. Working Aloft. Volunteers must be made fully aware of the demanding and unique nature of regularly working up to 147 feet above deck in the ship's rigging. Therefore, it is extremely critical that candidates have no abnormal fear of heights.

4. Assignment Preference. Special consideration will be given to qualified candidates interested in striking either BM or MK. Individuals that successfully advance to petty officer through the striker program can expect to complete a three-year tour.

4.E.20.c. Assignment Procedures

Commanding Officer, CGC EAGLE, shall provide screening criteria to Commander (CGPC-epm). Commanding Officer, Training Center Cape May shall coordinate with CGPC-epm to ensure strict compliance with the screening requirements.

4.E.20.d. Assignment to Class "A" School

As a result of the specialized training and experience necessary to serve in these critical positions, non-rated personnel assigned will not normally be eligible for assignment to Class "A" School until they have completed a two-year tour.

4.E.21. Rating Force Master Chief

4.E.21.a. General

The Rating Force Master Chief (RFMC) is the principal advocate for their specialty and is responsible for the overall health of the rating. RFMCs will manage the structure of their workforce and ensure that personnel are prepared to meet current and future missions to coincide with Program goals. RFMCs will have a crucial role in unit staffing and communicating Rating and Program issues within the organization. They shall serve as a role model while exemplifying and promoting the Coast Guard's Core Values of Honor, Respect and Devotion to Duty.

4.E.21.b. Eligibility Criteria

1. Have attained the rank of E-9, or are above the cutoff on the advancement eligibility list.
2. Have demonstrated superior leadership abilities and broad management skills.
3. Possess effective communication abilities (oral and written) and proven administrative capabilities.
4. Have demonstrated effective counseling skills.
5. Have a sharp military appearance and bearing.
6. Have an outstanding performance record.
7. Have a broad perspective of the rating.

8. Be a graduate of the Chief Petty Officer Academy, or a DOD Senior Enlisted Academy.

9. Be within two years of normal tour rotation.

4.E.21.c. Duties and Responsibilities

The duties and responsibilities listed below are not intended to be all-inclusive, or compulsory. Generally, the RFMC shall:

1. Develop New, Analyze Existing, and Maintain Training Requirements: Review curriculum for resident and nonresident training material. Project future training and course quota requirements. Manage annual training quota usage.

2. Manage Training Allowance Positions (TABS): Coordinating prioritization of TABS, ensuring curricula matches needs, work with providers on curricula, provide Program input to selection panel, oversee application process, and liaison with students and detailers.

3. Develop Enlisted Performance Qualifications (EPQs): Maintain currency of enlisted performance qualifications. Coordinate Occupational Analysis, rating review, and publication of new EPQs.

4. Monitor Enlisted Rating Structure: Monitor body to position match and staffing standards to ensure alignment of pyramid structure with program missions. Forecast impacts on rating and recommend solutions/options.

5. Liaison with G-W: Provide Programmatic input on enlisted workforce initiatives including, but not limited to:

   a. Open rate list

   b. Selective Reenlistment Bonus

   c. Rate determination packages

   d. Enlistment bonus

   e. Advancement initiatives

   f. Special Pay initiatives

   g. Waiver Requests

   h. Upon invitation, and approval of the respective commander/commanding officer, participate in Headquarters and CGPC convened boards, panels, and studies that impact enlisted members.

6. Communicate with the Workforce.

7. Communicate periodically with the Master Chief Petty Officer of the Coast Guard to provide input and exchange ideas regarding all enlisted personnel.

8. Provide articles of interest to enlisted members via Force Notes and CG Intranet addressing current enlisted programs, opportunities, and policies.

9. Endeavor to frequently visit units and meet informally with rating members to exchange ideas and disseminate information affecting all rating personnel.

10. Assist in ensuring that lines of communication, both written and oral, are available to all rating personnel.

11. Attempt to increase the desirability of a Coast Guard career by recommending action to improve the quality of work and life for Coast Guard enlisted personnel within their rating.

4.E.21.d. Application and Selection Procedures

Those desiring assignment to an active duty RFMC position will submit an application package to Commander (CGPC-epm-2) via their chain of command according to the following guidelines.

1. The application package must contain:

   (a) A one page **memorandum** requesting assignment to the Rating Force Master Chief position which should include a statement of why the applicant requests assignment to a RFMC position and what experience the applicant would bring to the position. Two enclosures should also be included with the **memorandum** as follows:

      (1) A one-page resume listing assignment history.

      (2) Biographical Information submitted on U.S. Coast Guard Form CG-4035 (Rev. 10-84) (page one only).

   (b) Commanding officer's endorsement. The endorsement should address the following:

      (1) Security. Indicate the applicant's current security status and ability to gain and hold a secret clearance.

      (2) Core Values. Address applicant's demonstrated commitment to the Coast Guard's Core Values of Honor, Respect and Devotion to Duty.

2. Screening. Commander (CGPC-epm-2) working closely with the specific resource management staffs along with the incumbent RFMC and the appropriate

Assignment Officer will screen active duty application packages and provide recommendations to Commander (CGPC-epm).

3. Selection and Assignments. Commander (CGPC-epm-2) will provide anticipated active duty RFMC openings and issue orders to those selected. A RFMC will be given an Assignment Priority of Three when the member has successfully completed a full tour of duty in the RFMC assignment.

4.E.22. Assignment of Master Chief Petty Officer of the Coast Guard

4.E.22.a. Policy

To ensure an orderly solicitation and selection process for relief of the Master Chief Petty Officer of the Coast Guard (MCPOCG), the following standards and procedures must be followed:

4.E.22.b. Eligibility Criteria

1. **<u>Pay grade and rating</u>. Candidate must be a Master Chief Petty Officer (E-9), in any rating, on active duty in the Coast Guard.**
2. **<u>Training</u>. Candidate must be a graduate of Chief Petty Officer Academy or DOD Senior Service Academy.**
3. **<u>Service Obligation</u>. The MCPOCG serves at the pleasure of the Commandant. However, candidates should be prepared to serve a 4-year tour and are expected to retire at the end of their tour as MCPOCG coincident with the retirement of the Commandant of the Coast Guard.**
4. **<u>Personal Qualifications</u>. Candidate must possess the highest standard of integrity, devotion to duty, financial responsibility, military appearance, and possess superb communications skills.**
5. **<u>Administrative Qualifications</u>. Must be eligible for a top secret and White House security clearance; not have been convicted by court-martial since attaining petty officer status; and not have a record of civil convictions other than minor traffic violation(s).**

4.E.22.c. Application Process

Members desiring to compete for selection as the MCPOCG shall submit their application via their chain-of-command to Commander (CGPC-epm-2). All applications must be reviewed and endorsed by the first flag officer or SES in their chain of command. Applications shall be made in letter form and be accompanied by the following documents:

1. **Copies of the past three Enlisted Employee Reviews, with appropriate comments if applicable, attached.**

2. **An 8 X 10 glossy photograph (un-retouched) of the applicant in service dress blue uniform, covered and standing to show full length with the left sleeve exposed to the lens.**

3. **A complete biographical statement, form CG-4035.**

4. **Two essays (300-500 words each) written by the applicant. The first essay should prioritize and discuss the challenges facing members and their families that require immediate budget and/or policy action. The second essay should address how the MCPOCG can support the Commandant in focusing on the Commandant's direction.**

5. **Any other information, not included in the candidate's official headquarters service record and/or Direct Access, they wish to be considered.**

6. **Provide an SF-86 for security clearance and background check.**

4.E.22.d. Endorsement Considerations

The MCPOCG must embody the Coast Guard core values and be an outstanding performer possessing the personal qualities and abilities necessary to accomplish the missions and tasks set forth in the Command Master Chief Program, COMDTINST 1306.1(series). The CO's endorsement shall evaluate all facets of the applicant's record including performance of duty, military background, and personal characteristics. Additionally, such factors as personal appearance, attitude toward the Coast Guard, desire for the position, general knowledge of the Coast Guard's missions, communication and writing skills, and the importance of the position for which member is being considered must play an important part in the evaluation of each applicant.

Applicants may be married or single. If married, families should be aware that the member filling the MCPOCG position will be required to travel extensively and frequent short-term separations from the family will occur.

4.E.22.e. Selection Process

1. **Complete application packages should be sent to Commander (CGPC-epm-2) to meet application deadline as published by ALCOAST applicant solicitation.**

2. **Complete packages will be assembled by Commander (CGPC-epm-2), ensuring all application criteria have been met. No waivers to the eligibility criteria will be granted.**

3. **Application packages will be submitted before a screening board who will make recommendations to the Commandant.**

4. The Commandant will interview selected candidates and announce the chosen member as the next MCPOCG through ALCOAST.

4.E.22.f. Responsibilities

Area and District Commanders, Commanders of Maintenance and Logistics Commands, Coast Guard Personnel Command, Assistant Commandants for Directorates, Chief Counsel, Special Staff Offices at Headquarters, Superintendent of the Coast Guard Academy and unit commanding officers shall ensure the individuals they recommend are capable of assuming the additional responsibilities of the position. In addition, they shall counsel and encourage all qualified members to submit an application.

EVALUATION OF APPLICANT FOR SPECIAL DETAILS

DATE _____

NAME _____ RATE _____

YES	NO		
☐	☐	1.	Creates favorable impression in appearance, bearing and manner. Dresses neatly and cleanly.
☐	☐	2.	Verbal expression is adequate for public contact work. Education is sufficient.
☐	☐	3.	Character consistent with Coast Guard Standards.
☐	☐	4.	Self-confident, but not overbearing.
☐	☐	5.	Possesses maturity required for assignment.
☐	☐	6.	Has unquestionable loyalty to the United States.
☐	☐	7.	Free of any foreign connections. Applicant and his or her immediate family are U.S. citizens.
☐	☐	8.	Member appears to control his or her personal affairs. No record of indebtedness or domestic problems were revealed.
☐	☐	9.	Disclaims any incidents which would reflect adversely on him- or herself. Denies any use and/or possession of narcotics or dangerous drugs. Indicates no arrests or detention by law enforcement officials, except for minor traffic violations.
☐	☐	10.	Medical records reveal no record of immaturity, emotional instability, neurotic tendencies, or other disqualifying medical history. Appears to be physically qualified for assignment.
☐	☐	11.	Reviewed military personnel records reveal no unfavorable information. All forms for BI have been reviewed for accuracy and completeness.

REMARKS (use additional sheets if necessary)

RECOMMENDATION

_____ _____

Chief, Intelligence and Law Enforcement Branch Special Agent

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4.H. Overseas Duty and Moving Dependents and Household Goods OCONUS

4.H.1. General

4.H.1.a. Overseas Service

Overseas service is defined as military duty performed while assigned to a military installation or activity permanently based outside the 48 contiguous United States and the District of Columbia.

4.H.1.b. Required Prior Service for Assignment Overseas

10 USC 671 states:

> (a) A member of the armed forces may not be assigned to active duty on land outside the United States and its territories and possessions until the member has completed the basic training requirements of the armed force of which he is a member."
>
> (b) In time of war or a national emergency declared by Congress or the President, the period of required basic training (or its equivalent) may not (except as provided in subsection (c)) be less than 12 weeks.
>
> (c)(1) A period of basic training (or equivalent training) shorter than 12 weeks may be established by the Secretary concerned for members of the armed forces who have been credentialed in a medical profession or occupation and are serving in a health-care occupational specialty, as determined under regulations prescribed under paragraph (2). Any such period shall be established under regulations prescribed under paragraph (2) and may be established notwithstanding section 4(a) of the Military Selective Service Act (50 USC App. 454(a)).
>
> (c)(2) The Secretary of Defense, and the Secretary of **Homeland Security** with respect to the Coast Guard when it is not operating as a service in the Navy, shall prescribe regulations for the purposes of paragraph (1). The regulations prescribed by the Secretary of Defense shall apply uniformly to the military departments.

Congressional intent is that no service member should be assigned to any unit in a combat zone with fewer than 12 weeks of basic or equivalent training; travel time on a Coast Guard cutter qualifies as such training. To conform to this policy, the first duty assignment of members ordered overseas with fewer than 12 weeks of basic or equivalent training shall be to duty at units within a United States State or Territory, including units under Greater Antilles Section. Trust Territories are not Territories of the United States.

4.H.1.c. Assigning A Sponsor

Past experience has shown members and their families often lack information about the area to which PCS orders have been issued. Positive command interest and sponsor enthusiasm are invaluable at this critical time in attitude formulation, and support at all levels is required to ensure effectiveness and continued success of the sponsor program. To overcome the problems associated with a PCS transfer to duty OCONUS, commanding officers shall ensure compliance with Article 4.A.15.

4.H.1.d. Members' Return for Separation or Retirement

1. Article 12.C.1 or Article 12.B.46, as appropriate, contain the procedures for processing a member serving at a duty station OCONUS when he or she is due for retirement or separation due to expiration of enlistment or release from active duty and who is not re-enlisting or extending at that duty station. If transferred for separation processing, the member will be detached in time to permit him or her to report to the processing activity between 12 and 15 working days before the retirement or separation date.

2. When retirement or separation is scheduled in close proximity to rotation, transfer will be as indicated below:

   a. Transfer members serving in non-restricted assignments OCONUS who have requested voluntary retirement for a date after normal rotation date as follows:

      (1) If requested retirement is within six months of rotation, retain the member on board the unit and later transfer him or her to the nearest debarkation point in accordance with Article 12.C.1.

      (2) If requested retirement is more than six months after rotation, the member may be transferred to CONUS for routine assignment to a unit subject to Service needs.

   b. Retain overseas until separation members serving assignments for a tour of 24 or more months and who on completing the prescribed tour will have six or fewer months' active obligated service remaining after rotation. If a member agrees to extend his or her period of active obligated service to have 12 months of active service remaining on completing the tour overseas, transfer him or her on normal rotation eligibility.

   c. Routinely transfer personnel serving in restricted assignments OCONUS to CONUS on their normal rotation dates and assign them in accordance with Service needs.

4.H.1.e. Glossary of Terms

Exhibit 4.G.1. contains definitions of terms used in this article.

4.H.2. Determining Members' and Dependents' Suitability for Overseas Duty

1. **Prior to submitting an e-resume for requesting an assignment overseas, members must:**

   a. **Review the Command Checklist for Overseas Screening (Exhibit 4.H.2.), the Financial Assessment Checklist (Exhibit 4.H.2.a.), and the Overseas Screening for Active Duty Dependents (Exhibit 4.H.2.b.) and conduct a self-paced screening. Married members are strongly encouraged to review these checklists with their spouses.**

   b. **The following statement must be entered into the comment section of a member's e-resume:**

      "My family (if applicable) and I meet the criteria for overseas assignment as outlined in Article 4.H. of the Personnel Manual, COMDTINST M1000.6 (series). My spouse (if applicable) and I have reviewed the Command Checklist for Overseas Screening, the Financial Assessment Checklist and the Dependent Overseas Screening shown in Article 4.H. of the Personnel Manual, COMDTINST M1000.6 (series)."

2. Within ten days after receiving authority to transfer a member to overseas duty, his or her commanding officer must interview the member and spouse to determine their and any dependents' suitability for overseas duty.

3. Use the Command Checklist for Overseas Screening (Exhibit 4.H.2.) for the interview.

   a. **Ensure that a copy of the Command Checklist for Overseas Screening (Exhibit 4.H.2.), Financial Assessment Checklist (Exhibit 4.H.2.a.) and the Overseas Screening for Active Duty Dependents (Exhibit 4.H.2.b.) is provided to the member.**

   b. In determining suitability, the commanding officer shall ascertain whether the member or dependents possess character traits which reflect favorably on the United States and any medical, moral, financial, or physical attributes which would preclude their conducting themselves as worthy representatives of the United States abroad. Besides reviewing the members' Personnel Data Record, the commanding officer must ascertain the members' and dependents' medical fitness. **Active duty members are to be seen by an appropriate Coast Guard medical provider or contract physician. Dependents should be seen or evaluated by their local Tricare provider.**

c. In the case of members assigned PCS to a service school, the training school command is responsible for reviewing members' training records and interviewing them and their dependents to determine their overall suitability for overseas duty.

d. Commanding officers are to ensure a copy of the completed Checklist for Overseas Screening **and Overseas Screening for Active Duty Dependents** is faxed to the commanding officer of the receiving unit and the command responsible for entry approval, within 5 days after completion of the overseas interview process.

e. Commanding officers of receiving units are required to acknowledge receipt of Checklist for Overseas Screening (Exhibit 4.H.2.) and Overseas Screening for Active Duty Dependents (Exhibit 4.H.2.b.) by endorsing it and forwarding a copy via FAX or regular mail to the member's originating unit. Members will not be issued PCS travel orders until this requirement is met.

f. Overseas Orders for Cape May Recruits. Training Center Cape May will make every attempt to forward the Checklist for Overseas Screening **and Overseas Screening for Active Duty Dependents**, along with the entry approval message, to the appropriate entry approval source no later than 10 days prior to the departure of Cape May recruits who are assigned to overseas **positions**. However, due to the nature of recruit assignments and processing, it may be difficult to meet the 10 days prior to departure requirement on a consistent basis. In these cases, Training Center Cape May will forward the Checklist for Overseas Screening **and Overseas Screening for Active Duty Dependents**, along with the entry approval message, to the appropriate entry approval source prior to the departure of Cape May recruits who are assigned to overseas **positions**.

g. At the commanding officer's request, a chaplain also may assist in determining overseas suitability.

4.H.3. Suitability Decision Factors

4.H.3.a. Medical

Any service member's or dependent's documented medical problem that would preclude assignment to overseas duty or which assignment overseas would complicate to the extent medical evaluation or early return would be necessary is considered disqualifying. If only dependents are disqualified for medical **or any other** reasons, urgent Service needs may require the member to serve an unaccompanied tour. **Active duty members are considered available for worldwide assignment. As such, this policy should not be interpreted as an opportunity to turn down PCS orders overseas.**

4.H.3.b. Dental

Normally, dental conditions do not preclude overseas assignment. Members ordered to isolated overseas stations with limited dental facilities should have no dental defects likely to require extensive, prolonged treatment. Only in extreme cases where members are unable to perform assigned duties due to dental conditions will they be considered unsuitable for overseas duty. Dependents' dental problems do not usually disqualify a member in determining suitability for overseas transfer to activities where **Tricare Dental Plan (TDP) providers** exist. The commanding officer may request a dental screening examination from the **dependent(s) present TDP provider** in determining if a dependent's dental condition is disqualifying. However, if dependent dental problems disqualify a member for transfer to an overseas area, urgent Service needs may require the member to serve an unaccompanied tour. Dependents who will accompany members transferring to activities where **TDP providers are present** should not postpone needed dental care in anticipation of **orders.**

4.H.3.c. Alcohol

Members with a documented history of unresolved alcohol abuse will be considered unsuitable for overseas duty. Members who successfully completed an alcohol rehabilitation program and have experienced no alcohol involvement for one year after completing the program are judged suitable for overseas duty. Members who complete alcohol rehabilitation while assigned overseas may return to their permanent OCONUS unit unless the rehabilitation facility indicates such return would jeopardize full recovery.

4.H.3.d. Performance

A member's history of demonstrated unsatisfactory or marginal performance in the previous two years renders him or her unsuitable for overseas assignment.

4.H.3.e. Discipline

A history of courts-martial, non-judicial punishment, or involvement with civil authorities in the previous two years may disqualify a member for overseas duty. A one-time major offense; i.e., a felony, in the current enlistment disqualifies the member.

4.H.3.f. Pregnancy

The fact that an active duty service member is pregnant does not, in itself, disqualify her for overseas assignment. However, dependent upon medical approval, transferring pregnant members to overseas assignment will be done on a voluntary basis for the period prior to and extending to six months after delivery.

4.H.3.g. Single Parents

The unique situation of single parents with dependents does not in itself disqualify them for overseas duty. Article 4.A.6.

4.H.3.h. Indebtedness

1. Financial Assessment Checklist, Exhibit 4.H.2.a. This checklist is used by the member to assess his/her financial status.

2. Members with serious financial problems or indebtedness which have not been resolved with the creditor(s) or interested parties, or a documented history of indebtedness over the last three years will be considered unsuitable for overseas duty. Chapter 8.L. for policy on resolving indebtedness.

4.H.3.i. Dependent Screening

An Overseas Screening for Active Duty Dependents form (Exhibit 4.H.2.b.) will be used to determine suitability of dependent(s) to accompany members for overseas duty. Members must complete a form for each dependent. Members choosing to accept overseas orders without moving their dependents will complete the "with dependents" tour length as outlined in Article 4.A.5. If the member elects to not move his or her dependent and then at some later date desires to move them, then the member's previous command must ensure the required screening occurs. If the dependents are not within reasonable proximity (i.e., dependents moved to a different city or state) of the member's previous command, then the closest Coast Guard command can perform the required screening. All costs associated with traveling to and from the closest Coast Guard command will be borne by the member/dependents. The overseas command will not approve dependent entry until it receives certification of suitability.

4.H.4. Additional Procedures

4.H.4.a. Clearance Before Detachment

On receiving orders to an area for which entry approval is required, the transferring command shall ensure that approval is requested and received prior to detachment per Exhibit 4.H.3.

4.H.4.b. Administrative Processing

When the member and his or her dependents are considered suitable in all respects for duty overseas and the member meets the active obligated service requirements for the prescribed tour, the commanding officer shall ensure the required entries are made on a CG-3307, Administrative Remarks. Personnel and Pay Procedures Manual, PSCINST M1000.2 (series).

4.H.4.c. Member or Dependent Unsuited for Overseas Duty

When for any reason a commanding officer considers a member or any of his or her dependents unsuited to duty overseas, he or she shall withhold executing the orders and immediately report the circumstances to Commander (CGPC-opm or epm) in sufficient detail to enable proper disposition. If long-term in nature, non-availability for worldwide assignment may be grounds for separation.

4.H.5. Member's/Dependents' Early Return from Overseas

4.H.5.a. Reassigning Member Before Tour Completion

1. Member. When the commanding officer (or area commander) of any overseas area considers it necessary to reassign a member for suitability reasons before normal tour completion, he or she shall submit a request to Commander (CGPC-opm or epm) stating his or her reasons and all factors requiring reassignment. Such reassignment is restricted to specific cases for which transfer is the only feasible solution. Transfer is not a substitute for appropriate disciplinary or administrative action.

2. Dependents. Various reasons may necessitate the need to return dependents early. The guidelines that must be met before requesting funding for an early return of dependents are contained in the Joint Federal Travel Regulations (JFTR), Section U5240D. Request for early return of dependents should be sent, via message, to Commander (CGPC-opm-2) or (CGPC-epm-2) as appropriate.

4.H.5.b. Reassignment at Member's Request

If a member requests reassignment, he or she must base the request on a hardship, and the request must conform to Article 4.B.11.

4.H.6. Selecting Enlisted Members for Overseas Duty

4.H.6.a. Obligated Service Requirements

Enlisted personnel selected for transfer OCONUS must have sufficient obligated active duty service as of date of departure from CONUS as follows:

1. Personnel must have required service to complete the prescribed tour for the area, re-enlist, or extend enlistment, unless Commander (CGPC-epm) authorizes otherwise. Article 1.G.2.

2. The Commandant may direct members with 18 months remaining to non-restricted duty or 13.5 months remaining to restricted duty.

3. For entitlement to command sponsorship for dependent travel overseas and payment of overseas station allowances which may be authorized. Articles 4.H.9. and 4.H.10.

4.H.6.b. Family Size Guideline

Commanding officers shall ensure enlisted personnel are aware adequate housing at reasonable costs may be in short supply or non-existent in overseas areas for members with large families. Of particular concern are those married members ineligible for overseas allowances and government quarters due to the lack of command sponsorship. To avoid hardships on members and preclude an administrative burden to overseas commands, the following is a guide in determining assignment to overseas duty:

Pay Grade	Number of Dependents
E-7, E-8, E9	4
E-6	3
E-5	2
E-1, E-2, E-3, E-4	1

Although assignment officers make every effort in the assignment process to avoid ordering personnel with large families to an overseas area, the parent command must be alert and ensure it detects any problem making a member ineligible for an overseas assignment and reports it immediately to the Commander (CGPC-epm). The overseas commander can grant a waiver for entry approval to a member with more dependents than shown above, based on the member’s overseas screening and the needs of the unit.

4.H.7. Preparing Members for Duty OCONUS

Before transferring members to duty overseas, commanding officers shall ensure the instructions contained in this article are completed.

4.H.7.a. General

1. Members and their dependents are in all respects qualified for overseas duty. Articles 4.H.2 and 4.H.3.

2. Members have valid identification cards and International Certificates of Vaccination, PHS-731, where required.

3. Arrangements have been made to obtain passports, if required. Article 16.J.4.a.

4. Before detachment, members with dependents assigned to duty from a station OCONUS to a dependent-restricted or unaccompanied tour may be authorized to receive station allowances if the dependents remain at the old duty station or any other designated location OCONUS authorized by Commandant (G-WPM-2). Members with dependents who are assigned to duty from a station in CONUS to a dependent-restricted or unaccompanied tour OCONUS may be paid station allowances if they elect and Commandant (G-WPM-2) authorizes moving dependents to a designated place in accordance with JFTR, U9301.

5. Ensure members or dependents do not have a history of or indication of ongoing alcohol abuse. Successfully resolved alcohol problems are not a bar to overseas assignment. However, members must be made aware of a possible lack of ongoing treatment and counseling facilities at overseas units.

4.H.7.b. Physical Fitness for Overseas Duty

1. The member shall complete a physical examination before transfer when required in accordance with Article 3-A-7, Medical Manual, COMDTINST M6000.1 (series). The physical may be administered up to six months before scheduled reporting. Completing the required physical examination early will preclude requests for cancellation of orders. When initial information indicates the member is unqualified for any reason, the member's commanding officer shall immediately submit a message report to Commander (CGPC-opm/epm), as applicable.

2. Complete all necessary preventive immunizations. COMDTINST 6230.4 (series).

3. Complete all essential dental treatment.

4. A duplicate pair of eyeglasses shall be issued to members requiring glasses to correct refractive errors whose uncorrected distant visual acuity is worse than 20/40.

4.H.7.c. Orders

1. Orders shall be issued as early as possible to allow for sufficient time for processing of household goods, shipment of privately owned vehicles, etc.

2. Prepare travel orders and distribute copies of travel orders using instructions in the Personnel and Pay Procedures Manual, PSCINST M1000.2 (series).

3. If required, prepare NATO supplemental orders. Article 4.A.18.

4.H.7.d. Enlisted Members

1. Enlisted members in pay grades E-2 through E-6 shall have a valid motor vehicle operators license unless Commander (CGPC-epm) waives this requirement.

2. Commanding officers shall comply with Article 4.B.1.i.

3. Commanding officers shall advise enlisted members of the appropriate uniform in accordance with uniform regulations.

4.H.8. Tours of Duty OCONUS

4.H.8.a. General

Tours of duty set forth in Chapter 4.A.5. shall be adhered to as closely as possible within the limitations imposed by availability of relief and special considerations. When a tour length has been shortened, members currently on board shall not be considered for rotation until a replacement has been provided or the member completes the tour prescribed on transfer to the station, whichever is earlier. When a tour is lengthened, members presently on board shall be rotated upon completing the tour as was prescribed upon transfer to the station unless the member desires the longer tour length and it is consistent with Service needs.

1. Personnel transferring overseas should expect to complete the prescribed tour of duty even if they advance to the next higher enlisted pay grade. Early transfers from overseas based solely on a member's advancement will be based on Service needs. If a member must be transferred due to advancement, then the Assignment Officer shall follow the procedures outlined in Article 4.C.3.E.5. All other requests for a member’s early return from overseas shall conform to criteria in Article 4.H.5.

2. Credit for overseas duty begins the date the member departs from a CONUS port and terminates the date he or she returns to a CONUS port on PCS. If a member takes leave en route OCONUS, the departure or return date is the constructive date for direct travel.

3. Orders to members transferring to overseas pre-commissioning details for further

transfer to units when commissioned will specify tour length.

4. Normally, members will not be assigned consecutive overseas tours of duty against their wishes unless Service needs dictate otherwise.

5. From time to time the Commandant may direct changes in lengths of duty tours. Individual tours will be abbreviated or extended as necessary to avoid excessive turnover. The basic criterion for tour lengths is the successful, efficient accomplishment of the specific unit's missions.

4.H.8.b. Member Married to Active Duty, Coast Guard Member

In the case of a married member whose spouse is also an active duty Coast Guard member, the tour of duty is established as follows:

1. When an accompanied assignment is made and both members' reporting dates coincide, both members will serve the "with dependent" tour as outlined in Article 4.A.5. However, if one member's duty station has a shorter prescribed tour, they both are entitled to rotate upon completing the shorter tour unless the member eligible for the earlier rotation desires an extension.

2. If the members' reporting dates do not coincide and the second member transfers at government expense (Article 4.A.8.), the tour length of the member arriving last may be adjusted to coincide with the rotation date of the member arriving first provided the accompanied assignment will last at least 12 months. The spouse who arrives first may elect to extend his or her tour to coincide with the second member's.

3. When a member marries an active duty member while both are on duty OCONUS, the original rotation eligibility will be maintained unless both members agree to serve a longer with dependent tour. If enlisted members choose to be reassigned independently, the following Administrative Remarks, CG-3307, entry will be made:

   I understand that neither my spouse nor I will be considered for reassignment under the provisions of Article 4.A.8. Personnel Manual, COMDTINST M1000.6 (series) until eligible for normal rotation.

   Signed: (Member's full name)

4. The provisions of Article 4.A.8. also apply to officers, and the above statement will be forwarded by letter to Commander (CGPC-opm).

4.H.8.c. Extending Overseas Tours

Members may request extensions of overseas tours as prescribed here. Forwarding endorsements must indicate that the member still meets the qualifications to remain overseas (See Article 4.H.3.) Extensions will be granted only in cases deemed to be in the Service's best interests. Submit requests for extensions on E-Resume.

4.H.8.d. Transferring from one Overseas Unit to Another Overseas Unit

1. Overseas unit in same geographical location. An overseas screening does not need to be completed when a member is transferred to a unit within the same geographical area (i.e., ISC Kodiak to AIRSTA Kodiak).

2. Overseas unit not within the same geographical location. Overseas screening should be completed when a member is transferred from one overseas command to another overseas command not within the same geographical area, i.e., ISC Kodiak to ISC Ketchikan.

4.H.8.e. Overseas Tour Lengths When Marital Status Changes

1. Personnel who marry while overseas may request that their tour length be increased to the "with dependent" tour length unless needs of the Service dictates otherwise. If the member requests and receives command sponsorship for their newly acquired dependent, then their tour length will be increased to the "with dependent" tour length. Commands must notify Commander (CGPC-opm) for officers and CGPC-epm for enlisted personnel when they grant command sponsorship for a newly acquired dependent. Upon notification, CGPC will adjust the member's tour length to the "with dependent" tour length.

2. Personnel who were stationed overseas when married and their marital status changes (i.e., divorce) will keep their "with dependents" tour length. However, upon tour completion, if the member is transferred to another overseas command, then the member can elect a "without dependent" tour length if it is applicable to the new assignment.

3. Personnel who marry en route to the new duty station:

    a. Effective date of orders and travel and transportation entitlements are calculated in accordance with Appendix A, Joint Federal Travel Regulations.

    b. Dependent(s), desiring to accompany the member, must complete the overseas screening process and receive entry approval from the overseas command.

c. Tour lengths.

(1) Personnel who marry en route will have their tour length adjusted to the "with dependent" tour length if dependents receive command sponsorship/entry approval and accompany the member to the new overseas duty station.

(2) Personnel who marry en route will keep their "without dependent" tour length if dependents do not receive command sponsorship/entry approval and do not accompany the member to the new overseas duty station. If command sponsorship/entry approval is granted at a later date, then the member's tour length will be adjusted to the "with dependents" tour length.

4.H.9. Moving Dependents and Household Goods OCONUS

4.H.9.a. Entry of Dependents and Household Goods

The transferring command initiates requests for entry of dependents and shipment of household goods. Exhibit 4.H.3. lists areas OCONUS which do and do not require entry approval for dependent travel and shipment of household goods and privately owned vehicles.

4.H.9.b. Command Sponsorship of Dependents

"Command Sponsorship" includes both authorized entry (permission granted before travel) and approval of dependents (after-the-fact confirmation of authority to be present in the area) and may entitle the member to dependent transportation to and/or from the overseas area and any station allowance which may be payable for the area. Command sponsorship should not be effective until the receiving command (command granting entry approval) has an opportunity to submit a list of questions covering specific topics it knows from experience are typical or recurring problem areas. (Sample message Exhibit 4.H.1.) The transferring command then must ask the member and his or her family those questions. Once the transfer is complete, the receiving command may provide feedback to the transferring command on the adequacy of the overseas screening the transferring command conducted.

1. Request for entry approval must be sent no later than 6 weeks prior to the member's departure from the transferring command. Ten days notification is sufficient for non-rated personnel graduating from recruit training.

2. A member who does not have 12 months remaining in his or her tour of duty shall not be granted command sponsorship and is NOT entitled to station allowances and dependent travel. The member becomes eligible for dependent travel only on his or her next PCS assignment and then only for the port of entry to the new duty station.

3. Authorization for dependents' entry may be granted when dependents are not prohibited from being in the area and the member is eligible for dependent travel from CONUS. Article 4.H.9.c.

4. For personnel ordered to areas where authorization for entry of dependents is not required, local commanding officers are authorized to issue appropriate certification and pay orders.

5. In cases of newly acquired dependents or when dependents arrive in the overseas station's vicinity in a "tourist" status and the member and dependents take up residence there with evident intent to establish a permanent household, the member may request and the overseas commander may grant approval of dependents. In all such cases, a bona fide dependent status must exist and members must have complied with all local regulations and appropriate immigration requirements.

6. Command sponsorship (authorized entry or approval of dependents) is effective from the date of determination. The determination is a valuable part of validating payments or substantiating dependents' transportation. When the overseas commander has approved determination, it shall be noted by an appropriate entry on an Administrative Remarks, CG-3307, in the enlisted member's Personnel Data Record and by letter for an officer.

4.H.9.c. Transporting Dependents to an Overseas Area

1. To be eligible for dependent travel from CONUS:

   a. The member must meet the greater of this required obligated service:

      (1) Have sufficient service remaining to complete the "with dependent" tour effective on dependents' arrival and computed from the date the member began his or her tour for the area unless Commander (CGPC-epm) grants an exception, and

      (2) Have a minimum of 12 months of his or her "with dependent" tour remaining after dependents' arrival.

   b. Dependency must exist on the effective date of orders.

2. Requests for entry authorization, when required, must state the member is in all respects eligible for dependents' transportation to the overseas area at government expense.

3. Unless command-sponsored, dependents' transportation to an overseas station where entry approval is required will not be authorized at government expense.

4. When concurrent travel is planned, it is of paramount importance the member has sufficient obligated service to complete the particular area's prescribed "with

dependent" tour. The member cannot gain retroactive eligibility for dependent travel already performed through any subsequent extension or reenlistment.

5. In no event will a member's dependent(s) be transported overseas at government expense unless at least 12 months remain on the applicable overseas tour after the date the dependent(s) arrive overseas.

6. Enlisted members with more than 17 years of active duty must sign an Administrative Remarks entry, CG-3307, agreeing to remain on active duty for the time required to complete the applicable overseas tour. Any extension for this purpose may be conditional because it is subject to cancellation if dependents' entry is not approved.

7. If a member's request for entry authorization and/or transportation of dependents is temporarily denied for reasons the appropriate military commands may deem pertinent, the member must promptly apply for dependents' entry after he or she arrives at the overseas station.

8. A member who is not entitled to dependents' transportation at government expense and who is not authorized to have dependents present in the vicinity of the overseas duty station will not be furnished space-available transportation for his or her dependents incident to travel to the overseas duty station.

4.H.9.d. Transporting Dependents from an Overseas Area

1. A member is eligible for dependents travel to CONUS provided the dependents have met the requirements for command sponsorship in Article 4.H.9.b., or

2. Dependents who are not approved to be present in the area may be transported on a space-available basis in conjunction with the member's PCS from the overseas area provided:

   a. The member complies with command regulations pertaining to their acquisition, and

   b. The dependents meet any applicable U.S. Immigration and Naturalization Service requirements for entry into the United States.

4.H.9.e. Household Goods

The pamphlet "It's Your Move," COMDTPUB P4050.5, contains guidance for members proceeding overseas. It is in the public interest to avoid spending public funds unnecessarily in shipping privately owned household goods to and from overseas. Additionally, it is in the member's interest to prevent unneeded wear and tear on his or her goods resulting from such shipments. Members receiving orders to an overseas duty station are strongly encouraged to seek counseling from their local transportation

officer regarding overseas entitlements, restrictions on POV size, and communicate with their new command well in advance of transfer date. A timely information exchange between the member and his or her new command about the member's housing requirements (family size and composition, heavy appliances owned, approximate arrival date, etc.) compared to what is available to satisfy them should permit intelligent choices about what to ship and what to store. Certain restrictions on shipment of household goods apply to areas where public quarters are fully furnished. The district commander indicates these restrictions when the member applies for assignment to family housing, which he or she must do before detaching from the previous duty station within CONUS.

4.H.10. Monetary Allowances

Station allowances outside the United States are payable in accordance with JFTR, U9000 and the U.S. Coast Guard Pay Manual, COMDTINST M7220.29 (series).

Exhibit 4.H.2. COMMAND CHECKLIST FOR OVERSEAS SCREENING

Instructions for Checklist: This checklist is to be placed in the member's personnel record as a page seven (page 6 of this checklist**). A COPY OF THE COMPLETED CHECKLIST IS TO BE SENT TO THE RECEIVING COMMAND**.

This checklist consists of two parts. Part one is filled out by the member and spouse (if applicable). Part two is filled out by the departing and receiving unit. Part one should be given to the member upon receipt of orders. Ten days after receipt of orders, the member and spouse must fill out applicable sections and then meet with the command designated representative to discuss overseas assignment issues.

PART ONE – MEMBER AND SPOUSE (if applicable). This checklist must be filled out by both the member and spouse (if applicable).

Assignments overseas can be a rewarding opportunity for the whole family. However, they can impose special hardships in language, culture and availability of some services taken for granted in the United States. OCONUS assignments typically result in limited community services and high costs to the members. Because of the expense to the government and the member's and family's significant effort and commitment in preparing for an overseas assignment, careful screening is required to identify possible problems before a member is transferred overseas.

You and your spouse (if applicable) are required to fill out the below questionnaire. Failure to provide truthful responses may result in disciplinary action for the member under the UCMJ and may also prevent the family from accompanying the member to the new overseas assignment.

	Member	**Spouse (if applicable)**
Name (First, MI, Last)		
Rank		
Unit		
Work Phone Number		
Home Phone Number		

CHILDREN

AGE	**GENDER**	**AGE**	**GENDER**

Please place your initials (member and spouse (if applicable)) in the appropriate box (YES or NO) when responding to the below questions. If a question is not applicable then enter N/A under the NO block. Provide amplifying information in the remarks section for questions answered YES.

		YES	NO
1.	Are you a single parent or married to another service member? Have dependent care requirements been met in accordance with Article 4.A.6, Personnel Manual, COMDTINST M1000.6 (series)?		
2.	Have you ever had an Early Return of Dependents from a previous overseas assignment or a Humanitarian Assignment? If yes, have the reasons for the early return or humanitarian assignment been resolved? Explain in remarks section.		
3.	Do you, your spouse, or any dependent(s) have knowledge of any on-going medical, dental, psychological, physical, or educational problem(s) or treatment the medical examination or screening did not address? If YES, you and your spouse/dependent(s) must return to the medical screening authority to include these problems in the screening.		
4.	Are you aware of the climate and isolation constraints (darkness, cold, etc.) at the proposed duty station?		
5.	a. Are you aware of the housing availability and constraints on pets, vehicles, household goods?		
	b. Have you been counseled on overseas pay, allowances and travel and household goods entitlements?		
6.	Have you, your spouse or any dependent(s) previously been reassigned before normal tour completion due to individual unsuitability? If YES, does the reason for previous reassignment still exist? (Explain in "Remarks" section.)		
7.	a. Have you completed the Financial Assessment Check-list (Exhibit 4.H.2.a., Personnel Manual) to determine the financial impact of an overseas assignment?		
	b. Based on your assessment, do you consider yourself financially stable to transfer overseas?		
	c. Are you currently enrolled in the Government Travel Charge Card Program? Note: If no, all members (E-2) and above) with dependents must possess a Government Travel Charge Card prior to reporting OCONUS in order to offset delay in reimbursement of initial Temporary Lodging Allowance Expense entitlements.		
8.	Do you or your spouse have serious problems of indebtedness, credit loss or other financial problems which have not been resolved with the creditor(s) or interested parties?		
9.	Have you, your spouse, or dependent(s) been convicted for any civilian felonies or misdemeanors within the last 24 months (include pre-service time); e.g., crimes of violence, larceny, driving under the influence of alcohol, and/or assault?		

		YES	NO
10.	Do you, your spouse, or dependent(s) have a record of any involvement with illegal drugs, record of unresolved alcohol abuse or chemical dependency within the past 24 months?		
11.	Have you, your spouse, and/or dependent(s) been treated for alcohol abuse and/or chemical dependency within the last six months? (Include pre-service time.)		
12.	Do you have a spouse or dependent(s) with long-term special medical, dental, psycho1ogical, or physical needs and/or is enrolled in special education?		
13.	Do you or a family member have specialty or recurring medical needs, prescriptions, etc., that may not be readily available overseas? If yes, explain.		
14.	Have you, your spouse, or dependent(s) had any family violence incident(s) within or outside of family in past two years?		
15.	Was your spouse previously a member of the armed forces? If so, what was the character of separation? (Explain in “Remarks” section if other than honorable.)		
16.	Do you or your spouse have legal custody of other dependents (parents, siblings) and are they residing in the home with or without special needs?		
17.	Are any of the member's dependents covered in a custody agreement? If "NO," go to question 18.		
	a. Does the agreement prevent removal of dependents from CONUS without prior court approval or agreement between the interested parties? If NO," go to question 18.		
	b. Have you obtained prior court approval or requisite agreement from other interested party to remove dependents from CONUS if required by state law?		
18.	Do school aged children have any special educational needs?		
19.	Have you contacted your new overseas command to discuss items such as housing, schools, job opportunities for your spouse, etc.?		
20.	Have you listed any additional questions or concerns that you may have in the remarks block?		
21.	Do you and your spouse possess a valid state driver’s license?		

Remarks:

PART TWO- UNIT REVIEW

Schedule a meeting with the member and spouse to discuss the overseas screening process. Prior to meeting with the member and spouse research the below: (1) complete a local record's check to determine if any disqualifying factors are contained in the member's record and (2) (if applicable), research the following:

		YES	NO
1.	Complete a local record's check. a. Is there evidence of any family problems (i.e., early return of dependents, HUMS, etc.) that have not been resolved?		
	b. Is there any evidence of financial irresponsibility?		
	c. Is member currently enrolled in the Government Travel Charge Card Program? Note: If no, all members (E-2 and above) with dependents must possess a Government Travel Charge Card prior to reporting OCONUS in order to offset delay in reimbursement of initial Temporary Lodging Allowance entitlements.		
	d. Is there any evidence of or has the member been treated for alcohol abuse or chemical dependency?		
	e. Is there evidence of unsatisfactory or marginal performance? Does the member have less than a 4.0 overall evaluation average?		
2.	(Single sponsors of dependents or military couples with dependents). Have dependent care requirements been met in accordance with Article 4.A.6., Personnel Manual, COMDTINST M1000.6 (series)? NOTE: While the unique situation of a single sponsor with dependents is not in itself disqualifying, point out this fact when submitting message certification of screening per Personnel Manual, COMDINST M1000.6 (series).		
3.	Does the member have a record of military offenses within the last 24 months which would preclude overseas assignment; e.g., two or more NJPs, several minor unexcused absences, a lengthy unauthorized absence? (One-time major offenses in the current enlistment are considered disqualifying as well.)		
4.	Are all eligible dependents enrolled in DEERS?		
5.	If member is being assigned a consecutive overseas tour does he or she have less than a 4.0 overall evaluation average during current overseas tour?		
6.	Does the member have a spouse or dependent(s) with long-term special medical, dental, psycho1ogical, or physical needs and/or is enrolled in special education? If "YES"' the member must be screened by the Coast Guard's Special Needs Program. Ensure that a Coast Guard Special Needs Enrollment Form is submitted with relevant documentation. NOTE: Command must contact the Regional Area Family Program Administrator (FPA) to determine status of member's enrollment for questions 5, 6 and 7.		
7.	Has the member, spouse, or dependent(s) had any family violence incident(s) within or outside of family in past two years?		

		YES	NO
8.	Is the member enrolled in the Special Needs Program or is there an active Family Advocacy Program Case?		
9.	**a. Has the active duty member completed the Overseas Screening process as per Medical Manual, COMDTINST M6000.1 (series)?**		
	b. <u>Active duty members with dependents</u>. Have the family members completed Exhibit 4.H.2.a., Overseas Screening for Active Duty Dependents?		
	c. Has departing/receiving unit reviewed Exhibit 4.H.2.a., Overseas Screening for Active Duty Dependents?		
	d. Are active duty member's dependents enrolled in Tricare/Tricare Dental Program (TDP)?		
10.	Does the member meet the family guidelines as outlined in Article 4.H.6.b? If not, has a waiver been granted by the overseas receiving command?		
11.	Is the member in compliance with current weight standards?		
12.	For enlisted personnel assigned to duties involving flying: Upon reporting overseas, will the member's qualification in the 9D5 Dunker have less than 36 months remaining?		
13.	If the member is single, does he/she plan to get married in route to the overseas assignment? If yes, inform the member that: a. His/her spouse must be screened for overseas assignment. b. His/her overseas tour length may be increased to the "with dependents" tour length. c. Entitlement to any overseas travel allowances is based on the effective date of the orders (Note: As calculated using Appendix A, Joint Federal Travel Regulations).		

Review Part 1 with member and spouse present. Interviewer will comment below to explain any "YES" boxes.

Ensure the member, spouse and command sign the **COMMAND CHECKLIST FOR OVERSEAS SCREENING CERTIFICATION.**

REMARKS:

COMMAND CHECKLIST FOR OVERSEAS SCREENING CERTIFICATION

MEMBER'S/DEPENDENT(S) CERTIFICATION.

I_____, am aware that failure to provide information or providing incorrect information on the COMMAND CHECKLIST FOR OVERSEAS SCREENING (Exhibit 4.H.2., Personnel Manual, COMDTINST M1000.6 (series)) may result in disciplinary action punishable under the UCMJ and may result in my having to serve an unaccompanied tour.

I understand that I must inform my command if information that I have provided on this checklist:

a. Changes prior to my departure; or

b. Will change prior to reporting to my overseas assignment.

I understand that I must obligate _____ months of service to meet the obligated service requirements for this overseas tour.

Member Signature: _____ Date:_____

I, _____, am aware that failure to provide any information or providing incorrect information on this checklist may result in me not being able to receive command sponsorship and transferring overseas with my spouse.

Spouse's (or Family Member's) Signature: _____ Date:_____

COMMAND'S CERTIFICATION.

On the basis of all available information, I ____ endorse
____ do not endorse (check one)

the member's orders to the overseas assignment. (Send a copy of this completed checklist to the receiving command.)

_____	_____	_____
Signature of Commanding Officer or Officer-In-Charge, Departing Unit	Date	Print Name and Rank of Commanding Officer or Officer-In-Charge, Departing Unit
_____	_____	_____
Signature of Commanding Officer or Officer-In-Charge, Receiving Unit	Date	Print Name and Rank of Commanding Officer or Officer-In-Charge, Departing Unit

Exhibit 4.H.2.a. FINANCIAL ASSESSMENT CHECKLIST

The purpose of this check-list is to assist members in determining the financial impact of an overseas assignment.

Monthly Income	**Current income**	**Estimated income at desired overseas assignment area.**
Basic Pay		
Sea/Hardship Duty Pay for Location/FSA		
SDAP/Proficiency Pay/Flight Pay		
BAH		
Subsistence Allowance		
Cost of Living Allowance (COLA)		
Clothing Allowance		
Spouse's Income		
Part Time Income		
Other Income (rental income, etc.)		
Total Income:		

Regular Monthly Expenses	**Current Expenses**	**Estimated expenses at desired overseas assignment area.**
Rent or Mortgage Payment		
Food		
Clothing		
Utilities (Gas, Electric, Water)		
Life and/or other Insurance		
Monthly Credit Card Payments		
Monthly Loan Payments		
Transportation Expenses		
Automobile Payments		
Dependent Support/Care (i.e., child, parents)		
Private Schooling		
Other expenditures not listed		
Total Expenses:		

	Current Unit
Total Income	
- Total Expenses	
Difference	

	Desired Overseas Unit
Total Income	
- Total Expenses	
Difference	

Compare the difference between the current unit and the desired overseas unit blocks to determine the financial impact an overseas assignment will have on your financial status.

Exhibit 4.H.2.b. OVERSEAS SCREENING FOR ACTIVE DUTY DEPENDENTS

Family Member Name:	Relationship to Sponsor/Ben Code:	SSN:	Date:

Service Member Name:	Grade/Rate:	SSN:	Current Duty Station:

Overseas Unit A/D member is being assigned:	Reporting Date:

Medical Screening: Is completed by the medical provider/screener to identify any special needs, and determine if a family member is suitable to accompany the active duty member to an overseas unit. (Note: A physical exam is not required).

YES	NO	ITEM *(list all "YES" answers in the remarks section).*
		1. Have all health/dental records been reviewed by local Tricare Provider?
		2. Are all Immunizations up to date. Do they meet destination requirements?
		3. Are there any pending consults or test that have a bearing on assignment suitability?
		4. For dependent wives. (List any abnormal results in the remarks section)
		a. Has a pap smear/pelvic and breast exam been performed with in the past 12 months? Date of Exam: _____ Results: _____
		b. Mammogram current (based on age)? Date of test: _____ Results: _____
		c. Pregnancy Screening? (Verbal inquiry) Date of test: _____ Results: _____
		d. If pregnant, estimated date of delivery? _____
		e. Are there any foreseen complications of the pregnancy? ( )Yes ( )No If "yes" describe: _____
		5. Are there any conditions requiring ongoing care in the following area? (List under remarks section)
		a. Orthopedic conditions (e.g., chronic back, knee, joint pain or weakness)
		b. Cardiovascular conditions (e.g., chest pain/angina, arrhythmia, valve disease, infarction)
		c. Gynecologic conditions (e.g. chronic pelvic pain, abnormal PAP, breast mass)
		d. Neurological conditions (e.g. seizure, pinched nerve, migraine, neuropathy)
		e. Respiratory condition (e.g. asthma, RAD, chronic sinus, allergies)
		f. Mental health, or behavioral conditions (e.g. depression, adjustment/personality disorder, ADD/ADHD)
		g. Chronic or frequent medication use: (List all medications under remarks section)
		h. Alcohol abuse or dependence
		i. Developmental concerns (e.g., motor, cognitive, communication, social/emotional or adaptive development)
		j. Other conditions or concerns? (e.g. diabetes), explain: _____ _____
		6. For service family members with underlying medical conditions: (List under remarks section)
		a. Is there a requirement for special medical supplies, adaptive equipment, assistive technology devices, special accommodation, etc?
		b. If exposed to a physically or emotionally demanding environment, could the underlying condition become life threatening, pose a risk for dangerous or disruptive behavior, or result in a MEDEVAC situation?

Exhibit 4.H.2.b. OVERSEAS SCREENING FOR ACTIVE DUTY DEPENDENTS

YES	NO	ITEM *(list all "YES" answers in the remarks section).*
		c. Are there any chronic medical or mental health conditions requiring routine or continuing access to care or access to specialized medical care ?
		d. Are there any chronic dental conditions requiring routine or continuing access to care or access to specialized dental care? (e.g., TMJ, periodontal disease)
		e. Is family member under going active orthodontics treatment? Date started: _____Estimated completion date: _____
		f. Date of last Dental Exam? _____
		g. Other concern? (specify in remarks section)

REMARKS: *(list all "YES" answers in the remarks section).*

"THE INFORMATION CONTAINED IN THIS QUESTIONNAIRE MAY ONLY BE RELEASED IN ACCORDANCE WITH THE FREEDOM OF INFORMATION AND PRIVACY ACT"

Exhibit 4.H.2.b. OVERSEAS SCREENING FOR ACTIVE DUTY DEPENDENTS (Command Endorsements)

Family Member Name:	Relationship to Sponsor/Ben Code:	SSN:	Date:

Service Member Name:	Grade/Rate:	SSN:	Current Duty Station:
Overseas Unit A/D member is being assigned:			Reporting Date:

Medical Provider/Screener Comments:

Medical Provider/Screener Name: (print)	Medical Provider/Screener Signature:	Date:
MTF/PCM Name:	Address:	Phone Number:

Departing Unit/Command Comments:

Receiving Command:

1. Can the (MTF/PCM) provide current required medical/dental support? ( ) Yes ( ) No
   If "NO" list reason why: _____
2. Can the (MTF/PCM) provide required medical/dental support (diagnostic, therapeutic and medications) if the underlying condition is exacerbated? ( ) Yes ( ) No
   If "NO" list reason why: _____

Receiving Command Endorsement:

(A copy of this questionnaire must be returned to originating unit prior to orders being executed) Article 4-H-2-3.e.)

( ) Family member is approved to accompany active duty member to this unit.

( ) Family member is not approved to accompany active duty member to this unit.
List reason why: _____

Commanding Officer or Officer in Charge:	Command Signature:	Date:
Receiving Command Name:	Address:	Phone:

"THE INFORMATION CONTAINED IN THIS QUESTIONNAIRE MAY ONLY BE RELEASED IN ACCORDANCE WITH THE FREEDOM OF INFORMATION AND PRIVACY ACT"

Exhibit 4.H.3.
AREAS OCONUS REQUIRING ENTRY APPROVAL FOR DEPENDENT TRAVEL, SHIPMENT OF HOUSEHOLD GOODS AND PRIVATELY OWNED VEHICLES

Area/Unit	**Submit Request to (via message)**	**Information Copy to unit which ordered and**
Alaska:		
Ketchikan/Shoal Cove/ Petersburg	COGARD INTSUPRTCOM KETCHIKAN AK	CCGDSEVENTEEN JUNEAU AK
Kodiak, LORSTA's Attu, LORSTA's Attu, St. Paul and Port Clarence Unalaska (Dutch Harbor)	COGARD INTSUPRTCOM KODIAK AK	CCGDSEVENTEEN JUNEAU AK
Sitka	COGARD AIRSTA SITKA AK	CCGDSEVENTEEN JUNEAU AK COGARD INTSUPRTCOM KETCHIKAN AK
All Other Locations	COGARD INTSUPRTCOM KETCHIKAN AK	CCGDSEVENTEEN JUNEAU AK
Cuba:		
All locations	COMNAVBASE GUANTANAMO BAY CU COGARD LO REP GAUNTANAMO BY CU	CCGDSEVEN MIAMI FL
Germany:		
(USCINCEUR **positions**)	USCINCEUR VAIHINGEN GE	COGARD MIO ROTTERDAM NL
Greater Antilles:		
Air Station Borinquen	COGARD AIR STATION BORINQUEN RQ	COMCOGARD GANTSEC SAN JUAN RQ COGARD BASE SAN JUAN RQ CCGDSEVEN MIAMI FL
Patrol Boat Support Det. USCGC MONHEGAN USCGC NUNIVAK USCGC OCRACOKE USCGC VASHON USCGC NANTUCKET CG REP, Naval Hospital, Roosevelt Roads	COGARD PATBOATRON TWO DET ROOSEVELT ROADS RQ	COMCOGARD GANTSEC SAN JUAN RQ COGARD BASE SAN JUAN RQ CCGDSEVEN MIAMI FL
MSD St. Thomas RIO St. Croix	COGARD MSD ST THOMAS VQ	COMCOGARD GANTSEC SAN JUAN RQ COGARD MSO SAN JUAN RQ CCGDSEVEN MIAMI FL
All other units in Puerto Rico	COMCOGARD GANTSEC SAN JUAN RQ	COGARD BASE SAN JUAN RQ CCGDSEVEN MIAMI FL
Guam:	COMCOGARD MARSEC GQ	CCGDFOURTEEN HONOLULU HI
Hawaii:	COGARD INTSUPRTCOM HONOLULU HI	CCGDFOURTEEN HONOLULU HI

Exhibit 4.H.3.

AREAS OCONUS REQUIRING ENTRY APPROVAL FOR DEPENDENT TRAVEL, SHIPMENT OF HOUSEHOLD GOODS AND PRIVATELY OWNED VEHICLES

Area/Unit	**Submit Request to (via message)**	**Information Copy to unit which ordered and**
Iceland:		
Keflavik	PERSUPP DET KEFLAVIK IC	COGARD MIO ROTTERDAM NL
Japan:	PERSUPP DET YOKOSUKA JA	CCGDFOURTEEN HONOLULU HI
Netherlands:		
MIO Europe	COGARD MIO ROTTERDAM NL	
Sweden:		
World Maritime Instructor	USDAO STOCKHOLM SW	COGARD MIO ROTTERDAM NL
United Kingdom:		
RAF Woodbridge	67SOS RAF WOODBRIDGE UK	COGARD MIO ROTTERDAM NL
Cornwall (Exchange Pilot)	COGARD MIO ROTTERDAM NL	
Lossiemouth, Scotland (Exchange Pilot)	COGARD MIO ROTTERDAM NL	
London Activities Europe (IMO **Position**)	COGARD MIO ROTTERDAM NL	

2. The Secretary shall establish promotion zones from which officers will be selected for promotion to the grade of rear admiral (lower half) as the needs of the Service require (14 U.S.C. 256).

5.A.4.d. Selection Boards

Selection boards to recommend officers for promotion to the next higher grade shall be convened as described in Chapter 14.A.

5.A.4.e. Communicating with the Selection Board

1. Each officer eligible for consideration by a selection board may communicate with the board through the officer's chain of command by letter arriving by the date the board convenes, inviting attention to any matter in his or her Coast Guard record that will be before the selection board. A letter sent under this paragraph may not criticize any officer or reflect on any officer's character, conduct, or motive (14 U.S.C. 253(b)).

2. Chain of command endorsements are optional. Enclosures or attachments are limited to copies of official records and materials allowed to be submitted with Officer Evaluation Reports under Article 10.A.4.c.3. Letters from other officers shall not be solicited or submitted as enclosures. To receive an acknowledgment, submit a completed, self-addressed Acknowledgment/Referral Card, CG-4217, with the letter.

3. Endorsements to letters submitted to selection boards shall not include opinions whether an officer should be selected for promotion or opinions on selection boards and their methods.

5.A.4.f. Failure of Selection for Promotion

1. Officers in the grade of commander and below in the promotion zone established under Article 5.A.4.c. fail of selection for promotion either if they do not appear on the list of selectees recommended by the board considering them or if the President subsequently removes them from the list of selectees in the board's report (14 U.S.C. 262(a)).

2. Officers do not fail of selection if a selection board did not consider them because of administrative error. If selected by the next succeeding selection board, they receive the date of rank and position on the ADPL in the grade to which selected they would have held had the first selection board recommended them (14 U.S.C. 262(b)).

5.A.4.g. Promotions

1. List of Selectees. When the President approves a report of a board convened to recommend officers for promotion, the Commandant will place the names of all officers selected and approved on a list of selectees in the order of their seniority on the ADPL (14 U.S.C. 271(a)).

2. Officers on the list of selectees may be promoted by appointment in the next higher grade to the grade's maximum strength as determined under Article 5.A.3. after officers on any previous list of selectees for that grade have been promoted. Officers shall be promoted in the order they appear on the list of selectees. The date of rank of an officer promoted under this paragraph is the date of appointment in that grade (14 U.S.C. 271(b)).

3. Officers selected for promotion to lieutenant commander and above may be promoted to fill vacancies (14 U.S.C. 271(b)).

4. Promotions for officers selected for lieutenant will be effected as follows:

   a. After Selection by First Board. A lieutenant (junior grade) eligible for promotion may be promoted to the grade of lieutenant without regard to vacancies on the day after completing **30** months of service in grade.

   b. After Selection by First Board from Below the Zone. Any lieutenant (junior grade) eligible for promotion selected from below the established promotion zone shall be placed on the new list of selectees prepared by the board in order of existing seniority. They shall be tendered appointment to lieutenant on the same date as the most junior lieutenant (junior grade) on the list of selectees who was in the published promotion zone.

   c. After Selection by Second Board. Any lieutenant (junior grade) selected for promotion to lieutenant by the second board to consider him or her shall be placed at the top of the new list of selectees prepared by the board in order of existing seniority. They shall be tendered appointment to lieutenant on the same date as the most senior lieutenant (junior grade) on the approved list of selectees who has not previously failed of selection to the grade or whose record has not been corrected by the Personnel Records Review Board or Board for Correction of Military Records to remove a previous non-selected status to that grade.

5.A.4.h. Removing Officer from List of Selectees for Promotion

1. The President may remove any officer from a list of selectees established under Article 5.A.4.g.

4. Removal from List of Selectees. The Secretary may remove a recalled, retired officer from a list of selectees in the same manner as the President may remove an officer on the ADPL; the effect on his or her status and continued eligibility for promotion is the same. Article 5.A.4.

5.A.9. Selecting and Promoting the Coast Guard Band Director

5.A.9.a. Running Mate

The Director of the Coast Guard Band shall be assigned a running mate similarly as prescribed in 14 U.S.C. 726 for Reserve officers.

5.A.9.b. Eligibility For Promotion

1. The highest grade to which the band director can be promoted is **captain** (14 U.S.C. 336).

2. The band director is eligible for selection for promotion to the next higher grade when his or her running mate is in that grade's established promotion zone.

5.A.9.c. Selection Board

A selection board to recommend the band director for promotion to the next higher grade shall be convened as Chapter 14.A. describes.

5.A.9.d. Promotion

When a board recommends the band director for promotion, he or she shall be promoted on the date his or her running mate is promoted or as soon after as the Senate consents to his or her appointment. Article 5.A.13.

5.A.9.e. Failing Recommendation for Promotion

1. If the board does not recommend the band director for promotion, he or she is out of line of promotion for one year from the date the Commandant approves the board.

2. A second board convened as Chapter 14.A. describes will consider the band director for promotion.

3. If the second board recommends the band director for promotion and the Commandant approves the board, he or she shall be promoted to the next higher

grade one year from the date of approval of his or her first board or as soon after as the Senate consents to his or her appointment.

5.A.10. VACANT

5.A.11. Wartime Temporary Service Promotions

5.A.11.a. Presidential Suspension

In time of war or national emergency declared by the President or Congress, the President may suspend any provision in this article governing selecting and promoting officers. Such a suspension may continue up to six months after the war or national emergency concludes.

5.A.11.b. Presidential Authority

If any provisions on selecting and promoting officers are so suspended and Service needs require, the President may prescribe regulations and under them promote to a higher grade any active duty Coast Guard officer serving as ensign or higher.

5.A.11.c. Promotion to Lieutenant Commander and Above

A promotion under this article to lieutenant commander and above may be made only on the recommendation of a board of officers convened for that purpose.

5.A.11.d. Scope of Presidential Authority

Any promotion under this article is an appointment for temporary service. Under this article, the President, by and with the advice and consent of the Senate, makes any appointment to a grade above captain. Any other appointments under this article shall be made by the President alone.

5.A.11.e. Terms of Acceptance

Unless expressly declined, an appointment under this article is regarded as accepted and the officer so promoted entitled to the appointed grade's pay and allowances on the date the Secretary specifies as the appointment date.

5.A.11.f. Scope of Appointment

An appointment under this article does not terminate any other appointment an officer holds under any other provisions of 14 U.S.C.. The President may terminate temporary appointments made under this article at any time. An appointment under

to revert to their warrant grade if twice non-selected for promotion. Those officers approved for reversion to their former warrant officer grade, who were appointed to a higher warrant grade subsequent to their appointment to lieutenant, must serve two years time in grade as required by Article 12.C.9.

5.B.10.e. Retirement

1. Upon completion of 30 years service, officers appointed under this program who do not integrate, as outlined in Article 1.A.8.a, shall be retired pursuant to 10 U.S.C. 1305, in the highest grade satisfactorily held as outlined in 14 U.S.C. 334 and 10 U.S.C. 1371.

2. Lieutenants who twice fail selection for lieutenant commander will be retired, or reverted to their chief warrant officer grade, if they so request.

5.B.10.f. Original Appointment of Temporary Officers (14 U.S.C. 214)

At such times as the needs of the Service dictate, the Commandant shall convene an appointment board to recommend eligible warrant officers for appointment to temporary lieutenant. The Schedule of **Active Duty Promotion List (ADPL) and Inactive Duty Promotion List (IDPL)** Officer Personnel Boards and Panels, COMDTINST 1401.5 (series), will publish the convening date of the board. The occupational fields and specialties needed for that promotion year will be announced by message.

5.B.10.g. Eligibility

Applications will be considered from chief warrant officers, W-3, W-4, or W-2 who will be considered by the W-3 selection board in the same promotion year. However, appointments of chief warrant officers W-2 to lieutenant, shall be offered only to those whose name appears on a promotion list to W-3. All applicants must have completed at least 13 years but not more than 26 years of active duty for retirement, computed to 30 June following the board. In addition to this active duty service requirement, applicants must possess normal color perception, which is required for all commissioned officers, O-1 and above. In addition, applicants for the MMS (Deck) and MMS (Engineering) specialties must hold qualification (hull inspector and/or machinery inspector) for the specific occupational field(s) requested. Qualification letters must be appended to the application/resume.

5.B.10.h. Application

Applications may be made for only the occupational field which is related to the warrant officer specialty listed in paragraph 4 below. If the applicant is serving in a warrant specialty which is related to more than one of the occupational fields offered, the officer may request consideration for more than one; however, the officer must specify the order of preference (i.e, first and second choice).

1. Form and Content. Candidates shall **apply via Direct Access E-Resume requesting consideration by the CWO to LT selection board. The E-Resume is used to populate Direct Access which informs Commander (CGPC-opm-1) of the members' candidacy. In addition, candidates must apply by**

memorandum to Commander (CGPC-opm-1) via their immediate command. **The selection board will use the candidates' memorandum as one of the selection criteria.** No enclosures to the application are permitted with the exception of hull or machinery qualification letters. The application/resume shall be submitted in Basic Coast Guard **memorandum** format (limited to a maximum of 2 pages, single-sided, single-spaced, 12 point text with 1 inch margins) and in the following sequence:

a. Paragraph 1. The occupational field, or fields (specify preference) for which the candidate is applying.

b. Paragraph 2. The historical summary of units assigned as a CWO with the primary and collateral duties assumed for each (listed in chronological order with the most recent first).

c. Paragraph 3. A summary of major professional accomplishments including medals, awards, and academic achievements. **(List only personal medals and awards. Do not list all ribbons earned.).**

d. Paragraph 4. A statement addressing the candidate's reasons for desiring appointment to the grade of lieutenant.

2. Endorsement. **The E-Interview portion of the E-Resume shall not be completed. Endorsements are to be completed as attachments to the letter application.** The commanding officer's endorsement shall address the applicant's potential to perform successfully in the grade of temporary lieutenant and shall include a computation of the applicant's total service computed to **30 June** following the board. **The command endorsement is limited to one page.**

3. Chief warrant officers who meet the eligibility requirements of this article may apply to the occupational field or fields that are related to their specialty as indicated below**:**

Occupational Field	Related WO Specialty
Surface Operations	BOSN
Weapons	WEPS
Merchant Marine Safety (Deck)	BOSN / MAT / WEPS / ENG
Merchant Marine Safety (Engineering)	ENG / BOSN / MAT / WEPS
Naval Engineering	ENG
Communications	COMMS
Electronics	ELC
Personnel Administration	PERS
Finance and Supply	F&S
Medical Administration	MED
Photojournalist	INF
Aviation Engineering	AVI
Physician's Assistant	PYA

5.B.10.i. Waivers

Except as noted in Article 5.B.10.a.(3), waivers of eligibility requirements will not normally be granted.

5.C. Enlisted Personnel

5.C.1. General

5.C.1.a. Objective

The objective of the enlisted advancement system is to ensure the required degree of proficiency at the various grade levels within each specialty and promote those best qualified to fill vacancies which occur.

5.C.1.b. Applicability

This section is applicable to the advancement of:

1. All active duty enlisted personnel and Coast Guard reservists on extended active duty.

2. Temporary commissioned officers on active duty whose permanent status is enlisted. Article 5.C.27.

5.C.2. Advancement from E-1 through E-4

5.C.2.a. Methods of Advancement from E-1 through E-4

Personnel may be advanced from E-1 through E-4:

1. By special authority of the Commandant.

2. By their commanding officer (applicable for advancement from E-1 to E-2 and E-2 to E-3 and advancement to pay grade E-4 of Class "A" School graduates).

3. Under the special provision of Article 5.C.33.a. for qualified prior Coast Guard active duty and reserve personnel.

4. By successful completion of a Striker Program for ratings of BM, DC, EM, FS, MK, SK, YN **and PS** (applicable for advancement from E-3 to E-4). Article 5.E.1.

5.C.3. Servicewide competition

5.C.3.a. E-5 Through E-9 Advancements Through Servicewide Competition

Except as noted in subparagraph e. below, advancement in these pay grades is accomplished through taking a Servicewide Examination (SWE) following the schedule listed below which will be followed without regard to anticipated vacancies:

E-7 through E-9	May
E-5 and E-6	May and November

1. While it cannot be guaranteed that any one person will be advanced, the SWE ensures a fair and an impartial opportunity for advancement and a guarantee that all enlisted personnel of a particular rating shall have an equal advancement opportunity.

2. A cutoff point is established for each rating and rate based upon vacancies anticipated at the time the eligibility list is compiled. Personnel who are below the cutoff point should plan on participating in subsequent SWEs in order to maintain eligibility.

5.C.3.b. Advancement

Advancement is based **on** the member's final multiple which is composed of the following factors:

Factor	Maximum Credit	How Computed
Examination Score	80	Examination Standard Score
Performance factor	50	See paragraph (semiannual marks) (1) below.
Time in Service (TIS)	20	Total month TIS - 12. 1 point credit per year. Maximum credit is given for 20 years.
Time in pay grade in present rating	10	See paragraph (TIR) (2) below
Medals and Awards	10	See paragraph (3) below.
Sea Duty	30	Credit given for sea duty **(IAW Article 5.C.16.)**.
Total:	200	

1. The **Personnel Service Center (PSC)** will compute the final multiple and publish it to each member twice during the Servicewide Cycle (SWE). The first time is on the member's Personnel Data Extract (PDE) which is when the member must take corrective action if it's incorrect. The second time is on the member's Profile Form, if the member took the SWE, which shows all points creditable and the final multiple.

2. Time in Rate (TIR) is now credited at one point for each six months (two points per year) for a maximum of five years. The TIR is capped after five years at ten points.

3. Awards must be approved by 01 February preceding the May SWE and 01 August preceding the November SWE. Award point(s) for SWE multiple are listed below:

Award	Point Credit
Medal of Honor	10
Gold Lifesaving Medal and those military awards having a higher precedence	6
Bronze Star Medal	5
Purple Heart Medal	4
Meritorious Service Medal	4
Air Medal	4
Silver Lifesaving Medal	4
Commendation Medal from any U.S Armed Forces	3
Achievement Medal from any U. S. Armed Forces	2
Combat Action Ribbon	1
Commandant's Letter of Commendation Ribbon	1
CG Good Conduct Medal	1
CG Reserve Good Conduct Medal	1

NOTE: Other Services' Good Conduct Awards are not creditable for points.

5.C.3.c. Examinations

Examinations are developed by Subject Matter Specialists at Coast Guard Training Centers for pay grades E-5 through E-9 in all Coast Guard ratings.

5.C.3.d. Other Methods of Advancement to E-5 Through E-9

Personnel may be advanced to E-5 through E-9 without participation in SWE competition by special authority of the Commandant.

5.C.4. Responsibilities

5.C.4.a. The Individual

It is each individual's responsibility to ensure their eligibility in all respects for the SWE. The key to doing so is by verifying and signing the Personnel Data Extract, CG-4902, received prior to the SWE date. By signing the CG-4902, members state all changes noted or information on the form are current and correct and no further corrections are necessary. If through administrative error, a member is deprived of the opportunity to compete in the scheduled SWE, a substitute examination may be requested from **PSC**.

5.C.4.b. Eligibility Requirements

1. Each member must complete and meet the eligibility requirements listed below by 01 February before the May SWE or 01 August before the November SWE.

   a. Complete required performance qualifications and military requirements. Article 5.C.7.

   b. Complete required correspondence courses. Article 5.C.8.

   c. Successfully complete service course, if required, for particular pay grade or rating. Article 5.C.9.

   d. Meet citizenship or security clearance requirements for advancement in certain rates or ratings. Article 5.C.10.

   e. Be in proper path of advancement. Article 5.C.11.

   f. Fulfill special requirements for certain ratings. Article 5.C.12.

   g. Not be involved in circumstances which render him or her ineligible for advancement. Article 5.C.13.

   h. Fulfill special requirements; time in service, time in pay grade in present rating, and sea duty. Article 5.C.14 and 5.C.15.

   i. Fulfill additional eligibility requirements for personnel competing in the E- 7/8/9 examination. Article 5.C.5.

   j. Maintain the minimum factor average on his or her last evaluation. Article 5.C.6.

   k. Be a graduate of a military recruit training center for advancement to E-2. Article 5.C.26.

1. Be recommended by the commanding officer (Article 5.C.4.e). Commanding officers shall ensure an **Enlisted Employee Review** comment is prepared when a member otherwise eligible for advancement is assigned a mark of "Not Recommended".

2. Members must meet time in service and time in pay grade in present rating requirements on or before the terminal eligibility date of 01 January after the May SWE or 01 July after the November SWE.

3. Waiver of the 01 **February** and 01 **August** deadlines is authorized for members currently assigned PCS or under PCS orders to a sea time eligible unit who will meet the minimum sea time requirement for advancement prior to 01 January following the May SWE or 01 July following the November SWE.

5.C.4.c. Coast Guard Personnel Command (CGPC)

Under the general direction and supervision of designated superiors, Commander (CGPC) administers those elements of the program for enlisted personnel, including advancement, as outlined in the **Coast Guard** Organization Manual, COMDTINST M5400.7 (series).

5.C.4.d. Area/MLC/District Commanders

Area/MLC/District commanders are responsible for monitoring the administrative procedures of subordinate commands to ensure compliance with requirements contained in this chapter, and Article 5.D. Normal administrative inspections provide a suitable means for accomplishing this.

5.C.4.e. Commanding Officers

Individual Coast Guard commanding officers are responsible for execution of the advancement program. Failure to properly discharge this responsibility reflects adversely on command performance. Commanding officers are responsible for the timely evaluation of assigned personnel, submitting recommendations, and coordinating with examining boards as necessary to ensure that every eligible and recommended candidate for advancement has an opportunity to compete. The following subparagraphs briefly outline these responsibilities' various elements, which are fully amplified elsewhere in this Chapter and Article 5.D.

1. Informing Personnel of Advancement Requirements. The Enlisted **Performance** Qualifications Manual, COMDTINST M1414.8 (**s**eries), details qualifications for advancement for all rates.

2. Training Enlisted Personnel for Advancement. The continued effectiveness of the enlisted advancement system depends on the "in-service" (on-the-job) training and support provided by individual commands. Some training is provided selected members through Class "A", "C", or other functional courses, but is not

intended or desired that formal school training meet the Coast Guard's entire needs in any rating. The importance of this training cannot be over emphasized.

3. Self-Study and On-the-Job Training. It is essential to make these two training publications available to enlisted personnel early as they prepare for advancement.

   a. Coast Guard Correspondence Course Manual. This publication lists the Coast Guard correspondence courses available to enlisted personnel.

   b. List of Training Manuals and Correspondence Courses, NAVEDTRA 10061. This publication lists the naval training courses and correspondence courses available to enlisted personnel.

4. Advancement Recommendation. The commanding officer's recommendation for advancement is the most important eligibility requirement in the Coast Guard advancement system. A recommendation for advancement shall be based on the individual's qualities of leadership, personal integrity, adherence to core values, and his or her potential to perform in the next higher pay grade. Although minimum performance factors have been prescribed to maintain overall consistency for participation in SWE, the commanding officer shall be personally satisfied that the member's overall performance in each factor has been sufficiently strong to earn the recommendation.

   Time Limit. The commanding officer's recommendation for advancement or change in rating by participation in the SWE is valid only for a specific competition and must be renewed for each succeeding competition.

5. Personnel Data Record Entries.

   a. Recommendation for Advancement or Change in Rating. A copy of the Personnel Data Extract, CG-4902, shall be filed in the unit file and retained until the next SWE for the member's pay grade. When a member otherwise eligible for advancement is evaluated as "Not Recommended", an entry on an Administrative Remarks, CG-3307, stating the reason(s) why, is required and the member shall be counseled on the steps necessary to earn a recommendation.

   b. Withdrawal of Recommendation. **Withdrawal of advancement recommendation should be considered for members who receive an unsatisfactory conduct mark, NJP punishment, a court-martial conviction, or a civil conviction.** The following entry must be made on an Administrative Remarks, CG-3307, in the enlisted Personnel Data Record when the commanding officer withdraws his or her recommendation.

      (Date): Recommendation and nomination for advancement and participation in the (month and year) for Servicewide competition for (rate) is withdrawn. Reason: (Explain).

When applicable, notify **PSC** (adv/eval), to invalidate the recommendation for advancement of the candidate.

6. Security of Examinations. This most important phase is the responsibility of each echelon of command. Chapter 5.D provides detailed procedures necessary for safeguarding Servicewide examinations.

7. Appointment and Supervision of Local Examining Boards. Commanding officers shall appoint and provide supervision in accordance with Chapter 5.D and such other regulations that may be issued by senior commands.

8. Educational Services Officers. Commanding officers will appoint an Educational Services Officer who is to provide assistance to each member of the command who desires to qualify for advancement in rate or change in rating, and encourage the timely completion of the appropriate Coast Guard Institute correspondence course.

9. Effecting Advancements. Upon notification through the Headquarters Advancement Announcement (HAA) from Commander (CGPC), commanding officers shall advance those personnel listed, or advise **PSC** (adv) to withhold their advancement or remove them from the eligibility list, with an information copy to Commander (CGPC-epm-1), Article 5.C.26.

5.C.4.f. Personnel Service Center

The Commanding Officer, Coast Guard **Personnel Service Center** (**PSC**) is the single point of contact for all SWE inquiries, corrections, and waivers; and is responsible for the preparation, printing, distribution, accountability, and scoring of the Servicewide examinations. Following the scoring process, the commanding officer is responsible for preparation, and distribution of the advancement eligibility lists as approved by Commander (CGPC).

5.C.4.g. Waiver of Eligibility Requirements

PSC(adv) is the single point of contact for all request for waivers of advancement requirements and deadlines. The SWE cycle process requires all responsible parties to do their part to ensure success. Failure by a member, supervisor or supporting command to fulfill their responsibilities is not justification for a waiver and may result in the member not qualifying to test. Waivers should be requested only if unusual circumstances, last minute operational schedule changes, etc., result in the member being ineligible through no fault of the member. Prior to submitting a waiver, the command must ensure that the member, unit and/or PERSRU did everything that can be reasonably expected to ensure eligibility prior to the deadline for eligibility.

5.C.5 Additional Eligibility Requirements for Personnel Competing in E-7, E-8, or E-9 Examinations

5.C.5.a. General

Individuals recommended for advancement to senior chief petty officer and master chief petty officer must be superior in leadership, military characteristics, technical knowledge, and performance of duty. They must be professionally qualified to fill any chief petty officer billet of their rating. Recommendations for participation in the senior and master chief petty officer competition should not be initiated solely on the request of the individual.

5.C.5.b. Eligibility for Participation in Competition for Advancement to Pay Grade E-7

1. Be serving in enlisted status on active duty in pay grade E-6, in the rating for which recommended for advancement.

2. Have served on continuous active duty in the Coast Guard in pay grade E-6 during the entire two years immediately preceding the terminal eligibility date.

3. For 24 months prior to the terminal eligibility date (01 January following the May exam), and for the entire period from recommendation to advancement, have no unsatisfactory conduct mark, court martial (CM) or civil convictions, or non-judicial punishments (NJP). If confinement is imposed by NJP or CM and the member is confined, the good conduct eligibility period starts on the date of release, regardless if on probation. If no confinement is included in the punishment or sentence, the good conduct eligibility period starts the day following conviction or awarding of NJP. Good conduct eligibility following an unsatisfactory mark in conduct or a factor mark less than those provided for in Article 10.B.9, begins on the day following the effective date of the **Enlisted Employee Review**. After the individual has been recommended for advancement, but has not been advanced, Commanding officers will submit a message to **PSC** (adv), with Commander (CGPC-epm-1) as information addressee, to remove from the current advancement eligibility list any person who has received any of the following: CM or civil conviction, NJP, an unsatisfactory conduct mark, or a factor mark less than those provided for in Article 10.B.9.

5.C.5.c. Eligibility for Participation in Competition for Advancement to Pay Grade E-8

1. Be serving in enlisted status on active duty in pay grade E-7, in the rating for which recommended for advancement.

2. Have served on continuous active duty in the Coast Guard in pay grade E-7 during the entire two years immediately preceding the terminal eligibility date.

3. Have a total of at least ten years active service.

4. For 24 months before the terminal eligibility date (01 January following the May exam) and the entire period from recommendation to advancement, have no unsatisfactory conduct mark, court-martial (CM) or civil convictions, or NJP punishments. If confinement is imposed by NJP or CM and the member is confined, the good conduct eligibility period starts on the date of release, regardless if on probation. If no confinement is included in the punishment or sentence, the good conduct eligibility period starts on the day following the conviction or awarding of NJP. Good conduct eligibility following an unsatisfactory mark in conduct or a factor mark less than those provided for in Article 10.B.9., begins on the day following the effective date of the **Enlisted Employee Review**. After the individual has been recommended for advancement, but has not been advanced, Commanding officers will submit a message to **PSC** (adv), with Commander (CGPC-epm-1) as information addressee, to remove from the current advancement eligibility list any person who has received any of the following: CM or civil conviction, NJP, an unsatisfactory conduct mark, or a factor mark less than those provided for in Article 10.B.9.

5. To participate in the BMCS examination, the member must currently be certified as qualified to command afloat and ashore by the Officer in Charge Review Board or be a Surfman (CXNSJ, CXNSK or CXNSM) certified as qualified to command ashore by the Officer in Charge Review Board.

6. Members advanced to E-7 on or after 01 January 1999 must have completed either the Coast Guard Chief Petty Officers Academy or one of the Department of Defense (DoD) Senior Enlisted Academies to qualify to participate in competition for advancement to E-8.

5.C.5.d. Criteria to Compete for Advancement to Pay Grade E-9

1. Be serving on active duty in pay grade E-8 in the rating for which recommended for advancement.

2. Have served on continuous active duty in the Coast Guard in pay grade E-8 during the entire two years immediately before the terminal eligibility date.

3. Have a total of at least 12 years active service.

4. For 24 months prior to the terminal eligibility date (01 January following the May exam), and for the entire period from recommendation to advancement, have no unsatisfactory conduct mark, court martial (CM) or civil conviction, or NJP punishments. If NJP or CM imposes confinement and the member is confined, the good conduct eligibility period starts on the release date, even if on probation. If no confinement is included in the punishment or sentence, the good conduct eligibility period starts the day following conviction or awarding of NJP. Good conduct eligibility following an unsatisfactory mark in conduct or a factor mark less than those provided for in Article 10.B.9, begins on the day following the effective date of the **Enlisted Employee Review**. After the individual has been recommended for advancement but has not advanced, Commanding officers will

submit a message to **PSC** (adv), with Commander (CGPC-epm-1) as information addressee, to remove from the current advancement eligibility list any person who has received any of the following: a CM or civil conviction, NJP, an unsatisfactory conduct mark, or a factor mark less than those provided for in Article 10.B.9.

5. To participate in the BMCM examination, the member must currently be certified as qualified to command afloat and ashore by the Officer in Charge Review Board.

5.C.6 Evaluation Marks

5.C.6.a. Minimum Requirements

Personnel who received an unsatisfactory conduct mark or a dimension average of less than 3 for the given factor on their last evaluation are ineligible to advance or compete in the SWE.

5.C.6.b. Performance Factor

The following are the minimum time periods for which enlisted performance in pay grade will be considered in developing the performance factor. Use only the evaluations assigned for a period equaling the minimum service in pay grade required for advancement. All **Enlisted Employee Review (EER)** dates precede the date of the SWE. Any **EER** submitted after the dates shown below will not be used for the SWE listed but will be used for the next SWE.

TEST FOR	EVAL PERIOD	SWE
E-5	01 October to 31 July	NOV
E-6	01 May to 31 July	NOV
E-5	01 April to 31 January	MAY
E-6	01 November to 31 January	MAY
E-7	01 December of the two years before the examination year to 31 January of the examination year	MAY
E-8	01 October of the two years before the examination year to 31 January of the examination year	MAY
E-9	01 June of the two years before the examination year to 31 January of the examination year	MAY

5.C.6.c. Servicewide Exam (SWE) Evaluation

A **Servicewide Exam (SWE)** evaluation may be given for the purpose of qualifying a member for the SWE competition if the member has not been evaluated in the current pay grade during the time frames listed above. **SWE** evaluations must be dated no later than 31 July for the November SWE and no later than 31 January for the May SWE. A **SWE** evaluation shall not be completed if the member has received an unsatisfactory conduct mark.

5.C.6.d. Broken Service

When Article 5.C.14.b.(4) applies for members with broken service, only evaluations assigned during the current period of service shall be utilized.

5.C.6.e. Advanced Training

Since advanced training students are not normally evaluated, **Enlisted Employee Reviews** received immediately prior to entering the advanced training program shall be used. The following time periods apply for the May Servicewide Examination:

E-7	Two years immediately before the date the member reported to the advanced training program
E-8	Two years immediately before the date the member reported to the advanced training program
E-9	Two years immediately before the date the member reported to the advanced training program in pay grade E-8

5.C.7 Performance Qualifications and Military Requirements

5.C.7.a. Enlisted Performance Qualifications (EPQs)

1. Description. **Enlisted Performance Qualifications (EPQs)** are professional job performance requirements members must demonstrate to advance or change rating. The Enlisted **Performance** Qualifications Manual, COMDTINST M1414.8 (series) sets forth these requirements, in detail. For each qualification members must demonstrate ability under actual or simulated conditions. This may be done over a considerable period of time.

2. Completion of Performance Qualifications. Except as noted below, each candidate is responsible for completing all **EPQ**s for the next higher pay grade or change in rating. Commands must ensure that unit members desiring to take the SWE have completed all **EPQ**s by 01 February preceding the May SWE or 01 August preceding the November SWE for personnel participating in the active duty SWEs, and by 30 June preceding the October RSWE for personnel participating in the Reserve SWE. This is best accomplished when units verify receipt of PDEs. As each **EPQ** is completed, the person observing the demonstration shall place the name of the unit, the date, and his or her initials after the appropriate item on the **EPQ** form, CG-3303C. The command may, at any time require a member to demonstrate again ability to perform any performance qualification performed previously. Completion of a Class "A" or "C" course does not satisfy the requirements for completion of performance qualifications. However, these requirements may be completed and recorded at the school command. At units where completion of all the **EPQ**s cannot be accomplished after making every reasonable effort, the commanding officer may waive the requirement. However, a waiver does not relieve the member of demonstrating ability in that particular qualification at a later date, when the means to perform the qualification are available.

3. Personnel Authorized to Sign **EPQs**. A commissioned, warrant or senior petty officer normally evaluates the member's ability on each performance qualification. Members must receive authorization from their immediate supervisors to have someone outside their normal chain-of-command sign off performance qualifications. Performance qualifications are noncompetitive and no score is assigned.

4. Maintaining Individual Performance Qualification Records. **EPQ** form CG-3303C must be kept current and will be retained as a permanent part of the Unit Personnel Data Record during tours of active duty. This form shall normally be in the custody of the executive officer or division officer. At units where Personnel Data Records are not maintained, the commanding officer or officer in charge shall retain custody. Members are to be given a copy when all **EPQs** are completed for their records.

5.C.7.b. Military Requirements

1. All personnel must complete the Military Requirements Course listed below before advancing to pay grades E-4 through E-7 as follows:

FOR ADVANCEMENT TO	REQUIRED MRN COURSE
E-4	MRNPO
E-5	MRNSPO
E-7	CPO

2. For those nonrated personnel attending a Class "A" school, the military requirements for pay grade E-4 will be met through successful completion of the military requirements (MRNPO) test administered by the training command. For those Class "A" school students who successfully complete this test, the following Administrative Remarks, CG-3307, entry will be made in the Personnel Data Record:

   [Date]: Passed test on knowledge factors of military requirements required for advancement to E-4.

3. For those Class "A" school students who do not successfully pass this test, the following, Administrative Remarks, CG-3307, Personnel Data Record entry shall be made:

   [Date]: Failed to pass test on knowledge factors of military requirements required for advancement to E-4.

6. Personnel Reduced in Rate. Personnel, who have been reduced in rate for any reason, may not count prior service in present or higher rates in determining TIR. The date of reduction is effective date of pay grade in present rating for determining subsequent advancement.

7. Personnel Restored in Rate.

   a. Article 15, Uniform Code of Military Justice (UCMJ). Article 15, UCMJ, and paragraph 134, Manual for Courts Martial (MCM) and the Military Justice Manual, COMDTINST M5810.1 (series), provide commanding officers with authority to set aside, remit, mitigate, or suspend within four months of its imposition, a punishment of reduction in rate imposed under Article 15, UCMJ, without reference to the Commandant. The specific action taken by the commanding officer has a direct effect on the individual's effective date of pay grade in present rating for subsequent advancement purposes. Generally speaking:

      (1) When an individual is reduced in rate and that punishment is later set aside and remitted or mitigated by the commanding officer within four months, the commanding officer shall restore all rights, privileges, and property affected. The individual's TIR is the same as if punishment had not been imposed. In all cases, commanding officers should carefully annotate their actions with appropriate Personnel Data Record entries so that the action they intended may be properly reflected.

      (2) When a commanding officer immediately suspends a punishment of reduction in rate for a probationary period and the probationary period expires without execution of reduction, the member's original TIR is the same as if the punishment had not been imposed.

   b. Commander (CGPC-epm) Action. Article 5.C.33 provides guidance in recommending personnel for restoration in rate not covered above. If the restoration is approved by Commander (CGPC-epm), the effective date of the restoration and eligibility date for subsequent advancement will be contained in the approval letter.

8. Personnel Removed From Temporary Disability Retired List. Personnel who have been placed on the temporary disability retired list and are subsequently found fit for duty and reenlist, will be credited with all active service in pay grade prior to retirement. In addition, time spent on the temporary retired list is creditable in computing TIR requirement for advancement.

9. Computing Periods of Less Than a Month. Compute service in years and months. Periods of less than one month, when totaled, shall be considered on the basis of 30 days being equivalent to one month.

5.C.15 Sea Duty for Advancement

5.C.15.a. Minimum Sea Duty

1. The minimum sea duty for advancement must be met by 01 February preceding the May SWE or by 01 August preceding the November SWE. Waiver for this requirement will not be granted except in cases where candidate is presently serving at sea or is under orders to sea duty and will meet the sea duty requirement by the effective date of the advancement eligibility list (01 July following the November SWE or 01 January following the May SWE).

2. If a member is transferred from a sea duty assignment before completing the required sea duty for advancement due to the needs of the Service, the sea duty requirements for advancement may be waived. The waiver will be documented in the orders of the member.

5.C.15.b. Sea Duty for Advancement

Sea **time** for advancement **eligibility** is defined as duty (PCS, TD, or **TDY**) aboard**:**

a. a floating or mobile unit. Chapter 4-B-4, U.S. Coast Guard Pay Manual, COMDTINST M7220.29 (series).

b. an Aids to navigation facility (ANFAC).

c. the CG Yard's WYTM, as a Ship Rider.

d. at a Fleet Training Group/Unit (FTG/FTU).

e. a LEDET, when assigned to vessels on a TDY basis.

f. International Training Division (ITD) (for time attached to ITD on or after 21 October 2002, effective date of PERSMAN, Change 37).

g. an MSST, when assigned to designated position as qualified coxswain.

If a vessel is not listed in the OPFAC manual, it must come within the definition: "vessels 65 feet or over in length except barges, and all tugs of any length." Members claiming sea duty in the Navy or for **TDY**, must submit proof thereof, showing actual dates served. **PSC** (adv) may consider credit for sea duty on ships other than Coast Guard or Navy on an individual basis. For sea duty to be creditable during **TDY** periods, the member must not receive per diem (i.e. NESU personnel **TDY** to a cutter for maintenance).

5.C.15.c. Minimum Sea Duty for Designated Ratings Prior to 01 February 1994

1. **For members entering their designated ratings prior to 01 February 1994, the minimum sea duty requirements for eligibility for advancement in the ratings are listed below:**

PAY GRADE	RATINGS	MINIMUM SEA TIME
E-6	BM, DC, EM, GM, MK	6 months in any **rating or** pay grade
E-7	BM, DC, EM, MK	12 months above pay grade E-3 **in designated rating**
E-7	GM	18 months in pay grades E-5/E-6 **in designated rating**

2. **Surfmen (CXNSJ, CXNSM, CXNSK or CXNSU) who have satisfactorily served for 12 months as a certified Surfman (E4-E6) at a unit with an MLB or SRB assigned are considered to have permanently met the sea duty requirement for advancement to BMC.**

5.C.15.d. Minimum Sea Duty for Those Entering Designated Ratings on or after 01 February 1994

1. **For members entering their designated ratings on or after 01 February 1994, the minimum sea duty requirements for eligibility for advancement in the ratings are listed below:**

PAY GRADE	RATINGS	MINIMUM SEA TIME
E-6	BM, GM	6 months in any **rating (including legacy QM) or pay grade**
E-6	ET, MK	12 months in any **rating or** pay grade
E-6	DC, EM	12 months in designated rating in any pay grade
E-6	FS	24 months in any **rating or** pay grade
E-7	BM, GM	12 months in designated rating **(including legacy QM)** or pay grade
E-7	DC, MK	18 months in designated rating in any pay grade
E-7	EM, ET	24 months in the designated rating **(including legacy FT)** in any pay grade
E-7	FS	36 months in designated rating in any pay grade
E-7	**OS**	• **12 months in designated rating (including legacy RD, TC) in any pay grade** • **24 months in designated rating for non-legacy ratings and for OS "A" School Graduates**

2. **Members who have been qualified as a Coxswain, as defined in the Enlisted Qualifications Codes Manual, COMDTINST M1414.9 (series), with at least 12 consecutive months of satisfactory performance as a regularly assigned boat coxswain on a boat listed in the U. S. Coast Guard Boat Manual, COMDTINST M6114.9 (series) (includes standard and non-standard boats), are considered to have met the sea duty requirement for advancement to E-6. Winter months that preclude boat activity will be credited toward the consecutive duty criteria. The member's unit or servicing PERSRU will record the coxswain competency into Direct Access.**

3. **Surfmen (CXNSJ, CXNSM, CXNSK or CXNSU) who have satisfactorily served for 12 months as a certified Surfman (E4-E6) at a unit with an MLB or SRB assigned are considered to have permanently met the sea duty requirement for advancement to BMC.**

5.C.15.e. Excluded Ratings

Individuals advancing in ratings excluded from Article 5.C.15.c. and d. are not required to have sea duty experience.

5.C.15.f. Sea Duty Requirement for Change in Rating

A person holding a rating excluded from sea duty requirement under Articles 5.C.15.c., **5.C.15.d. and 5.C.15.e**. above, desiring a change to a rating that has a sea duty requirement must meet the sea duty requirement for the desired rating.

5.C.16. Sea Duty Points for Servicewide Examination Competition

All personnel competing in the Servicewide Examination (SWE) competition will receive credit for each full month of Coast Guard sea duty earned after 1 February 1994, not to exceed 2 whole points per year, up to a maximum of 30 points in a career. The points shall be applied to each SWE competition, irrespective of whether a candidate has been previously advanced using the sea duty points or the candidate's current duty assignment. The Creditable Sea Duty point factor is not to be confused with Sea Duty for SWE Eligibility (See Article 5.C.15.c and d). Creditable Sea Duty points will be computed from 1 February 1994 to the Servicewide Eligibility Date of 1 February (for the May exam) and 1 August (for the November exam). The **Personnel Service Center (PSC)** will compute total sea duty points for each member prior to the SWE competition.

5.C.17. Vacant

5.C.18. Verification of Eligibility

Personnel Data Record entries, including **EPQ** form CG-3303C, must support eligibility to participate in the examination to advance in or change rating.

5.C.19. Requesting Personnel Data Record (PDR) Information

A candidate's current Personnel Data Record (PDR) should contain the information necessary to verify an individual's eligibility for advancement. However, if the PDR

does not, the local unit can request such information from Commander (CGPC-epm). Since the information request is purely administrative, the unit need not send the request through the chain of command and can mail it directly to Commander (CGPC-epm), who will return it in the same manner. Submitting requests early is essential to avoid penalizing eligible candidates. Substitute examination will not be provided except in extenuating circumstances; see Article 5.D.3.

5.C.20. through 5.C.24. Vacant

5.C.25. General Provisions for Advancement

5.C.25.a. More than One Grade

An enlisted person shall not be advanced more than one grade at a time, except by specific authority of the Commandant or as authorized by Article 5.C.33.

5.C.25.b. Unfit for Duty

Personnel declared unfit for duty by Commander (CGPC)'s final action on physical disability retirement and separation procedures are eligible for advancement if their name appears above the cut-off for advancement on the current advancement eligibility list. Members who are being retired for physical disability under the provisions of Title 10, Chapter 61 will be promoted prior to retirement.

5.C.25.c. Withholding Advancements

1. The commanding officer shall withhold advancement for the following reasons:

   a. Disciplinary action pending.

   b. The member has not continued to remain eligible for advancement. Article 5.C.4.

   c. Undergoing medical treatment as a result of his or her own misconduct and subject to disciplinary action.

   d. Holding an aviation rating but in a non-flying status. In accordance with Management and Administration of Aviation Incentive Pays, COMDTINST 7220.39 (series).

   e. Personnel whose names appear below the cut-off for advancement on the current advancement eligibility list and who have been declared unfit for duty by the Commandant's final action on physical disability retirement and separation procedures are ineligible for advancement.

   f. Not complying with **Weight/Physical Fitness Standards for Coast Guard Military Personnel, COMDTINST M1020.8 (series)**.

2. If advancement is not effected for any reason listed above, the commanding officer shall notify **Personnel Service Center (adv)** and the cognizant PERSRU by message with Commander (CGPC-epm) as an information addressee. The message shall

include the reasons for the action and a statement that the member understands why advancement was withheld.

3. An advancement withheld based on reasons specified above may be effected at a later date but not later than the expiration of the current eligibility list. When the commanding officer feels that an individual is deserving of an advancement that has been withheld, he or she shall advise Commander (CGPC-epm) with their recommendation in order that the member may be advanced. No member whose advancement has been withheld may be carried over to the new eligibility list.

5.C.25.d. Cancellation of Advancement

If at any time prior to effecting an advancement, a commanding officer wishes to withdraw his or her recommendation because an individual has failed to remain eligible and it appears that eligibility will not be attained prior to expiration of the current eligibility list, the commanding officer shall advise the **Personnel Service Center** by message with Commander (CGPC-epm), as an information addressee, to remove the individual's name from the eligibility list. When the commanding officer notifies Commander (CGPC) that he or she has withdrawn his or her recommendation, he or she shall state his or her reasons for the action and include a statement that the individual understands the reasons his or her name will be removed from the eligibility list. This notification is not for the purpose of a review of the commanding officer's decision, but rather to allow for orderly personnel and financial planning by Commander (CGPC). The only review of the commanding officer's decision under Articles 5.C.25.c. or d. would be a complaint under Article 138, UCMJ.

5.C.25.e. Obligated Service Requirement

1. Personnel advancing to pay grade E-7, E-8, or E-9 will be required to remain on active duty for two years from the effective date of their advancement to the new grade. Personnel who accept advancement to pay grade E-7, E-8, or E-9, not serving on an indefinite reenlistment, will be required to either extend their enlistment or reenlist prior to advancement, if necessary, to ensure meeting the two year obligated service requirement. If personnel cannot reenlist or extend for the full two years due to High Year Tenure, then they must obligate to their Professional Growth Point for the new pay grade.

2. Personnel advanced to pay grade E-7, E-8, or E-9 understand that a request for voluntary retirement or early release will not be effected prior to completion of the two year obligated service requirement. Articles 1.G.14.a.2., 4.C.3., 12.B.12.b.2., and 12.C.11.a.2.b.(4).

3. Personnel who do not desire to incur the two year obligated service must decline the advancement to pay grade E-7, E-8, or E-9 prior to the effective date of advancement. Follow Article 5.C.25.f. for personnel who decline advancement or voluntarily elect to have their name removed from the SWE advancement eligibility list. Upon effecting the advancement to pay grade E-7, E-8, or E-9, personnel incur the two year obligated service.

5.C.25.f. Personnel Who Decline Promotion or Voluntarily Elect to be Removed from an Eligibility List

These members shall be required to wait one year from the anniversary date of that election before being eligible to participate in future examinations. At the time, the member makes either of the above elections, Commander (CGPC-epm) will be notified. An Administrative Remarks, CG-3307 entry will be made, which the member must sign signifying that he or she understands that they are ineligible to participate in the SWE for a one year period. The original Administrative Remarks, CG-3307, shall be forwarded immediately to Commander (CGPC-adm-3). If the member reenlists and the one year period has not elapsed, Administrative Remarks, the CG-3307, shall be retained in the working Personnel Data Record on reenlistment.

5.C.26. Authority for Advancement in Rate

5.C.26.a. Pay Grade E-4 Through E-9

1. Commander (CGPC). Commander (CGPC) will publish a list of personnel eligible for advancement or change in rating as a result of SWE competition to fill vacancies in pay grades E-4 through E-9. Commanding officers may advance personnel listed on the monthly Advancement Announcement.

2. District commanders, commanders, maintenance and logistics commands, and commanding officers are authorized to advance, without reference to Commandant, from pay grade E-3 to E-4 members who were assigned a designator upon graduation from a Class "A" School once the member satisfies all applicable requirements of Article 5.C.4 or those who were released from active duty and reenlisted with a designator after being out of the Coast Guard for more than 24 hours once the member satisfies all applicable requirements of Article 5.C.4.

3. Personnel Undergoing Training.

   a. The below listed commands are authorized to advance from pay grade E-3 to E-4 those Class "A" School graduates who satisfy applicable advancement requirements of Article 5.C.4 upon graduation:

      (1) Commanding officers of Headquarters units conducting Class "A" schools.

      (2) District commanders to which Coast Guard personnel have been assigned for administrative and personnel accounting purposes while attending Navy schools or other training.

      (3) Commanding officers of Naval commands to which Coast Guard personnel have been assigned for training and which have been designated personnel accounting units.

b. Class "A" School graduates who do not qualify for advancement to E-4 upon graduation are assigned designators as prescribed in Article 5.C.29.

5.C.26.b. Pay Grades E-1 Through E-3

1. District Commanders and Commanding Officers. Upon receipt of written notification of completion of courses and performance qualifications, commanders and commanding officers are authorized to advance personnel who meet the applicable requirements of Article 5.C.4 from pay grade E-2 to E-3 and from E-1 to E-2 without regard to vacancies. In addition, a member must be a graduate of a military training center to be eligible for advancement to E-2.

2. Personnel Undergoing Training. Commanding officers of training centers are authorized to advance personnel from pay grade E-1 to E-2 upon satisfactory completion of recruit training.

3. Graduates of Class "A" Schools. Commanding officers are authorized to advance E-2 graduates of Class "A" Schools to E-3. Required completion of E-3 performance qualifications for advancement to E-3 is waived for these individuals.

5.C.26.c. Election for Advancement to E-4 or Assignment to Class "A" School

Effective immediately upon receipt of orders to Class "A" School or upon receipt of advancement authority resulting from SWE competition, the member must elect whether Class "A" School or SWE advancement is desired.

1. If an individual accepts advancement to E-4 as a result of SWE competition, the member's commanding officer will request that Commander (CGPC-epm-1) remove the member's name from any Class "A" waiting list which was previously requested.

2. If an individual accepts orders to Class "A" School, the individual will be ineligible for advancement to E-4 as a result of any previous competition in the SWE. The member's commanding officer shall request to **PSC** and info Commander (CGPC-epm-1) to remove the member from the SWE advancement eligibility list. Training commands shall request cancellation of advancement authority for all students who are attending Class "A" School if advancement authority is received while the member is attending a Class "A" School. No individual will be advanced to E-4 at any training command prior to graduation. Members who elect to attend Class "A" School in lieu of accepting advancement to E-4 as a result of SWE competition and subsequently fail to graduate from Class "A" School will be required to recompete for advancement to E-4.

3. Individuals enrolled in Class "A" School will be authorized to elect one of the following:

a. Continue with their Class "A" training and request that their name be removed from the SWE eligibility list.

b. Request disenrollment from Class "A" School. Members will then be assigned to a field unit to wait for advancement authority resulting from the SWE competition.

5.C.27. Advancement Within Enlisted Status While Serving as a Temporary Commissioned Officer

5.C.27.a. Commanding Officer Recommendations

Commanding officers may submit recommendations to Commander (CGPC-epm) for advancement to pay grade E-6 for temporary commissioned officers whose permanent enlisted status is pay grade E-5, if they meet the applicable eligibility requirements of Article 5.C.4.b.

5.C.27.b. Temporary Commissioned Officers

Temporary commissioned officers are not eligible for advancement to pay grades E- 7, E-8, or E-9.

5.C.28. Effective date of Advancement

5.C.28.a. Effective Date of Advancement

All advancements shall be effective on the 1st or 16th of the month, except in the following situations:

1. Commanding officers of training activities when effecting advancements in accordance with Article 5.C.26.a.(3) or Article 5.C.26.b.(2) shall make such advancements effective on the date of satisfactory completion of the prescribed service.

2. Advancement to pay grade E-3 may be effective on any date subsequent to the completion of the applicable requirements of Article 5.C.4.

3. Graduates of Class "A" courses who were assigned a designator (Article 5.C.26.a.(3)) and who meet the requirements of Article 5.C.4 may be immediately advanced from pay grade E-3 to E-4.

5.C.28.b. Notification

When notification of eligibility for advancement has officially been announced by Commander (CGPC) specifying the earliest date on which these advancements may be effected such advancements may be effected, as of the date specified regardless of the date of receipt of the notification on board.

5.C.28.c. Retroactive Advancements

Commanding officers shall not advance a member retroactively, advancements are considered retroactive after 30 days have elapsed since the requested date of advancement. Advancements made by a commanding officer pursuant to Article 5.C.26 shall be effective on or after the date the commanding officer officially approves the advancement as evidenced by his or her signature on a Personnel Data Record entry, advancement certificate, or letter to the member's personnel reporting unit. No exceptions to this policy are allowed.

5.C.29. Designators

5.C.29.a. General

The assignment of designators provides a means to identify:

1. Personnel serving in pay grade E-3 who have received formal Class "A" School training;

2. Those rated personnel who have successfully completed all requirements for an approved change of rating. Personnel who have been assigned a designator shall be assigned the duties of the rating for which designated.

3. Those previously rated personnel who were discharged from the Coast Guard and reenter the Service as an E-3 or E-2 after being out for more than 24 hours.

5.C.29.b. Assignment of Designators

1. Personnel serving in pay grades E-2 and E-3 who successfully complete Class "A" courses.

    a. Commanding officers of training centers conducting basic petty officer training shall assign designators to personnel serving in pay grades E-2 and E-3 who satisfactorily complete the prescribed course of instruction.

    b. Commanding officers of Coast Guard commands to which non-rated personnel have been assigned for administrative purposes while attending a DOD school for basic petty officer training, shall assign designators to such personnel upon satisfactory completion of the prescribed course of instruction.

    c. Director, Coast Guard Recruiting Center shall assign designators to prior enlisted petty officers who were previously discharged and reenlisted as an E- 3 or E-2 after an absence of more than 24 hours.

2. Personnel Above the Cutoff on Established Eligibility Lists. Commanding Officer, **Personnel Service Center** shall assign appropriate designators to those E-3 personnel who place above the cutoff on the striker list.

3. Personnel Previously Reduced to Pay Grade E-1.

   a. Commander (CGPC-epm) may, upon individual application, authorize the assignment of an appropriate designator to personnel who formerly served in a petty officer grade or who were formerly designated, but reduced to pay grade E-1, upon subsequent advancement to pay grade E-2 or E-3.

   b. Designators may also be assigned by special authority of the Commandant.

5.C.29.c. Removal of Designators

1. For Incompetency. The procedures set forth in Article 5.C.38.c. shall be followed in those cases where it has been clearly demonstrated that an individual is no longer qualified to perform the duties of the rating for which designated. Cases where removal of designator for incompetency is indicated will be referred to Commander (CGPC-epm).

2. For Disciplinary Reasons. Personnel, including non-rated designated personnel, who are reduced to pay grade shall retain their designator except when reduced to pay grade E-1.

3. Removal of Designators for Other Reasons. All other cases involving removal of designators not specifically provided for herein shall be referred to Commander (CGPC-epm) for action. This includes individual requests from non-rated designated personnel and from those former E-4 personnel who were voluntarily reduced to pay grade E-3 in accordance with Article 5.C.38.d.

4. Personnel Data Record Entries. When removal of a designator has been authorized, make appropriate Personnel Action entries in the enlisted Personnel Data Record.

5.C.29.d. Identification of Designated Personnel

1. When a designator is assigned it shall be used as an integral part of the individual's rate wherever it appears; i.e., SAYN, SNBM.

2. Personnel serving in pay grades E-2 and E-3 shall wear the marking of their designator as may be prescribed by current uniform regulations.

5.C.30. Authority for Change in Rating

5.C.30.a. Pay Grade E-4 and Above

1. Commander (CGPC). Commander (CGPC) shall authorize district commanders and commanding officers of Headquarters units to direct or effect changes in rating of personnel in pay grades E-4 through E-6 from eligibility lists in the same manner as outlined in Article 5.C.26.

2. Personnel Undergoing Training. Commands listed in Article 5.C.26.a.(3) are authorized to:

   a. Change the rating of each graduate in pay grade E-4 or E-5 who is attending a basic petty officer course to pay grade E-4 in the appropriate rating unless specifically exempted by orders or current directives.

   b. Change to appropriate rating, with no change in pay grade, those petty officers who are attending advanced training for the purpose of change in rating.

5.C.30.b. Pay Grades E-2 Through E-3

1. Commander (CGPC). Commander (CGPC) may authorize direct change in apprenticeship rates based on the needs of the Service.

2. District Commanders and Commanding Officers of Headquarters Units. District commanders and commanding officers of Headquarters units may authorize, without reference to the Commandant, changes in rate in pay grades E-3 and below. District commanders may delegate authority to commanding officers of units under their command to authorize and effect changes in rate in pay grades E-3 and below. Such delegation shall be in writing. Personnel serving in pay grades E-2 through E-3, desiring a change in rate, may make a letter application to their commanding officer for the same. Provided the individual meets the eligibility requirements by completion of applicable correspondence course and performance qualifications for the new rate, the commanding officer may approve the request.

5.C.30.c. Change in Rating in the Best Interest of the Service

When a commanding officer considers that an individual is no longer qualified to perform all the duties of his or her rate or rating for reasons other than incompetence, but is qualified or can within a reasonable time become qualified for a change to another rate or rating, he or she shall so inform Commander (CGPC-epm) setting forth the reasons in detail. A statement signed by the individual concerning the situation shall be forwarded as an enclosure. When Commander (CGPC) considers that the proposed change is required in the best interest of the Service, such change will be authorized. The provisions of this article will not apply when there is any doubt as to the person's fitness for retention in the Service because of mental or physical reasons.

5.C.31. Eligibility List for Advancement or Change in Rating to Pay Grades E-4 through E-9

5.C.31.a. Preparation of the Eligibility List

After the SWEs have been scored, Commanding Officer, Coast Guard **Personnel Service Center** will prepare the advancement eligibility lists for approval by Commander (CGPC). The lists will be published by the Commanding Officer, Coast Guard Institute. The order of precedence on each eligibility list shall be determined by computing the final multiple as discussed in Article 5.C.3.

5.C.31.b. Cutoff Points

Cutoff points on eligibility lists will be established by Commander (CGPC), according to the number of advancements anticipated during the effective period of the respective lists. The cutoff point on each list is shown by a mark adjacent to the rank-order number of the last name above the cutoff, e.g., 21. Only those personnel who's name appears above the cutoff are assured of advancement. Copies of the approved list will be furnished to the field.

5.C.31.c. Effective Period of Eligibility List

The effective period of the advancement eligibility list will be published with the list. Normally, each list will remain in effect until superseded by a new eligibility list resulting from a later SWE competition. When the new list is published all advanced candidates above the cutoff on the superseded list will be carried over to the top of each new list. If no competition was conducted in a particular rate, the entire remaining old list, above and below the cutoff, will be reprinted.

5.C.31.d. Supplemental Changes to Eligibility List

Commander (CGPC) will direct publication of supplemental changes to the eligibility lists when necessary to insert candidates whose regular or substitute examination were received too late for computer scoring.

5.C.31.e. Advancement Announcement

Personnel placed on the eligibility lists will be advanced or have their rating changed as indicated by Commander (CGPC) in an advancement announcement.

5.C.31.f. Removal from Eligibility List

An individual's name may be removed by Commander (CGPC) as a result of disciplinary action, or for other good and sufficient reasons, whereby the individual is no longer considered qualified for the advancement for which previously recommended. Commanding officers shall withhold any advancement under such circumstances and advise Commander (CGPC) of their intentions relative to removal

from the list. A commanding officer may also direct that the individual not be removed from an eligibility list but that advancement is being withheld for a definite period (Article 5.C.25). Individuals who have their names removed from an eligibility list must be recommended and qualify again through a subsequent SWE competition.

5.C.31.g. Members Selected for Chief Warrant Officer

Names of personnel selected for promotion to chief warrant officer, above the cutoff, will be removed automatically from existing enlisted advancement eligibility lists 60 days after announcement of selection for such chief warrant officer status, unless the individual concerned has notified Commander (CGPC-epm) that he or she does not intend to accept the chief warrant officer appointment.

5.C.32. Commanding Officer's Action on Receipt of Eligibility Lists

Commanding officers shall take appropriate steps to identify personnel under their command who appear on the advancement eligibility lists when published by the Commanding Officer, Coast Guard Institute. The following actions shall be initiated without further guidance from higher authority:

5.C.32.a. Assign Designators for Non-rated Personnel

Assign designators to all non-rated personnel above the cutoff who are eligible for advancement to pay grade E-4. Make appropriate entries in Direct Access.

5.C.32.b. Designators for Change in Rating

Assign designators to all petty officers above the cutoff who have been selected for lateral change in rating. Make appropriate entries in Direct Access.

5.C.33. Advancement after reduction

5.C.33.a. Advancement for Prior Coast Guard Active Duty Personnel

Prior Coast Guard active duty petty officers, regardless of completion of "A" school on prior enlistment, who reenlist as a non-rate and desire to advance in their formerly held rating may submit a request to Commander (CGPC-epm), informing **PSC**, for advancement. This request shall be submitted upon completion of six months active duty on current enlistment provided the member is considered qualified and recommended by the commanding officer. These members will be placed on the Class "A" school list of their formerly held rating for tracking purposes. When their name is reached, together with those selected to attend "A" school, Commander (CGPC-epm) will authorize advancement.

5.C.33.b. After Reduction as Punishment

1. Members who have been reduced in rate, except those who fall within the provisions of Articles 15(d) and 15(e) of the Uniform Code of Military Justice, are subject to the normal advancement system, unless they are considered by their commanding officers to be deserving of special advancement.

2. Commanding officers who consider enlisted members to be deserving of restoration to a formerly held rate, or deserving of advancement, but to a rate lower than formerly held, may recommend such restoration or advancement by letter to Commander (CGPC-epm). In making such a recommendation, the present commanding officer shall set forth in detail a full justification of the action recommended based on at least five, but not more than 36 months observation of performance of duty by the member concerned since reduction in rate. The observation time need not be totally at the present unit. Enlisted members E-7 and above, who have been reduced to a rate E-5 or below, may be recommended for restoration of rate up to and including E-6. However, in order for enlisted members to be advanced to E-7 or above, they must recompete in a SWE when considered fully qualified in accordance with Article 5.C.4.

3. Personnel who have been reduced in rate to pay grade E-1 are eligible for advancement to pay grade E-2 upon completion of confinement, or if no confinement is involved, when considered by their commanding officer to be deserving of advancement. This also applies to personnel reduced to E-2 from E-3. Personnel reduced from E-3 to E-1 may be advanced to E-2 in accordance with the above provision and must serve six months in pay grade E-2 before advancement to E-3.

4. Personnel who have been reduced in rate to pay grade E-3 and are Class "A" course graduates, will be recommended for restoration in accordance with subparagraph (2) above. It is not necessary for such personnel to compete in the SWE competition for advancement to E-4.

5.C.33.c. After Reduction for Incompetency

When the reduction was made for incompetency as distinguished from reduction as punishment, the individual may be recommended to compete in a SWE competition, if required, after meeting the service requirements for one-half the normal period.

5.C.33.d. After Voluntary Reduction

Voluntary reduction in rate is usually made in order that the individual concerned may gain a specific goal, such as an assignment to a particular course (Article 5.C.38.d). Personnel in pay grades E-4 or above, who are attending Class "A" or "C" courses for the purpose of change in rating, and who fail to complete the course of instruction because of lack of interest, application or ability shall be disenrolled from the course and reassigned commensurate with the duties of their present rate. Those who formerly held pay grade E-6 and were reduced in order to attend Class "A" course may be restored to their former pay grade provided their disenrollment was not due to lack of interest or application. Other cases of voluntary reduction which appear deserving of restoration may be referred to Commander (CGPC-epm) for final decision.

5.C.34. Personnel Data Record Entries

At the time of advancement or change in rating effected by the Monthly Advancement Authorization, make the appropriate Personnel Data Record entries.

5.C.35. Master, Senior, Chief, and Petty Officer Certificates

5.C.35.a. Procedures

The following appointment certificates will be issued to Coast Guard members upon receipt of proper advancement authority:

1. Petty Officer Appointment Certificate, DD-216 CG.

2. Chief Petty Officer Appointment Certificate, DD-216 CG-4.

3. Senior Chief Petty Officer Appointment Certificate, DD-216 CG-1.

4. Master Chief Petty Officer Appointment Certificate, DD-216 CG-2.

5. Master Chief Petty Officer of the Coast Guard Appointment Certificate, DD-216 CG-3.

5.C.35.b. Procuring Petty Officer Appointment Certificates

Petty Officer Appointment Certificates shall be procured through the Coast Guard supply system. A sufficient quantity of DD-216's shall be maintained for all members being advanced to E-4, E-5, and E-6.

5.C.35.c. Issuing Petty Officer Appointment Certificates

Commanding officers shall issue Petty Officer Advancement Certificates, E-4 through E-6, to their personnel when each monthly advancement announcement is published.

5.C.35.d. Chief Petty Officer Appointment Certificates

PSC(adv) will issue Chief Petty Officer certificates when each monthly advancement announcement is published. The appointment certificates will be forwarded for presentation to the member and will bear the Master Chief Petty Officer of the Coast Guard’s signature in the lower left hand corner and the Commandant’s signature in the lower right hand corner.

5.C.35.e. Appointment Certificate after Reduction

When issued, the appointment certificate becomes the personal property of the recipient and shall not be recalled. It holds no further force if a reduction is effected in accordance with existing instructions. In the event of subsequent advancement after reduction, a new certificate reflecting the new date of rank will be issued.

5.C.35.f. Disposition of Petty Officer Certificates

Certificates received for personnel who are no longer attached will be handled in the following manner:

1. Transferred - Certificate will be forwarded to the new unit.

2. Discharged prior to effective date of appointment - Certificate will be returned to issuing office with an explanation.

3. Transferred to Reserve - Certificate will be forwarded to the member's new unit.

5.C.36. and 5.C.37. Vacant

5.C.38. Reduction in Rate

5.C.38.a. General Provisions

1. Reduction in a permanent rate may result from any one of five reasons:

   a. Punishment in accordance with Uniform Code of Military Justice

   b. Incompetency

   c. Request of the individual

   d. Erroneous advancement

   e. Fraudulent advancement

2. No enlisted person shall be reduced more than one pay grade at a time by reason of incompetency, nor shall any enlisted person be reduced for incompetency more than once within a period of three months.

3. When a fraudulent advancement is proven, the effective date of reduction is the date of the original advancement and the difference in pay and allowances will be recouped.

5.C.38.b. Reduction in Rate as a Punishment

1. Any enlisted person may be reduced in pay grade by sentence of court-martial in accordance with the provisions of the Uniform Code of Military Justice as set forth in the MCM. Refer to Military Justice Manual, COMDTINST M5810.1 (series).

2. Under the authority of Article 15 of the Uniform Code of Military Justice, a commanding officer may reduce an enlisted person in pay grades E-2 through E- 6 to the next inferior pay grade as a NJP, if the individual concerned had previously been advanced or promoted to the pay grade from which demoted by the commanding officer concerned or by an equivalent or lower command. Commanding officers of all commands in the Coast Guard have equivalent authority to effect the authorized advancement of enlisted personnel, and are considered to exercise promotion authority within the meaning of Article 15(b)(2)(D), Uniform Code of Military Justice. Accordingly, commanding officers who have authority to impose NJPs under the provision of Article 15, may reduce an enlisted person, except a chief petty officer under their command, to the next inferior pay grade for disciplinary purposes.

5.C.38.c. Reduction for Incompetence

1. In effecting a reduction in rate for incompetence, these conditions shall govern:

    a. The reason for the reduction must be solely incompetence as evidenced by the fact that the person is not qualified to perform the duties of his or her rate.

    b. If an individual's evaluation mark for any factor is below a factor average of 2 for any evaluation period, or at any time in the member's commanding officer's judgment the member's competency is questionable, the commanding officer shall make an Administrative Remarks, CG-3307 entry in the Personnel Data Record stating that the individual is a candidate for reduction in rate by reason of incompetence and the following three-month period will constitute a formal evaluation of his or her competency. The entry will clearly identify the factor(s) involved and the exact areas that need improvement. The member will acknowledge this entry by signing the Administrative Remarks, CG-3307. A reevaluation will be performed at the end of the three month period. The reevaluation mark(s) will be entered on the **Employee Review Summary and a comment made in the Recommendation Field of the Employee Review** indicating progress (or lack of) during the three-month period. If the individual responds to counseling and improves his or her evaluation(s), no further action is required. But if at the end of the three-month period, the individual has failed to demonstrate the required level of professional competency, the reduction shall go into effect or be recommended to higher authority as befits the individual's rate (Article 12.B.9.). If at the end of the three-month period, the individual's factor scores meet the minimum requirements to eliminate the need for reduction of the member by reason of incompetence, but still fall short of the minimum requirements for reenlistment eligibility, the provisions of Article 12.B.9. may apply. In all cases where a reevaluation has been performed, the next regularly scheduled evaluation will be performed at the prescribed date.

2. Action toward reduction for incompetence may be taken as indicated by the following commands:

    a. Only the Commandant may reduce a chief petty officer in rate for incompetence and then only if a fact finding board finds the member unqualified. Boards for this purpose are administrative in nature, and will follow the procedures provided in the Administrative Investigations Manual, COMDTINST M5830.1 (series), with composition, rights of the party, and procedures as required for a formal investigation. The Board for CPO competency shall be forwarded via the member's commanding officer, district commander, Commander, Maintenance and Logistics Command, to Commander (CGPC-epm).

b. Area commanders, Commander, Maintenance and Logistics Command or district commanders may authorize reduction in rate for incompetence of any enlisted person in the first six pay grades.

c. A commanding officer of the grade of lieutenant commander and above may authorize and effect a reduction in rate for incompetence of any enlisted person in the first five pay grades in his or her command.

d. When a commanding officer who does not have authority to authorize the reduction considers an individual in his or her command to be incompetent, he or she shall comply with the procedures of this article and then forward a complete report, board of investigation in the case of a CPO, and a recommendation via the chain of command to the superior having the necessary authority. In each case, the member shall be informed, in writing, that a recommendation for reduction in rate is being submitted and be afforded an opportunity to make a statement in writing. If the member does not desire to make a statement, such fact shall be set forth in writing over the member's signature. If the member refuses to sign a statement, the member's commanding officer will so state in writing.

3. If a reduction for incompetence was made other than in conformity with this article, the next superior in command shall investigate the circumstances and take corrective action, if necessary.

5.C.38.d. Reduction in Rate Upon Request of the Individual

1. A request from a chief petty officer for voluntary reduction in rate will be submitted to Commander (CGPC-epm) for action.

2. A commanding officer may authorize and effect a reduction in rate of any enlisted person in his or her command in the first six pay grades at the member’s own written request. The request with reason therefore shall be forwarded to Commander (CGPC-epm) with the action taken noted thereon. Due to the training investment involved, it will not normally be the practice to remove the designator in the case of reduction from E-4 to E-3. If the particular circumstances in a given case warrant removal of designator, such recommendation will be referred to Commander (CGPC-epm) in accordance with Article 5.C.29.c.

3. A petty officer, first class, who requests assignment to a basic petty officer course and receives orders to it, shall be reduced to pay grade E-5 prior to departing present unit.

5.D. Procedures for Servicewide Examinations for Advancement or Change in Rating

5.D.1. Personnel Data Extract Description and Verification Process

5.D.1.a. General

The Personnel Data Extract (PDE) is the command and members' tool to verify that the information for correctly computing the Servicewide Examination (SWE) Final Multiple.

5.D.1.b. Collecting the PDE Information

Commanding Officer, **Personnel Service Center (PSC/adv)** collects the PDE information from the members' **Direct Access** data. A crucial part of accurate data collection is timely entry in **Direct Access**. Members, commands, and PERSRUs should ensure the necessary **Direct Access** entry is completed promptly.

5.D.1.c. PDE Information

For a more detailed description and examples of the printed and online PDE, see PSCINST M1418.1 (series) available on the PSC website at: http://www.uscg.mil/hq/psc/

5.D.2. Candidates in Transit on Examination Date

5.D.2.a. General

Preferably every candidate who is fully qualified and recommended should be examined by his or her regularly assigned examining board. A regularly assigned examining board or Educational Services Officer (ESO) of any military service may administer an SWE to personnel in transit (PCS, TAD, or on leave) on the scheduled SWE date. Members in transit must pay for any travel expense necessary to arrive at the SWE administration location. The government will not reimburse members for these expenses.

5.D.2.b. Changing Exam Board OPFAC

If the unit administration or ESO knows a member will be TAD, PCS, or on leave on the test date, he or she should contact the member's servicing PERSRU. When advised, the PERSRU will submit the appropriate SDAII transaction to change the member's OPFAC to the unit that will be administering the SWE.

1. If the transaction is completed within the deadline stated in the Procedural Guidance for the Active and Reserve Servicewide Examination Cycles, PSCINST 1418 (series), the members PDE will reflect the corrected examination board OPFAC.

2. If the transaction is not completed within the deadline stated in Procedural Guidance for the Active and Reserve Servicewide Examination Cycles, PSCINST 1418 (series), Commanding Officer (**PSC/adv**) will mail the examination to the OPFAC listed on the PDE. Submit requests for changing the Examination Board OPFAC to **PSC/adv**.

5.D.3. Substitute Examinations

5.D.3.a. General

1. The entire advancement system is based on the premise that candidates will participate for advancement on an equal basis. Substitute SWEs can be a source of inequities to candidates. Since the SWE given on a regularly scheduled date cannot be given as a substitute, the candidate must participate on a different basis. Although substitute SWEs are closely related, they are not identical. Therefore, substitute SWEs are discouraged.

5.D.3.b. Criteria for Substitute SWEs

To qualify for a substitute SWE, an individual must have been fully qualified for the normal SWE by 01 February for the May SWE or by 01 August for the November SWE. Each member is responsible for meeting qualifications before the deadline. If a member meets the qualifications before the established deadline and through administrative error does not receive an examination, the member may be allowed to take a substitute SWE. Commanding officers must justify each request for a substitute SWE using the following criteria:

1. The candidate must have been recommended for participation in the regularly scheduled examination.

2. The candidate's absence from the regularly scheduled examination must have been through no fault of his or her own and, due to:

   a. Emergency leave where the situation precludes the candidate from participating; e.g., location, emotional state, etc.

   b. Illness or hospitalization verified by a medical officer's statement that participation in the examination would be harmful to the candidate's health or performance.

c. Operational commitments of such nature that delaying administration of the regularly scheduled SWE was not feasible. See Article 5.D.7.

5.D.3.c. Ordering Substitute SWEs

Send all requests for substitute SWEs to Commanding Officer, **Personnel Service Center (adv)**. Include a complete report of the circumstances surrounding the request as described in Article 5.D.3.b. The local examining board should normally resolve the need and justification for a substitute SWE within a day or two of the regularly scheduled SWE date. Make requests within one week of the scheduled SWE date. Administer all substitute SWEs within three working days of receiving the substitute SWE and return them within thirty days of the regularly scheduled SWE date. When operational commitments do not allow administering the exam within three working days after receipt, the unit shall request an alternate date from Commanding Officer, **Personnel Service Center (adv)**.

5.D.4. Receipt, Handling, and Accountability of Examinations

5.D.4.a. General

Commanding officers are responsible for receiving, handling, stowing, and accounting for SWEs. They must maintain SWE integrity to ensure equitable advancement opportunity. All echelons of the command must be constantly alert to prevent any unauthorized disclosure of the contents of the Servicewide examinations. Commands are also enjoined to continually review local examination custody procedures in order to ensure strict security and accountability of examinations. Examinations shall at all times be in sole custody of a commissioned officer except during actual administration. Relief of accountability will be established when all examinations have either been forwarded to another examining board for administration via Federal Express or Registered Mail, Return Receipt Requested, signed as received by the receiving command or returned to **PSC**. Registered Mail, Return Receipt Requested or Federal Express must be used in mailing all examination related material. Note: Classified examinations may only be mailed via Registered Mail.

5.D.4.b. Stowage of Examinations

The greatest care must be taken in stowing examinations. Some examinations are classified CONFIDENTIAL, based on the contents. Although not classified, all other examinations, are FOR OFFICIAL USE ONLY and must be handled accordingly.

5.D.4.c. Minimum Requirements for Secure Stowage

The following minimum procedures must be observed in the stowage of Servicewide examinations:

1. Examinations and related material must be in the direct custody of a commissioned officer at all times, both prior to and after administration.

2. Examinations, completed answer sheets, and scratch paper used during administration of the examination must be stowed in a safe, vault, or other securely locked space fastened with a three-combination lock, accessible only to a commissioned officer.

3. The contents of an examination must not be available to enlisted personnel at any time, except during administration and then only to those personnel authorized to participate.

4. Reproduction or retention of any part of a Servicewide examination in any form, except by Commanding Officer, **Personnel Service Center**, is forbidden.

5.D.4.d. Report of Loss or Compromise of Examinations

1. In any case, where the loss or compromise of a Servicewide examination is discovered or circumstances indicate that loss or compromise is possible, a full report shall be immediately forwarded to Commander (CGPC-epm-1), with a copy to the Commanding Officer, **Personnel Service Center (adv)**.

2. If all facts are not readily available, the commanding officer should convene an investigation in accordance with the Administrative Investigations Manual, COMDTINST M5830.1 (series). The record of proceedings in the investigation shall be forwarded in accordance with the Administrative Investigations Manual, COMDTINST M5830.1 (series), with advance copies submitted to Commander (CGPC-epm-1) and Commanding Officer, **PSC** (adv) in amplification of the report required above.

5.D.5. General Instructions for Administration of Servicewide Examinations

5.D.5.a. Establishment of Local Examining Boards

To ensure that candidates for advancement or change in rating are examined on an equitable basis, the procedures herein shall be followed for the establishment of local examining boards.

5.D.5.b. Eliminate Need for Substitute Examinations

Wherever possible, commands should revise watch lists, special duty assignment, etc., to preclude candidates from being penalized by lack of sleep, late reporting, etc., and further to eliminate the need for substitute examinations.

5.D.6. Local Examining Boards

5.D.6.a. Establishment

Local examining boards shall be designated for each unit. Commanding officers may establish their own boards or may join with other commanding officers to establish a single local board. The examining board shall consist of at least one commissioned officer. **However, Master Chief and Senior Chief Petty Officers serving as Officer-in-Charge may serve as head of the local exam board if no commissioned officer is readily available and they are only administering exams for members desiring to advance to E-7 and below.** If additional personnel are needed to assist in monitoring the Servicewide examination, chief petty officers, and competent senior petty officer**s**, who are not in the current examination cycle, may be assigned to assist in monitoring Servicewide examinations, as long as the examination they monitor is not above their current pay grade. This assignment should be made at least 45 days before the scheduled examination date.

5.D.6.b. Duties of Examining Boards

Examining boards are responsible for receipt, administration, and disposition of examinations in accordance with instructions in this section and "Instructions for the Administration of Coast Guard Servcicewide Examinations" provided by Commanding Officer, **Personnel Service Center (adv)** with each shipment of examinations. To achieve maximum efficiency and avoid delay, the examining board may communicate directly with Commanding Officer, **PSC** (adv), on matters related to administration of examinations. Examining Boards are the point of contact for members in the field with questions concerning the Servicewide examination.

5.D.6.c. Preparation for Administration

1. Approximately one month before the scheduled date of the examination, the senior member of the examining board should conduct a meeting of the board to review all directives on the advancement system and explain any new procedures in the system. Preliminary arrangements should be made for the following:

    a. Adequate examining room(s).

    b. Proctors required to assist in administration.

    c. Notification of examination date and times to candidates.

    d. Materials required to administer the examinations.

    e. Secure stowage for examinations and materials.

f. Preparation of a seating arrangement. Candidates taking examinations in the same rating should not sit next to or across from one another.

2. At least ten days before the scheduled date of examination, the examinations should have been received from Commanding Officer, **Personnel Service Center**. If they have not been received, notify **PSC (adv)** via message or E-mail.

3. On receiving the examinations, the examining board shall complete the following:

a. Open the outer and inner packages and check the individual examination envelopes against the shipping list. Do not open the plastic bag that the examination is sealed in. If discrepancies exist, the **Personnel Service Center** shall be notified by message or e-mail. Examination bags shall not be opened before the scheduled examination date. They shall be delivered sealed to each examinee.

b. Ascertain that the proper examination is on hand for each candidate assigned to the examining board. Accomplish that by obtaining from the executive officer, personnel officer, or unit yeoman a complete list of members recommended by the command to participate in the examinations and a list of the members who have reported or who have been transferred since submission of the respective evaluations. Compare these lists against the examinations on hand and take the following actions as appropriate:

(1) If an examination has been received for a rate other than the rate for which a member is to be examined, notify Commanding Officer, **Personnel Service Center** by message or E-mail immediately.

(2) If no examination was received, determine from the member's PDE, if the member was qualified to receive an examination. If the member is qualified, check the Examining Board OPFAC, to identify where the examination was mailed. The command is responsible for contacting the ESO of the command that the examination was mailed to and make arrangements for the examination to be forwarded to the correct Examining Board.

(3) Forward examinations for personnel authorized to be examined by other examining boards. Annotate the shipping list to reflect the registered mail or federal express number.

5.D.6.d. Provision of Required Material

The following materials must be on hand for each candidate:

1. The unopened examination for the appropriate rating and pay grade.

2. Two sheets of scratch paper. Additional paper may be supplied during the examination, if required.

3. Two No. 2 lead pencils.

4. Maneuvering boards, parallel rulers, and dividers for candidates for the quartermaster, boatswain mate, and radarman ratings. NOTE: Slide rules and non-programmable electronic calculators may be used by candidates in any rating. Slide rules and calculators must be inspected by the examining board to ensure they do not have any formulas or other helpful information on them. The board shall also ensure that no programmable calculators are allowed into the examining room(s), the memory bank(s) of each calculator is vacant both before and after examination administration, and the instruction book for the calculator is not present.

5.D.7. Scheduling examinations

5.D.7.a. Semiannual Schedule of Examinations

Examinations for advancement or change in rating will be administered in May and November of each year in accordance with the schedule contained in Article 5.C.3. When necessary, deviations from this schedule will be announced in a CGPC ALCGENL before the examination period.

5.D.7.b. Administration Day

Examinations will normally be administered, by pay grade, on the first Thursday (E- 5 AM and E-7 PM) and following Tuesday (E-6 AM and E-8/E-9 PM) of May and November. Administration dates will be announced by a CGPC ALCGENL message.

5.D.7.c. Deviation from Scheduled Administration Date

Examinations shall not be administered prior to the scheduled date. Commanding officers of vessels underway on the scheduled examination date may delay examinations up to ten days subsequent to the scheduled date. Commanding Officers exercising this option must ensure exam takers have not communicated with personnel who have already taken the examination(s). Examinations may not be delayed more than ten days from the scheduled date unless specifically authorized by **PSC (adv)**.

5.D.7.d. Recommended Time Schedule for Administration

The exact time schedule is left to the discretion of the commanding officer. However, the time limits prescribed for the examinations shall not be exceeded and no break shall be allowed. Care should be taken that nearby activities do not conduct examinations at such time that compromise is possible. The following schedule shall apply unless deviation is considered necessary:

0800	Candidates with ID cards and proctors muster.
0810	Distribution of sealed examination envelopes and all other material required for administration.
0820	Reading of "Verbatim Instructions to Candidates" provided with the examinations, and filling in of required information, if needed.
0830	Commence examination. TIME LIMIT: THREE-AND-ONE HALF (3½) HOURS.

The examining board verifies the candidates' returns before they may leave the examining room.

5.D.8. Administration of Examinations

5.D.8.a. Preliminary Arrangements

On the date scheduled for administration, the examining board will muster the candidates and seat them in the examining room(s) according to the planned arrangements. After distributing the required examination material, a member of the examining board will read the "Verbatim Instructions to Candidates" furnished by the Coast Guard Institute.

5.D.8.b. Supervision of Examinations

Each examining room shall be under the direct supervision of at least one member of the examining board who will be present at all times during administration of the examinations. Proctors senior to those being examined shall be assigned to assist the examining board. A sufficient number should be assigned to achieve a ratio of not less that one examining board member or proctor to each 25 candidates. Proctors may be officers or chief petty officers. Officers should be assigned to proctor E-8 and E-9 examinations. Members of the examining board and proctors must have security clearance at least equal to the classified examinations.

5.D.8.c. Responsibilities of Board Members and Proctors

Examining board members and proctors may explain the meaning of the instructions on the face of the examination booklet but they shall never interpret examination items, engage in a discussion about items or assist in any way in their solution. Examining board members shall be alert for and report any collusion among candidates.

5.D.8.d. Candidates' Absence During Examination

Candidates will not be permitted to leave prior to completing their examination except for emergency reasons, and then only if accompanied by an escort designated by the examiner. A member of the examining board shall assume possession of all examining materials during the candidate's absence. Any candidate leaving without the permission of an examining board member shall be disqualified.

5.D.8.e. Completion of Examinations

After each candidate has completed the examination, a member of the examining board will collect the candidate's examination materials and ensure that his or her answer sheet is completed with proper coding.

5.D.8.f. Maintenance of Examination Materials

All examination booklets, examination envelopes, answer sheets, and related examination material shall be maintained in the secure custody of a designated examining board officer until after the last day of administration.

5.D.9. Returning Examinations

5.D.9.a. Annotation of Shipping List

Annotate the shipping list to show the disposition of each examination, i.e., "administered and returned answer sheets," "forwarded to OPFAC 12-14869 - Registered Mail No. _____, or Federal Express No. _____, "not administered." Make additions to the listing for all examinations received from other commands - show all identification data, including source of examination. Return the original examination with the answer sheets and challenge questions, retain one copy of the completed list for future reference.

5.D.9.b. Destruction of Examination Materials

Return only the answer sheets and challenge questions to **PSC**. Authorized personnel with a security clearance matching the classified examination's security level will destroy all classified examinations within ten days after the administration date in accordance with CG Information Security Program Manual, COMDTINST M5510.21. The command's senior examining board member will burn or shred all unclassified servicewide examinations within ten days of the administration date. All scratch paper used shall be destroyed with the servicewide examination booklets. Destroy all unclassified examinations in the same manner as the classified examinations.

5.D.9.c. Returning Examinations

Care must be exercised to ensure that examination returns are completed and accurate. Article 5.D.14 is a check list which should be used by the commissioned officer responsible for returning the examinations.

5.D.9.d. Forwarding Answer Sheets

Forward all answer sheets and challenge questions to Commanding Officer, **Personnel Service Center (adv)**, within three days of the last examination date, via Registered Mail, Return Receipt Requested or Federal Express. Units unable to meet this requirement because of operational commitments or mail schedules shall return examinations at the earliest opportunity. NOTE: Do not return examination booklets to **PSC**. Authorized personnel and examining board's will destroy all examination booklets in accordance with Article 5.D.9.b and the Coast Guard Information Security Program Manual, COMDTINST M5510.21 (series).

5.D.10. Receipt and Administration of Substitute Examinations

5.D.10.a. Procedures for Substitute Examinations

The procedures outlined in Articles 5.D.4, 5.D.8, and 5.D.9 will be used for receipt, accountability, administration, and return of substitute examinations.

5.D.10.b. Administration of Substitute Examinations

Substitute examinations will be administered and returned to Commanding Officer, **PSC** within three working days after receipt. If command operations do not permit, request additional time from **PSC** by message or E-mail.

5.D.11. Examinations received too late to administer

Examinations which are received too late to administer shall be returned to Commanding Officer, **PSC** unopened. Indicate the reason for late delivery on the shipping list, if known.

5.D.12. Examination Result Letters

5.D.12.a. Examination Profile Form, PSC-4336

Each candidate in the Servicewide examination will receive a servicewide examination profile form, **PSC**-4336, from Commanding Officer, **PSC**. The purpose of the letter is to inform the candidate of his or her strengths and weaknesses and to report his or her standing both on the examination competition and on the eligibility list. The text of the letter will supply the following information:

1. Candidate's numerical standing on the written examination in relation to the total number of candidates.

2. Candidate's final multiple standing on the eligibility list.

3. Candidate’s performance in the total examination, by percentage.

5.D.12.b. Examination Results Letter

Examination result letters will not be prepared for candidates who took the examination and are advanced or above the cut on the previous list.

5.D.13. Notes to Proctors

5.D.13.a. Preventing Collusion

Proctors and monitors must exercise great care to prevent collusion.

5.D.13.b. Information on Answer Sheets

Allow sufficient time for candidates to fill in information on answer sheets required by these instructions, if necessary.

5.D.13.c. Circulation of Proctors

Proctors should circulate to ensure compliance with instructions.

5.D.13.d. Check for Completeness

Before a candidate is permitted to leave the examination space, proctors will check answer sheets for completeness, ensuring that all information has been correctly entered.

5.D.14. Examination Returns Check List

This check list is provided as an aid in verifying examination returns prior to forwarding them to Commanding Officer, **PSC**. The examining board should ensure:

1. The candidate's name, social security number, and other required information are printed on the answer sheet.

2. All identification data is properly coded on the answer sheet.

3. All examination responses are properly marked.

4. All erasures are clean and all stray marks are removed.

5. Answer sheets and challenge questions are placed together and placed doubled wrapped with the inside envelope marked: FOUO TO BE OPENED BY PERSONNEL AUTHORIZED TO HANDLE EXAMINATIONS.

6. Prepare all examination and scratch paper for destruction. Unclassified examinations will be destroyed by the senior examining board officer. Classified examinations will be destroyed by the senior examination board officer or personnel authorized to handle and destroy classified material. Ensure the destroying officer has the appropriate security clearance. See Article 5.D.12.b. and the CG Information Security Program Manual, COMDTINST M5510.21 (series).

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4. **CATEGORY IV**. Those aviators placed in this category by the Commandant who either:

   a. Have been designated 15 years or more, or

   b. Whose particular assignments outside the United States or in Alaska make it impracticable to participate in regular aerial flights.

6.A.1.f. Grounding

Grounding is an informal and temporary restriction of flight duties. It is normally applied as a consequence of transient illnesses or incapacitation's from which full recovery is expected within a **twelve** month period. It is normally applied before suspension and is an appropriate action pending confirmation or final diagnosis of any physical defect. Groundings are administered as prescribed by the cognizant commanding officer.

6.A.1.g. Suspension from Flight Status

Suspension from flight status is a formal restriction of flight duties which may develop into permanent termination of flight status.

1. Authority to Suspend Flight Status. The Commandant or the commanding officer of an air unit may suspend an officer from flying status when any of the conditions described in subparagraph (2) hereof exist. Suspension orders may be issued verbally or in writing. In those cases where suspension was imposed verbally, the suspending authority will confirm the action in writing as soon as practicable. Suspension orders will cite the appropriate paragraph as authority.

2. When Suspension May Be Imposed. Suspension orders may be issued when:

   a. An officer has been referred to an aviator evaluation board in accordance with paragraph h. of this article.

   b. An officer shows an incapacitating fear of flying. A suspending authority will suspend from flying status any officer who has professed in writing a fear of flying or who has been found so disposed by examination by a military flight surgeon. In the former case action will be taken in accordance with paragraph **6.A.1.g.1**. In those cases where action has been initiated by a military flight surgeon, but the diagnosis is not definite, the aviator shall be grounded and the case referred to Commander (CGPC-opm). Commander (CGPC) will make disposition in one or more of the following forms:

      (1) Return the aviator to flight duty.

      (2) Convene an aviator evaluation board.

(3) Order the aviator to be examined by the special Board of Flight Surgeons at Pensacola, Florida.

c. An Officer Voluntarily Requests Termination of Flight Status. Coast Guard aviators who voluntarily request termination of their flight status shall be immediately suspended from further flight duties by their commanding officer or administrative senior and shall be directed to submit an official request to Commander (CGPC-opm) via the chain of command. An advance copy shall be forwarded directly to Commander (CGPC-opm). A report on the case by a military flight surgeon, preferably CG, and a new **E-Resume**, shall accompany the request. The date that the flight status was suspended shall be included in the commanding officer's endorsement.

d. The Officer is Physically Disqualified. After an officer has been grounded for a physical defect for **twelve** months and the defect continues to be disqualifying, he/she shall be suspended from flight status. If the officer met flight requirements for entitlement to pay for the month in which he/she became incapacitated, the waiting period will begin on the first day of the following month, otherwise it will begin on the first day of the month in which the officer became incapacitated. It is emphasized that even though no suspension is imposed during the waiting period, an officer will not be permitted to fly until certified to be physically qualified for return to flight duties. When suspension becomes necessary, the commanding officer will issue written suspension orders which will include the original date of incapacitation. A copy of the orders will be sent directly to Commander (CGPC-opm). In cases where the defect is "prima facie" permanently disqualifying or where qualification is not regained within **twelve** months, the case shall be referred to a medical board. For the effects of suspension upon incentive pay entitlements for all aviator categories, refer to the **U.S. Coast Guard** Pay Manual, COMDTINST M7220.29 (series).

3. Authority to Certify as Physically Qualified. Refer to Article 3-H-3, Medical Manual, COMDTINST M6000.1 (series).

4. Removal of Suspension. Except when imposed for voluntary termination (refer to subparagraph (2)(c). hereof), suspension may be revoked by the imposing command when the reason for suspension no longer exists. The Commandant may remove any suspension at any time.

6.A.1.h. A Coast Guard Aviator Evaluation Board.

A Coast Guard Aviator Evaluation Board will be convened by Commander (CGPC) when necessary to evaluate the performance, potential, and motivation for continued service in flight status of certain Coast Guard aviators. The Board will function in an advisory capacity to the convening authority and will recommend appropriate action to

7.A.7.b. Alternate Locations

Request for travel to an alternate location OCONUS under JFTR, para. U7205-C1b(3) will be submitted to Commandant (G-WPM-2) for approval.

7.A.7.c. Using Government and/or Commercial Transport

A member may use commercial transport only when space-required Government transportation is not reasonably available to him or her, the dependents, or if seemingly available does not satisfy the emergency circumstance. Transportation at Government expense is authorized on a space required basis on military-owned or controlled or commercial transportation subject to the JFTR paragraphs cited above. This policy does not preclude using Government aircraft or vessels for which there is no charge.

7.A.7.d. Funding for Emergency Leave Travel requests

District commanders, commanders of maintenance and logistics commands, and commanding officers of Headquarters units will provide emergency leave travel funding for members whose emergency leave has been approved under Article 7.A.5.**d**. and will issue Document IDs (TONOs) and accounting data for members of their command and eligible dependents. The provisions of this article and the appropriate JFTR paragraphs must be strictly adhered to when approving emergency leave travel requests.

7.A.7.e. Criteria for Approving Funded Emergency Leave Travel

The Coast Guard assumes the cost of emergency leave travel, as authorized above, whenever any of the conditions specified in Article 7.A.5.f. exist.

7.A.7.f. Submitting Requests

Send all requests for travel via Government or commercial conveyance while in an emergency leave status to the proper funding authority in accordance with this Article's paragraph d. Commanding officers of personnel who will be traveling to overseas destination via Government-controlled transportation and via the 11th Coast Guard District shall forward a copy of all requests for travel to Commanding Officer, Coast Guard Training Center, Petaluma, CA, and must direct personnel granted emergency leave to report to the AMC terminal at Travis AFB for issuance of AMD and flight arrangements. All requests for travel shall include this information:

1. Name, grade or rate, and social security number of the person concerned.

2. Ultimate overseas destination or port of entry in CONUS.

3. Date individual is available to perform travel.

4. Basis for request with source of information.

5. Whether or not convenient Government transportation is available for the member. If not, state reason.

6. Definite recommendation concerning the request.

7.A.7.g. Authority to Travel by AMC

1. Upon approval of the request, the district commander or commanding officer of Headquarters units shall provide the following:

   a. Priority certification for AMC travel

   b. Customer Identification Code (CIC)

   c. Air Movement Designator (AMD) (except as shown in subparagraphs (2) and (3) below)

2. Commanding officers of personnel traveling from overseas points to a AMC port of aerial entry into the United States will make a request for an AMD to the Navy commander of the area or air traffic coordinating officer in the area in which the traveler is on duty. This request shall be submitted only after receiving proper authorization for travel. In this instance the Navy area commander or air traffic coordinating officer will obtain reservations and assign the necessary AMD to the nearest port of aerial entry into the United States.

3. When time does not permit, or under extenuating circumstances, the Navy air traffic coordinating officer at the aerial ports of embarkation may issue AMDs for personnel traveling in an emergency leave status from CONUS to overseas areas.

4. Overseas commands will not issue an AMD for travel from CONUS, nor will the issuing activity in CONUS issue AMDs for return travel from overseas areas unless prior clearance and AMDs have been requested from appropriate authority.

5. The emergency leave travel order will direct personnel authorized emergency leave in a TAD status to report to the appropriate AMC terminal of departure for assignment of a return AMD, and return transportation.

7.A.7.h. Action Before Departing on Emergency Leave

Prior to departure of an individual on emergency leave, the commanding officer will ensure that:

7.A.15.e. Using Accrued Leave

1. **Special leave accrual is creditable in the fiscal year in which the required continuous period of duty is reached. The qualifying duty need not have commenced in the same fiscal year.**

2. **Leave accrued in excess of 60 days as discussed in Articles 7.A.15.b. through 7.A.15.d. is lost if not used before the end of the third fiscal year following the fiscal year in which the qualifying duty is terminated.**

3. **No reduction in leave accrued in excess of 60 days will be made until all regularly accrued leave for the fiscal year is used (i.e., carryover leave will not be used unless/until the full 30 days of leave accruing in any given fiscal year is used).**

4. **The following example illustrates how carryover leave is treated in cases where a member is authorized carryover leave in multiple fiscal years:**

   Assume a member had a leave balance of 75 days on 30 September 2001, and was authorized to carryover 75 days leave on 01 October 2001. The member then had a leave balance of 85 days on 30 September 2002, and was authorized to carryover 85 days leave on 01 October 2002. The member then have a leave balance of 90 days on 30 September 2003, and was authorized to carryover 90 days leave on 01 October 2003. This member's authorized leave balances each 1 October are as follows:

Date	Authorized Leave Balance
01 October 2001	75 days
01 October 2002	85 days
01 October 2003	90 days
01 October 2004	75 days (member loses 15 days carried forward on 01 October 2001)
01 October 2005	65 days (member loses the 10 additional days carried forward on 01 October 2002)
01 October 2006	60 days (member loses 5 additional days carried forward on 01 October 2003)

5. **Monetary compensation of accrued leave in excess of 60 days is not authorized. 37 U.S.C. 501 limits the number of days of leave a member may sell to 60 days regardless of breaks in service or transfers between the Services.**

7.A.16. Absence without Leave

7.A.16.a. General

1. In general, a member who absents himself or herself or remains absent through his or her own fault and without authority from the place where required to be at a prescribed time, is absent without leave.

2. Where an absence was avoidable, but the commanding officer in his or her discretion decides not to take disciplinary action against the absentee, the absence is neither excused nor excusable, and must be carried on all personnel records as an unauthorized absence. If mast was held, the mast action should be recorded as "charge dismissed" rather than "excused."

3. Personnel absent without proper authority in excess of 24 hours will forfeit leave credit for each day or part of day absent unless such absence is excused as unavoidable in accordance with paragraph b. hereof. When absence is not excused, leave will not be charged; however, time lost will be charged as deductible time.

4. A member of the Coast Guard cannot avoid absence without leave by reporting to another military unit prior to the expiration of his or her leave because there can be no exercise of military control sufficient to avert unauthorized absence when an individual is still accountable to his or her parent organization. However, a moment after leave has terminated the member can report to another military unit disclosing their identity and status, and, if military control is exercised, the status of unauthorized absence will be terminated. A member who reports immediately after the absence status begins can limit the maximum punishment imposable for unauthorized absence to one day.

7.A.16.b. Absence Excused as Unavoidable

1. If, in the judgment of Commandant (G-WP) in the case of an officer, or the commanding officer in the case of an enlisted member, an absence was unavoidable, it shall be ruled that the absence is excused. An excused absence ceases to be unauthorized absence and will be charged as leave. A determination that absence was unavoidable must be based on reason; an unreasonable determination is subject to reversal by the Commandant. A person who is unable to return to his or her duty station for causes beyond their control will immediately advise their commanding officer of the circumstances.

2. Absences over leave or liberty caused by mental incapacity, detention by civilian authorities, or early departure of a mobile unit due to operational commitments, whether determined to be avoidable or excused as unavoidable, shall not be charged as leave, regardless of duration. Absences caused by mental incapacity, if excused as unavoidable, shall be considered as time served. If not excused as unavoidable, absences caused by mental incapacity shall be considered as lost time. Absence due to detention by civilian authorities shall be considered as lost time if not excused as

unavoidable. Rules for determining whether absence is unavoidable are contained in the U.S. Coast Guard Pay Manual, COMDTINST, M7220.29 (series). Absence due to early departure of a mobile unit because of operational commitments shall be considered as time served provided the member reports to a Coast Guard command. Certain other unusual circumstances may occur resulting in a member being absent from his or her duty station. If an exception is considered appropriate by the commanding officer, details of such cases should be forwarded to Commandant (G-WP) for determination.

7.A.17. Release by Civil Authorities on Bail or Otherwise

7.A.17.a. Granting Leave

When a member of the Coast Guard is arrested by Federal, State, or local civil authorities and returns, on bail or otherwise, to the unit to which attached, the responsible officer may grant the member leave of absence to appear for trial on the date set. Leave granted will only be for the period of the trial. If the trial results in conviction any further detention by civil authorities is considered to be "civil arrest" and as such is deductible time under the provisions of the Pay Manual, COMDTINST M7220.29 (series). This includes periods of confinement executed during periods which would normally be considered liberty time for the member. The requirements of the Military Justice Manual, COMDTINST M5810.1 (series), will be complied with.

7.A.17.b. Confinement by Civil Authorities

Under no conditions will a member be granted leave to cover a period of confinement by civil authorities.

7.A.18. Administrative Status of Persons Subpoenaed or Otherwise Served with Process

7.A.18.a. When Serving in an Official Capacity

Whenever process is served on a member, by any method, in a matter which involves the United States or the member in his or her official capacity, the cognizant legal officer shall be immediately notified. If compliance with any legal process, whether addressed to the individual in his official capacity or as a private person, will significantly interfere with the functioning of the command, it must be brought to the attention of the cognizant legal officer immediately. Refer to Article 18-B, Claims and Litigation Manual, COMDTINST M5890.9 (series).

7.A.18.b. Member Testifying

A member testifying (other than as the defendant) in any proceeding in which the United States is a party, including Federal criminal prosecutions, does so in an official duty status. If the appearance in such a proceeding requires travel, the member shall be provided with TAD orders, funded in accordance with the Chapter 18, Claims and

Litigation Manual, COMDTINST M5890.9 (series).

7.A.18.c. United States or Member Not Involved as a Party

Whenever a member testifies in a state criminal prosecution, or in any civil proceeding not involving the United States or the member as a party, but in which the substance of the member's testimony is expected to concern knowledge of facts acquired by the member in the performance of official duties, the member is considered to be acting in an official duty status. This policy applies when the member has been validly subpoenaed or, in the absence of a valid subpoena, when the cognizant legal officer had determined that the member's appearance will be in the best interest of the United States.

1. Although, in either circumstance, the member is considered to be acting within the scope of his or her Coast Guard employment while responding to such a request, funding for any necessary travel costs should be provided in advance by the party seeking the testimony. When the cognizant legal officer determines that there is insufficient time to allow coordination of direct advance funding by the requesting party, however, funding may be by the Government. The legal officer will subsequently seek reimbursement to the Government from the party soliciting the member's testimony.

2. No matter how travel funding is coordinated, the member shall be provided with TAD orders, issued and funded by the same command which would issue orders if the U.S. were a party. Refer to Chapter 18, Claims and Litigation Manual, COMSTINST M5890.9. Any travel claim submitted by the member pursuant to such orders shall clearly indicate in the remarks that all costs should be paid by the party seeking the testimony, and shall reflect any and all expenses previously paid directly or reimbursed to the member by that party.

7.A.18.d. Regular Leave

If a member is served with a valid subpoena to testify in a civil proceeding about knowledge not gained in performing official duties or is required to appear as a party to such a civil proceeding, the individual shall be granted regular leave for this purpose, unless the legal officer has obtained leave of court or quashed the subpoena on the member's behalf because of interference with operational requirements.

7.A.18.e. Leave for Testimony not Under Compulsion of any Valid Legal Process

A member may be granted regular leave, if he or she desires to testify in any proceeding not described in the preceding paragraphs, even though not under compulsion of any valid legal process.

7.A.18.f. Title 49, Code of Federal Regulations

The attention of members intending to testify in any proceeding should be directed to the regulations governing **Department of Homeland Security** employees, at Title 49, Code of Federal Regulations, Part 9.

7.A.19. Computing and Verifying Leave

7.A.19.a. Times when Computed

Leave to which a member is entitled in accordance with Article 7.A.11. shall be computed on each of the following occasions:

1. At the end of each month to determine the amount of leave to be credited to the leave account. It is the responsibility of the **Personnel Service Center** to credit leave increments to Leave and Earning Statements.

2. At the time a member requests leave, to determine whether the amount of leave requested will result in excess leave.

3. At the time of separation from active duty (other than active duty or active duty for training for a period of less than 30 consecutive days) including separation for the purpose of continuing on active duty in a different status, upon first extension of enlistment, or when the Personnel Data Record is closed out by reason of death or desertion.

7.A.19.b. Method of Computing

Effective 0l February l980, leave is credited at the rate of 2 1/2 days for each full calendar month on active service and as outlined below for fractional parts of a calendar month served.

1. Intermediate Date to End of Month. This table shows the leave earned from the date of enlistment, first extension of enlistment, reenlistment or entry on active duty to the end of the same month.

Date of Month Entered on Active Duty, 31-Day Month	
l-7	2.5 days
8-l3	2.0 days
l4-l9	l.5 days
20-25	l.0 days
26-3l	0.5 days

Date of Month Entered on Active Duty, 30-Day Month, Including February	
l-6	2.5 days
7-l2	2.0 days
l3-l8	l.5 days
l9-24	l.0 days
25-30	0.5 days

2. Beginning of Month to Separation Date. This table shows the leave earned from beginning of month to date of separation.

Date of Month of Separation	
l-6	0.5 days
7-l2	l.0 days
l3-l8	l.5 days
l9-24	2.0 days
25-3l	2.5 days

3. Deduction for Lost Time. When a member has lost time for any reason shown in Article 7.A.11., the amount of leave otherwise creditable in accordance with paragraph b. and subparagraphs (l) and (2) hereof will be reduced day-for-day by determining from the table in subparagraph (4) the amount of leave the member would have earned during the period of lost time and deducting this amount from the amount of leave otherwise creditable.

4. Table for Fractional Parts of a Month.

Number of Days Lost	Number of Days' Leave Credit Deducted
0.5	0.0 day
l.0-6.5	0.5 day
7.0-l2.5	l.0 day
l3.0-l8.5	l.5 days
l9.0-24.5	2.0 days
25.0-3l	2.5 days

5. Fraction of a Day. When computing leave at the end of a period of active service for the purpose of making cash settlement, if the final balance produces a fraction of a day, the cash settlement will be figured for that fraction of a day. If a minus balance includes a fraction of a day, that fraction of a day will be entered as such. A fraction of a day will not be advanced to the next highest full day.

7.A.20. Lump Sum Leave Payments

7.A.20.a. Entitlement

Each member on active duty, except those listed in paragraph b. below, is entitled to a lump sum leave payment for unused earned leave accrued to his or her credit on date of discharge, separation from active duty, or the date preceding the effective date of first extension of enlistment regardless of duration, to a maximum career total of 60 days. A

combination of cash settlement and carryover of unused leave is permissible in addition to any leave accumulated due to service in a hostile fire pay area (Article 7.A.l5.b. and the Personnel and Pay Procedures Manual, PSCINST M1000.2 (series)). The Pay Manual, COMDTINST, M7220.29 (series) contains detailed instructions on paying a lump sum for unused leave.

7.A.20.b. Exceptions

The following members are not entitled to lump sum payment for unused earned leave on date of discharge, release to inactive duty, or extension of enlistment:

1. **Members of the regular Coast Guard or Coast Guard Reserve who are discharged or separated for the purpose accepting an immediate appointment as a commissioned or warrant officer (in any uniformed service)**. This includes temporary commissioned officers who revert to enlisted status and warrant officers discharged from their officer status and who immediately reenlist in an enlisted status. (A member who is discharged within three months of the date of expiration of enlistment and immediately enlists or reenlists under the provisions of Article l2.B.7. is not considered as having been discharged for the purpose of enlisting or reenlisting within the meaning of this subparagraph.)

2. Members electing to carry such unused leave to a new enlistment in any Uniformed Service on the day following discharge.

3. **Enlisted** members electing to carry such unused leave forward on first extension of enlistment.

4. Members of the Coast Guard Reserve **electing to carry such unused leave to a new period of active duty if** released to inactive duty for the purpose of reporting for active duty the following day in the same or in another status.

5. Members discharged under other than honorable conditions.

6. Members on training duty without pay.

7. Members on training duty with pay for periods less than 30 consecutive days.

8. Members serving on active duty for periods less than 30 consecutive days.

9. Members retired and continued on active duty after retirement without a break in active service.

10. Members of the Coast Guard Reserve being paid **incapacitation pay** on a **"Notice of Eligibility" in accordance with Chapter 6 of the Reserve Policy Manual, COMDTINST, M1001.28 (series).**

11. Members discharged due to fraudulent enlistment.

12. **Enlisted members re-extending their enlistment (i.e., leave may only be sold on first extension of enlistment).**

13. **Enlisted members whose enlistment is involuntarily extended.**

14. **Officers who are separated on a day other than the end of the member's specified period of active duty for the purpose of reentering on active duty in any status (in any uniformed service).**

15. **Members discharged from service as a cadet.**

16. **Members of the regular Coast Guard who have been paid for 60 days lump sum leave since 09 February 1976. (The 60-day limitation does not apply to leave accrued by a Reservist while serving on any length of active duty in support of a contingency operation, or while serving on any type of active duty begun after 01 October 2001 which is of a duration of more than 30 days and less than 366 days).**

7.A.20.c. Entering a Service Academy

When an enlisted member enters one of the Service academies, the leave record will be closed out on the effective date of execution of the oath of office. The member is entitled to lump sum payment for unused leave that exists at that time.

7.A.20.d. Reserve and Retired Personnel

Upon release from active duty of Reserve personnel or retired personnel recalled to active duty the constructive date of separation is the constructive date of arrival home and such computation will be made in accordance with the Coast Guard Pay Manual, COMDTINST M7220.29 (series). Payment for unused leave for these members will be based upon the date of separation so computed.

7.A.21. Appellate Leave

7.A.21.a. Voluntary Appellate Leave

If a military member is sentenced by court-martial to dismissal or punitive discharge but the court-martial convening authority has not yet approved the sentence, the member may request voluntary leave in writing. The commander exercising court-martial authority may approve the requested leave at his or her discretion if the Coast Guard's best interest would be served by granting the member's request. However, before such leave is approved, all adjudged confinement must be served, commuted, remitted, suspended, or deferred. Before the appropriate authority approves the court-martial sentence, this voluntary leave may be terminated on the member's written request and the member's commanding officer otherwise may terminate the leave. When the officer exercising court-martial jurisdiction approves the court-martial

sentence, the Service member's leave status changes from voluntary to required appellate leave, and the command notifies the Service member in writing of the change in status. A sample letter appears at the end of this article.

7.A.21.b. Options for Accrued Leave

Members who have accrued leave may elect one of the following options:

1. Receive pay and allowances during the period of accrued leave and then continue on unpaid voluntary appellate leave.

2. Receive pay for the accrued leave, as of the day the voluntary appellate begins, and serve the entire period of voluntary appellate leave in an unpaid status.

7.A.21.c. Restrictions on Leave Pay

A member on voluntary appellate leave is not entitled to transportation or household goods shipments at Government expense.

7.A.21.d. Member's Rights and Obligations

While in voluntary appellate leave status, a member has certain rights and obligations to the Coast Guard. To ensure he or she understands these rights and obligations, a letter will be given to each member placed on voluntary appellate leave. Use the following example.

SAMPLE MEMO

From: (Member's Name)
To: Court Martial Convening Authority

Subj: VOLUNTARY APPELLATE LEAVE

Ref: (a) Article 7.A.21., Personnel Manual, COMDTINST M1000.6 (series)

1. In accordance with reference (a), I understand I will be in a voluntary appellate leave status.

2. I shall advise my commanding officer of my current mailing address, which I understand will be used to serve or attempt to serve the staff judge advocate's recommendation and the convening authority's action. I further understand if I fail to advise my commanding officer of my current mailing address, my voluntary appellate leave status may be terminated and I will ordered to return to duty.

[Select one of these paragraphs:]

3. Because I have no accrued leave, I will be in a leave without pay status.

or

3. Because I have accrued leave, I understand I may choose to :

a. receive pay and allowances during the period of accrued leave and then continue on unpaid voluntary appellate leave;

or

b. receive payment for the accrued leave, as of the day the voluntary appellate leave begins, and serve the entire period of the voluntary appellate leave in a leave without pay status.

SAMPLE MEMO

From: Commanding Officer
To: (Member's Name)

Subj: CHANGE IN STATUS

Ref: (a) Article 7.A.21., Personnel Manual, COMDTINST M1000.6 (series)
(b) Article 7.A.21.f., Personnel Manual, COMDTINST M1000.6 (series)

1. In accordance with reference (a), this notifies you your status has been changed from voluntary appellate leave to required appellate leave.

2. The convening authority has acted on your case which is pending appellate review. You will be notified of your rights and obligations in separate correspondence under reference (b).

7.A.21.e. Required Appellate Leave

All military members who receive a court-martial sentence, including a punitive discharge or dismissal from the Service approved by the convening authority, are placed in a required appellate leave status, with command approval. Required appellate leave is the member's leave of absence (excess leave) from the Coast Guard without pay and allowances, unless he or she has accrued earned leave, while legal review of the court-martial occurs. Appellate leave begins the date after the convening authority approves the punitive discharge or dismissal portion of the sentence, if it does not include confinement. If the sentence includes confinement, required appellate leave begins the day released from confinement. If the convening authority or a higher appellate authority disapproves, suspends, or sets aside the punitive discharge or dismissal by the date the required appellate leave is to begin, the member will not be placed in a required appellate leave status. If the Court of Military Review, Court of Military Appeals, or U.S. Supreme Court remits or sets aside the punitive discharge after the member begins appellate leave, he or she is entitled to all back pay and allowances accruing from the date he or she began appellate leave, less the period of accrued leave taken or for which paid and less deductions for earned civilian income received during leave. Civilian income includes wages, salaries, tips, other personal service income, unemployment compensation, and public assistance benefits from any Government agency.

7.A.21.f. Leave Payment Options

Members who have accrued leave may elect either to be paid a lump sum for that leave or to use the accrued leave. If they use leave, they will be granted leave with pay and allowances up to the amount of leave accumulated to the date on which their leave begins. The lump sum settlement is based on the rate of basic pay to which the member is entitled on the day before being placed on leave, even though the member may be in a non-pay or reduced pay status. When exhausted, leave continues as leave without pay and allowances. Pay and allowances end on the day before either the first day of appellate leave or the date earned leave expires, as applicable. An enlisted member on appellate leave remains on appellate leave even if his her enlistment has expired.

7.A.21.g. Members Serving Abroad

Members serving outside the continental United States who have received a court-martial sentence including a punitive discharge or dismissal from the Service approved by the convening authority transfer under orders to report to the office of the district commander within the continental United States nearest the member's home of selection to begin required appellate leave. Complete as many of the actions listed in Article 7.A.21.e. as possible before transferring the member to the continental United States. Appellate leave begins the day the member arrives if the sentence does not include confinement. If it does, required appellate leave begins the day released from confinement.

7.A.21.h. Member’s Entitlements

The member’s entitlements are:

1. The member and his or her dependents are entitled to Government transportation by the least costly means available from the permanent duty station to the home of record or place where he or she entered the Service.

2. If a rehearing is ordered, the member may be recalled from leave for further court-martial proceedings. Travel is at Government expense.

3. Shipment of household goods may be authorized. Once the appellate review process is completed, if it upholds the member’s punitive discharge or dismissal, Commander (CGPC-epm) or (CGPC-opm) will effect the discharge. If the sentence is set aside and charges dismissed during the appellate process, dismissal or punitive discharge is remitted or set aside, or the Commandant grants clemency, the member has 15 days from the date he or she is notified (date of service) or the date of attempted service to petition Commander (CGPC-epm) or (CGPC-opm) for restoration to duty or reenlistment. If Commander (CGPC-epm) or (CGPC-opm) denies the member's petition, discharge for the convenience of the Government or enlistment expiration with the type of discharge warranted by the member's service record will be directed. Unless discharge Under Other than Honorable Conditions is contemplated, the member's presence is not required to effect the discharge. If

the member is restored to duty or allowed to reenlist, he or she is entitled to travel at Government expense.

7.A.21.i. Responsibilities

1. Commandant

   a. On action on the punitive discharge or dismissal by appellate authorities as affirmed by the officer exercising general court-martial jurisdiction, Commander (CGPC-epm) or (CGPC-opm) shall ensure the retention or discharge is recorded **in accordance with SDAII User Manual, PSCINST M5231.2 (series).**

   b. If the convening authority orders a rehearing of the case, Commander (CGPC-epm) or (CGPC-opm) will administratively assign the member back to the convening authority and notify the member of the new administrative command.

   c. On receiving of the Supplemental Court-Martial Order directing the member's punitive discharge, Commander (CGPC-epm) or (CGPC-opm) shall ensure appropriate documents are prepared **in accordance with SDAII User Manual, PSCINST M5231.2 (series).**.

2. Convening Authority.

   a. The convening authority notifies Commander, (CGPC-epm) or (CGPC-opm) and the **Personnel Service Center(PSC)** by message of all members placed in a required appellate leave status, who, in turn, also informs the member's assignment officer that a replacement is necessary. The message must include the date the member departs on appellate leave and how much of that leave, if any, is accrued leave.

   b. If the member waives any further appellate review of court-martial with a punitive discharge, notify Commandant (G-LMJ) and Commander (CGPC-epm) or (CGPC-opm) by message.

3. Commanding Officer. Before a member departs on appellate leave, the commanding officer (the district commander nearest the member's home of selection for OCONUS personnel) shall ensure:

   a. The member has been given a physical examination as prescribed in the CG Medical Manual;

   b. A Report of Separation from Active Duty, DD Form 214, has been completed to the extent possible and the member signs it;

   c. Both member and dependents surrender Armed Forces Identification Cards and receive replacement identification cards that expire six months from the issue

date. Before laminating, the card shall be stamped on both sides in ink (preferably red), "APPELLATE LEAVE." When these identification cards expire, they shall be reissued semi-annually for as long as the member is on appellate leave;

d. Proper documents are prepared **in accordance with SDAII User Manual, PSCINST M5231.2 (series)** to indicate the convening authority approved the court-martial sentence and the member completed confinement (if any);

e. The member may retain one uniform and one overcoat. If Commandant directs the member's discharge, he or she must surrender the uniform;

f. The member's pay, allowances, and allotments are stopped on the same date, either the day before the first day of appellate leave or the date accrued leave expires, as applicable;

g. A cash allowance is not paid and civilian clothing is not furnished;

h. Orders and appropriate documents are prepared to indicate the member has been administratively assigned to Commanding Officer, **Personnel Service Center**, that the documents indicate the nature of duty as pending appellate review, and the member's records (PDR, health record, etc.) are sent to **PSC**.

7.A.21.j. Letter to Member

A member in a required appellate leave status has certain rights and obligations to the Coast Guard while in this status. To ensure the member understands these, give this letter to each member placed in a required appellate leave status.

SAMPLE MEMO

From: Commanding Officer
To: (Member)

Subj: APPELLATE LEAVE

Ref: (a) Article 7.A.21., Personnel Manual, COMDTINST M1000.6 (series)

1. In accordance with reference (a), you are being placed on required appellate leave pending appellate review of your (general/special) court-martial which sentenced you to (dismissal/a punitive discharge) from the Coast Guard.

(select one of these paragraphs)

2. Because you have no accrued leave, you will be in a leave without pay status.

(or)

2. Because you have accrued leave, you may elect either a lump sum payment for your accrued leave or to use the accrued leave. In the latter case, you will be granted leave with pay and allowances up to the amount of leave accumulated to date.

3. When exhausted, leave with full or partial pay and allowances continues as leave without pay and allowances. Your leave authorization shall reflect the kind of leave granted and no indication you are to return to a duty station when this leave expires. You are permitted to retain one uniform, one overcoat if needed, and such uniform items as Commander (CGPC-epm-1) or (CGPC-opm-1) may direct. Your pay and allowances terminate the day before the first day of appellate leave or the date your earned leave expires, as applicable. When your pay and allowances stop, your allotments also will stop, either at the end of the month before or after your placement on appellate leave status. Servicemen's Group Life Insurance (SGLI) coverage will continue after your pay and allowances stop, unless you specifically decline coverage. You will continue to be charged monthly SGLI premiums, which you will have to pay in advance in quarterly installments to PSC. Your SGLI coverage will be stopped if your premiums are more than 4 months in arrears. Unless you totally forfeited your pay and allowances for at least 31 days before you began appellate leave. If the Court of Military Review or Court of Military Appeals sets aside the sentence and dismisses charges during the appellate process, or remits or sets aside the (dismissal/punitive discharge) without a rehearing, you are entitled to full back pay and allowances accruing from the date you began appellate leave less any accrued leave you took or were paid for. Your pay and allowances will be reduced by will the total amount of your income from wages, salaries, tips, other personal service income, unemployment compensation, and public assistance benefits from any Government agency during this period.

4. Before departing, you will undergo a thorough physical examination as prescribed in the Coast Guard Medical Manual, COMDTINST M6000.1(series). A Report of Separation from Active Duty (DD Form 214) will be completed to the extent possible and you will sign it before you depart. You will surrender your Armed Forces Identification Card (and Dependent's Uniformed Services Identification and Privilege Card(s), if applicable) and receive replacement identification cards that expire six months from issue date. If you remain on appellate leave after your temporary identification card expires, you may obtain a new card from the nearest Coast Guard facility capable of issuing this card. You remain subject to the orders of competent Coast Guard authority while on appellate leave.
5. You must inform Commander (CGPC-epm-1) or (CGPC-opm-1), whose address is listed below, of your current address. Failure to do so may result in your being declared on unauthorized absence and subject to further disciplinary action.

Commander (CGPC-epm-1) or (CGPC-opm-1)
U.S. Coast Guard
4200 Wilson Blvd., Suite 1100
Arlington, VA 22203-1804

6. (Name of trial defense counsel), your trial defense counsel, will continue to advise you about your post-trial rights. You may reach (name of counsel) at this address:

Name of trial defense counsel
Address
Telephone Number

If you do not waive appellate review, you will be appointed an appellate defense counsel to represent you. You are encouraged to participate in the appellate process even though you are on appellate leave. If you decide to exercise your right to appellate review, when the review is completed you will be served copies of the decision of the Coast Guard Court of Military Review and any related papers by certified mail, return receipt requested. If the Court of Military Review decision cannot be delivered because you failed to notify Commander (CGPC-epm) or (CGPCopm) of your current address, you may be charged under the UCMJ with being in an unauthorized absence status and lose your opportunity to have the United States Court of Military Appeals or the United States Supreme Court review your case. Regardless of the nature of the discharge granted after the appellate review is completed, your presence will not be required to complete the separation processing unless Commander (CGPC-epm-1) or (CGPC-opm-1) contemplates a discharge Under Other than Honorable Conditions.

7. ENLISTED: If the sentence is set aside and charges dismissed, or if the punitive discharge is remitted or set aside, or clemency is granted, Commander (CGPC-epm-1) may direct and effect discharge for the Government's convenience or enlistment expiration, with the type of discharge your service record warrants. Your presence is not needed to effect separation unless Commander, (CGPC-epm-1) contemplates a discharge Under Other than Honorable Conditions. If your sentence is set aside and no rehearing is to be held, you have 15 days from the date you are served with notice (date of service) or attempted service of such action in which to petition the Commandant to restore you to duty or reenlist, you via the convening authority. Unless you submit and Commandant grants such petition for restoration, Commander (CGPC-epm-1) may otherwise discharge you with the type of discharge your Service record warrants.

(<u>or</u>)

7. OFFICER: If the sentence is aside and charges dismissed, or if the dismissal is remitted or set aside, or if clemency is granted, Commander (CGPC-opm-1) may direct and effect dismissal according to Article 12.A.15., Personnel Manual, COMDTINST M1000.6 (series). If your sentence is set aside and no rehearing is to be held, you have 15 days from the date you are served with notice (date of service) or attempted service of such action in which to petition the Commandant to restore you to duty, via the convening authority. Unless you submit and the Commandant grants this petition, Commander (CGPC-opm-1) may otherwise dismiss you.

(<u>or</u>)

7. CHIEF WARRANT OFFICER: If the sentence is aside and charges dismissed, or if the dismissal is remitted or set aside, or if clemency is granted, Commander (CGPC-opm-1) may direct and effect dismissal according to Article 12.A.21., Personnel Manual, COMDTINST M1000.6 (series). If your sentence is set aside and no rehearing is to be held, you have 15 days from the date you are served with notice (date of service) or attempted service of such action in which to petition the Commandant to restore you to duty, via the convening authority. Unless you submit and the Commandant grants this petition, Commander (CGPC-opm-1) otherwise may dismiss you.

8. If a rehearing is ordered, you may be recalled from leave for further court-martial proceedings. This travel will be considered as being performed under orders on official business while away from your designated duty station, so that your personal transportation at Government expense may be authorized.

9. You and your dependents are allowed Government transportation by the least costly means available from your permanent duty station to your home of record or place you entered the Service. Shipping household goods is authorized if stationed within the continental United States. If you are required to return to your permanent duty station or other designated place to participate in further judicial proceedings or for other official purposes, your return travel will be at Government expense.

_____
Commanding Officer's signature

I acknowledge and understand this letter.

_____
Member's signature

Copy: COMDT (G-LMJ)
COMDT (G-WPM)
CGPC-opm-1 or CGPC-epm-1
MLC (pp)
District (a)
District (dl)
CG **PSC**
PERSRU PDR
Unit PDR

7.A.22. Checkage of Pay for Excess Leave

7.A.22.a. On Return from Excess Leave

Checkage of pay for excess leave shall be made immediately upon return from excess leave. When the total excess leave produces a fractional part of a day, excess leave shall be checked as a fractional part of a day. (Example: l/2 day excess leave will be considered l/2 day for the purpose of checkage.) Where excess leave of more than l/2 day has been taken as a result of an administrative error, a checkage shall be made immediately upon discovery that such leave has been taken and shall be based on the pay and allowances received by the member at the time the excess leave was taken.

7.A.22.b. Minus Leave Balance

When the leave record accounting at the time of separation from active service, including first extension of enlistment regardless of duration, desertion or death produces a minus leave balance; such minus leave balance is considered excess leave and proper checkage for such excess leave shall be made at the time of closing the pay record, except in the situations listed in paragraph c. Checkage shall be based on the pay and allowances received by the member when excess leave was taken.

7.A.22.c. Exceptions to Checking Pay and Allowances

When a negative leave balance exists at the time of separation under any of these circumstances, checkage of pay and allowances shall not be made for any portion that the member is authorized and elects to carry forward to the new term of service.

1. Discharge from an enlistment for the purpose of accepting a permanent or temporary commission or warrant appointment in any Uniformed Service and continuing on active duty. The number of days of advanced leave carried forward cannot exceed 30 days

2. Discharge from the Service as a warrant officer with immediate reenlistment in enlisted status. The number of days of advanced leave carried forward cannot exceed 30 days or the maximum number of days of leave that could be earned in the new term of service, whichever is less.

3. For termination of a temporary commission, reverting back to enlisted status, the number of days advanced leave carried forward cannot exceed the maximum number of days leave that can accrue under the enlistment contract.

4. Enlisted members separated by reason of other than expiration of enlistment for the purpose of continuing on active duty in the same or another status in any Uniformed Service. The number of days of advanced leave carried forward cannot exceed 30 days or the maximum number of days of leave that could be earned in the new term of service, whichever is less.

7.A.22.d. Entering a Service Academy

When an enlisted member enters one of the Service academies, the leave record will be closed out on the effective date of execution of the oath of office. Checkage will be made for any minus leave balance that exists at that time.

7.A.22.e. Result of Being Declared a Deserter

When a member who has been checked for excess leave due to being declared a deserter returns to a duty status after completing disciplinary action which resulted in his or her conviction of the lesser charge of unauthorized absence or acquittal and the mark of desertion is removed as provided in Article 8.C.6., the minus leave balance will be reentered on the leave record and the amount of pay and allowances for which checked will be recredited on his or her pay record.

7.A.22.f. Fractional Part of a Day

In the checkage of pay and allowances for excess leave upon separation, release or retirement a fractional part of a day of excess leave shall be checked as a fraction of a day. (Example: 1 1/2 days excess leave is considered 1 1/2 days for the purpose of checkage.)

7.A.22.g. Overpayment from a Checkage of Pay

Personnel will not be retained in the Service to liquidate an overpayment at the time of separation resulting from a checkage of pay for excess leave.

7.A.23. Pay and Allowances during Absences

7.A.23.a. Authorized Leave or Liberty

Personnel on authorized leave or liberty while in active duty status are entitled to full pay and allowances except for periods of excess leave and periods of unauthorized absence over leave or liberty, unless excused.

7.A.23.b. Unauthorized Absence

Personnel absent over leave or liberty in excess of 24 hours, or absent without leave in excess of 24 hours, forfeit all pay and allowances during such absence, unless such absence is excused as unavoidable, except that entitlement to basic allowance for quarters to which an enlisted member serving in pay grades E-l, E-2, E-3, and E-4 (four years or less service) with dependents is otherwise entitled terminates at the end of the second month following the month in which such unauthorized absence begins.

7.A.23.c. Absence due to Sickness or Injury

Personnel on active duty and when absent due to sickness or wounds (except sickness as misconduct because of intemperate use of alcoholic liquor or habit forming drugs) or when ordered to be absent from duty to await orders pending action on disability retirement proceedings are entitled to otherwise proper credit of pay and allowances for the entire period of such absence. A member who is absent from his or her regular duties for a continuous period of more than one day because of a disease directly caused by and that immediately follows his or her intemperate use of alcoholic liquor or habit forming drugs is not entitled to pay for the period of such absence. However, each member whose pay is so forfeited for more than 1 month is entitled to $5.00 for personal expenses for each full month that their pay is forfeited.

7.B.2.b. Regular Liberty

Liberty should normally be granted from the end of normal working hours on one day to the commencement of working hours on the next working day. On weekends, this regular liberty should normally be authorized to commence at the end of working hours on Friday afternoon until commencement of normal working hours on the following Monday morning. For members on shift work, equivalent schedules should be arranged, though the days of the week may vary. Regular liberty periods shall not exceed three days in length, except in the case of public holiday weekends and public holiday periods specifically extended by the President.

7.B.2.c. Special Liberty

Special liberty periods of three or four days may be granted on special occasions or in special circumstances, such as:

1. Compensation for significant periods of unusually extensive working hours.

2. Compensation to members on board ship in overhaul away from homeport.

3. Compensation for duty in an isolated location where normal liberty is inadequate. (**Note**: This does not apply to units for which compensatory absence is authorized.)

4. As special recognition for exceptional performance, as determined by the commanding officer.

5. As a traffic safety measure on long weekends or to avoid peak traffic periods.

7.B.2.d. Combining regular and special liberty

Treat the combination of regular and special liberty as special liberty. Special liberty and leave shall not be combined to permit continuous absence from the duty station. They shall not be effected in succession or series through commencement of one immediately upon return to duty from the other.

7.B.2.e. Compensatory Time

When the operational situation permits, compensatory time off as liberty should normally be granted following in-port duty on national holidays. When granted, this compensatory time off should, except in unusual circumstances in individual cases, be granted the first working day after the holiday. If a holiday falls on a weekend and a Friday or Monday is designated as the non-work day, compensatory time off is to be applied to both the holiday and the observed day, on a day-for-day basis.

7.B.2.f. Treatment for Infectious or Contagious Diseases

Members under treatment for infectious or contagious diseases shall not be granted liberty while in an infectious stage except in cases of urgent personal matters which, in the discretion of the command, require the member's presence.

7.B.2.g. Public Holidays

The following public holidays established by law will be observed except when military operations prevent. When such holidays fall on a Saturday, the preceding Friday will also be considered a holiday. When such holidays fall on a Sunday, the succeeding Monday also will be considered a holiday. Holidays are charged as leave if they fall on or within the effective dates of leave:

New Year's Day	1 January
Martin Luther King Jr's Birthday	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	4 July
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veteran's Day	11 November
Thanksgiving Day	Fourth Thursday in November
Christmas Day	25 December
Other	When directed by proper authority under law

7.B.2.h. Deprivation of Liberty

Subject to the provisions of the Manual for Courts-Martial, restriction as a punishment may be awarded by courts-martial or at captain's mast (nonjudicial punishment) which will result in the deprivation of liberty. Assignment of extra duties shall not be construed to include deprivation of liberty on shore except during the hours such extra duties are being performed. Upon completion of the daily extra duty assignment, if the liberty period is long enough to permit, liberty should be granted on the days when the member concerned would normally be entitled to it.

b. Absence in excess of 24 hours over special liberty: Member departed on special liberty on Tuesday at l000, l0 September, to expire on board Wednesday at 0830, 11 September. Member returned l500, 12 September, UA excused as unavoidable. Member would be charged three days' leave for period l0-l2 September (day special liberty commenced through day of return since period of UA exceeded 24 hours). Note that had the period of UA been less than 24 hours, no leave would have been charged.

c. Total absence (special liberty plus period UA excused as unavoidable) exceeds 72 hours: Member departed on special liberty on Monday at l000, 09 September, to expire on board Thursday at 0830, l2 September. Member returned at 0600, l3 September, UA excused as unavoidable. Member would be charged four days leave for 9-l2 September (day special liberty commenced through day prior to day of return, since member returned prior to 0900 l3 September). Note that the period of UA was less than 24 hours but the period of special liberty plus UA exceeded 72 hours.

7.B.6. Compensatory Absence

7.B.6.a. Definition

Compensatory absence is a form of liberty granted to personnel serving at **isolated duty stations,** when conditions of duty result in confinement because of isolation, or in long periods of continuous duty. Only such units **or geographical areas where dependents are not authorized,** which are not easily accessible, or which are remote from towns wherein usual places of recreation, stores, homes, and facilities may be found, are to be considered "isolated" for the purpose of granting compensatory absence.

7.B.6.b. Purpose

Compensatory absence is not a right to any individual. It is authorized for the purpose of maintaining the morale and efficiency of the Service. It provides a means of compensating for normal liberties forfeited in conjunction with service under staffing requirements of the Most Effective Organization (MEO) at certain isolated units. In the case of certain restricted overseas isolated units, it also exists for the purpose of rehabilitation.

7.B.6.c. Responsibility

Commandant (G-WPM) is the sole approving authority for determining and maintaining a list of isolated duty stations as shown in Exhibit 7.B.1..

7.B.6.d. Limitations

District commanders **or area commanders in the case of units not under district control** may authorize the commanding officers in charge of **isolated duty** stations **listed in Exhibit 7.B.1.** to grant compensatory absence within the limits set forth below:

1. A commanding officer grants compensatory absence at his or her discretion, taking into account the impact on unit readiness, safety, and effectiveness.

2. A cumulative 2 1/2 days per month, not to accumulate in excess of 60 days.

3. Compensatory absence may be authorized by commanding officers in conjunction with regular or emergency leave.

4. **Compensatory absence may not be granted in certain locations where there are DoD Personnel assigned that are not authorized to do the same.**

5. Compensatory absence may not be carried over as a credit after a person's transfer from such isolated duty. Any balance due shall be granted at the time of detachment and used en route to the next non-isolated duty station or canceled.

6. **In the case of mobilized reservists returning from temporary duty (TDY) at an isolated duty station, compensatory absence must be used immediately after the reservist returns INCONUS and completes medical and other out-processing.**

7. **District and area commanders may submit nominations for additions or deletions to the list contained in Exhibit 7.B.1., keeping in mind the requirements stated in Article 7.B.6.a.**

7.B.6.e. Leave with compensatory absence

District commanders **or area commanders in the case of units not under district control** shall determine and establish the departure and return points to begin and end compensatory absence, respectively.

Exhibit 7.B.1. List of Isolated Duty Stations Authorized Compensatory Absence
LORSTA St. Paul LORSTA Attu LORSTA Port Clarence MSD Dutch Harbor

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8.F. Military Corrections and Confinement

8.F.1. Purpose and Nature of Military Corrections

8.F.1.a. Definition

The term "Military Corrections" as used in this section refers to the entire array of formal programs committed to the confinement, care, and rehabilitation of military members awaiting trial or serving Courts-Martial sentences to confinement, along with the resources and administrative support comprising those programs. The system of formal correctional programs established by the Armed Forces is conducted within military correctional or confinement facilities. l0 U.S.C. 95l authorizes the Secretaries of the Armed Forces to establish and staff military correctional facilities for the purpose of punishing and rehabilitating military offenders. The philosophy of military corrections is based on recognition of the fact that punishment alone, whether it be confinement or some other form, is seldom corrective. Since Federal law makes rehabilitation a mandatory mission of military correctional centers, the highly-professional correctional programs developed by the Departments of the Navy, Army, and Air Force commonly provide for intensive counseling, specialized work assignments, medical and psychiatric counseling, training and education, and an achievement and conduct incentive system. The Armed Forces provide these correctional programs and resources in response to the task assigned to them by Congress, namely to establish within military confinement facilities corrections programs designed to assist willing offenders to reform their conduct by providing the opportunity to achieve either honorable restoration to duty or return to civilian life as useful citizens. Nevertheless, confinement remains first and foremost a punishment. Offenders leave the military correctional center with Federal conviction and prisoner records. Confinement is punishment because it denies the prisoner liberty and privileges and imposes separation from family, friends, and most normal activities. It further implies a loss of social status and inevitable post confinement social and professional handicaps. This section deals primarily with confinement imposed as a court-martial sentence-the administration of which is the purpose of the Military Corrections System. That system is staffed by both military and civilian career correctional specialists.

8.F.1.b. DoD Military Correctional System

Because the number of Coast Guard prisoners serving confinement at any given time is relatively small, the Secretary of **Homeland Security** has not invoked the statutory authority to establish a military corrections system within the Coast Guard. Accordingly, the Coast Guard has no capability to administer confinement within the Service, but relies instead on the resources of the other Armed Forces, principally the U. S. Navy. This section provides guidance to Coast Guard commanding officers and convening authorities who become participants in the DoD Military Correctional System upon ordering offenders into military confinement. While the Departments of the Navy,

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9.A. PREGNANCY IN THE COAST GUARD

9.A.1. General

1. This article establishes Coast Guard policy and procedures concerning the retention, assignment and separation of pregnant servicewomen and the requirement to support all servicewomen making the decisions which balance both their commitment to the Coast Guard and their parental responsibilities. It further establishes administrative guidance for the management and protection of the health of pregnant servicewomen and promotes uniformity in the medical/administrative management of normal pregnancies. This guidance applies to all Coast Guard women: active duty, Selected Reserve, and Public Health Service officers detailed to the Coast Guard.

2. Pregnancy is a natural event that can occur in the lives of servicewomen and is not a presumption of medical incapacity. Pregnancy and parenthood are compatible with a Coast Guard service career. However, there are responsibilities that come with parenthood, and for those in uniform, these responsibilities require careful consideration and planning due to military commitments. Pregnancy could affect a command's operational readiness by temporarily limiting a servicewoman's ability and availability to perform all assigned tasks. All service members are expected to balance the demands of a service career with their family responsibilities.

9.A.1.a. Policy

1. A servicewoman who suspects that she is pregnant is responsible for promptly confirming her pregnancy through testing by an appropriate medical provider and informing her commanding officer or officer in charge as soon as possible, but no later than two weeks after diagnosis of pregnancy. Command officials should take the needed safety precautions to ensure mission accomplishment while assuring the servicewoman's privacy.

2. Servicewomen on active duty beyond their initial training (e.g., recruit training or Officer Candidate School (OCS)) who become pregnant shall be retained in the service in accordance with their enlistment/commissioning obligation. Servicewomen retained under this policy will be expected to fulfill their professional and military responsibilities. (See Article 9.A.3.b.) While no preferential treatment by virtue of pregnancy alone should be expected, reasonable accommodations consistent with a woman's medical and physical conditions are consistent with the intent of this policy.

3. The need to safeguard the health of the pregnant servicewoman and that of her unborn child must be balanced with job performance for as long as possible. In an uncomplicated pregnancy, a physically fit, trained servicewoman working in a safe environment should have little need for duty restrictions. Some pregnant

servicewomen may have a heightened susceptibility to certain stresses; therefore on occasion, a normal pregnancy may require job and/or watch modification on an individual basis.

4. Servicewomen should be advised that requests for separation due to pregnancy will not normally be approved. In those cases where extenuating circumstances due to a bona fide hardship exist, requests for separation will be considered on a case-by-case basis. See Chapter 12.F. for temporary separation for care of newborn children.

5. Pregnancy status should not adversely affect the career pattern of the servicewoman. Commanding officers or officers in charge shall make every effort to ensure that pregnant servicewomen are not subjected to harassment, imposition of personal opinions, or infringement of legal rights.

9.A.1.b. Termination of Pregnancy

1. Spontaneous Abortions. Following a spontaneous abortion (i.e., miscarriage), the servicewoman's health care provider may recommend a period of convalescent leave when clinically indicated.

2. Abortions.

   a. Government funds are not available for the elective termination of pregnancy except where the life of the mother would be endangered if the fetus were carried to term. This limitation does not apply to medical procedures necessary for the termination of an ectopic pregnancy.

   b. Servicewomen are highly encouraged to consult with a military health care provider for information prior to obtaining an abortion. Every provision will be made to maintain the sensitivity and confidentiality of the consultation. During this time, information will be provided to the servicewoman concerning the procedure so that, should she experience any difficulties, she will seek medical attention for appropriate treatment. Servicewomen should consult with a military health care provider following the procedure for the purpose of follow-up care, including any necessary medications, appropriate short-term duty restrictions, scheduling of follow-up examinations and documentation in the servicewoman's health record.

   c. Civilian facilities will be used at the servicewoman's own expense. Any subsequent treatment or hospitalization required as a result of an abortion at a civilian facility will be managed as any other illness or disability.

9.A.1.c. Environmental Restrictions

The commanding officer or officer in charge shall restrict a pregnant member's exposure to:

1. The chemical agents hazardous to reproduction. See Exhibit 9.A.1.

2. Known toxins or hazardous conditions as determined by the health care provider and MLC Detached Safety & Environmental Health Officer (SEHO).

3. Known chemical, biological, or physical agents in excess of Coast Guard workplace standards. Coast Guard workplace standards are defined in Chapter 4 of the Safety and Environmental Health Manual, COMDTINST M5100.47 (series).

4. Radio frequency (RF) radiation 60 KHz and up, the same limits allowed in the non-pregnant state. Current Coast Guard criteria limit the specific absorption rate to 0.4 Watts/kg in any six-minute period. Equivalent power density, electric field strength squared and magnetic field strength squared are shown in Exhibit 9.A.2.

5. Ionizing radiation not to exceed 0.5 rem (0.005 Sievert) during the entire gestation period. Efforts should be made to avoid substantial variation above the uniform monthly exposure rate that would satisfy this limiting value. For further information about prenatal health risk due to ionizing radiation refer to the Safety and Environmental Health Manual, COMDTINST M5100.47 (series).

6. Firefighting activities.

7. Excessive noise.

   a. Due to concerns of the effect on fetal hearing of noise frequencies associated with rotary wing aircraft, it is recommended that pregnant servicewomen refrain from participating in rotary wing flight. The final decision shall be made by the servicewoman and her healthcare provider. For further information refer to the Coast Guard Aviation Medicine Manual, COMDTINST M6410.3 (series).

   b. Brief exposure (5 minutes per hour or less) to ambient noise above 84 dBA in order to transit high noise areas may be safe. Pregnant women should limit their exposure to ambient noise above 84dBA to less than 5 minutes per hour when transiting high noise areas. Prolonged exposure to this level of noise is not recommended. Pregnant women should avoid exposure to ambient noise greater than 104dBA (corresponding to the need for double hearing protection), and shall not be assigned to regular duties requiring double hearing protection.

9.A.1.d. Duty Restrictions

A pregnant servicewoman may be restricted from performing specific duties related to the following circumstances:

1. Medical. High blood pressure, bleeding, multiple fetuses, or other indications as identified by the servicewoman's health care provider.

2. Ergonomic. Instances where there may be no obvious medical contraindications, but where the individual's physical configuration precludes her from continuing with specific activities (such as lying in a prone position for weapons qualifications, certain duty aboard cutters and/or small boats, etc.) or where nausea or fatigability would be hazardous to the servicewoman and the unborn child.

3. Watchstanding. During the last three months of pregnancy (weeks 28 and beyond), the commanding officer or officer in charge should monitor and limit the servicewoman to a 40-hour workweek. The hours may be distributed among any seven-day period, but hours are defined by her presence at a duty station, and not by type of work performed. Pregnancy does not excuse a servicewoman from watchstanding responsibilities, but all hours worked shall count toward the 40 hours limitation. The servicewoman may request a work waiver to extend her hours beyond the stated 40-hour week, if she is physically capable and her attending physician concurs.

4. Other. Areas that could result in possible harmful effects, such as chemical, biological and radioactive (CBR) training; regular unit physical training; certain unit qualification tests; or hands-on elements of skills qualification tests.

5. General Limitations. After confirmation of pregnancy, the commanding officer or officer in charge shall ensure that the servicewoman is exempt from:

   a. Standing at parade rest or attention for longer than 5 minutes.

   b. All immunizations except tetanus-diphtheria, unless clinically indicated.

   c. Participation in weapons training, boat crew training, swimming qualifications, and any other physical training requirements that may affect the health of the servicewoman and/or the fetus.

   d. Diving or rescue swimmer duty.

   e. Exposure to chemical or toxic agents and environmental hazards.

9.A.1.e. Light Duty

Light duty may be recommended to a pregnant servicewoman's commanding officer or officer in charge any time a health care provider determines that it is needed. Unless prescribed by the attending medical officer earlier in the pregnancy, pregnant servicewomen are usually placed in a light duty status between the 36th and 38th week of pregnancy.

9.A.2. Responsibilities

1. Commandant (G-WPM) will make determinations on cases not adequately addressed by the provisions of these guidelines.

2. Commandant (G-WK) will establish Coast Guard policy for protecting pregnant servicewomen from occupational-related hazards.

3. Area commanders, district commanders, commanders of maintenance and logistics commands, Commander CG Activities Europe, and Superintendent, Coast Guard Academy shall:

   a. Monitor command compliance with the provisions of this policy during inspections and visits to their units.

   b. Take appropriate action to ensure requests for separation for pregnancy, due to a bona fide hardship, are forwarded to Commander (CGPC-epm), (CGPC-opm) or (CGPC-rpm) as appropriate. Ensure that forwarding endorsements on these requests clearly identify the member's eligibility for separation under current personnel policy.

4. MLC Detached Safety and Environmental Health Officer (SEHO) shall:

   a. During the periodic safety and environmental health audit of Coast Guard units, the SEHO shall conduct an evaluation of the work environment for presence of possible reproductive hazards. This evaluation will include, but not be limited to, identification and evaluation of potential exposure to the chemical agents hazardous to reproduction included in Exhibit 9.A.1. When reproductive hazards are identified, recommendations will be provided to the unit commanding officer or officer in charge on how to best protect any pregnant servicewoman. This information will be provided in a separate section of the audit report.

   b. On request, provide guidance and direction to commanding officers and officers in charge on how to protect the health of the pregnant servicewoman and her unborn child from occupational hazards.

9.A.2.a. Commanding Officer/Officer in Charge

After a medical professional confirms a pregnancy, all commanding officers and officers in charge are responsible for ensuring that the pregnant servicewoman and every member of the servicewoman’s chain of command is aware of the safety and medical provisions of this Article.

1. Informal counseling and advisement. This counseling and advisement should include the following information:

a. The member's responsibilities to the Coast Guard, and the Service's need for readiness and worldwide assignment. (See Article 4.A.6.)

b. Military entitlements to maternity care while on active duty. (See Article 9.A.4.)

c. The limited medical benefits available to the servicewoman if she is separated from the Coast Guard. (See Article 9.A.4.)

2. Work Area Assignment. The servicewoman shall not be assigned to duties where she would be exposed to chemical or toxic agents and/or environmental hazards that are determined unsafe by the cognizant health care provider. The commanding officer, with the health care provider, shall determine if any environmental hazards exist which may require reassignment of the servicewoman within the command for the duration of the pregnancy. Refer any questions regarding the health and safety implications of a particular case to the health care provider and the cognizant SEHO. No preferential treatment shall be given because of pregnancy status other than the specific limitations as provided in this article. Additional limitations will require the judgment of the commanding officer or officer in charge in consultation with the health care provider or the cognizant SEHO.

3. Special Circumstances. A commanding officer or officer in charge will ensure that a servicewoman whose pregnancy terminates prematurely or results in a stillbirth is treated with a command climate of concerned leadership. This will be essential in helping servicewomen impacted by this kind of traumatic event. The unique circumstances of each situation dictate that the decision concerning when a particular servicewoman is physically and emotionally ready to return to a duty status will be made on a case-by-case basis.

9.A.2.b. Health Care Provider

When pregnancy is confirmed, there are many related matters, not strictly medical, about which the health care provider is called upon to aid in decision making. Each health care provider having responsibility for pregnancy confirmation or prenatal care should be familiar with the administrative and command requirements relating to pregnant servicewomen. Commanding officers or officers in charge should ensure that non-military health care providers are aware of these administrative and command requirements. The servicewoman's health care provider should provide timely guidance on work restrictions. Additionally, the health care provider must monitor the health of the servicewoman to determine if additional convalescent leave is warranted.

9.A.2.c Coast Guard Member

The individual servicewoman is responsible for:

1. Familiarizing herself with the following policies:

a. Pregnancy in the Coast Guard, Art. 9.A.
b. Members' availability for unrestricted assignments, Art. 4.A.6.
c. Assignments while pregnant, Art. 4.A.7.
d. Temporary Separation for Care of Newborn Children, Art. 12.F.

2. Performing her military duties within the limits established by her medical condition.

3. Seeking confirmation of pregnancy at a medical facility.

4. Notifying her commanding officer or officer in charge of her pregnancy as soon as possible, but no later than two weeks after diagnosis of pregnancy by an appropriate medical provider.

5. Planning her pregnancy to allow her to meet both her military and family obligations.

6. Complying with worksite and task-related safety and health recommendations made by appropriate health professionals, including the use of personal protective equipment.

7. Seeking appropriate prenatal medical care.

9.A.3. Assignments

Overseas assignment of pregnant servicewomen shall be limited, wherever possible, consistent with staffing and readiness requirements. Suitability screening for overseas duty must assure that the assignment and transfer of pregnant servicewomen, both officer and enlisted, conform to established guidelines. (See Articles 4.A.7. and 4.H.3.f.)

9.A.3.a. Overseas Duty Station/Geographically Isolated Duty Station

Servicewomen assigned to duty ashore in the 48 contiguous states, who are otherwise eligible for duty outside the Continental United States (OCONUS), and have not reached their 28th week of pregnancy, may be assigned for duty at an overseas installation except when any of the following conditions exist:

1. Adequate civilian/military medical facilities with obstetrical capabilities (meeting or equivalent to ACOG guidelines) to provide care are not available.

2. Adequate Government or commercial housing is not available.

9.A.3.b. Continental United States (CONUS)

Servicewomen may be assigned INCONUS ashore without restriction provided they do not have to travel via aircraft after the 28th week of pregnancy. They will not

normally be transferred to afloat units that are deploying during the period from the 20th week of pregnancy through 6 months after the servicewoman's date of delivery.

1. Specific Assignments.

   a. Initial Training. Servicewomen with pregnancies that existed prior to entrance or who were first diagnosed during initial training (e.g., recruit training or Officer Candidate School (OCS)) shall be discharged as

      unqualified for military service. For servicewomen selected for OCS, see Article 9.A.3.b.1.d. When certified by medical authorities that the pregnancy existed prior to entry into the Service, a woman shall be discharged without maternity benefits. The initial duty station (Coast Guard Academy or TRACEN Cape May) has the authority to discharge pregnant servicewomen when it is medically determined that they became pregnant during initial training. Article 9.A.4.7 provides information regarding maternity benefits for servicewomen who became pregnant during initial training. Servicewomen discharged under these conditions shall not be prohibited from reapplying for enlistment when no longer pregnant provided they are eligible for enlistment in accordance with current directives and there is no indication of fraud in the initial enlistment.

   b. Shipboard, small boat and deployable operations.

      (1) The commanding officer or officer in charge, in consultation with the health care provider, shall decide whether the individual may safely continue in her shipboard, small boat or deployable assigned duties. This decision will be based on the servicewoman's condition as well as environmental toxins or hazards within the individual's workplace.

      (2) No servicewoman shall deploy or remain aboard a ship, including small boat duty, beyond her 20th week of pregnancy. In addition, a pregnant servicewoman shall not remain aboard a cutter if the time for medical evacuation of the member to a treatment facility capable of evaluating and stabilizing obstetric emergencies is greater than three hours.

      (3) Resumption of deployments, or assignment to cutter or OCONUS duties will not normally be made for a period of six months following delivery unless the servicewoman is medically fit and requests a waiver for an earlier resumption of duties. This period is meant to allow the servicewoman time to regain her physical strength and stamina before performing the full duties of her rate/rank.

   c. Aviation Assignments.

      (1) Pregnant aviation personnel shall not deploy OCONUS or aboard a cutter after the 20th week of pregnancy. Aviation personnel shall not normally deploy aboard a cutter or OCONUS for six months following pregnancy unless the servicewoman is medically fit and requests a waiver for earlier

resumption of duties.

(2) Pregnant aviation personnel may be deployed INCONUS after the 20th week of pregnancy only if medical facilities equivalent to or better than those currently provided to the member at the assigned air station are available at the deployment site. Aviation personnel shall not normally deploy INCONUS for six months following pregnancy unless the servicewoman is medically fit and requests a waiver for earlier resumption of duties.

(3) Refer to Chapter 11, Coast Guard Aviation Medicine Manual, COMDTINST M6410.3 (series) for medical consideration for pregnant aviation personnel.

d. Reporting or Assigned as a Student.

(1) A pregnant servicewoman should not be assigned to a Class “C” school if her projected graduation date will occur during her last trimester. Assignment of a pregnant servicewoman to a Service school will be handled on a case-by-case basis by her commanding officer or officer in charge. Consideration must be made for the course content and the limitations discussed in this article.

(2) A pregnant servicewoman in receipt of orders to Class "A" School shall not be assigned to Class "A" School if she will enter the third trimester (7th month) of her pregnancy prior to the scheduled graduation date. She will be placed in a medical hold status at her unit until after delivery and postpartum convalescent leave period. When fit for full duty, orders will be issued for the next scheduled class.

(3) A pregnant servicewoman in receipt of orders to Officer Candidate School (OCS) will be placed in a medical hold status at her unit until after delivery and postpartum convalescent leave period. When fit for full duty, orders will be issued for the next scheduled class.

(4) If a servicewoman becomes pregnant during training, the commanding officer of the training command will determine if she can complete her training, based on criteria discussed throughout this Chapter. When disenrollment is required, it will be necessary to determine when training should be terminated. If possible, training will be terminated at a point where it will be academically feasible to reenter the training at a later date without repeating previously completed portions of training. Based on this information and the projected delivery date, the commanding officer of the training command will determine the disenrollment date.

(5) If disenrolled, the pregnant servicewoman who is TDY to the school will be returned to her assigned command until found fit for full duty. If under Permanent Change of Station orders, final disposition will be determined by Commander (CGPC-opm) or (CGPC-epm).

(6) After returning to full duty, a servicewoman disenrolled for pregnancy will be afforded the opportunity to complete her training, consistent with staffing and readiness conditions.

e. Selected Reserve Assignments.

(1) Reservists who become pregnant shall not be transferred from their SELRES positions during pregnancy. However, before a pregnant servicewoman can perform IDT or ADT or undertake any travel associated with such duty, she shall obtain written authorization from her attending physician. Commands may also reschedule IDT drills and ADT in accordance with Chapters 2 and 3 of the Reserve Policy Manual, COMDTINST M1001.28 (series), to accommodate pregnant reservists.

(2) Informal counseling and advisement outlined in Article 9.A.2.a. above shall be adjusted to include the following additional information:

(a) The member's responsibility for maintaining satisfactory participation in the Selected Reserve as outlined in Chapter 4 of the Reserve Policy Manual, COMDTINST M1001.28 (series).

(b) The member's entitlement or lack of entitlement to general healthcare benefits (Note: reservists are not entitled to routine healthcare while on inactive duty or while on active duty for a period of 30 days or less. When ordered to active duty for 31 days or more, reservists are enrolled in TRICARE Prime and routine care will be provided for the duration of the active duty period). Reservists who become injured or ill while in a duty status are subject to guidelines in Chapter 6 of the Reserve Policy Manual, COMDTINST M1001.28 (series).

(3) Pregnant reservists shall not be involuntarily mobilized, but they may volunteer for active duty. Mobilization for new mothers (by birth or adoption) shall be deferred for six months from the time of delivery or placement in home.

9.A.3.c. Waiver Request

Requests for a waiver of assignment restrictions due to pregnancy shall be promptly submitted to Commander (CGPC-opm) for officers or Commander (CGPC-epm) for enlisted personnel. The appropriate office will make the final determination regarding assignment eligibility. Medical waiver requests must contain the following information:

1. Narrative of condition including number of weeks of gestation, present condition, special treatment requirements (other than for normal delivery).

2. Results of specialty consultation that include the medical specialist's estimate of the servicewoman's ability to perform assigned duties.

3. If the member is due to be stationed overseas, specify which medical facility will provide care and indicate how the member has determined that all necessary care is available (prenatal, delivery and post partum) for both mother and child.

9.A.4. Administration

1. Uniform. The proper wearing of the uniform during pregnancy is the concern and responsibility of the servicewoman. The maternity uniform is mandatory for all pregnant servicewomen when a uniform is prescribed and their regular uniforms no longer fit. All authorized variations of the Air Force maternity uniform may be worn by pregnant servicewomen when their regular uniform no longer fits. Details concerning the procurement and proper authorized wearing of the maternity uniform can be found in the Uniform Regulations, COMDTINST M1020.6 (series).

2. Breastfeeding.

   a. Servicewomen should obtain information from their care provider relating to breastfeeding education, care, counseling and support during the pregnancy, after delivery and on return to work. If the servicewoman opts to breastfeed after returning to duty, the member and the command should communicate to address any concerns or issues.

   b. When possible, the commanding officer or officer in charge will ensure the availability of a private, clean room for expressing breast milk during the workday.

   c. Requests to breastfeed infants during duty hours should be handled on a case-by-case basis; however, breastfeeding an infant is not a reason for granting excessive time for meals or away from work.

3. Obstetrical Care. Obstetrical care will normally be provided at a Uniformed Services Military Treatment Facility (USMTF), provided it has obstetrical-gynecological (OB-GYN) capability. If the local USMTF does not have OB-GYN capability and there is no other USMTF with OB-GYN capability serving her residence area, the servicewoman may request authorization from the cognizant MLC Health Services Division for non-Federal health care.

4. Adoption. Servicewomen intending to place their infants for adoption shall meet with appropriate legal counsel to ensure specific state requirements are followed. Pregnant servicewomen intending to pursue this option are not eligible for OCONUS assignments until delivery and adoption procedures are completed or finalized.

5. Performance Evaluations. Commanding officers and officers in charge shall ensure that pregnant servicewoman do not receive adverse evaluation reports strictly as a consequence of pregnancy. Weight standards exceeded during pregnancy and/or nursing are not cause for adverse OERs or evaluations. Details regarding this policy are found in Weight/Physical Fitness Standards for Coast Guard Military Personnel, COMDTINST M1020.8 (series).

6. Weight Standards.

   a. The servicewoman is exempt from the weight standard policy during pregnancy. That does not, however, exempt the servicewoman from maintaining a neat military appearance.

   b. Once the servicewoman returns from convalescent leave, it is her responsibility to conform to the weight standards. Refer to Weight/Physical Fitness Standards for Coast Guard Military Personnel, COMDTINST M1020.8 (series). However, she is exempt from being placed in a probationary status for exceeding the weight or body fat standards for a period of six months after delivery or termination of pregnancy. For nursing mothers, this six-month exemption will be effective upon conclusion of the nursing period, but no later than 12 months post-delivery.

7. Separation. Servicewomen on active duty beyond their initial training (e.g., recruit training or Officer Candidate School) who become pregnant shall be retained in the Service in accordance with their enlistment/commissioning obligation. Servicewomen should be advised that requests for separation due to pregnancy will not normally be approved. In those cases where extenuating circumstances due to a bona fide hardship exist, requests for separation will be considered on a case-by-case basis with the Service need often the determinant for retention or release as per Article 12.A or 12.B. Each decision will be rendered based on a balance of Service need, the member's remaining obligated service, and consideration of the specific circumstances of each member's situation. Also, any eligible servicewoman may also request separation from active duty under the Temporary Separation for Care of Newborn Children policy per Chapter 12.F.1. of this manual.

8. Maternity Care After Separation. Under current law, neither the military departments nor TRICARE have the authority to pay civilian maternity care expenses for former servicewomen who separate from active duty while they are pregnant, regardless of the circumstances requiring the use of civilian facilities. A former servicewoman loses her entitlement to all civilian maternity care at military expense upon receipt of a Certificate of Release or Discharge from Active Duty, (DD 214). Prior to separation, servicewomen should be encouraged to consult with a health benefits advisor for current information regarding health benefits available to former active duty personnel. The uniformed services voluntary 90-day medical insurance policy available to separating servicewomen will not cover preexisting conditions such as pregnancy. Because this is true of

virtually all medical insurance programs in the private sector, the Service secretaries (under special administrative authority) allow former servicewomen, who separate under honorable conditions, to receive maternity care for pregnancy, up to six weeks following delivery, only in Uniformed Services Medical Treatment Facilities (USMTF), on a space available basis. This care is available if:

a. The servicewoman presents documented evidence which reflects that a medical evaluation, given while she was on active duty, demonstrates that she was pregnant prior to her separation from the Service.

b. The USMTF to which she applies for care has the capability of providing maternity care. A pregnant servicewoman who elects to leave the Service must first consider the distance between her home and the nearest USMTF, which has maternity care capability. She must consider the possibilities of premature delivery or other emergency maternity care needs for which she must bear the cost. Should that happen, neither the military departments, TRICARE nor the Department of Veterans Affairs has the authority to pay civilian maternity care expenses regardless of the circumstances necessitating use of civilian care for either the ex-servicewoman or infant. The servicewoman should be made aware that if the newborn infant requires continued care after the member is discharged from the hospital, or care beyond that which is available at the USMTF, the expense for some care will be incurred by the individual.

c. Before deciding to request a discharge or resignation from the Service, a pregnant servicewoman should consider whether she has the financial resources to cover delivery at a civilian hospital. She should also contact the commanding officer of the USMTF she plans to use to determine if:

(1) The facility provides maternity care;

(2) The facility is close enough to her planned place of residence to provide her assurance that, barring emergency requirement, she can reach it expeditiously at time of birth; and

(3) The facility's workload will permit acceptance of her case.

There are maternity benefits for women veterans enrolled in the VA system. VA facilities are using enhanced sharing authority to contract for obstetrical services to include prenatal care, childbirth and post partum care. This benefit does not cover care of the newborn. In addition, the veteran may be responsible for some of the expense incurred.

9. Conduct and Discipline. Pregnant servicewomen have the same rights and responsibilities and are subject to the same administrative and disciplinary actions as all other service personnel. An active duty servicewoman under court-martial

charges or sentence of a court-martial, who is certified by a physician as pregnant, may be discharged only with the written consent of the officer exercising general court-martial jurisdiction over her.

10. Pregnant Brig Prisoners. The care and management of pregnant servicewomen prisoners confined to a brig shall conform to the requirements of this Article except that medical convalescent leave cannot be authorized. Pregnancy per se does not prevent confinement in a brig as long as appropriate prenatal care is provided and there is a medical treatment facility near the brig, which can provide for labor, delivery, and the management of obstetric emergencies.

9.A.5. Medical Convalescent/Sick Leave

1. Prenatal. District commanders and commanding officers, without approval of the Commandant, may grant prenatal medical convalescent leave when certificated as necessary by the health care provider and should not exceed a cumulative total of 30 days (Articles 7.A.5.f. and g.). In cases of extenuating circumstances, the attending physician may recommend additional prenatal convalescent leave beyond the standard 30 days. The servicewoman's command must submit such recommendations to Commander (CGPC-opm) or (CGPC-epm) for approval in accordance with Article 7.A.5.f.

2. Postpartum. Postpartum convalescent leave will normally be granted for 42 days after discharge from the MTF following any uncomplicated vaginal delivery or cesarean section. The attending physician may recommend an extension of convalescent leave beyond the standard 42 days based on the servicewoman’s clinical circumstances. The servicewoman's command must be notified of this recommendation. Commanding officers may grant this leave without approval from the Commandant. Commanding Officers may grant regular leave following convalescent leave if appropriate.

3. Should a pregnancy end in early termination or a stillbirth, convalescent leave will be granted based on the attending physician’s recommendation.

4. The servicewoman is responsible for reporting any complications or medical problems that she experiences during convalescent leave, to her appropriate health care provider.

9.A.6. Temporary Separation for Care of Newborn Children

Qualified members desiring additional time off to discharge parental responsibilities for newborn children may request a temporary separation as per Chapter 12.F.1. of this manual. Commanding Officers and officers in charge should ensure that all service members are aware of this policy.

Exhibit 9.A.1.

REPRODUCTIVE CHEMICAL HAZARDS

AGENT	PROVISIONAL EXPOSURE LIMIT	ADDITIONAL GUIDANCE
LEAD	0.050 mg/m3	maternal blood Pb Less than 30 ugm/100m1
CADMIUM	0.010 mg/m3	
MERCURY		
Inorganic	0.025 mg/m3	
organic-alkyl	0.010 mg/m3	
organic-aryl	0.050 mg/m3	
BENZENE	1 ppm	
CHLORDANE	0.5 mg/m3	
CARBON DISULFIDE	4 ppm	
ETHYLENE OXIDE	1 ppm	
GLYCOL ETHERS		
2-ME	5 ppm	
2-EE	5 ppm	
ETHYLENEDIBROMIDE	1 mg/m3	
PERCHLORETHYLENE	25 ppm	
CHLORINATED BIPHENYLS (PCG's)		
42 percent CL	1.0 mg/m3	
54 percent CL	0.5 mg/m3	
CARBARYL	5 mg/m3	
HALOGENATED ANESTHETIC GASES	2 ppm	
NITROUS OXIDE	50 ppm	

Note: Above is a partial (not complete) listing of chemicals potentially encountered in the workplace that may present a risk for the developing fetus. Recommend contacting the MLC Detached SEHO for further guidance. NON-DETECTABLE EXPOSURE TO ANY OF THESE CHEMICAL HAZARDS IS BEST.

Exhibit 9.A.2.

RADIOFREQUENCY/MICROWAVE THRESHOLD LIMIT VALUES

Frequency	Power Density ($mWatts/cm^2$)	Electric Field Strength Squared ($Volts^2/M^2$)	Magnetic Field Strength Squared (Amp^2/M^2)
10KHz TO 3MHz	100	377,000	2.65
3MHz TO 30MHz	$900/f^2$	$3770 \text{ X } 900/f^2$	$900/(37.7 \text{ X } f^2)$
30MHz TO 100MHz	1	3770	0.027
100MHz TO 1000MHz	f/100	3770 X f/100	f/37.7 X 100
1GHz TO 300GHz	10	37,700	0.265

period. Then, for each of the performance dimensions, the Supervisor shall carefully read the standards and compare the Reported-on Officer's performance to the level of performance described by the standards. The Supervisor shall take care to compare the officer's performance and qualities against the standards—not to other officers and not to the same officer in a previous reporting period. After determining which block best describes the Reported-on Officer's performance and qualities during the marking period, the Supervisor fills in the appropriate circle on the form in ink.

c. Where the Supervisor has insufficient information to provide a mark or if observations are believed inadequate to render a judgment, the "not observed" circle shall be used. The reason for the "not observed" must be briefly stated in the "comments" blocks or Section 2.

d. In the "comments" block following each evaluation area, the Supervisor shall include comments citing specific aspects of the Reported-on Officer's performance and behavior for each mark that deviates from a four. The Supervisor shall draw on his or her observations, those of any secondary supervisors, and other information accumulated during the reporting period.

e. Comments should amplify and be consistent with the numerical evaluations. They should identify specific strengths and weaknesses in performance. Comments must be sufficiently specific to paint a succinct picture of the officer's performance and qualities which compares reasonably with the picture defined by the standards marked on the performance dimensions in the evaluation area. Mere repetition or paraphrasing of the standards is not sufficient narrative justification for below or above standard marks.

f. When appropriate, specifically address the officer's acquisition (O1 through O4) and demonstration (all officers) of seamanship or airmanship expertise (expert skill or knowledge). The following factors should be considered: easy application of the rules of the road and Federal Aviation Regulations (FARs); understanding of, and facility with relative motion concepts; good "sea sense" and a feel for the forces acting on ships or aircraft; and the ability to translate environmental inputs and mission requirements into consistently correct control applications and leadership decisions. These are some of the factors which indicate potential for future successful operational assignments including operations officer, executive officer, and command. In short, compare and discuss the officer's critical competency requirements with regard to seamanship or airmanship.

g. A mark of four represents the expected standard of performance. Additional specific performance observations must be included when an officer has been assigned a mark of five or six to show how they exceeded this high level of performance. Those assigned the superlative mark of seven should have specific comments demonstrating how they exceeded the six standard block.

h. Citing weaknesses does not make the OER derogatory unless the OER contains a derogatory mark in accordance with Article 10.A.4.h.

i. All comments shall be confined to the space allotted to the Supervisor. No comments shall be continued from one comment block to another.

5. Section 6, Supervisor Authentication.

a. Block a. SIGNATURE—The Supervisor's signature verifies completion of their OES responsibilities and that comments and evaluations are correct. A typed or stamped name is required to clearly identify the Supervisor. Include Service abbreviation if other than Coast Guard.

b. Block b. GRADE—Two-character military pay grade, or civilian equivalent (e.g., O6, GS12).

c. Block c. SSN—**Enter the correct Employee ID Number in this block.**

d. Block d. TITLE OF POSITION (e.g., Chief, Administration Division; Commanding Officer; Chief, Officer Assignments Branch).

e. Block e. DATE—The date the Supervisor submitted the evaluation to the Reporting Officer. Enter in all numerals (e.g., 2000/04/25).

f. After signing the OER, the Supervisor gives it to the Reporting Officer, together with the OSF (if used), and any other authorized documentation or information.

6. Section 7, Reporting Officer Comments.

a. This section provides an opportunity for the Reporting Officer to comment on the Supervisor's evaluation. Although comments are not mandatory, Reporting Officers are encouraged to cite other information and observations they may have which would confirm or provide another perspective of the Reported-on Officer's performance and qualities demonstrated during the reporting period. By doing so, the Reporting Officer gives a more complete picture of the Reported-on Officer's capabilities.

b. Section 7 shall not include continuing comments from any other comment block.

7. Section 8.

a. This section measures an officer's personal and professional qualities. Each performance dimension is defined in terms of three performance standards: below standard, standard, or above standard. The standards are not the same for all forms. Reporting Officers must read each standard carefully. A space for supporting comments follows each set of dimensions.

4. Replies must be submitted to the Supervisor within **21** days from receipt of the official copy from Commander (CGPC-opm) or Commander (CGPC-rpm). Replies based upon receipt of local copies will not be accepted.

5. The OER Reply should be processed by the rating chain to arrive at Commander (CGPC-rpm) or Commander (CGPC-opm-3) not later than 30 days after the date the Reply was submitted to the Supervisor.

6. The Reported-on Officer shall inform Commander (CGPC-rpm) or Commander (CGPC-opm-3) directly by written communication (E-mail is acceptable) if the official receipt copy of the OER Reply has not been received 60 days from the date the Reply was submitted to the Supervisor.

7. Reported-on Officer replies do not constitute a request to correct a record. An officer who believes his or her OER contains a major administrative or substantive error should follow the procedures to correct military records as outlined in Article 10.A.7. This includes requests to have the OER, or a part thereof, removed from the record. Members of the rating chain who, in their review of a Reported-on Officer's reply, concur with the Reported-on Officer that an error may be present in the OER, shall return the reply to the Reported-on Officer and assist that officer in following Article 10.A.7. procedures.

8. Format for replies:

Date: (Submitted to Supervisor)

Signature
From: (RANK, NAME, USCG/USCGR)

To: Commander, Coast Guard Personnel Command (opm-3)
Thru: (1) (Original Supervisor by name)
(2) (Original Reporting Officer by name)
(3) (Original Reviewer by name)

Subj: OER REPLY

Ref: (a) Personnel Manual, COMDTINST M1000.6 (series)

1. As authorized by reference (a), I request the below reply be filed with my evaluation report for the period (YR, MONTH, DAY) to (YR, MONTH, DAY).

#

9. Reported-on Officers shall limit their replies to a maximum of two single-spaced pages (8½" x 11") typed on one side with no enclosures. Each rating chain member responding to the reply shall limit that response to a maximum of one single-spaced page (8½" x 11") typed on one side with no enclosures. If a rating chain member elects not to respond to the reply, he or she shall initial and date in the thru block of the Reply, and forward through the rating chain.

10. Any rating chain member who, upon reviewing a Reported-on Officer's reply, finds reason to concur that an error of fact may be present in the OER shall comment in their response and assist the officer in following the records correction procedures in Article 10.A.7.

10.A.4.h. Derogatory Reports

1. Definition. Derogatory reports are OERs that indicate the Reported-on Officer has failed in the accomplishment of **assigned** duties. Derogatory reports are only those OERs which:

   a. Contain a numerical mark of one in any performance dimension, or

   b. Contain an "unsatisfactory" mark by the Reporting Officer in section 9.

   c. Documents adverse performance or conduct that results in the removal of a member from his or her primary duty or position.

2. Processing. Derogatory OERs are processed as follows:

   a. The Reporting Officer shall provide a copy (authenticated through Section 11) to the Reported-on Officer requesting that an addendum be prepared. The Reported-on Officer is not required to prepare an addendum. The Reported-on Officer's addendum does not constitute an official request for correction of a record but provides the Reported-on Officer an opportunity to explain the failure or provide their views of the performance in question. Commenting or declining comment does not preclude the Reported-on Officer from an official request for correction of the record under Article 10.A.7. or submitting an OER Reply under Article 10.A.4.g.

   b. After completing the addendum, the Reported-on-Officer shall forward the OER along with the addendum to the Reporting Officer. The Supervisor and the Reporting Officer shall be afforded the opportunity to address the Reported-on Officer's addendum. In all cases, the rating officials shall each endorse the addendum by signature. The Reporting Officer will then forward the OER and attachments to the Reviewer.

   c. If the Reported-on Officer declines to make an addendum they shall so indicate by attaching the following statement: "I am aware of the contents of the performance report and decline comment." An addendum by the Reported-on Officer must be made within 14 days of receipt of the OER unless an extension is specifically requested from Commander (CGPC-rpm) or Commander (CGPC-opm-3). If the Reported-on Officer fails to provide either an addendum or the above statement within 14 days, the Reporting Officer shall forward the OER to the Reviewer noting that an addendum was solicited and not received. In such cases, the Reviewer shall prepare a Reviewer Attachment specifically stating that an addendum was solicited but not received.

3. Supervisors and Reported-on Officers are encouraged to be flexible in using the OSF as an aid in carrying out their duties within the spirit of these instructions. Filing copies of correspondence, messages, work lists, trip reports, and even paper notes in the OSF is a sound means of spontaneously documenting the Reported-on Officer's performance. These documents can greatly assist in giving performance feedback and writing an evaluation.

4. Assisted by the OSF, personal observations, and other information available, the Reporting Officer evaluates the Reported-on Officer's performance of duties, personal qualities, and potential for increased responsibilities. After completion of the appropriate OER sections, the Reporting Officer returns the OSF to the Reported-on Officer.

10.A.7. Correction of Military Records

Coast Guard officers are encouraged to review their record periodically. While Commander, (CGPC-opm) and Commander (CGPC-rpm) attempt to ensure that OERs accurately reflect officers' performance, the possibility of administrative or substantive error still exists. Accordingly, officers may seek correction of any OER, or any portion thereof, if in their opinion the report is in error. **Those officers wishing to exercise this right should follow the procedures to correct military records contained in Article 14.B. for forwarding the application to the Personnel Records Review Board (PRRB) or Board for Correction of Military Records (BCMR), as appropriate.** The application may be forwarded through the original rating chain at an officer's option. If the whereabouts of the original members of the rating chain are unknown, officers should submit the application directly to the PRRB or BCMR. **Additionally, an officer may forward his or her application via the officer's current chain of command but is not required to do so and may send the application directly to the PRRB or BCMR.**

10.A.8. OES Changes

10.A.8.a. General

Commander (CGPC) will report annually on the health of the Officer Evaluation System (OES). Statistical trends and conclusions will be included in the report, plus recommended changes for the current year and identification of issues and/or changes under consideration.

10.A.8.b. Participation

Anyone is encouraged to recommend improvement or change. Address formal or informal correspondence to Commander (CGPC-rpm) or Commander (CGPC-opm-3). Communication by telephone is also encouraged to discuss issues or areas of personal concern**.**

10.B. Enlisted Employee Review System (EERS)

10.B.1. General

10.B.1.a. Purpose

The Enlisted Employee Review System (EERS) has been designed to serve several specific purposes:

1. To set standards by which to evaluate the performance and behavior of all enlisted members;
2. To inform enlisted members of the performance standards they will be measured against;
3. To provide a means by which enlisted members can receive feedback on how well they are measuring up to the standards;
4. To capture a valid, reliable assessment of enlisted members' performance, so the Coast Guard may advance and assign members with a high degree of confidence;
5. To provide critical information that may affect discharges, re-enlistments, good conduct, advancement eligibility, and reductions in rate. The enlisted employee review is not only used to document an individual's past performance, but more importantly, to provide a road map for future improvement.

10.B.1.b. Policy

Each commanding officer/officer in charge must ensure all enlisted members under their command receive accurate, fair, objective, and timely enlisted employee reviews. To this end, the Service has made enlisted performance criteria as objective as possible, within the scope of jobs and tasks enlisted personnel perform. In using the Enlisted Employee Review System, strict and conscientious adherence to the specific wording of the standards is essential to realizing the purpose of the enlisted employee review process.

10.B.2. Required Supporting Remarks

10.B.2.a. Discussion

1. Supporting remarks are required to be submitted along with the enlisted employee review, up through the marking chain to address the future leadership potential of all enlisted personnel, E-6 and above, and for any recommended marks of 1, 2, or 7, unsatisfactory conduct mark, or **not recommended** for advancement. Articles 10.B.6.a., 10.B.7. and 10.B.9.a.

    a. Enlisted employee reviews that result in assignment of an unsatisfactory conduct mark or low competency marks as defined in Article 10.B.8.a. must be supported by an adverse remarks entry for:

(1) Non-judicial punishment;

(2) Court-martial;

(3) Civil conviction;

(4) Financial irresponsibility;

(5) Not supporting dependents;

(6) Alcohol incidents; and

(7) Not complying with civilian and military rules, regulations, and standards.

b. Do not confuse this entry with the many other reasons to provide supporting remarks when completing an employee review. This entry must either state an NJP, CM, civil conviction or low competency mark (Article 10.B.8.a.) occurred, or give specific examples of financial irresponsibility, non-support of dependents, alcohol incidents, nonconformance to civilian and military rules, regulations, and standards which discredited the Coast Guard.

c. In noncompliance with civilian and military rules, regulations, and standards; a one-time, minor infraction (e.g., late to work) is insufficient to be classified as an adverse remarks entry, which, in turn, necessitates conducting a special employee review and terminating Good Conduct Award eligibility. Adverse entries dealing with minor infractions should focus on patterns of unacceptable behavior instead of a one-time minor infraction.

d. To clearly distinguish this type of remarks entry from all others, start the entry in the conduct competency field with:

This is an adverse supporting remarks entry for

e. All employee reviews submitted on enlisted personnel, E-6 and above, are required to include supporting remarks, documenting the individual's leadership potential, along with the commanding officer's advancement recommendation. They must clearly identify the member's current and future potential for positions of greater responsibility. The accuracy of these entries is essential to distinguish individuals requesting to compete for command cadre or special assignment positions.

10.B.2.b. Definitions

1. Enlisted Employee Review Management System (EERMS). The automated system which assists Commandant (G-W) in monitoring EERS performance, providing system feedback, enforcing enlisted employee review discipline, and serving as the data base of official marks of each member.

2. Enlisted Employee Review (EER). The series of web pages contained in **Direct Access** used to report the performance of Coast Guard enlisted personnel. The

EER contains updated performance standards and is a web-based application used to initiate, review and transmit a member's completed enlisted employee review.

3. Enlisted Employee Review System (EERS). The Coast Guard system, which addresses the performance appraisal of its enlisted personnel.

4. Evaluee. The enlisted member being evaluated.

5. Competency Types. The four major categories of performance.

   a. Military. Measures a member's ability to bring credit to the Coast Guard through personal demeanor and professional actions.

   b. Performance. Measures a member's willingness to acquire knowledge and the ability to use knowledge, skill, and direction to accomplish work.

   c. Professional Qualities. Measures those qualities the Coast Guard values in its people.

   d. Leadership. Measures a member's ability to direct, guide, develop, influence, and support others performing work.

6. Competencies. The individual elements on which the Coast Guard evaluates its enlisted personnel.

7. Enlisted Employee Review Worksheet. This form is optional and shall be used only by units without access to **Direct Access**. Those units not having **Direct Access** can get the procedures for completing an off-line Enlisted Employee Review Worksheet at http://www/uscg.mil/hq/psc/Manuals-Pubs-Newsletters/PPM/PPM-PDF-BYCHAP/CHAP10.pdf. The Approving Official shall ensure any enlisted employee review initiated using a worksheet is properly entered into **Direct Access**. In these cases, the unit that entered the review into **Direct Access** (typically a unit providing administrative support, e.g. PERSRU, Group Office, etc.) provides the approving official with a copy of the Member Counseling Receipt which reflects the effective status of 'Active'. This printed receipt serves as confirmation to the unit and servicemember that the Enlisted Employee Review Worksheet was properly recorded into **Direct Access**.

8. Performance Feedback. No specific form or forum is prescribed for performance feedback. Performance feedback - formal or informal - actually occurs whenever an evaluee receives any advice or observation from a rating official on their performance or any other matter on which they may be evaluated. Performance feedback can occur during a counseling session, particularly during a mid-period session, through on-the-spot comments about performance, or at the end of the enlisted employee review period. Each evaluee must be continuously alert for the "signals" received in one of these ways from the rating chain. If the signals are not clear, the evaluee must ask the rating chain for clarification.

9. Competency Descriptions. The written criteria on the EER that define objective performance levels within each competency.

10. Rating Officials. The individuals responsible for evaluating and helping to motivate the performance and behavior of the evaluee.

11. Supervisor. The Supervisor shall be an officer, civilian, or enlisted person.

    a. If enlisted, the Supervisor must be at least one pay grade senior to the evaluee except as noted below:

        (1) The command may designate a first class petty officer (E-6) as the Supervisor.

        (2) A supervisor who is a first class petty officer, designated as executive petty officer, does not have to be one pay grade senior to the evaluee.

    b. If civilian, must be an official designated as the member's supervisor.

    c. If necessary, the Marking Official can fill the role of Supervisor.

12. Marking Official. The Marking Official shall be an officer, civilian, chief petty officer, or first class petty officer. However, a first class petty officer must be designated as an executive petty officer. A Marking Official who is a designated executive petty officer does not have to be one pay grade senior to the evaluee.

13. Approving Official. The Approving Official must be a Coast Guard officer, officer in charge (E-7 or above), or Coast Guard civilian who is the official supervisor of the Marking Official.

    a. Approving Officials will appoint rating chain officials within the prescribed guidelines for any enlisted personnel who are not otherwise covered by the general guidelines.

    b. If necessary, the Approving Official can fill the role of the Marking Official.

14. Regular Enlisted Employee Review. Any annual or semiannual employee review.

15. **Unscheduled** Enlisted Employee Review. An enlisted employee review performed for any reason other than a regular Enlisted Employee Review as prescribed in Article 10.B.5.b. **The term "unscheduled" is a category, which includes: advancement, change in rate, discipline, probation, reduction, Reserve ADSW, SWE and transfer. When doing an unscheduled enlisted employee review choose the appropriate reason from the dropdown list in the online Enlisted Employee Review program in Direct Access.**

10.B.3. Designating Officials

10.B.3.a. Evaluators

Figure 10.B.3.1. designates those personnel who execute the enlisted employee review process for enlisted personnel. Waiver requests for exceptions to these designations shall be addressed to Commander (CGPC-epm-1) for determination.

6. Commandant (G-W). Commandant (G-W) has overall responsibilities for the EERS for all enlisted personnel.

7. Commandant (G-WPM) (for active duty members).

   a. Provides individual appeal and policy guidance.

   b. Maintains all applicable instructions and establishes policy governing the EERS.

8. Commandant (G-WTR) (for reservists).

   a. Provides individual appeal and policy guidance.

   b. Maintains all applicable instructions and establishes policy governing the EERS.

9. Commander (CGPC-epm) or (CGPC-rpm).

   a. Monitors all applicable instructions, and policy governing the EERS.

   b. Responds to individual and command requests related to EERS policy. Direct phone inquiries to Commander (CGPC-epm-1) or (CGPC-rpm).

   c. Conducts statistical analysis of servicewide marking patterns to assist in system discipline.

10. Commanding Officer (**PSC** (adv)). Provides administrative quality control of all enlisted employee reviews.

10.B.5. Submission Schedule

10.B.5.a. Regular Enlisted Employee Reviews

1. Regular Enlisted Employee Reviews for active and reserve members are required to be submitted as shown in Figure 10.B.5.1. The deadline months shown in Figure 10.B.5.1 ensure all enlisted employee reviews are submitted in sufficient time for processing and completing the final multiple for Servicewide Examinations.

Figure 10.B.1 – Regular Enlisted Employee Review Submission Schedule

PAY GRADE	DEADLINE DUE THE LAST DAY OF:
E-1	**January (all) & July (AD only)**
E-2	**January (all) & July (AD only)**
E-3	**February** (all) & **August** (AD only)
E-4	March (all) & September (AD only)
E-5	April (all) & October (AD only)
E-6	May (all) & November (AD only)
E-7	September (all)
E-8	November (all)
E-9	June (all)

2. If the rating chain must perform a**n unscheduled** enlisted employee review on the same period ending date as the member's regular period ending date, enter as regular instead of the **unscheduled** reason, excepting a disciplinary enlisted employee review; for that, enter the reason as disciplinary instead of regular.

3. Regular enlisted employee reviews may not be delayed. The unit rating chain is responsible for ensuring complete reviews are acknowledged by the evaluee and completed within **Direct Access** not later than 30 days after the enlisted employee review period ending date.

4. Do not complete a regular enlisted employee review on a member until the next regular period ending date when:

   a. A**n unscheduled** enlisted employee review has been completed within 92 days for E-6 and below employee reviews, 184 days for E-7 and above employee reviews, or 19 drill periods for reservists before the end of a regular period ending date,

   b. An evaluee has been assigned to a new duty station for fewer than 92 days for E-6 and below employee reviews, 184 days for E-7 and above employee reviews, or 19 drill periods for reservists on a regular period ending date.

5. Do not complete any enlisted employee review for the following circumstances:

   a. Upon discharge, reenlistment, release from active duty, or retirement;

   b. Evaluee is undergoing Class “A,” “C,” advanced, or recruit training, except in disciplinary situations described in Article 10.B.5.b.3;

c. Evaluee is in an unauthorized absence or desertion status on the regular period ending date;

d. Evaluee is granted leave awaiting appellate review of a court-martial;

e. Evaluee is in Home Awaiting Order Status (HAOS) awaiting Final Action of a Formal Physical Evaluation Review Board.

f. On awarding NJP or civil conviction if the NJP award or conviction was due to an alcohol incident for which the member was previously assigned a**n unscheduled** enlisted employee review. This exemption applies to alcohol incidents only.

g. Upon advancement to any pay grade up to, and including, advancement to pay grade E-6.

10.B.5.b. Unscheduled Enlisted Employee Reviews

Unscheduled enlisted employee reviews are conducted for any reason other than a regular enlisted employee review. While the EERS focuses on regular employee reviews, occasionally a**n unscheduled** employee review is in order. Use the following to determine whether to perform a special employee review.

1. Complete a**n unscheduled** employee review if the rating chain completed a regular or **unscheduled** review for a period ending more than 92 days for E-6 and below employee reviews, 184 days for E-7 and above employee reviews, or 19 drill periods for reservists before one of the events listed below.

   a. Advancement or change in rating to pay grade E-7 or above. Complete a**n** advancement employee review as of the day prior to the effective date of advancement or change in rating using the employee review competencies for the previously held pay grade.

   b. Detachment for permanent change of station. Commands shall ensure members sign the counseling sheet for transfer employee review NO LATER THAN 15 days before departing the unit to allow adequate time for counseling and appeal processing if required.

   c. Detachment for intra-command reassignments if the Approving Official will change.

   d. Detachment of an Approving Official who directly supervises an evaluee. Articles 10.B.3.c and 10.B.3.d.

2. The **TDY**, Active Duty for Special Work-Reserve Component (ADSW-RC), or Active Duty for Special Work-Active Component (ADSW-AC) commanding officer should provide, in writing, supporting documentation for input in the

member's next regular employee review when an evaluee completes **TDY**, ADSW-RC, or ADSW-AC for any length of time.

3. The following events require a**n unscheduled** enlisted employee review, regardless of the time since the last employee review.

   a. On the date a member is awarded non-judicial punishment (NJP) or convicted by a court-martial (CM).

      (1) When a member awarded NJP or convicted by CM is stationed at a major Headquarters unit whose designated commanding officer of enlisted personnel for the command is not the regular Approving Official for the individual (i.e., Chief, Administration Division at a District Office or Commanding Officer, Headquarters Support Command), that officer sends a memorandum explaining the circumstances and a copy of the Court Memorandum, CG-3304, completed as a result of the NJP or CM to the member's designated Approving Official. The designated Approving Official uses the information provided to complete a disciplinary employee review when:

         (a) A member, including all students except Class "A" school and PCS DUINS, is awarded NJP or convicted by CM while serving on **TDY** and is to return to the parent command on completing the **TDY**; e.g., commanding officer of a training center for a person attending a two-week course who is awarded NJP while at the training center. The command effecting the NJP or CM conviction sends a letter explaining the circumstances to the member's parent command, including with the letter a copy of the Court Memorandum, CG-3304, completed as a result of the NJP or CM. The member's parent command completes a disciplinary employee review using the information provided and its knowledge of the member's performance.

         (b) When a member is awarded NJP or convicted by CM while serving PCS DUINS or as a Class "A" school student, the commanding officer completes a special disciplinary employee review, assigning an unsatisfactory conduct mark only, and leaves all other competencies blank.

         (c) When a member is undergoing recruit training and is awarded NJP or convicted by CM, the commanding officer completes a disciplinary employee review, assigning an unsatisfactory conduct mark only, and leaves all other competencies blank.

      (2) On the date a civil court convicts a member if the civil offense compares to similar offenses covered by the Uniform Code of Military Justice (UCMJ). The following guidelines apply:

(a) The Approving Official determines whether a civil offense resulting in conviction, action amounting to a finding of guilt or forfeiture of bail, is a minor or major offense compared to similar offenses covered by the UCMJ.

(b) Civil convictions must be evaluated carefully to avoid lowering conduct marks inappropriately or unjustly. Treat certain civil offenses; e.g., parking tickets, as not warranting a **disciplinary** employee review unless they are excessive.

(c) If the Approving Official determines a civil offense is a minor offense, they should normally consider it equivalent to NJP. Examples of minor offenses might include provoking a fight, a minor case of disturbing the peace, or an excessive number of parking tickets.

(d) If the Approving Official determines a civil offense is a major offense, they should normally consider it equivalent to a CM conviction. Examples of major offenses include robbery or driving while intoxicated.

(e) If a civil offense warrants an employee review of a member undergoing any Class "A," "C," advanced, or recruit training, the commanding officer completes a disciplinary employee review, assigning an unsatisfactory conduct mark only, and leaves all other competencies blank.

(f) When a member is **TDY**, ADSW-RC, or ADSW-AC and convicted in civil court, the **TDY**, ADSW-RC, or ADSW-AC command writes a letter to the member's parent command to explain the circumstances. The parent command completes a special disciplinary employee review using the information provided and its knowledge of the member's performance.

4. For reduction in rate.

a. Reduction as punishment.

(1) Complete a disciplinary employee review effective the date punishment is imposed.

(2) Use the competencies for the rate from which reduced.

(3) If a reduction in rate was awarded but the punishment was suspended and the suspension was later vacated, complete a disciplinary employee review if more than 92 days have elapsed (<u>for E-6 and below</u>

Enlisted Employee Reviews), 184 days (for E-7 and above Enlisted Employee Reviews), or 19 drill periods (for reservists) between the conviction and the reduction dates.

b. Reduction for incompetence or at the member's request.

(1) Complete a reduction enlisted employee review effective the day before the effective reduction date.

(2) Use the competencies for the rate from which reduced.

5. At the end of a three-month probationary period for incompetency. Article 5.C.38.c.

6. For Servicewide Examination (SWE) purposes. Complete a SWE enlisted employee review only if the rating chain has not completed an employee review for the current pay grade during the prescribed time frame for advancement. Chapter 5.C.

7. Complete a **SWE** enlisted employee review to allow Individual Ready Reserve (IRR) members to compete in a SWE.

8. A **disciplinary** enlisted employee review is required for a member who has an alcohol incident.

10.B.6. The Enlisted Employee Review Process

10.B.6.a. General

1. The rating chain will evaluate each enlisted member on the required period ending date to assess his or her actual performance since the last recorded employee review. The rating chain shall base employee reviews on how the member performed in each competency consistently throughout the period, except for conduct, to which the member must adhere every day of the period. Normally, a single, isolated event (either positive or negative) should not drastically affect the marks assigned during the employee review period. However, the rating chain must consider the overall positive or negative impact of the event.

2. The rating chain uses employee reviews to evaluate enlisted members' performance of duties in any position or pay grade, whether in specialty or not.

3. For members with a limited opportunity to perform for reasons such as illness, injuries, pregnancy, use the following guidelines.

a. Occasionally, circumstances resulting from a temporary condition may limit a member's opportunity to perform. These circumstances may cause specific performance restrictions; e.g., those imposed by a medical authority, and may

2. When completing this part of the employee review, the rating chain should focus on the guidelines in Chapter 5.C. on advancement recommendations and then select one of the following choices.

   a. RECOMMENDED. The member is fully capable of satisfactorily performing the duties and responsibilities of the next higher pay grade. The rating chain should choose this entry regardless of the member's qualification or eligibility for advancement. If the member has met all eligibility requirements, choosing this value constitutes an official recommendation for advancement. Personnel, E-6 and above, must receive a supporting remarks entry clearly documenting their present and future leadership potential for greater responsibility Article 10.B.2.a.(1).(d).

   b. NOT RECOMMENDED. The member is not capable of satisfactorily performing the duties and responsibilities of the next higher pay grade.

3. If the Approving Official marks "Not Recommended," they must ensure the member is properly counseled on the steps necessary to earn a recommendation and prepare supporting remarks Articles 5.C.4.b.1.l., 5.C.4.e.5.a., 10.B.2. , and 10.B.4.d.5.c.(4)(d).

4. The Approving Official's decision on the advancement recommendation is final and may not be appealed. However, if the Approving Official learns new information and decides to change the recommendation, they should follow the procedures in Article 10.B.**10**.b.

10.B.8. Good Conduct Award Eligibility

10.B.8.a. Eligibility

A new period of eligibility for the Good Conduct award begins any time a member receives an unsatisfactory mark in conduct or a competency type total mark less than shown in the following chart.

GROUP	MIL	PERF	PROF	LDRSHP
Non-rate	9	18	18	12 (E-3 only)
PO	6	21	18	21
CPO	6	27	18	21

10.B.8.b. An Unsatisfactory Conduct Mark

The rating chain must assign an unsatisfactory mark in conduct whenever an individual meets any of the criteria listed in Article 10.B.2.a.

1. Use the following guidelines to determine when terminating Good Conduct Award eligibility is warranted:

   a. On the effective date the member is awarded NJP or convicted by CM, or in civil court. Do not complete a special disciplinary employee review if the civil conviction was due to an alcohol incident for which the rating chain previously completed a special employee review. This exemption applies to alcohol incidents only. The rating chain must still document the civil conviction under Chapter 8.B.

   b. On the employee review period ending date if the member receives an unsatisfactory conduct mark or lower than minimal competency marks or competency type totals.

2. Assigning an unsatisfactory conduct mark may impact advancement to the next higher pay grade, change in rate, or participation in the Servicewide Examination. Article 5.C. for specific guidance on advancements.

10.B.9. Appeals

10.B.9.a. General

1. The employee review is designed to be as objective as possible. However, when one human being evaluates another, there will be some subjectivity. Even when the member perceives no difference in performance from one period to the next, small variations in marks can occur.

2. The appeals process is designed to review marks the evaluee believes were based on:

   a. incorrect information;

   b. prejudice;

   c. discrimination; or

   d. disproportionately low marks for the particular circumstances.

3. The recommendation for advancement portion on the employee review may not be appealed.

10.B.9.b. Responsibilities

1. The member.

a. Before writing an appeal, the member should request an audience with the rating chain to verbally express any concerns that could lead to a written appeal.

b. If this meeting does not lead to an agreement between the Approving Official and the member, the member can appeal in writing and submit the appeal to the Appeal Authority indicated in Figure 10.B.3.1., via the commanding officer. If the member has been reassigned, they must submit the appeal to the Appeal Authority for the former command, via the commanding officer of that command.

c. The appeal letter must contain the specific competencies in dispute and supporting information indicating why the marks should be reviewed. Supporting information must include specific examples of demonstrated performance that indicate how the member met or exceeded the written standards. The member attaches a copy of the signed employee review counseling sheet as enclosure (1) and other enclosures pertinent to the assigned marks.

d. The member must submit the appeal within 15 calendar days (30 calendar days for reservists) after the date they signed the acknowledgment section of the counseling sheet for the disputed employee review.

e. If appealing more than 15 calendar days (30 calendar days for reservists) after the date the member signed the employee review acknowledgment section, the member must explain the circumstances that did not allow or prevented him or her from submitting the appeal within the prescribed time limit.

2. The commanding officer. In most cases the commanding officer is the Approving Official. However, for commands such as district offices, area offices, and MLCs, the commanding officer might not be the Approving Official. In these instances, the Approving Official is synonymous with the title commanding officer for the below responsibilities.

a. Each commanding officer must ensure all enlisted persons are aware of their right to appeal under this Article.

b. Each commanding officer must ensure counseling and clerical assistance are provided to any member desiring to exercise these appeal rights.

c. As a result of the appeal, a commanding officer may raise or leave marks unchanged, but may not lower any marks. If the member accepts the relief the Approving Official grants, the appeal need not be sent to the Appeal Authority. If the relief does not satisfy or only partially satisfies the member, the commanding officer must send the appeal and then comply with the change procedures in Article 10.B.10.b.

d. Commanding officers shall endorse and send the appeal letter to the Appeal Authority within 15 calendar days of receiving it from the member. The Appeal Authority may extend the 15 days if the commanding officer needs additional information before responding to the appeal; e.g., if a rating chain member has been transferred and the commanding officer needs more information from this member before they can respond to the appeal adequately. The commanding officer's endorsement should address this delay.

e. The commanding officer's endorsement shall contain specific examples of demonstrated performance that warranted the assigned marks and address any extenuating circumstances. The commanding officer shall ensure the member receives a copy of the command's endorsement.

3. Appeal Authority.

a. The Appeal Authority must review and act on the appeal within 15 calendar days after receiving it. Commander (CGPC-epm-1) may extend the 15 days if the Appeal Authority needs additional information from either the member or commanding officer before responding to the appeal.

b. In acting on an appeal, the Appeal Authority may raise or leave unchanged the member's marks, but may not lower any marks an Approving Official assigned.

c. Once the Appeal Authority has decided, they should ensure copies of the appeal package (member's letter, command endorsement along with all enclosures, and Appeal Authority's action) are sent to Commander (CGPC-adm-3) for filing and to Commanding Officer, **PSC** (adv) for review and possible update to the member's employee review data.

10.B.10. Waiving and Changing Enlisted Employee Review Marks

10.B.10.a. Waiving Enlisted Employee Reviews

Occasionally it is either impossible to evaluate an evaluee; e.g., the member was inpatient or on sick leave during entire period, or an employee review period is overlooked administratively. In these and similar situations the Approving Official can submit a request to **PSC** (adv), seeking a waiver of the entire period by letter, specifying the reasons.

10.B.10.b. Changing Enlisted Employee Review Marks

1. Approving Officials are authorized to change any mark they assigned to members still attached to the unit if the Approving Official receives additional information that applies to the particular employee review period.

a. If the employee review has not been marked final, the Approving Official discusses the marks with the Marking Official as noted in Article 10.B.4.d.4. If they change any marks, those changes must be entered in **Direct Access**. A new counseling sheet will be printed and acknowledge by the member.

b. If the Approving Official already has submitted the employee review to **PSC**, the Approving Official writes, signs, and sends a letter to Commanding Officer, **PSC** (adv) to request changing the marks. The letter should contain the following information.

(1) The member's name, rate, and employee ID,

(2) The period ending date,

(3) The specific competencies being changed,

(4) The original numerical mark, conduct mark or CO's recommendation for advancement,

(5) The revised numerical mark, conduct mark or CO's recommendation for advancement,

(6) A statement the member has been advised of these changes.

c. Commanding Officer, **PSC** (adv) changes the member's employee review in **Direct Access**.

d. The member shall verify through **Direct Access** self service that their individual employee review has been properly updated.

2. If judicial proceedings are later set aside, the current Approving Official reevaluates and adjusts marks on the special disciplinary employee review assigned by any Approving Official based on alleged offenses committed.

3. Any Approving Official who has reason to believe marks assigned by another commanding officer are erroneous shall write to Commander (CGPC-epm-1) describing the circumstances. This letter shall include any supporting documentation and a recommended course of action.

12.A.10.b. Requirement

An officer being separated shall schedule any necessary physical examination so it is completed at least 60 days before the effective date of separation or release, although Commander (CGPC-opm) will not delay a separation or release date solely because the officer failed to complete a scheduled physical examination. A scheduled separation or release date may be delayed only if a question exists about a member's unfitness for continued service so as to require convening a medical board under the Physical Disability Evaluation System, COMDTINST M1850.2 (series) or if serious disease or injury intervenes. The district commander or commanding officer of the Headquarters unit concerned will issue any travel orders necessary to obtain a physical examination.

12.A.10.c. Exemption

If an officer has had a physical examination within one year of separation or release, a physical examination is not required before separation (e.g., retirement, resignation, or discharge) or release to inactive duty.

12.A.10.d. Physical Disability Evaluation System

If an officer enters the Physical Disability Evaluation System (PDES) or serious disease or injury intervenes before a scheduled separation or release, the command shall inform Commander (CGPC-opm-1) and (CGPC-adm) expeditiously by message or **memorandum**, which if necessary shall include a request for an appropriate delay in the officer's separation or release date. Delays of not more than 30 days will be granted at a time.

12.A.10.e. Delaying Separation

An officer's separation for hospitalization, medical observation, or PDES processing may be delayed only if the officer involved consents. If the officer withdraws that consent in writing, Commander (CGPC-opm) shall separate the officer not later than 60 days from the date such notice was received
(14 U.S.C. 295).

12.A.10.f. Action Upon Physical Examination Results

This general guidance addresses various outcomes of a physical examination for separation or release.

1. If an officer is found qualified for separation or release the officer is processed for separation or release as scheduled.

2. If an officer is found qualified for separation or release and disagrees with the finding, Commander (CGPC-opm) and (CGPC-adm) shall be notified immediately.

3. If a question exists about an officer's unfitness to perform duties Commander (CGPC-opm) and (CGPC-adm) shall be notified immediately by message or letter. The officer shall then be processed under the Physical Disability Evaluation System, COMDTINST 1850.2 (series), Chapter 3.

4. If a question exists about an officer's unfitness to perform duties and he or she still desires to separate, comply with Article 12.C.3.b.

5. The following chart illustrates these guidelines.

Finding of Physical Examination	Member Agrees	Member Disagrees	Officer's Command Takes This Action
Fit for Duty	X		Send **DD-2808** and CG-4057 to Commander (CGPC-opm), who issues separation orders
Fit for Duty		X	Notify Commander (CGPC-opm) and comply with Article 3-B-5(e), Medical Manual, COMDTINST M6000.1 (series)
Unfit for Continued Service	X		Notify Commander (CGPC-opm) and comply with Chapter 3, Physical Disability Evaluation System, COMDTINST M1850.2 (series)
Unfit for Continued Service		X	Comply with Article 12.C.3., Personnel Manual, COMDTINST M1000.6 (series)

12.A.11. Revoking Regular Officers' Commissions in Their First Five Years of Service

12.A.11.a. General

1. The Service considers the first five years of an officer's career a probationary period during which he or she demonstrates ability to adapt to the requirements of Coast Guard life and shows capability for future development. Some officers either are unable to adapt to service life or their performance indicates it is doubtful whether the time and effort required will form them into effective officers.

2. The authority to revoke an officer's commission under this article is not designed for use when court-martial or separation for cause proceedings would be more appropriate.

12.A.11.b. Procedure

1. A commanding officer or a superior in the chain of command may recommend revoking the commission of an officer who has fewer than five years of continuous service as a Coast Guard commissioned officer. Commander (CGPC-opm) also may initiate board action to revoke an officer's regular commission based on knowledge of adverse information about the officer. A commanding officer or superior in the chain of command shall recommend revocation in the form of a letter to Commander (CGPC-opm) containing the following information.

a. Officer's name;

b. Length of service;

c. Period of time officer was observed;

d. Reason for recommendation;

e. Specific facts or circumstances relating to performance;

f. Medical reports or opinions, if applicable;

g. Nature of counseling and other steps taken to correct deficiencies;

h. Officer's response to counseling;

i. Special Officer Evaluation Report, if applicable.

2. The recommending officer shall grant the officer concerned an opportunity to review the recommendation and permit him or her to comment as desired by letter endorsement. **If Commander (CGPC-c) initiates the action, the candidate shall be advised in writing of the contemplated actions and the reasons therefore and given the opportunity to communicate to the special board in writing via the chain of command. Any comments made by members in the chain of command shall be furnished to subject officer and subject officer shall be given 10 calendar days to respond to those comments.**

3. A panel of senior officers, normally consisting of the Coast Guard Personnel Command's Chief, Administration Division; Chief, Officer Personnel Management Division; and a senior officer representative from the Headquarters division (or Commander (CGPC-rpm) in cases of Active Duty Reserve Officers per Article 12.A.9.1) with cognizance of the officer's specialty shall review the recommendation. **Adjustments to the panel membership may be made as necessary to represent the officer's gender or ethnic background.** After thoroughly reviewing the officer's **Headquarters Personnel Data Record (PDR) and associated documents**, the panel recommends to the Commandant either executing the revocation proceedings under this Article or closing the case. Closing an officer's case does not preclude considering a subsequent recommendation to revoke his or her commission if additional facts or subsequent actions so warrant.

4. Commander (CGPC-opm) sends the panel's recommendations to the Commandant for approval, modification, or disapproval (14 U.S.C. 281).

5. Nothing contained in this Article shall prevent the court-martial of any officer in appropriate circumstances.

12.A.11.c. Separation

Officers whose commissions are revoked under this Article shall be discharged not later than three months from the date the panel report is approved; however, if the officer will have accumulated three years' commissioned service during this three-month time frame, the officer will be discharged not later than the day prior to the day the officer accumulates that service.

12.A.12. Vacating a Temporary Appointment

12.A.12.a. Authority

The appointing officer may vacate a temporary appointment made under Article 1.A.3.c. at any time. An officer whose appointment is so vacated reverts to his or her permanent status (14 U.S.C. 214 (c)).

12.A.12.b. Procedure

1. A commanding officer or a superior in the chain of command may recommend vacating any temporary officer's appointment to Commander (CGPC-opm). Commander (CGPC-opm), also may initiate board action to vacate an officer's temporary commission based on adverse information about the officer. Article 12.A.11. sets forth the criteria and procedure to vacate a temporary officer's appointment.

2. If Service needs dictate, the Commandant may vacate the appointment of temporary officers without regard to the Article 12.A.11. criteria. In this circumstance, he or she will consider all officers with temporary commissions. An officer whose appointment is so vacated reverts to his or her permanent status.

3. At his or her sole discretion, the Commandant may vacate the commission of temporary officers who have completed physician assistant training but fail to attain certification from the National Commission of Certification of Physician Assistants during their first two years of commissioned service, or subsequently fail to maintain this certification. An officer whose appointment is so vacated reverts to his or her permanent status.

12.A.13. Failing Selection for Promotion or Continuation

12.A.13.a. Chief Warrant Officers

Article 5.B.4.c. if a chief warrant officer fails selection for promotion for the second time.

12.A.13.b. Ensigns

If during an ensign's first three years of commissioned service, a selection board for promotion to lieutenant (junior grade) determines his or her performance is unsatisfactory or he or she fails selection for promotion a second time, irrespective of Article 12.A.9. and 12.A.11. provisions, the Commandant may revoke the ensign's commission or vacate a temporary appointment in accordance with 14 U.S.C. 281, 14 U.S.C. 214(e), OR 10 U.S.C. 1162, as applicable.

12.A.13.c. Lieutenants (Junior Grade)

Each permanent regular Coast Guard officer serving as a lieutenant (junior grade) who fails selection for promotion to lieutenant for the second time shall:

1. Be honorably discharged not later than 30 June of the promotion year in which the second failure of selection occurs, or
2. If he or she so requests, be honorably discharged at an earlier date without loss of benefits that would accrue if the member were discharged on the date specified in 1. above, or
3. If on the date specified for discharge in this Article, the member is eligible for retirement under any law, retire on that date (14 U.S.C. 282).

12.A.13.d. Lieutenants

1. Each permanent regular Coast Guard officer serving in the permanent grade of lieutenant who has failed selection for promotion to lieutenant commander for the second time shall:
   a. Be honorably discharged not later than 30 June of the promotion year in which the second failure of selection occurs, or
   b. If the member so requests, be honorably discharged at an earlier date without loss of benefits that would accrue if the member were discharged on that date under a. above, or
   c. If on the date specified for discharge in this article, the member is eligible for retirement under any law, retire on that date; or
   d. If on the date specified for discharge in a. above, the member has completed at least 18 years of active service, remain on active duty and retire on the last day of the month in which he or she completes 20 years of active service, unless earlier removed under another provision of law.
2. If Service needs require, the Commandant may direct a selection board convened under Article 14.A.10.a., to recommend for continuation on active duty for terms of between two and four years a designated number of permanent regular lieutenants who otherwise would be discharged or retired under this Article. When so directed, the board shall recommend for continuation on active duty the officers under consideration who it believes are best-qualified for continuation. With the Commandant's approval and despite subparagraph 1., each officer so recommended may continue on active duty for the recommended term. When he or she completes such term, unless selected for promotion or further continuation by a subsequent board, the officer shall be discharged honorably with severance or separation pay, as applicable, computed as shown in the **U.S. Coast Guard** Pay Manual, COMDTINST M7220.29 (series) or, if eligible for retirement under any law, retire.

3. If an officer who continues on active duty under subparagraph 2 is not selected for promotion by a subsequent board, he or she shall be retired on the last day of the month in which he or she completes 20 years of active service unless removed earlier from active duty (14 U.S.C. 283).

12.A.13.e. Regular Officers Serving Under Temporary Appointments

A regular Coast Guard temporary officer appointed under Article 1.A.3. who serves as lieutenant (junior grade) or lieutenant and fails selection for promotion to lieutenant or lieutenant commander, respectively, for the second time shall:

1. Be honorably discharged not later than 30 June of the promotion year in which the second failure of selection occurs, or

2. If the member so requests, be honorably discharged at an earlier date without loss of benefits that would accrue if the member were discharged on that date under 1. above, or

3. If on the date specified for discharge in this Article the member is eligible to retire under any law, retire under that law on that date.

4. Each officer subject to discharge or retirement under this Article may elect to revert to his or her permanent grade (14 U.S.C. 284).

12.A.13.f. Lieutenant Commanders and Commanders

Lieutenant commanders or commanders who fail selection to the next higher grade for the second time shall remain on active duty and retire under Article 12.C.5.

12.A.13.g. Captains

If a board convened under 14 U.S.C. 289 does not recommend a captain for continuation on active duty , he or she shall retire in accordance with Article 12.C.5.

decide whether the officer should be required to show cause for retention on active duty because:

a. The officer's performance of duty has declined below the prescribed standards; or

b. The officer has demonstrated moral or professional dereliction; or

c. Retention is clearly inconsistent with the interests of national security.

2. A board of officers convened to review an officer's records (a "determination board") shall consist of at least three officers in the grade of commander or above who all are **serving in a grade** senior to **the grade of** any officer they consider.

3. The determination board will impartially review the officer's PDR, the initiating officer's recommendation, and all other available information relevant to the reasons for separation to determine whether it should require the officer to show cause for retention.

4. The determination board does not examine witnesses. It is limited to considering the documents presented to it.

5. Commander (CGPC-opm) sends the determination board's findings to Commander (CGPC-c), who will notify the officer concerned the determination board has found either:

   a. The officer should not be required to show cause for retention and the case is closed; or

   b. The officer should be required to show cause for retention.

6. If a determination board decides an officer is required to show cause for retention on active duty, Commander (CGPC-opm) will:

   a. Give the officer a copy of the determination board's findings and all documents pertinent to the case except those the Commandant determines should be withheld in the interest of national security;

   b. Notify the officer in writing of the reasons for which he or she is being required to show cause for retention (notification shall be sent through the officer's commanding officer, who in turn shall state by endorsement the date of delivery to the officer concerned);

   c. Notify the officer that Commander (CGPC-c) will convene a board of inquiry to hear the case at least 30 days after the date of notification of the determination board's findings;

d. Inform the officer his or her appearance before a board of inquiry is the only opportunity to appear in person on his or her own behalf before final action in the case;

e. Notify the officer if separated from the Service after action by a board of review or at his or her own request after a determination board's finding he or she is required to show cause for his or her retention on active duty, the officer will receive an honorable discharge if the reason for separation is one contained in Article 12.A.15.c.1. and 5., and a general discharge if the reason is contained in Article 12.A.15.c.2. or 3;

f. Notify the officer of his or her entitlement to severance or separation pay, as applicable;

g. Notify the officer that if retired after action by a board of review or at his or her own request after a determination board's finding, the officer will be subject to evaluation under Article 12.C.15. provisions as to satisfactory service in a temporary grade;

h. Allow the officer reasonable time, at least 30 days, to prepare his or her defense;

i. Allow the officer to appear in person and to be represented by counsel at proceedings before a board of inquiry; and

j. Allow the officer full access to and furnishes copies of records relevant to the case at all stages of the proceedings, except a board shall withhold any records the Commandant determines should be withheld in the interests of national security. If any records are withheld under this clause, the officer whose case is under consideration shall, to the extent national security permits, be given the actual records or copies of them with the classified portions deleted.

7. The officer concerned must acknowledge receipt of the determination board's findings within five days of receipt. The officer returns the receipt to Commander (CGPC-opm-1) through the chain of command.

8. An officer who has been notified a determination board has found he or she should be required to show cause for retention on active duty may apply for voluntary retirement or request early discharge from the Service. If the officer takes neither action, he or she shall be ordered to appear before a board of inquiry.

12.B.1. General

12.B.1.a. Discharge Authority

1. Commander, Coast Guard Personnel Command is the Discharge Authority in all cases of administrative separation except in those cases specified in Articles 12.B.7, 12.B.9, 12.B.11, 12.B.15, 12.B.16, and 12.B.20. in which the district commander, maintenance and logistics commands, or commanding officer, as appropriate, may be the Discharge Authority. **In an effort to retain good, solid first-term performers with potential, but who have made a youthful mistake that would otherwise result in their discharge, the Commandant has established a "Second Chance Program". The Second Chance Program authorizes the first Flag Officer/SES in the chain-of-command of the first-term performers to waive all policy discharge authorities (except as noted below) contained in Article 12.B.9. (Unsatisfactory Performers), Article 12.B.12. (Convenience of the Government), Article 12.B.16. (Unsuitability), and Article 12.B.18. (Misconduct). The first Flag Officer/SES with assistance from their units shall define the internal processes for forwarding waiver requests to them. The Second Chance Program specifically excludes all policy discharges contained in Article 12.E. (Homosexuality), Article 12.B.12 (Obesity) or Chapter 20.C. (Substance Abuse Prevention Program) of this manual.**

2. **Discharges for reasons other than Articles 12.B.9., 12.B.12., 12.B.16. and 12.B.18. shall continue to be forwarded by the member's unit to Commander, CGPC.**

3. **In respect to the Second Chance Program:**

   a. **A first-term performer is an enlisted member serving in his or her first enlistment.**

   b. **If a waiver is not granted, the first Flag Officer/SES shall endorse and forward the discharge package to Commander (CGPC-epm).**

   c. **If a waiver is granted, the discharge package is not forwarded to Commander (CGPC-epm). The waiver shall be documented in an Administrative Remarks (Form CG3307, P&D – 7 (general-negative)) entry in the service record and Commander (CGPC-epm) should be notified via message of the waiver.**

12.B.1.b. Scope

The Service separates all regular Coast Guard and Coast Guard Reserve active duty enlisted members according to the instructions contained in this Article. Article 2.B.54. contains a summary of various entitlements as they pertain to the different types of discharge. Reserve Policy Manual, COMDTINST M1001.28 (series) for processing Selected Reserve (SELRES) and Individual Ready Reserve (IRR) members.

12.B.1.c. Unqualified for Retention

The Armed Forces have the right and the duty to separate those members who clearly demonstrate they are unqualified for retention. Except for members separated under Article 12.B.20., separated members receive an appropriately characterized discharge certificate. At the same time, such members have rights the Coast Guard strives to protect. Articles 12.B.15., 16., 18., and 32., as appropriate.

12.B.1.d. Retention or Separation

In determining whether a member should retain current military status or be separated administratively, the Service may evaluate the member's entire military record, including records of non-judicial punishment imposed during a previous enlistment or period of service, all courts-martial records or convictions, and any other material or relevant factors. Commanding officers, investigating officers, administrative discharge boards, and other agencies charged with making such decisions consider records of non-judicial punishment imposed during a previous enlistment or period of service only if, under the case's particular circumstances, the records would have a direct, strong probative value in determining whether retention or administrative separation is appropriate.

1. Cases in which the circumstances may warrant using such records ordinarily are limited to those involving patterns of conduct which become manifest only over an extended period of time.

2. When the Service considers a record of non-judicial punishment imposed during a current enlistment or period of service, isolated incidents and events remote in time or with insignificant value in determining whether retention or administrative separation should be effected shall have minimal influence on the determination.

3. If the Service decides to separate a member administratively, Article 12.B.2.e. applies in determining the type of discharge.

12.B.1.e. Cases Involving Concurrent Disability Evaluation and Disciplinary Action

1. Disability statutes do not preclude disciplinary separation. The separations described here supersede disability separation or retirement. If Commander (CGPC-adm) is processing a member for disability while simultaneously Commander (CGPC-epm-1) is evaluating him or her for an involuntary administrative separation for misconduct or disciplinary proceedings which could result in a punitive discharge or an unsuspended punitive discharge is pending, Commander (CGPC-adm) suspends the disability evaluation and Commander (CGPC-epm-1) considers the disciplinary action. If the action taken does not include punitive or administrative discharge for misconduct, Commander (CGPC-adm) sends or returns the case to Commander (CGPC-adm) for processing. If the action includes either a punitive or administrative discharge for misconduct, the

medical board report shall be filed in the terminated member's medical personnel data record (MED PDR).

2. Notwithstanding subparagraph e.1. above, disability evaluation in a member's case may proceed if Commander (CGPC-c) or the Commandant (G-C) so direct. In such a case, the Commandant decides the ultimate disposition.

12.B.1.f. Definitions

As used in this article, these definitions apply:

1. Member. An enlisted man or woman of the Coast Guard.

2. Discharge. Complete severance from all military status.

3. Release from Active Duty. Termination of active duty status and transfer or reversion to a Reserve component not on active duty.

4. Separation. A general term including discharge and release from active duty.

5. Administrative Separation. Discharge or release from active duty when enlistment or required period of service expires or before then in the manner prescribed in this Article or by law but specifically excluding separation by sentence of general or special court-martial.

6. Military Record. A member's behavior while in military service, including general comportment and performance of duty.

7. Prior Enlistment or Period of Service. Service in any Armed Forces component which culminated in issuing a discharge certificate or certificate of service.

8. Administrative Discharge Board. A fact-finding board consisting of at least three experienced commissioned officers, at least one of whom serves as a lieutenant commander or higher, and may include as non-voting recorder the legal counsel appointed to represent the Government. Article 12.B.31. and the Administrative Investigations Manual, COMDTINST M5830.1 (series).

9. Discharge Authority. As established here and implemented by regulations issued by an Armed Force, an official authorized to make a final decision on specified types of discharges.

10. Respondent. A Coast Guard member who has been notified the Service has initiated action to discharge him or her under a specified Service regulation.

11. Counsel. A lawyer within the meaning of Article 27(b)(1) of the Uniform Code of Military Justice unless appropriate authority certifies in the permanent record a lawyer so qualified is not available and describes the qualifications of the substituted non-lawyer counsel.

12. Continental United States. The United States less Alaska and Hawaii.

13. Characterization of Service for Administrative Separation. A determination reflecting a member's military behavior and performance of duty during a specific period of service. The three characterizations are: (1) honorable, (2) under honorable conditions, and (3) under other than honorable conditions.

14. Minority Group. A segment of the population possessing common traits transmissible by descent or common characteristics and a cultural heritage significantly different from that of the general population.

15. Entry Level Status. The first 180 days of continuous active duty.

16. First-Term Performer. Means an enlisted member serving in his/her first enlistment.

12.B.2. Determining the Type of Discharge

12.B.2.a. Policy

The Service discharges members with the type and character of service as determined by the reason for discharge, military record, and certain other conditions set forth here.

12.B.2.b. Procedure

In determining a member's type of discharge and character of service under these conditions, if a commanding officer believes a member should be issued a higher or lower type of discharge, he or she should so recommend to Commander (CGPC-epm-1). The commanding officer should support such recommendation with pertinent parts of the member's Personnel Data Record (PDR). When the member is transferring for discharge, the commanding officer should make such recommendation before transfer with a copy to the unit to which the member is transferring.

12.B.2.c. Types of Discharge

1. There are five types of discharge for characterized separations:

   a. Honorable Discharge, DD Form 256 CG—Separation with honor.

   b. General Discharge, DD Form 257 CG—Separation under honorable conditions.

   c. Discharge Under Other Than Honorable Conditions, DD Form 794 CG—Separation under conditions other than honorable.

d. Bad Conduct Discharge, DD Form 259 CG—Separation under conditions other than honorable.

e. Dishonorable Discharge, DD Form 260 CG—Separation with dishonor.

2. An Uncharacterized Discharge applies when separation is without specific character. There is no certificate for this type discharge.

12.B.2.d. Reasons for Discharge

There are 14 formal reasons for discharge:

1. Enlistment expires.
2. Service obligation fulfilled.
3. Convenience of the Government.
4. Dependency or hardship.
5. Minority (age).
6. Disability.
7. Unsuitability.
8. Security.
9. Misconduct.
10. Court-martial sentence.
11. Entry-level separation (uncharacterized discharge).
12. For the good of the Service.
13. Homosexual conduct as defined in Chapter 12.E.
14. Care of Newborn Children as defined in Chapter 12.F.

12.B.2.e. Characterization of Service

Except as indicated below, the sole criterion on which the Coast Guard characterizes service in the current enlistment or period of service is the member's military record during that enlistment, period of service, or any term extension the law or the Commandant prescribes or the member consents to. In characterizing service, the following shall not be considered:

1. Previous service activities, including among others records of court-martial conviction, non-judicial punishment, absence without leave, or commission of other offenses for which punishment was not imposed.

2. Pre-service activities, except misrepresentations including omitting facts which if known would have precluded, postponed or otherwise affected the member's eligibility for enlistment.

3. Activities occurring under Article 12.B.20. provisions.

12.B.2.f. Standards for Discharge

1. Honorable Discharge. A member's commanding officer or higher authority can effect a separation with an honorable discharge if the member is eligible for or subject to discharge and the member merits an honorable discharge under the standards prescribed here. Issuing an honorable discharge depends on:

   a. The member is eligible for discharge for one of these reasons:

      (1) Enlistment expires.

      (2) Service obligation fulfilled.

      (3) Convenience of the Government.

      (4) Dependency or hardship.

      (5) Minority (age).

      (6) Unsuitability.

      (7) Misconduct (except involvement with illegal drugs or obstructing drug urinalysis testing by tampering).

      (8) The Commandant so directs.

   b. Proper military behavior and proficient performance of duty with due consideration for the member's age, length of service, grade, and general aptitude. The Service will not necessarily deny a member an honorable

discharge solely for a specific number of courts-martial convictions or actions under Article 15, UCMJ during his or her current enlistment or obligated service.

c. Through 30 June 1983, the member must have made a minimum final average of 2.7 in proficiency and 3.0 in conduct.

d. After 30 June 1983, the member must have a minimum characteristic average of 2.5 in each factor over the period of the enlistment. Article 12.B.48.b. contains directions for determining the final characteristic average.

e. If a member meets the prescribed final minimum average for an honorable discharge in only one of the two marking systems (i.e., averages only 2.5 in proficiency and 2.8 in conduct through 30 June 1983, but is clearly above the prescribed final minimum averages for service after 30 June 1983, or vice versa), the commanding officer shall notify Commander (CGPC-epm-1) by **memorandum** of the situation at the earliest possible date. The **memorandum** must include, as a minimum, the final averages for the individual's marks under both marking systems, and the commanding officer's definite recommendation of the type of discharge proposed in the case.

f. Special Consideration. In any case in which a general discharge or a discharge under other than honorable conditions is warranted for one of the reasons set forth above, the Service may award the member an honorable or general discharge, as appropriate, under these conditions if the member:

(1) During the current or previous enlistment, period of obligated service, or any voluntary or involuntary extensions he or she has earned a Medal of Honor, Distinguished Service Medal, Legion of Merit, Distinguished Flying Cross, Coast Guard Medal, Bronze Star Medal, Air Medal, Coast Guard Commendation Medal, Gold Life Saving Medal, Silver Life Saving Medal or any other Armed Forces award equivalent to any of these decorations. In each case, the member's military record shall be fully considered in connection with any action taken.

(2) Is discharged for a disability incurred in the line of duty and resulting from action against an enemy.

(3) Is discharged while undergoing recruit training; the Article 12.B.2.f. proficiency mark requirement shall be disregarded.

(4) Received favorable action from Commander (CGPC-epm-1) on a recommendation submitted under Article 12.B.2.b.

(5) If the particular circumstances in a given case warrant, the Commandant may direct issuing an honorable or general discharge in lieu of discharge under other than honorable conditions.

2. General Discharge. The member's commanding officer or higher authority may effect a separation with a general discharge if the member is subject to discharge and a general discharge is warranted under the standards prescribed in this paragraph. When a general discharge is issued for one of the reasons listed in Article 12.B.2.f.1.a., the specific reason shall be stated in an entry on a Administrative Remarks, CG-3307, in the member's Personnel Data Record. A general discharge applies in these situations:

   a. The member either:

      (1) Has been identified as a user, possessor, or distributor of illegal drugs or paraphernalia; or

      (2) Has tampered with drug urinalysis samples, supplies, or documentation; However, the commanding officer may recommend a discharge under other than honorable conditions in severe circumstances, including among others, tampering with evidence in drug seizure cases or distributing drugs for profit, to other Coast Guard members or to minors. Articles 12.B.2.f.3. and 12.B.32. for guidance and procedures.

   b. The member is eligible for discharge for one of the reasons listed in Article 12.B.2.f.1.a. and

      (1) The member's final average marks are less than those shown in Article 12.B.2.f.1.c. and Article 12.B.2.f.1.d for the respective periods, or

      (2) When based on the individual's overall military record or the severity of the incident(s) which results in discharge, Commander (CGPC-epm-1) directs issuing a general discharge.

3. Discharge Under Other Than Honorable Conditions. The Service may issue a discharge under other than honorable conditions for misconduct, security reasons or good of the Service if an administrative discharge board approves a recommendation for such a discharge or the member waives his or her right to board action. Such a discharge will be issued in lieu of trial by court-martial only if the Commandant determines an administrative discharge will best serve the interests of both the Service and the member. Article 12.B.2.f.1.c.

4. Bad Conduct Discharge. A bad conduct discharge, separation from the Service "under conditions other than honorable," may be issued only as a result of an approved sentence of a general or special court-martial.

5. Dishonorable Discharge. Separation from the Service under dishonorable conditions; a dishonorable discharge may be issued only as a result of an approved sentence of a general court-martial.

6. Uncharacterized Discharge. An uncharacterized discharge by its own connotation is separation without characterization of service. An uncharacterized discharge may be issued only if the provisions of Article 12.B.20. apply.

12.B.2.g. Reenlistment Codes

Each member discharged from the Service is assigned one of the following reenlistment codes, as appropriate. Certificate of Release or Discharge from Active Duty, DD Form 214, COMDTINST M1900.4 (series).

1. RE-1 Eligible for reenlistment.

2. RE-2 Ineligible for reenlistment due to retirement.

3. RE-3 Eligible for reenlistment except for a disqualifying factor. Assign the appropriate letter from COMDTINST M1900.4 (series); e.g., RE-3Y (unsatisfactory performance).

4. RE-4 Not eligible for reenlistment.

12.B.3. Explaining Discharge Types and Related Matters

Commanding officers periodically will explain to members the types of discharge certificates listed in Article 12.B.2., the basis for issuance, and the possible effects of various certificates on reenlistment, civilian employment, veterans' benefits and related matters. At a minimum commanding officers shall do so each time they explain UCMJ articles under Article 8.B.1. Commanding officers shall ensure an appropriate entry is made on a Administrative Remarks, CG-3307 and filed in each member's Personnel Data Record (PDR) as to the date this information was explained to the member.

12.B.4. Pre-Discharge Interview of Enlisted Members

12.B.4.a. General

In general, a member who meets Article 1.G.5. reenlistment standards is eligible to reenlist, unless the reason for discharge precludes reenlistment, such as physical disqualification, disability, unsuitability, misconduct, or an alien's failure to become a naturalized citizen, or if the commanding officer did not recommend him or her. Commanding officers should not refuse reenlistment to members who have demonstrated a potential for a successful, productive Coast Guard career. Commanding officers may assign members serving in the E-2 or E-1 pay grade at the end of their active duty term, the designation "Eligible for Reenlistment" (Reenlistment Code RE-1) provided these members are in all other respects eligible. Commanding officers should encourage members in pay grade E-3 to reenlist provided they meet Article 1.G.5. requirements. However, commanding officers should view members as poor risks if they have records of indebtedness or non-

support or whose personal problems have resulted in hardship assignments longer than four months and therefore shall screen them carefully before considering them for reenlistment.

12.B.4.b. Initial Interview

1. Based on the member's record and the guidelines in Article 12.B.4.a., the commanding officer shall advise each member approximately six months before his or her enlistment expires whether he or she is eligible to reenlist. The commanding officer shall fully inform a member ineligible to reenlist of the reasons, assign him or her the proper code and, except for members ineligible for physical disqualification, process the member under Article 12.B.5. This approximate time frame for the initial pre-discharge interview is not a performance probationary period for members considered ineligible to reenlist but rather allows enough time to properly process a member for separation, extension, or reenlistment. Under Article 12.B.5.a., the commanding officer may conduct this interview in less than six months' time before the member's enlistment expires.

2. Members who meet the Article 1.G.5. reenlistment criteria shall be assigned the Reenlistment Code RE-1, "Eligible for Reenlistment," and allowed to reenlist for a maximum of six years. The commanding officer may reenlist members assigned this code on board without reference to Commander (CGPC-epm-1).

3. Immediately after the required initial interview, a command representative, who has indicated favorable career intentions, shall interview each member eligible to reenlist to give him or her the opportunity to express his or her own desires about reenlistment intentions. During the interview, the command representative must inform each potential reenlistee eligible for a Selective Reenlistment Bonus (SRB) of that eligibility and the SRB program's monetary benefits (See Chapter 3.C.). The command representative must discuss these subjects:

    a. The SRB amount for which the potential reenlistee currently is eligible.

    b. SRB flexibility and possible changes that might increase or decrease the bonus amount to which the member is entitled at reenlistment.

    c. Any limiting factor that could negatively affect the SRB payment, such as rating conversion, etc.

    d. The advantages of early reenlistment to obtain the present SRB amount compared to the uncertainty of future SRB payment.

    e. Normal SRB payment method of equal annual installments or, if appropriate, possible payment in one lump sum.

12.B.4.c. Follow-Up Interviews

When a member eligible to reenlist indicates he or she will not do so, the commanding officer or executive officer will hold a follow-up interview with the member to:

1. Fully inform him or her of matters of interest to potential reenlistees, such as advantages of training, promotion, service schools, assignments, and retirement.

2. Advise the member Article 1.G.3.b. provisions apply if he or she desires to reenlist other than on the day after discharge.

3. Advise a member serving in a foreign country who transferred for separation in lieu of reenlisting at his or her present unit (Article 12.B.46.b.) that:

   a. Reenlistment will not be effected after such transfer unless the member requests and receives such authority from Commander (CGPC-epm-1).

   b. If the member has dependents and subsequently reenlists, it is possible he or she may not be entitled to transportation of dependents and household goods at Government expense. Although entitled to transportation of dependents and household goods at separation, the member is not guaranteed reenlistment in a pay grade that carries this entitlement.

   c. The interviewer should advise a member who is a citizen of the Republic of the Philippines if transferred for separation under Article 12.B.47. and the member subsequently desires to reenlist, he or she will not be entitled to file for U.S. citizenship unless the reenlistment or extension actually takes place in the United States or its stated possessions (American Samoa, Swans Island, Guam, Puerto Rico, and the Virgin Islands.)

   d. If the member is eligible to reenlist but does not intend to reenlist in the Coast Guard at his or her present duty station, they must complete an **E-Resume thru Direct Access** six months prior to their date of separation indicating their intentions (i.e. discharge, RELAD) (Personnel, Pay and Procedures Manual, PSC1000.2 Series)). If the member has a Selected Reserve obligation, they must indicate their desire for assignment to a Selected Reserve unit or Individual Ready Reserve (IRR) on their **E-Resume**. If the member does not have an obligation under 10 U.S.C. 651, the interviewer should encourage him or her to enlist in the Coast Guard Reserve. Commanding officers are authorized to enlist such members in accordance with the Coast Guard Recruiting Manual, COMDTINST M1100.2 (series), Article 3-F-6.

12.B.4.d. Personnel Data Record Entries

Members that have indicated indecision or a desire not to reenlist or extend shall acknowledge the following information on CG-3307 to be filed in the member's Personnel Data Record.

1. The interview date.

2. The member's expressed intention not to reenlist or extend their enlistment.

3. The commanding officer's determination whether the member is eligible to reenlist (if not, include the reasons) and the reenlistment and separation codes being assigned. If a member is not eligible to reenlist even though the average marks for Proficiency, Leadership, and Conduct meet the requirement for honorable discharge through 30 June 1983, a full explanation shall be entered.

4. If the member is eligible to reenlist but is not doing so within 24 hours of discharge, his or her signed Statement of Understanding that to remain in a continuous Service status, he or she must reenlist within three months of the discharge date (Article 1.G.7.), but he or she may not be able to reenlist in the rate he or she held at discharge unless that rate is on the open rate list when the member reenlists. See Article 1.G.3.

5. If the member is not eligible to reenlist, the interviewer informs the member of the reason for the determination and requires him or her to sign a statement on CG-3307 of the Personnel Data Record as having been so informed. See Article 12.B.5.

6. If the member is a citizen of the Republic of the Philippines, a statement concerning future intention to apply for U. S. citizenship. See Article 12.B.4.c.3.

12.B.5. Processing Procedures for Personnel Ineligible to Reenlist

12.B.5.a. Scope

If at the time of the initial pre-discharge interview conducted under Article 12.B.4.b. or any time after a commanding officer determines an enlisted member is not eligible to reenlist, this Article's procedures apply.

12.B.5.b. Fewer than Eight Years' Service

Commanding officers must notify a member with fewer than eight years of total active and/or Reserve military service at the time of the interview of the reasons why he or she is ineligible to reenlist and that he or she may submit a written appeal through the chain of command to Commander (CGPC-epm-1) within 15 days of notification. The command shall furnish clerical assistance in preparing this appeal. The member must sign a statement on an Administrative Remarks, CG-3307, in his or her PDR acknowledging this notification.

12.B.5.c. More than Eight Years' Service

Commanding officers must notify a member with eight or more years of total active and/or Reserve military service at the time of the interview of the ineligibility determination. The member must sign a statement on an Administrative Remarks, CG- 3307, in his or her PDR acknowledging this notification. The notice shall include this information:

1. The basis for the determination.
2. The member has the right to present the case and appear in person before a reenlistment board.
3. The member has the right to be represented by counsel.
4. The member may waive these rights in writing; however, he or she may do so only after legally qualified counsel has fully counseled the member on the matter. If the member then waives the right to a hearing before a board, he or she must submit a signed statement in this general format:

Signature
From:
To: Commander (CGPC-epm-1)
Thru:

Subj: WAIVER OF HEARING

1. My commanding officer has advised me he/she does not consider me eligible to reenlist, the reasons for this decision, and that a person ineligible to reenlist may not reenlist. He/she also advised me that unless I waive such rights in writing:

a. A board of at least three officers will hear my case.

b. I may appear in person before such board.

c. I may be represented by counsel.

2. I hereby waive my right to a hearing before a board. I *(am) (am not) submitting a statement in my own behalf.

3. I voluntarily sign this statement of my own free will after having been counseled by legally qualified counsel who has been provided to assist me. I have retained a copy of this statement.

_____
(Signature and Grade of Legally Qualified Counsel)

_____
(Signature and Grade of Witness)

*Use only words which apply.

12.B.5.d. Appellant Procedures

On receiving an appeal, Commander (CGPC) may direct that a particular appellant with fewer than eight years' total active and/or Reserve military service will be afforded the same rights to a board hearing as a member with eight or more years of such service possesses. Further, Commander, CGPC may reject a particular member's waiver of rights and direct a board to hear the case. The board convenes under the Administrative Investigations Manual, COMDTINST M5830.1 (series); the board members and procedures are the same as for Administrative Discharge Boards in Article 12.B.31. The board renders findings about the member's eligibility to reenlist or can specify a probationary enlistment extension for any period up to one year.

12.B.5.e. Documentation

When board action is required, the convening authority furnishes the president of the board with the respondent's PDR and the commanding officer's comments and recommendations. However, if the commanding officer recommending denial of reenlistment also functions as the convening authority, he or she shall not furnish any comments or recommendations. A convening authority shall not appear before a board he or she convenes. When the commanding officer and convening authority are one and the same, the documents are limited to:

1. Summary of military offenses.

2. Civil convictions.

3. If submitted, the member's signed statement on his or her own behalf.

4. A copy of the closed-out Form CG-3306 dated 30 June 1983 showing average Proficiency, Leadership, and Conduct marks and a copy of the current **Enlisted Employee Review** factor marks.

12.B.5.f. Probation Extension

If the board recommends probationary enlistment extension, these guidelines apply:

1. The board shall propose the probation's length and terms, which should address the particular deficiencies that have led to recommended denial of reenlistment and provide the respondent with clear, specific standards of performance and conduct expected during the probation.

2. On receiving the reenlistment board's report, the commanding officer or convening authority may offer the respondent an opportunity to begin voluntary evaluation under the recommended probation terms if the commanding officer deems such action appropriate. He or she should inform the respondent that failure to begin evaluation under the probation terms will not affect how the final

reviewing authority considers the case, but sincere, successful, voluntary compliance could favorably affect consideration. The commanding officer also should inform the respondent voluntary evaluation while on probation is not binding on Commander (CGPC-c) as Final Reviewing Authority.

3. If the commanding officer agrees to begin a respondent's requested evaluation under recommended probationary terms, he or she shall inform the respondent of the precise terms of probation on a Administrative Remarks, CG-3307, in the respondent's PDR. The respondent acknowledges them in writing at the end of this mandatory statement:

   > I hereby agree to comply with terms of probation as set forth above the reenlistment board recommended in my case. I realize the convening authority and reviewing authorities will not consider my compliance with these probationary terms binding on the action they take on my reenlistment board and the Commandant as Final Reviewing Authority may cancel, amend, or extend these probationary terms.

4. When a commanding officer agrees to implement a respondent's evaluation under probationary terms recommended by a reenlistment board, he or she sends a letter report of that action to Commander (CGPC-epm-1) independent of his or her endorsement to the reenlistment board's report. The letter report shall state the terms of probation as implemented and indicate whether the respondent's transfer for evaluation is warranted or desirable.

5. The commanding officer under whom the respondent is serving a probationary extension will evaluate his or her performance of the probation terms every 30 days and enter the respondent's progress on a Administrative Remarks, CG-3307, in his or her PDR. Until Commander (CGPC-c) publishes the Action of the Final Reviewing Authority on the Reenlistment Board at the end of each 90-day period of the probation or sooner if necessary, the commanding officer will send Commander (CGPC-adm-2) a synopsis of the respondent's performance.

12.B.5.g. Deadlines

When practical, a board shall convene early enough so Commander (CGPC-adm-2) can receive the completed report and one copy at least 120 days before the enlistment expires. When a member entitled to a board hearing waives this right, the documents specified in Article 12.B.5.e. plus the member's signed waiver of rights in the format prescribed in Article 12.B.5.c. shall be submitted to Commander (CGPC-adm-2) 60 days before the member's enlistment expires or as soon thereafter as practical.

12.B.5.h. Pending Notice

Members awaiting action of the Final Reviewing Authority shall be retained until Commander (CGPC-epm-1) advises the commanding officer of the Final Reviewing Authority's action.

12.B.5.i. Coast Guard Personnel Command's Final Action

In acting on a reenlistment board's recommendation, Commander (CGPC-c) as Final Reviewing Authority will take action similar to that provided for in the case of administrative discharge boards in Article 12.B.31.d.

12.B.6. Physical Examination Before Separation

12.B.6.a. Applicability

Before retirement, involuntary separation, or release from active duty (RELAD) into the Ready Reserve (selected drilling or IRR), every enlisted member, except those discharged or retired for physical or mental disability, shall be given a complete physical examination in accordance with the Medical Manual, COMDTINST M6000.1 (series). Other members separating from the Coast Guard; e.g., discharge or transfer to standby reserve (non-drilling) may request a medical and dental screening. The examination results shall be recorded on Standard Form 88. To allow additional time to process enlisted members being discharged for enlistment expiration or being released from active duty, the physical examination shall be given at least six months before separation from active duty. All physical examinations for separations are good for 12 months. If the member is discharged for immediate reenlistment, the physical examination is not required. However, before discharge for immediate reenlistment, the commanding officer shall review the member's health record and require him or her to undergo a physical examination if evidence in the record or personal knowledge indicates a potential health problem.

12.B.6.b. Physically Qualified for Separation

When the physical examination is completed and the member is found physically qualified for separation, the member will be advised and required to sign a statement on the reverse side of the Chronological Record of Service, CG-4057, agreeing or disagreeing with the findings. When the member agrees he or she is physically qualified for separation, the original of Standard Form 88 shall be sent to Commander (CGPC-adm) along with the terminated health record.

12.B.6.c. Objections to Findings

If a member objects to a finding of physically qualified for separation, the Standard Form 88 together with the member's written objections shall be sent immediately to Commander (CGPC-epm-1) for review. If necessary the member may remain in service beyond the enlistment expiration date under Article 12.B.11.i. authority. However, completing the CG-4057 as soon as possible after the physical should preclude the need for this enlistment extension.

12.B.6.d. Disqualifying Conditions

When the examination for separation finds disqualifying physical or mental impairments, use the following procedures:

1. If the member desires to reenlist and the physical or mental impairment is permanent, send Standard Form 88 directly to Commander (CGPC-epm-1), with a request for waiver or such other recommendations as are indicated.

2. If the member desires to reenlist and the physical or mental impairment is temporary, the necessary treatment shall be provided and the member remains in service under Article 12.B.11.f.

3. If the member does not desire to reenlist or is being discharged for reasons other than enlistment expiration and the physical or mental impairment is permanent, a medical board is convened under Chapter 17 and the member remains in service under Article 12.B.11.i.

4. If the member does not desire to reenlist or is being discharged for other than enlistment expiration and the disability is temporary, the member may consent to remain in service under Article 12.B.11.f. so necessary treatment may be given and a medical board convened if indicated. If the member does not consent to remain in the Service, a medical board is convened under Chapter 17 and the member remains in service under Article 12.B.11.i.

12.B.7. Enlisted Members' Early Separation

12.B.7.a. General

Under certain circumstances enlisted members may be separated before their normal enlistment expiration date provided such early departure is in the Government's best interest. In determining the eligibility date for early separation, consideration must be given to any deductible time that changes the normal enlistment expiration date, enlistment extension, period of obligated active duty, or obligated service. Early separation under this Article does not deprive a member of any right, privilege, or benefit to which otherwise entitled, except pay, allowances, and credit for service for any unexpired period not served. The member is entitled to a travel allowance and lump sum payment for leave and does not have to pay back a pro-rated portion of any reenlistment bonus he or she previously received.

12.B.7.b. Early Separation

Commanding officers are authorized to separate members three or fewer months before the normal separation date without referring to Coast Guard Personnel Command in these circumstances. Refer other cases in which such early separation appears warranted to Commander (CGPC-epm-1).

1. When a cutter or mobile command is about to depart with the probability it will not return to the United States before the member's enlistment or period of obligated active duty expires.

2. When a cutter or mobile command is about to depart and the travel allowance then due the member is materially less than it would be if he or she separated in the port where the cutter is expected to be on the normal separation date.

3. When a member serving OCONUS declines to reenlist, he or she may be:

   a. Separated on first reporting to a unit in CONUS on debarkation, or

   b. Separated on reporting to a district office in CONUS for further assignment to duty in that district, or

   c. Separated at the overseas duty station effective not earlier than the date of his or her scheduled rotation date when serving in other than a foreign country and if transfer to CONUS is not otherwise indicated. Article 12.B.46.

4. When a member requests in writing a discharge so he or she can reenlist immediately, except for a member who:

   a. Has received notice of selection for appointment to warrant or commissioned grade.

   b. Has been selected for or is enrolled in any military service's Officer Candidate School.

   c. Is in transit pursuant to permanent change of station orders.

   d. Has requested or received authorization for retirement.

5. Serves OCONUS and indicates he or she intends to reenlist immediately on board in lieu of transfer for separation. Commanding officers shall effect early separation for immediate reenlistment on or about the date the member normally would transfer for separation.

12.B.7.c. Early Separation Procedures

Use these procedures in the cases of members released early from active duty under this Article and Article 12.B.8.

1. An active duty member with a Reserve obligation under 10 U.S.C. 651 released from active duty under this Article will receive a CG Reserve Assignment Request and Orders, CG-5525, in the 4th month before separation. The member will complete the CG-5525 and send it to the district commander (r) of the district where the member will reside after separation. If the member has a Selected Reserve obligation, he or she must request assignment to a Selected Reserve unit.

The CG-5525 should be processed to reach the member's PERSRU before his or her early separation date. Commanding officers should encourage a member who does not have an obligation under 10 U.S.C. 651 to immediately enlist in the Coast Guard Reserve to continue his or her service. Commanding officers can effect such enlistments under the Coast Guard Recruiting Manual, COMDTINST M1100.2 (series), Article 3-F-6.

2. A Reserve member with or without a remaining obligation will receive a Coast Guard Reserve Assignment and Orders, CG-5525, in the fourth month before separation. The member completes and sends the CG-5525 to the district commander (r) of the district where the member will reside after separation. The CG-5525 should be processed to reach the member's PERSRU before his or her early separation date. The member remains in the Ready Reserve on inactive duty until he or she completes his or her obligation or enlistment expires, if applicable.

12.B.7.d. Voluntary Separation Procedures for Members Serving on an Indefinite Reenlistment Contract

Subject to the provision of 14 U.S.C. 357, an active duty member serving on an indefinite reenlistment under Article 1.G.6., may be separated at the discretion of Commander (CGPC-epm). The actual separation of these members will be based on the overall needs of the Service. The provisions listed below generally apply; however, needs of the Service may impact the actual separation date.

1. An enlisted member may only submit a request for voluntary separation to Commander (CGPC-epm), if the member:

   a. Will have completed all obligated service requirements for promotion or advanced training before the separation date, and

   b. Requests an effective date of separation that provides:

      (1) Completing at least one year of duty at current duty station as of the requested separation date if assigned INCONUS.

      (2) Completing the prescribed tour length or at least two years, whichever is less, as of the requested separation date if assigned OCONUS.

2. If a member, who satisfies the conditions in Article 12.B.7.d.1., has received PCS orders, and wishes to voluntarily separate in lieu of executing orders, he or she must so advise Commander (CGPC-epm) by message within 15 days of receiving the PCS orders and simultaneously send a request to separate on an effective date within three months of receiving PCS orders. Commander (CGPC-epm) will consider such requests based on the overall Service needs. Commander (CGPC-epm) will not normally accept a request to cancel a voluntary separation so scheduled except to allow for disability processing, or Service need.

3. If a member's commanding officer determines that a request for separation is warranted even though it does not meet the conditions in Article 12.B.7.d.1., the member should send the request and full supporting information pertaining to it to Commander (CGPC-epm), through the chain of command, for consideration. Such a request will be approved only in those rare instances when in the judgment of Commander (CGPC-epm), departing from subparagraph 1's normal rules, is justified. If the request is disapproved, Commander (CGPC-epm) will indicate when the member may resubmit a separation request. Commander (CGPC-epm) will cancel a request approved under this paragraph only to allow for disability processing, or Service need, subject to the provisions in Article 12.B.7.d.

4. Submit separation requests to Commander (CGPC-epm) not more than one year or less than six months before the desired separation date. They will be acknowledged by either approval or disapproval. Include the following statements in all requests:

Signature
From: Member
To: Commander, Coast Guard Personnel Command (CGPC-epm)
Thru: Commanding Officer, [Unit]

Subj: VOLUNTARY SEPARATION REQUEST

Ref: (a) Personnel Manual, COMDTINST M1000.6(series), Article 12.B.7.d.

1. I request separation on the first day of [month, year], or as soon thereafter as feasible.

2. I intend to separate to [city, state, zip code].

3. I am/am not presently on the effective headquarters advancement authorization list for advancement to the next higher paygrade.

4. I further understand that if I request to cancel this separation, Commander (CGPC-epm) will consider this request to allow for disability processing, or Service need. If such cancellation is approved for Service need, I understand that I will be required to remain on active duty for a minimum of two years from the day of approval of my request, or until I reach my HYT PGP for my present paygrade, if less than two years.

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5. The request must include the zip code of the intended travel destination for cost estimating purposes only; it is not binding, nor does it affect the member's right to travel to their place of enlistment or home of record up to six months after the separation date. See Joint Federal Travel Regulations, U5125.

6. Area, district, maintenance and logistics, and unit commanding officers will include the following comments in endorsements to all separation requests:

   a. Specific approval or disapproval of the basic request; if disapproval, the full reason for disapproval.

b. Whether the member meets the requirements listed in Article 12.B.7.d.

12.B.7.e. Scheduling Voluntary Separations

1. The decision to submit a voluntary separation letter has significant impact because the projected separation triggers transfer and advancement actions that, if reversed, cause hardship to other members. Therefore, Commander (CGPC-epm) normally will not honor a request to cancel or delay an already approved voluntary separation date. However, a request may be approved if the following conditions exist:

   a. To allow for disability processing; or

   b. A specific Service need exists; or

   c. A member has a hardship situation similar or equivalent to those listed in Article 12.D.2. The Service does not consider a change in civilian employment plans a hardship; or

   d. The separation physical examination finds the member "not fit for separation" and the member does not request in writing to cancel the physical disability processing.

2. When a request to cancel a scheduled separation is based on a Service need, the member must remain on active duty for at least two years from the date the request is approved, or up to the HYT PGP for his/her present paygrade, if less than two years. Article 12.G.7.

3. Requests to cancel or delay a scheduled voluntary separation should normally be submitted at least three months before the approved separation date. Requests must be submitted through the member's chain of command and clearly state the reasons for such cancellation **as well as a statement acknowledging that the member understands that he/she will be required to complete a minimum of two (2) years active duty from the date of cancellation of the voluntary separation request**.

12.B.8. Releasing Enlisted Members Early to Pursue Their Education

12.B.8.a General

1. Commanding officers may authorize release up to 30 days early for a member with a unique schooling or career opportunity he or she would lose if released on his or her normal enlistment expiration. The Coast Guard Personnel Command will not waive the 30-day limit on this authority. Members must combine all remaining earned leave and separation, the two totaling a maximum of 90 days.

2. Commanding officers should consider early releases only for those who perform effectively and honorably during their present enlistment. Therefore, the commanding officer will review the member's performance evaluations. Marks awarded through 30 June 1983 must average at least 3.3 in proficiency and 3.9 in conduct. This requirement will not be waived. For marks awarded after 30 June1983, the member must meet the standards for an honorable discharge as described in Article 12.B.2.f.

3. Commanding officers should expect relief for members granted early release to arrive no earlier than if the members were released at their normal expiration of enlistment.

4. If anticipating early release, advise Commander (CGPC-epm) by message as early as possible of member's name, rate, social security number, and anticipated release date.

12.B.8.b. Procedures

Use the procedures described in Article 12.B.7.c. for members released early from active duty under this Article.

12.B.8.c. Recouping Reenlistment and/or Career Status Bonus

A member separating under this Article and paid a bonus for his or her current enlistment must refund the unearned portion of the bonus in accordance with the U.S. Coast Guard Pay Manual, COMDTINST, M7220.29 (series) and Personnel and Pay Procedures Manual, PSCINST M1000.2 (series).

12.B.9. Processing Unsatisfactory Performers

12.B.9.a. Policy

The Coast Guard can afford to retain only those members who better the organization as a whole. Occasionally members do not contribute to supporting the Coast Guard's missions. By their unsatisfactory or disruptive performance, they prevent or obstruct other Service members' responsible actions in meeting their obligations. Individuals whose performance demonstrates they cannot or will not contribute to supporting the Coast Guard's missions may be discharged under this Article's procedures. In many cases, promptly applying proper leadership can and will turn an unsatisfactory performer into a contributing Service member. The value of positive task direction and recommendations for improving performance at any time by any member to a subordinate cannot be over-emphasized. However, in some cases all leadership avenues and disciplinary action are no longer effective and the member's association with the Coast Guard must terminate. This Article does not supersede more appropriate administrative action specified elsewhere in this Article or medical administrative procedures. Final discharge authority rests with the applicable district commander, maintenance and logistics commander, Superintendent, Coast Guard Academy, or Commandant (G-WP) for other Headquarters units.

12.B.9.b. Scope

This Article applies to all enlisted active duty members who meet the following criteria:

1. The member must not be undergoing medical treatment or physical disability processing.

2. The member must be assigned to the current unit for at least 180 days.

3. The member must not be undergoing or eligible for more appropriate processing specified elsewhere in Chapter 12.B. **See Article 12.B.1 when recommending the discharge of a first-term performer for unsatisfactory performance.**

12.B.9.c. Separation Criteria

To discharge a member as an unsatisfactory performer, commanding officers must clearly show the member has been given the proper direction to improve his or her performance and adequate time to demonstrate he or she could become a productive Service member. In all cases, use the enlisted performance appraisal system in effect to identify the unsatisfactory performer for this Article's purposes. However, the unsatisfactory performance pattern, the appraisal marks described must be supported by thorough documentation, including copies of Administrative Remarks, disciplinary action, and any other attempted corrective or training action. Unsatisfactory performers generally can be identified by one or more of the following traits:

1. Through 30 June 1983, proficiency or leadership marks have averaged a maximum of 3.2 or conduct marks 3.8 for the previous 18 months. However, commanding officers may consider members who have between 12 and 18 months' service for discharge under this Article if it is unrealistic to expect any future performance will raise the deficient mark to an average higher than specified above.

2. After 30 June 1983, the member must meet the standards for an honorable discharge as described in Article 12.B.2.f.

12.B.9.d. Procedures to Notify Unsatisfactory Performers

1. Commanding officers must notify in writing a member whose performance record (12 months preferred in most cases, but at least six months for extremely poor performers) is such that he or she may be eligible for discharge under this Article and that his or her unsatisfactory performance may result in discharge if that performance trend continues for the next six months. The official notice will be in letter form using the example below.

2. Members discharged for unsatisfactory performance are assigned one of the following applicable reenlistment codes. See Article 12.B.9.c. for either case.

a. RE-4 (not eligible to reenlist). The member's unsatisfactory performance is due primarily due to personal conduct.

b. RE-3Y (unsatisfactory performance). The member's overall performance of duty is the reason for discharge, and the commanding officer determines the member may be eligible to reenlist at later date.

From: Commanding Officer, (Unit)
To: (Individual concerned)

Subj: UNSATISFACTORY PERFORMANCE

Ref: (a) Personnel Manual, COMDTINST M1000.6 (series), Article 12.B.9.

1. This is to inform you that for the previous (number) months, your performance has been unsatisfactory compared to your peers in your pay grade. You are considered to be on performance probation. You must take stock of your actions that have caused this situation to develop and take corrective action. Your performance must improve over the next six months, or you will be considered for discharge.

2. The reasons for being placed on performance probation are: (state specific facts, incidents, unheeded corrective performance guidance, and any other documentation which supports the unsatisfactory performance evaluation(s)).

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12.B.9.e. Discharge Processing

1. Notification Procedures. After the commanding officer notifies a member of unsatisfactory performance and closely observes the member (in most cases for six months), if he or she has not substantially improved his or her performance, the commanding officer will notify him or her in writing of the proposed discharge action. The official notification will be in **memorandum** format using the following example:

From: Commanding Officer, (Unit)
To: (Individual concerned)

Subj: DISCHARGE

Ref: (a) Personnel Manual, COMDTINST M1000.6 (series), Article 12.B.9.

1. This is to inform you I have initiated action to discharge you from the U.S. Coast Guard pursuant to the provisions of reference (a). Your performance marks for this enlistment support a [an] [honorable/general] discharge. The reasons for my action are: [State specific facts and incidents which caused the recommendation. Include dates and circumstances of contributory events, including (if applicable) non-judicial punishment and courts-martial; evaluate the member's potential to advance and satisfactorily complete enlistment.]

2. The decision on your discharge and the type of discharge you will receive rest with the [District Commander, Superintendent Coast Guard Academy, Maintenance and Logistics Command, or Commander (CGPCepm-1)]. ***** If you are awarded a general discharge, you may expect to encounter prejudice in civilian life.

*****(Eliminate if performance marks entitle the member to an honorable discharge.)

(a) You may submit a statement on your behalf.

(b) You may disagree with my recommendation; if so, your rebuttal will be forwarded with my recommendation.

(c) You have the right to present your case and appear in person before an administrative discharge board. [Omit for members with fewer than eight years Regular or Reserve service.]

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2. Acknowledgment. A member notified of a recommendation for discharge under this Article must indicate he or she understands his or her rights by completing this endorsement. The member may include a personal statement on his or her behalf in this response. The member must submit a signed acknowledgment using the following format:

FIRST ENDORSEMENT on

Signature

From: [Individual concerned]
To: Commanding Officer, [Unit]

Subj: DISCHARGE

1. I hereby acknowledge notification of my proposed discharge.

2. I [waive my right to submit/have attached] a statement in my behalf.

3. ***** I understand if I receive a general discharge under honorable conditions I may expect to encounter prejudice in civilian life.

*****(Necessary only if Article 12.B.2.f. indicates a general discharge.)

4. ******I hereby acknowledge I have been provided the opportunity to consult with [insert name], a lawyer.

******(Necessary only if Article 12.B.2.f. indicates a general discharge.)

5. I [object/do not object] to discharge from the U.S. Coast Guard.

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3. Right to Counsel. Commanding officers shall give any individual recommended for discharge under this Article whose performance evaluations indicate the possibility of receiving a general discharge the opportunity to consult with a military lawyer for an explanation of rights before sending the discharge recommendation to the District Commander, Superintendent, Coast Guard Academy, Maintenance and Logistics Command, or Commander (CGPC-epm-1). The member may consult a civilian counsel of choice at his or her own expense.

4. Submitting Recommendation. Submit each recommendation for discharge under this article to the District Commander, Superintendent, Coast Guard Academy, Commander, Maintenance and Logistics Command, or Commander (CGPC-epm-1) and include:

   a. A statement of all the circumstances of the case.

   b. A signed copy of the notification letter.

   c. The member's signed acknowledgment.

   d. A copy of the closed-out form CG-3306 dated 30 June 1983 showing average Proficiency, Leadership, and Conduct marks and a copy of the current **Enlisted Employee Review** showing factor marks.

   e. Summary of military offenses.

5. Discharge Authority. An honorable or general discharge shall be issued under Article 12.B.2. to a member discharged under this Article. Members in Class "A" School immediately following recruit training who are separated under this Article receive an honorable discharge.

12.B.9.f. Surrender of Uniform

The member must surrender his or her uniform. Article 12.B.53.d.

12.B.10. Transfers at Time of Sailing

If a member is transferred ashore at time of sailing for misconduct, pending disciplinary action, or inability to make deployment for medical reasons and action for separation as indicated, the commanding officer of the unit initiating the transfer must send all available data on the member, including his or her recommendation and full documentation for separation, to the PERSRU to help avoid discharge processing delays.

12.B.11. Expiration of Enlistment

12.B.11.a. General

Unless a member voluntarily or involuntarily remains beyond the normal enlistment expiration date as provided in this Article or by other instructions the Commandant issues, a member shall be discharged or released from active duty and transferred to the Reserve to fulfill any remaining service obligation on the day before the applicable enlistment anniversary date (Article 12.B.7.) for conditions allowing early separation within three months of the date service normally expires. A member who has declined to reenlist on the day after discharge shall not be discharged in a foreign country except when Commander (CGPC-epm-1) specifically authorizes or as authorized by Article 12.B.46.a. Members whose normal enlistment expiration date falls on Friday, Saturday, Sunday, or a holiday shall not be separated more than seven days before the normal separation date.

12.B.11.b. Making up Lost Time

An enlisted Coast Guard member absent from duty due to the causes listed below for more than one day on return to full duty is obligated to serve for any period necessary to complete a full term of enlistment or obligated service. This does not preclude the member recommended for reenlistment from separating early for immediate reenlistment under Article 12.B.7.

1. Desertion, or

2. Absence without proper authority, including the civil arrest situations outlined in the Pay Manual, COMDTINST M7220.29 (series), or

3. Confinement under sentence which has become final, or

4. Confinement while awaiting trial and disposition of the member's case, and whose conviction has become final, or

5. Intemperate use of drugs or alcoholic liquor or disease or injury resulting from the member's own misconduct.

12.B.11.c. Extending Enlistment in Time of War or National Emergency

The Secretary may extend all Coast Guard members' enlistments during time of war or national emergency.

12.B.11.d. Cutter at Sea

No member will separate from a cutter at sea. Except as otherwise provided in this paragraph, a member whose enlistment expires shall remain in the Coast Guard until

the cutter on which the member serves first arrives at its permanent station or a port in a state of the United States or the District of Columbia (14 U.S.C. 367(a)(1)).

1. The member may voluntarily extend enlistment. Commanding officers are hereby authorized under Article 1.G.31.a. to accept one voluntary enlistment extension for any number of full months.

2. Subject to such restrictions as higher command imposes, a cutter's commanding officer may discharge fully qualified members so they can reenlist immediately while the cutter serves at sea. As provided in Article 12.B.7.b., commanding officers may effect the discharge any time within three months before the normal enlistment expires up to the normal expiration of enlistment.

3. A member serving on a cutter in foreign waters on the date his or her enlistment or extension expires who declines to reenlist and does not voluntarily extend the enlistment under Item 1. above remains in the Coast Guard until the cutter returns to a port in the CONUS or the member transfers there to separate. If the cutter's commanding officer certifies and the cognizant superior command ashore concurs retaining the member is essential to the public interest, the member is entitled to an increase of 25 percent in basic pay for the retention period. 10 U.S.C. 5540 and 14 U.S.C. 367. If a member remains beyond enlistment expiration for lack of transportation, because his or her continued service is merely desirable, or he or she derives some benefit from continued service, opposed to retention because such services are essential to the public interest, the member is not entitled to the 25 percent increase in basic pay. A member so retained shall separate at the earliest possible date after arrival in the CONUS and in any case within 30 days after arrival. 10 U.S.C. 5540 excludes members retained beyond enlistment expiration at shore stations; on cutters on duty in waters in or around United States possessions and territories or in ports or waters within U.S. sovereign jurisdiction; and Reserve members retained on active duty beyond the expiration of their period of active duty, distinguished from the normal date enlistment expires. The member must execute the signed statement required by Article 12.B.46.b. The Personnel and Pay Procedures Manual, PSCINST M1000.2 (series), contains procedures for documenting whether the retention was essential to the public interest and for recording the cutter's location when the member's enlistment expired. The Pay Manual, COMDTINST M7220.29 (series), contains instructions governing payment of the 25 percent addition to basic pay.

12.B.11.e. Attached to Shore Station OCONUS

A member attached to a shore station in a foreign country on the date his or her enlistment or extension expires may be detained in service up to three months:

1. If not immediately reenlisting, until first arrival at a port where separation can be effected. Article 12.B.46.b.; or

2. If immediately reenlisting, until reenlistment can be effected at current station; or

3. If not immediately reenlisting and requests separation in the area where serving under Article 12.B.46.a. provisions, until separation can be effected.

12.B.11.f. Undergoing Medical Treatment or Hospitalization

1. Incident to Service.

   a. An active duty member whose enlistment expires while he or she suffers from a disease or injury incident to service and not due to his or her own misconduct and who needs medical care or hospitalization may remain in the Service after the normal enlistment expiration date with his or her consent, which should be in writing and signed by the ill member, **and recorded in accordance with the Personnel and Pay Procedures Manual, PSCINST M1000.2 (series)**. He or she may remain until recovered to the point he or she meets the physical requirements for separation or reenlistment or a medical board ascertains the disease or injury is of a character that prevents recovery to such an extent. Tacit consent may be assumed if mental or physical incapacity prevents informed consent. A member in this category ordinarily will remain up to six months after the enlistment expiration date; however, the Commandant may authorize further retention on proper recommendation accompanied by the supporting facts (14 U.S.C. 366 and Article 12.B.6.).

   b. If the member desires separation, it shall be effected, provided the member signs this entry on an Administrative Remarks, CG-3307, in the PDR, witnessed by an officer, when examined for separation:

      I, [Member's name] , desire to be separated from the Coast Guard on my normal expiration of active obligated service date. I understand I will not be eligible for further follow-up studies or treatment at a U.S. Uniformed Services medical facility or disability benefits under laws the Coast Guard administers, and any further treatment or benefits would be under the Veterans' Administration's jurisdiction.

   c. An untimely separation of a member subject to a physical evaluation board proceeding may prejudice the case because the law requires making necessary physical disability determinations while the member is entitled to receive basic pay except for members on duty 30 or fewer days (10 U.S.C. 1204). Commanding officers should explain this to any member whose enlistment or term of active service is about to expire and requests discharge or release from active duty before the board so determines. If the member does not withdraw the request following such explanation, the statement below shall be entered in the member's PDR on an Administrative Remarks, CG-3307. The member signs this statement and an officer witnesses it.

      I, [Member's name), desire to separate from the Coast Guard despite the fact separation may prejudice any rights or benefits to which I may be entitled as a result of physical evaluation board hearings under 10 U.S.C. 61. I have been duly advised of my rights in this matter and request the

Coast Guard to discharge me as soon as possible without further hearing and without disability, retirement, or severance pay and without any compensation whatsoever. I understand I am not required and am under no obligation to give this statement and I hereby certify I give this statement voluntarily.

d. No member shall separate until the Commandant has taken final action on any pending Physical Disability Evaluation System (PDES) board, unless the member desires separation and meets the provisions of subparagraphs b. or c.

2. Disability Not in Line of Duty or Misconduct. A member undergoing hospitalization for injury, sickness, or disease not incurred in the line of duty or due to his or her own misconduct will not be detained under subparagraph 1. provisions. Unless the enlistment is extended by some other provisions of law or instructions, a medical board should be held on a member in this status sufficiently early to permit the Commandant to act on a recommendation for disposition before the enlistment expires. Article 12.B.6.

3. Disability Due to Misconduct. If a member is undergoing hospitalization for injury, sickness, or disease due to his or her own misconduct, his or her enlistment automatically is extended by such lost time; Article 12.B.11.b. A medical board should be held on members in this status sufficiently early to permit the Commandant to act before the normal enlistment expiration date if the member were not in a misconduct status.

12.B.11.g. Serving as Temporary Commissioned Officer

Enlistments are extended automatically for members whose normal enlistment expiration date occurs while they are serving as temporary commissioned officers.

12.B.11.h. Awaiting or Undergoing Court-Martial Trial and Punishment

1. Unless the Commandant directs otherwise, a member awaiting trial by court-martial will be held for trial beyond the normal enlistment expiration date. If convicted, the member will be held as provided below:

   a. Members whose summary or special court-martial sentence does not include a bad conduct discharge will be held until they serve any sentence to confinement or in any event until the supervisory authority completes final action and disposes of the case.

   b. Members whose general court-martial sentence does not include a punitive discharge will be held until they have completed any sentence to confinement, and in any event until the convening authority has completed action.

   c. Members whose special or general court-martial sentence does contain a punitive discharge will be held until the appellate review process is complete and the Commandant approves or disapproves the sentence, as provided in the

Military Justice Manual, COMDTINST M5810.1 (series). **Refer to the Personnel and Pay Procedures Manual, PSCINST M1000.2 (series)**.

2. Request instructions from the Commandant sufficiently in advance to permit receiving a reply by the normal eligible date for separation if:

   a. The supervisory authority has not completed final action, or

   b. A probationary term would extend beyond normal enlistment expiration, or

   c. The member has not served out an approved sentence involving forfeiture of pay, deprivation of liberty, or extra duties.

3. A member serving out an approved sentence of confinement will be held beyond the expiration of term of service to serve out the punishment imposed.

12.B.11.i. Retention When Essential to Public Interest

Commanding officers may detain a member in service beyond the enlistment term for up to 30 days when the member's service is essential to the public interest, in the circumstances below. **Refer to the Personnel and Pay Procedures Manual, PSCINST M1000.2 (series).**

1. The member is required as a witness in a proceeding pending when enlistment normally expires. Hold the member in an extended enlistment status until the proceeding has been completed.

2. The member's records and accounts have not been received when the enlistment normally would expire. Hold the member in an extended enlistment status pending receipt of such records.

3. If the pre-separation physical examination finds a disqualifying physical or mental defects.

4. The member is performing flood, hurricane, or any other emergency duty when enlistment expires.

12.B.11.j. Awaiting Final Reviewing Authority Action

A commanding officer retains a member being considered by a Reenlistment or Administrative Discharge Board until Commander (CGPC-epm-1) advises the commanding officer of the Final Reviewing Authority's action.

12.B.11.k. Transfer to the Reserve in Lieu of Discharge

Upon expiration of enlistment, an enlisted regular Coast Guard member who has an obligation under 10 U.S.C. 651 will be transferred to the Coast Guard Reserve under Article 12.B.41. in lieu of being discharged. Women who enlisted on or after 1 February 1978 incurred an obligation under 10 U.S.C. 651. Aliens have no military obligation under 10 U.S.C. 651 unless they have been lawfully admitted to the United States for permanent residence under the Immigration and Nationality Act.

12.B.11.l. Type of Discharge

A member discharged for enlistment expiration shall be given an honorable or general discharge as appropriate under Article 12.B.2.f.

12.b.11.m. Surrender of Uniform

The member may have to surrender his or her uniform. Article 12.B.53.e.

12.B.12. Convenience of the Government

12.B.12.a. Reasons for Discharge

Commander, CGPC may authorize or direct enlisted members to separate for the convenience of the Government for any of these reasons:

1. General demobilization, reduction in authorized strength, or by an order that applies to all members of a class of personnel specified in the order.

2. Acceptance of a commission or appointment or acceptance into a program leading to an active duty commission or appointment in any Armed Forces branch.

3. National health, safety, or interest.

4. For immediate enlistment or reenlistment in the regular Coast Guard, provided reenlistment is for a longer term of service than required under the existing obligation.

5. Erroneous enlistment, reenlistment, extension, or induction including among others:

    a. A member enlisted or reenlisted, but erroneously was given a higher grade than that to which entitled. Coast Guard Recruiting Manual, COMDTINST M1100.2 (series).

b. A member enlisted or reenlisted, but is determined to have more than the maximum number of dependents authorized. Coast Guard Recruiting Manual, COMDTINST M1100.2 (series).

c. A member undergoing recruit training in an original enlistment, or a prior service member undergoing initial training in an original enlistment in the Coast Guard, who has fewer than 60 days' active service in the Coast Guard has a physical disability not incurred in or aggravated by a period of active military service; i.e., the defect existed before the member entered the **Coast Guard**.

6. To provide members' early separation under various authorized programs and circumstances.

7. A member's inability to perform prescribed duties, repeated absenteeism, or non-availability for worldwide assignment.

8. To provide the discharge of conscientious objectors.

9. Motion sickness.

10. Obesity, provided a medical officer certifies a proximate cause of the obesity is excessive voluntary intake of food or drink, rather than organic or other similar causes apparently beyond the member's control.

11. Unsatisfactory performers. Article 12.B.9. See Article 12.B.1 when recommending the discharge of a first-term performer for unsatisfactory performance.

12. A condition that, though not a physical disability, interferes with performance of duty; e.g., enuresis (bedwetting) or somnambulism (sleepwalking).

13. At the individual member's written request to permit him or her to enter or return to an accredited college or university. Article 12.B.8.

14. When a member is found to be serving in a constructive enlistment.

15. As a result of the issuance of a writ of habeas corpus wherein it has been determined the member's retention in the Coast Guard is illegal.

16. When the Commandant so directs for good and sufficient reasons.

17. When the Secretary of the Department of Homeland Security directs any member to separate before his or her term of service expires, if the Secretary determines such a separation is in the Coast Guard's best interest.

18. At the member's written request to carry out parental responsibilities for care of newborn children. Article12.F.

12.B.12.b. Commanding Officer's Authority

Commanding officers are authorized to separate early members who request to reenlist in lieu of extending under these circumstances:

1. To meet the obligated service requirement for transfer or training.

2. To meet the two-year obligated service requirement to advance to E-7, E-8, or E-9. Articles 1.G.14.a. and 5.C.25.e.

12.B.12.c. Character of Discharge

A member being discharged for the Government's convenience shall be given an honorable or general discharge, as appropriate, under Article 12.B.2.

12.B.12.d. Member's Right to Attorney

Commanding officers recommending involuntary separation under this Article for a member whose PDR indicates issuance of a general discharge must give the member the opportunity to consult with a lawyer counsel before initiating such action. Include a copy of the member's closed-out form CG-3306 of 30 June 1983 showing average Proficiency, Leadership, and Conduct marks and a copy of the current **Enlisted Employee Review** showing factor marks in the recommendation for discharge submitted to Commander (CGPC-epm-1).

12.B.12.e. Transfer in Lieu of Discharge

Members eligible for discharge under this Article's paragraph a.1., 3., or 17. may be required to transfer to or enlist in the Coast Guard Reserve in lieu of discharge.

12.B.12.f. Discharge for Other Reasons

If the commanding officer believes separation should not be for the convenience of the Government, but for unsuitability, misconduct, or any other reason, he or she will send a suitable recommendation to Commander (CGPC-epm-1) for consideration. Cases in this category include those in which the member's record shows commission of serious military offenses, a generally unsatisfactory military record, or other good, sufficient cause in the commanding officer's opinion. Article 12.B.10.

12.B.12.g. Surrendering Uniform

Any member discharged under this Article's paragraph a.8., 10., 11., 15., 16., or 17. Is required to surrender his or her uniform. Article 12.B.53.e.

12.B.13. Vacant

12.B.14. Discharge for Minority (Under Age)

12.B.14.a. Authorization

Commander (CGPC) may authorize or direct the discharge of enlisted members for minority under law or as an administrative act when he or she considers such to be in the Government's best interest.

12.B.14.b. Definition

Under this Article, a person under the age of 18 is considered a minor. A minor must obtain a custodial parent's or legal guardian's written consent before enlisting.

12.B.14.c. Commanding Officer's Action

If it comes to the attention of a commanding officer that a member under the age of 18 may have enlisted in the Coast Guard without the custodial parent's or legal guardian's written consent or a minor's age may have been misrepresented, the commanding officer shall report such information to Commander (CGPC-epm-1) for disposition and include this information in his or her report:

1. Documentary evidence of the minor's true age.

2. A copy of the closed-out form CG-3306 dated 30 June 1983 showing average Proficiency, Leadership, and Conduct marks and a copy of the current **Enlisted Employee Review** showing factor marks.

3. The parent's or guardian's request for discharge, if received.

4. The minor's voluntary statement about the circumstances attending enlistment.

5. If the minor is 17 years of age or older, the commanding officer's statement of his or her opinion whether the minor is sufficiently mature for retention.

12.B.14.d. Discharge Location

A member discharged under this Article will be separated at his current duty station, unless Article 12.B.46. provisions apply.

12.B.14.e. Minimum Enlistment Age

The minimum enlistment age, 17 years, governs discharge for minority.

1. Discharge is mandatory when a minor is determined to be under the minimum enlistment age. The custodial parent's or legal guardian's application for discharge is not required.

2. If a minor enlisted without proper consent has attained the age of 17, Commander (CGPC-epm-1) authorizes or directs discharge on receiving satisfactory evidence of true age, provided:

   a. The Coast Guard has received an application for discharge the custodial parent or legal guardian submitted within 90 days of the enlistment, and

   b. The minor has not attained age 18 when discharge is effected.

12.B.14.f. Policies

The Service will not discharge a minor while he or she needs medical treatment or undergoes hospitalization. A minor enlisted without proper consent or who misrepresented his or her age is subject to trial by court-martial for breaches of regulations to the same extent as other enlisted members. The Service may hold such minors for trial and punishment if they commit an offense before release, notwithstanding the custodial parent's or legal guardian's request for discharge.

12.b.14.g. Fraudulent Enlistment

The enlistment of a minor who enlisted with false representation of age or without proper consent will not in itself be considered a fraudulent enlistment.

12.B.14.h. Service Obligation

A member whose enlistment terminates for minority shall not, as a rule of such enlistment, be considered to have acquired a service obligation under 10 U.S.C. 651. Service under any enlistment so terminated is not creditable toward fulfilling any subsequently acquired service obligation.

12.B.14.i. Character of Discharge

A member discharged for minority shall be given an honorable or general discharge, as appropriate, under Article 12.B.2.f.

12.B.14.j. Opportunity for Counsel

Commanding officers recommending a member for involuntary separation hereunder whose PDR indicates issuance of a general discharge must afford the member the opportunity to consult with a lawyer counsel before initiating such action. Include a copy of the closed-out form CG-3306 dated 30 June 1983 showing average Proficiency, Leadership, and Conduct marks and a copy of the current **Enlisted Employee Review** showing factor marks in the recommendation for discharge submitted to Commander (CGPC-epm-1).

12.B.14.k. Reenlistment

When a commanding officer considers a member separated for minority otherwise sufficiently mature for service and in all respects qualified, obtain the reenlistment code entered on DD Form 214 CG from the Certificate of Release or Discharge From Active Duty, DD Form 214, COMDTINST M1900.4(series).

12.B.14.l. Notifying Next of Kin

The commanding officer notifies the next of kin of the date and place of discharge, but not the type of and reasons for it. (The Privacy Act of 1974, 5 U.S.C. 552a, prohibits disclosing this information.)

12.B.14.m. Surrender of Uniform

The member is required to surrender his or her uniform. Article 12.B.53.e.

12.B.15. Disability

12.b.15.a. Medical Board

A medical board shall be held in the case of an enlisted member when any condition listed in Article 17.B.4. exists or competent authority directs. Chapter 17.B. contains procedures for the medical board's report. If a member has remained in the Service with his or her written consent beyond the enlistment expiration under Article 12.B.11.f., the report shall clearly indicate the following:

1. Patient's status (held beyond normal enlistment expiration date or not).

2. Date of admission to sick list.

3. Whether the member concerned is physically qualified for discharge.

12.B.15.b. Discharge for Physical Disability

Commander (CGPC-epm-1) may direct or authorize a discharge for physical disability not incurred in or aggravated by a period of active military service through final action on a physical evaluation board under the following conditions. Article 12.B.15.c.

1. A medical board has expressed the opinion that:

    a. The member does not meet the minimum standards for retention on active duty,

    b. The member is unfit for further Coast Guard service by reason of physical disability, and

c. The physical disability was neither incurred in nor aggravated by a period of active military service.

2. The member's commanding officer and district commander concur in the board's opinion.

3. The member has been fully informed of his or her right to a full, fair hearing and the member states in writing he or she does not demand such a hearing.

4. The statement described in subparagraph 3. shall be executed using the following form:

CERTIFICATE OF FULL AND FAIR HEARING

[Date]

I hereby certify it has been fully explained to me a medical board has found I am suffering from a physical disability, namely [diagnosis], and this disability existed before my initial or current entry into the United States Coast Guard on [date of initial or current entry] and was neither incurred in nor aggravated by a period of military service.

I further certify it has been fully explained to me under 10 U.S.C. 1214 and the regulations in Chapter 17, Personnel Manual, COMDTINST M1000.6 (series), I am entitled, as a matter of right, to a full, fair hearing before a physical evaluation board before my separation from the United States Coast Guard if I demand such hearing.

I further certify it has been fully explained to me that if I sign this statement, I may be separated from the United States Coast Guard in the near future without further hearing and without disability, retirement, or severance pay, and any compensation whatsoever; however, all payments ordinarily accruing to personnel discharged under honorable conditions are due and payable.

With full knowledge of the findings of the medical board convened in my case and of my rights in this matter, I hereby certify I do not demand a hearing before a physical evaluation board and request I be separated from the United States Coast Guard as soon as possible.

_____
[Signature]

Witnessed by:

_____
[Signature]

_____
[Rank of Witness]

_____

(Date)

Subscribed and sworn to before me this day of (Month), (Year), I having the authority to administer oaths.

_____
(Signature)

____ ____
(Rank)

5. Enlisted members will be discharged for physical disability not incurred in or aggravated by a period of active military service without processing before a physical evaluation board only if the medical board's report clearly and fully establishes such findings.

6. If a medical board finds a member is disabled for mental disability incurred before enlistment without any service aggravation, the member will be ordered before a physical evaluation board unless the statement required by subparagraph 4. is supported by a medical determination that the member possesses sufficient mental capacity and responsibility to intelligently understand he or she has a right to a full, fair hearing and fully understands the import of the statement that he or she does not demand such a hearing.

12.B.15.c. Discharging Recruits

Commanding Officer, Training Center Cape May is authorized to discharge an enlisted member in an original enlistment in the Coast Guard who has fewer than 60 days' active service in the Coast Guard for physical disability not incurred in or aggravated by active military service; i.e., a pre-existing physical defect, under Article 12.B.15.b. conditions.

1. The commanding officer discharges the individual under Article 12.B.12.a. as an erroneous enlistment. On completing the discharge processing, send the medical board report to Commandant (G-WK).

2. If either the medical board or the commanding officer recommends a waiver, send the medical board report to Commander (CGPC-epm-1) for determination.

12.B.15.d. Discharge Site

A member discharged under this Article will be separated at his or her current duty station unless Article 12.B.46. applies.

12.B.15.e. Character of Discharge

A member discharged for physical or mental disability shall be given an honorable or general discharge, as appropriate, under Article 12.B.2.f.

12.B.15.f. Opportunity for Counsel

Commanding officers recommending a member for involuntary separation hereunder whose PDR indicates issuance of a general discharge must afford the member the opportunity to consult with a lawyer before initiating such action. Include a copy of the closed-out form CG-3306 of 30 June 1983 showing average Proficiency, Leadership, and Conduct marks and a copy of the **Enlisted Employee Review** showing factor marks in the discharge recommendation submitted to Commander (CGPC-epm-1).

12.B.15.g. Confidentiality

No one shall furnish the diagnosis or diagnoses on which a discharge for physical or mental disability is based to anyone except in a letter separate from any other letter, document, etc., furnished to the member on discharge. If a commanding officer believes the underlying reason for discharge, if revealed, will detrimentally affect the member concerned, he or she will not furnish the diagnosis or diagnoses on which a discharge for physical or mental disability is based. If a commanding officer does not furnish the diagnosis on application for it, he or she shall advise the member being discharged to apply to Commandant (G-WK).

12.B.15.h. Claim for Compensation

No member may be discharged or released from active duty in the Armed Forces for disability until he or she executes (or refuses to execute) a claim for compensation, pension, or hospitalization to be filed with the Veterans Administration (VA), or signs (or refuses to sign) a statement that he or she has received an explanation of the right to file such claim. Refusal or failure to do so does not prejudice any right such member may thereafter assert. 10 U.S.C. 1218(b).

12.B.15.i. Applying for Benefits

Under the Privacy Information Act, the VA may not grant compensation or a pension unless the member fully completes an applicable VA form. On separation from the Service, the Service member should complete the application, attach the required records or forms listed in the instructions, and send the completed form to the Veterans Administration Regional Office with jurisdiction over the area where the separated member intends to reside. A member who has any questions about this form should contact the Veterans Administration Regional Office.

12.B.15.j. Surrender of Uniform

The member may be required to surrender his or her uniform. Article 12.B.53.e.

12.B.16. Unsuitability

12.B.16.a. By Commandant's Direction

Commander, CGPC shall direct the discharge of enlisted members for unsuitability except as provided in Article 12.B.16.e. A discharge for unsuitability in lieu of disciplinary action will not be issued unless Commander, CGPC determines the Service's and the member's interests will best be served by administrative discharge. **See Article 12.B.1 when recommending the discharge of a first-term performer for unsuitability.**

12.B.16.b. Causes for Discharge for Unsuitability

The purpose of discharges for unsuitability is to free the Service of members considered unsuitable for further service because of:

1. Inaptitude. Applies to members best described as unfit due to lack of general adaptability, want or readiness of skill, clumsiness, or inability to learn.

2. Personality Disorders. As determined by medical authority, personality behavior disorders and disorders of intelligence listed in the Medical Manual, COMDTINST M6000.1 (series), Chapter 5.

3. **Apathy, defective attitudes, adjustment disorders as listed in the Medical Manual, COMDTINST M6000.1 (series), Chapter 5, inability to expend effort constructively, or other observable defect for which a separation designator code (SPD code) exists that renders a member unsuitable for further military service.**

4. Unsanitary Habits.

5. Alcohol Abuse. See Article 20.B.2. for guidelines on alcohol abuse cases.

6. Financial Irresponsibility.

12.B.16.c. Probation

Commanding officers will not initiate administrative discharge action for inaptitude, apathy, defective attitudes, unsanitary habits, or financial irresponsibility until they have afforded a member a reasonable probationary period to overcome these deficiencies. When commands contemplate discharging a member for these reasons, they shall counsel the member that a formal probationary period of at least six months has begun and make an appropriate Administrative Remarks, CG-3307, entry in the member's PDR that administrative discharge processing will be initiated unless the member shows significant improvement in overcoming the deficiency during the probationary period. The member must acknowledge this entry in writing. Commanding officers are authorized to recommend discharge at any time during probation if the member is not attempting to overcome the deficiency. Submit copies of all CG-3307 entries as an enclosure to the discharge recommendation submitted to Commander (CGPC-epm-1).

12.B.16.d. Member's Rights

In each case processed in accordance with this Article, commanding officers shall:

1. Advise the member in writing, using the letter and endorsement described in Article 12.B.9. to inform the member of the reason(s) he or she is being

considered for discharge. Specifically state one or more of the reasons listed in Article 12.B.16.b.

2. Afford the member the opportunity to make a written statement on his or her own behalf. If the member does not desire to make a statement, commanding officers shall state such fact in writing over the member's signature and that shall constitute his or her statement. If the member refuses to execute any statement whatsoever, the commanding officer will so state.

3. Afford the member an opportunity to consult with a lawyer as defined in Article 27 (b) (1), UCMJ, if the member's character of service warrants a general discharge. If the member is entitled to and requests counsel and one is not available, a commanding officer must delay discharge proceedings until one is available.

12.B.16.e. Discharging Members

District commanders, maintenance and logistic commanders, and commanding officers of training centers are authorized to discharge enlisted members having fewer than four months' active service in an original enlistment in the Coast Guard for unsuitability.

1. If such an enlisted member is deemed unfit for further retention solely for inaptitude as set forth in Article 12.B.16.b., a medical board is not required.

2. A member discharged under authority of this paragraph is normally issued an honorable discharge if he or she has sincerely attempted to maintain proper military behavior and perform his or her duties proficiently and industriously. Issuing a general discharge is warranted if there is evidence of misbehavior, bad faith, or failure to make a proportionate effort having due regard for his or her rate and capabilities. Commanding officers shall summarize the basis on which awarding a general discharge on an Administrative Remarks, CG-3307, in the member's PDR. The entry should reflect a record of disciplinary infractions in training, culpable failure to conform to minimum standards for recruit, prior service, or Reserve training, or poor attitude.

12.B.16.f. Notification

If the Commander (CGPC-epm-1) directs a discharge, the letter or message directing the discharge will state the type (honorable or general) to be issued. Article 12.B.16.k. for submitting message recommendations.

12.B.16.g. Site of Discharge

A member discharged under this article will be separated at his or her current duty station, unless Article 12.B.46. applies.

12.B.16.h. Physical Examination

A member under consideration for discharge for unsuitability must have a physical examination performed by a Public Health Service or Armed Forces medical officer in order to identify and record any physical or mental impairments that the member may have. If one is not available locally, a contract physician may perform the exam.

1. When psychiatric considerations are not involved, the medical officer will submit a narrative summary on DD-2808 and DD-2807-1 describing the essential points of the member's mental and physical condition. The examining physician shall describe the condition in terminology set forth in section 3.F of the Medical Manual, COMDTINST M6000.1 (series).

2. If psychiatric considerations are involved (i.e., cases involving conditions dealing with the mind, mental processes, feelings, desires, behavior, personality traits, thoughts, attitudes, etc) a psychiatrist shall describe the condition in terminology set forth in section 5.B. of the Medical Manual, COMDTINST M6000.1 (series). His or her report will also include a statement whether the individual was and is mentally capable both to distinguish right from wrong and adhere to the right and has the mental capacity to understand the action being contemplated in his or her case.

12.B.16.i. More than Eight Years' Service

A member with more than eight years' military service under consideration for discharge for unsuitability is entitled to an administrative discharge board. Include all inactive military service performed in calculating the member's total service for determining eligibility for administrative discharge proceedings. Article 12.B.31.

12.B.16.j. Documentation

In every case of discharge for unsuitability, the documents listed below are required. Include them with the recommendation submitted to Commander (CGPC-epm-1) for decision or send them to Commander (CGPC-adm-3) with documents required by Article 12.B.49. if the district commander or commanding officer executes the discharge under Article 12.B.16.e.

1. A copy of the letter notifying the member of the reason(s) for administrative processing and of his or her rights.

2. If applicable, the member's declaration or waiver of opportunity to consult with counsel.

3. The member's signed statement of awareness, statement on his or her own behalf, or refusal to make a statement.

4. Report of medical board or SF-502 as applicable.

5. A copy of the closed out form CG-3306 dated 30 June 1983 showing average Proficiency, Leadership, and Conduct marks and a copy of the current **Enlisted Employee Review** showing factor marks.

6. Summary of military offenses.

7. Any other pertinent comments or recommendations over the commanding officer's signature.

12.B.16.k. Submitting by Message

Submit recommendations for a discharge for unsuitability by message in situations which serve both the member's and the Coast Guard's best interest. This procedure affects only the format and method of transmitting the commanding officer's recommendation. All fundamental requirements of this Article still apply. Obtain all complete documents required immediately above; the commanding officer must verify them before submitting the recommendation.

1. Message format is considered appropriate only for recommending discharges in cases involving all of the following factors:

   a. The commanding officer recommends discharge because he or she considers the member unsuitable for further service due to a duly diagnosed personality disorder under Article 12.B.16.b. and

      (1) A psychiatrist so diagnosed at an Uniformed Service medical facility.

      (2) Medical statements attesting the absence of ratable disability and presence of mental competency required in Article 12.B.16.h. have been obtained.

   b. The commanding officer contemplates honorable or general discharge, as determined by Article 12.B.2.f. If a general discharge is contemplated, ensure compliance with Article 12.B.16.d.3.

   c. The member being processed has fewer than eight years total active or inactive military service, has been notified in writing of the specific action proposed with the reason(s) for it, and has indicated in a written statement he or she substantially agrees.

   d. No disciplinary action is pending.

2. The message format is not appropriate in cases in which the member's record does not indicate poor performance or substandard conduct and the member's personality disorder has only recently become apparent.

3. A FOUO message recommendation shall contain the applicable information indicated below for the appropriate designating letter under the subject as indicated:

RECOMMENDATION FOR UNSUITABILITY DISCHARGE	
ALPHA	Name, social security number, and rate of member recommended for discharge.
BRAVO	Diagnosis code (ICD) as listed in Chapter 5, Medical Manual, COMDTINST M6000.1 (series).
CHARLIE	Name and address of psychiatrist on whose diagnosis recommendation for discharge is based and date of diagnosis.
DELTA	Statement no ratable disability exists and member is certified mentally competent.
ECHO	If general discharge is contemplated, statement the member was afforded right to legal counsel at the outset of discharge proceedings. (If member requested counsel, include name, grade, and unit counsel assigned or statement of member's waiver of right to counsel.)
FOXTROT	Member's statement on own behalf if he or she desires to make one or "I do not desire to make a statement." If member makes a statement, quote in entirety where feasible.
GOLF	Years and months of total active and inactive military service.
HOTEL	Average proficiency, leadership, and conduct marks through 30 June 1983, and the average marks for each factor for period after 30 June 1983. Article 12.B.48.b. for direction in determining the average marks of a member (non-rated, petty, or chief petty officer) who was evaluated using more than one form during his or her enlistment.
INDIA	Statement no disciplinary action is pending.
JULIET	Recommendation on surrendering uniform.
KILO	Grade, name, and title of officer verifying documentation and making the recommendation. Normally the regularly assigned commanding officer does this personally. Must be a commissioned officer.
LIMA	No separation pay authorized.

12.B.16.l. Surrender of Uniform

The member must surrender his or her uniform. Article 12.B.53.e.

12.B.17. Security

When a member's retention in the Coast Guard is not clearly consistent with the interest of national security, the Commandant will direct a discharge for security reasons with the discharge character and conditions as stipulated in current directives dealing directly with this matter.

12.B.18. Misconduct

12.B.18.a. Policy

Except as specifically provided here, only Commander, CGPC may direct a discharge for misconduct and the type of discharge (under other than honorable, general, or honorable) as warranted by the particular circumstances of a given case. Article 12.B.2. Disability evaluation processing will be terminated as described in Article 12.B.1.e. for members discharged for misconduct. **See Article 12.B.1, when recommending the discharge of a first-term performer for misconduct.**

12.B.18.b. Reasons to Discharge for Misconduct

Commander, CGPC may direct discharging a member for misconduct in any of these cases:

1. Conviction by foreign or domestic civil authorities or action taken tantamount to a finding of guilty of an offense for which the maximum penalty under the Uniform Code of Military Justice is death or confinement longer than one year involving moral turpitude in which the offender is adjudged a juvenile delinquent, wayward minor, or youthful offender; places the offender on probation; or punishes him or her in any way for an offense involving moral turpitude. If the Manual for Courts-Martial Table of Maximum Punishment does not list the offense or it is not closely related to an offense listed there, the maximum punishment authorized by 18 U.S.C. or the District of Columbia Code, whichever is less, applies. A member subject to discharge because of conviction by civil court may be processed for discharge even though an appeal of that conviction has been filed or an intent to do so has been stated. However, the Service generally will delay executing the approved discharge pending outcome of the appeal is considered appropriate, Commander, CGPC may direct discharging the member with the appropriate type of discharge certificate subject to Article 12.B.18.d.

2. Procuring a fraudulent enlistment, induction, or period of active service through any deliberate material misrepresentation, omission, or concealment which, if known at the time, might have resulted in rejection. The enlistment of a minor with false representation of his or her age or without proper consent will not in itself be considered a fraudulent enlistment. Commanding Officer, Training Center Cape May, is delegated final discharge authority under this Article in these specific cases for members assigned to recruit training or prior service training program:

    a. Deliberately concealed criminal records or other information necessary to effect enlistment.

    b. Any current or past medical conditions or problems discovered during recruit training, or prior service training program, which would have prevented enlistment in the Coast Guard, had they been known.

3. <u>Absenteeism</u>. Unauthorized absence(s) of a prolonged, repeated or excessive nature, when it can be shown the member has:

    a. Been in a state of continuous unauthorized absence for one year or more; Article 12.B.32.b., or

    b. Three or more separate, unauthorized absences within a six-month period, or

    c. Six or more separate, unauthorized absences within a six-month period and the total amount of unauthorized absence is six or more days.

4. Drugs.

   a. Involvement with Drugs. Any member involved in a drug incident or the illegal, wrongful, or improper sale, transfer, manufacture, or introduction onto a military installation of any drug, as defined in Article 20.A.2.k., will be processed for separation from the Coast Guard with no higher than a general discharge. Commanding Officer, Training Center Cape May is delegated final discharge authority for members assigned to recruit training or prior service training program under this Article in specific cases of drug use before enlistment (as evidenced by a positive urinalysis shortly after entering training). New inductees shall sign an Administrative Remarks; CG-3307 entry acknowledging the presence of drugs in their bodies is grounds for a general discharge for misconduct.

   b. Obstructing drug urinalysis testing by tampering with urine samples or documentation, including someone else's. Tampering includes, among other actions, submitting another person's sample in place of the member selected for testing, submitting samples containing substances other than urine, and altering the bar code labels, Urine Sample Custody Document, or unit sample ledger. Members discharged under this provision shall be issued no higher than a general discharge.

5. Discreditable involvement with civil or military authorities.

6. Sexual perversion including among other actions:

   a. Lewd and lascivious acts.

   b. Sodomy.

   c. Indecent exposure.

   d. Indecent acts with or upon a child.

   e. Other indecent acts or offenses.

   f. Involvement in a prohibited romantic relationship. See Chapter 8.H. for policy guidance.

7. Abuse of a family member (spouse or child).

8. An established pattern of shirking.

9. An established pattern showing dishonorable failure to pay just debts.

10. An established pattern showing dishonorable failure to contribute adequate support to dependents.

11. An established pattern showing failure to comply with a civil court's valid orders, decrees, or judgments on supporting dependents.

12. One act of sexual harassment by assault or sexual coercion, or for conduct demonstrating an established pattern of sexual harassment by crude or offensive behavior, sexist behavior, and/or unwanted sexual attention. See Article 8.I. and Coast Guard Equal Opportunity Program Manual, COMDTINST M5350.4 (series) for definitions and guidelines on sexual harassment.

13. An unreasonable refusal to submit to necessary and proper medical or dental treatment considered by competent medical or dental officers to be necessary to render member fit for duty (as determined by a medical board convened in accordance with the provisions of the Physical Disability Evaluation System, COMDTINST M1850.2 (series)).

14. A repeated refusal to receive an immunization ordered by competent authority.

12.B.18.c. Probation

Commanding officers must afford a member a reasonable probationary period to overcome deficiencies before initiating administrative discharge action in cases of frequent discreditable involvement with civil or military authorities; abuse of a family member; shirking; failure to pay just debts, contribute adequate support to dependents, or comply with valid orders of civil courts to support dependents; or involvement in a prohibited romantic relationship as described in Article 8.H. For cases of family (spouse or child) abuse, a treatment period will also serve as a probationary period and commands shall comply with current Family Advocacy Commandant Instructions. If a command contemplates discharging a member for reasons contained in this paragraph, it shall counsel the member a formal probation or treatment period of at least six months has begun and make an appropriate Administrative Remarks, CG-3307, entry in the member's PDR stating the command will initiate administrative discharge processing unless the member shows significant improvement in overcoming the deficiency during the probationary period. The member must acknowledge the entry in writing. For Reservists who are shirking, a letter via Certified Mail, return receipt requested (Restricted Delivery to addressee only), stating the probationary period has begun may substitute for the CG-3307. However, commanding officers are authorized to recommend discharge at any time during the probation if the member is not making an effort to overcome the deficiency. Participation in the family (spouse or child) abuse treatment program is considered a failure when the physical abuse toward the victim or another person recurs, or the member is determined to be unresponsive and treatment is no longer appropriate. Failure to attend treatment is grounds for the command to consider separation. Submit copies of all CG-3307 entries as an enclosure to the discharge recommendation submitted to Commander (CGPC-epm-1).

12.B.18.d Discharging Members with More than Eight Years Service for Misconduct

Commanding officers shall process all cases in which they contemplate a discharge under other than honorable conditions for misconduct as Article 12.B.32 prescribes. In addition, they shall follow that Article's procedures if considering discharging any member with eight or more years of total active and inactive military service for misconduct, even if contemplating an honorable or general discharge.

12.B.18.e. Discharging Members with Fewer than 8 Years Service for Misconduct

Commanding officers shall process members with fewer than eight years of total active and inactive military service recommended for honorable or general discharge for misconduct as follows:

1. Inform the member in writing of the reason(s) for being considered for discharge (specifically state one or more of the reasons listed in Article 12.B.18.b. supported by known facts).

2. Afford the member an opportunity to make a written statement. If the member does not desire to do so, the commanding officer sets forth that fact in writing over the member's signature. If the member refuses to sign a statement his or her commanding officer will so state in writing.

3. Afford the member an opportunity to consult with a lawyer as defined by Article 27(b)(1), UCMJ, if contemplating a general discharge. If the member requests counsel and one is not available, the commanding officer must delay discharge proceedings until such time as counsel is available.

4. Send the case containing a recommendation and these documents to Commander (CGPC-epm-1) for action:

   a. The reason(s) for processing (include reason such as repeated military offenses, drug abuse, indebtedness, etc.)

   b. If the reason(s) is (are) civil conviction(s), include:

      (1) The report Article 8.B.2. requires.

      (2) An official statement from the judge, prosecuting attorney, clerk or other court official reciting the civil statute(s) violated, charges on which tried and convicted, and sentence of the court.

      (3) Witnesses' statements, arrest reports, copies of court records and probation orders, if obtainable, and all other pertinent documents.

(4) The maximum punishment which could have been imposed for such conviction under the UCMJ, if determinable. Based on the information furnished, Commander (CGPC-epm-1) will determine the maximum punishment imposed under 18 U.S.C. or the District of Columbia Code.

c. Summary of Military Offenses. List in chronological order all disciplinary action during current enlistment, including:

(1) Dates of non-judicial punishment or court- martial by type.

(2) Description of offense(s).

(3) Non-judicial punishment or sentence as approved and approval date.

(4) All violations of regulations during current confinement with action taken.

(5) The commanding officer's comments, including information on the counseling requirement for cases processed for frequent discreditable involvement with civil or military authorities, dishonorable failure to pay debts, shirking, and dishonorable failure to support dependent(s).

(6) The commanding officer's recommendation.

d. These enclosures:

(1) The copy of the letter notifying the member of the reason(s) for the processing and information on the member's rights and privileges.

(2) The member's signed statement of awareness of rights and privileges and request to exercise or waiver of these rights.

(3) The member's signed statement, or member's written, signed statement declining to make a statement.

(4) A copy of the closed-out form CG-3306 dated 30 June 1983 showing average Proficiency, Leadership, and Conduct marks and a copy of the current **Enlisted Employee Review** showing factor marks.

(5) Other pertinent documents such as psychiatric or medical evaluations (especially in aberrant sexual behavior cases), statements of any witnesses (Chapter 12.E. for homosexual conduct policy), police reports, etc.

(6) A copy of the chain of custody test results form and the appropriate page from unit's drug urinalysis sampling ledger (applicable in cases of recommendations for discharge resulting from a urinalysis indicating drug abuse).

12.B.18.f. Surrender of Uniform

The member is required to surrender his or her uniform. Article 12.B.53.e.

12.B.19. Discharge Adjudged by Court-Martial Sentence

12.B.19.a. Definition

"Discharge" and "discharges" here refer to punitive discharges adjudged by sentence of general or special courts-martial.

12.B.19.b. Commandant's Policy

Convening and reviewing authorities should approve adjudged court-martial sentences to punitive discharge in those cases in which the trial record clearly warrants that action and the enlisted member's records and conduct show he or she is not fit for rehabilitation, meaning retention clearly is not in the Government's interest.

12.B.19.c. Commandant's Approval

Punitive discharges adjudged as sentences of courts-martial will be executed only on the Commandant's specific approval after appellate review of the sentence is complete. Refer to Military Justice Manual, COMDTINST M5810.1 (series). In cases in which confinement and punitive discharge have been imposed and the member has not completed the sentence to confinement when the Commandant approves executing the discharge, the prisoner is discharged and transferred to a federal penal institution to serve the remainder of confinement unless the Commandant remits the balance of the sentence to any confinement remaining at the time of discharge as an act of clemency. See Chapter 8.

12.B.19.d. Transfers

Enlisted members sentenced to discharge will be transferred under Article 12.B.45.

12.B.19.e. Vacating a Suspended Sentence

If executing a portion of a sentence which adjudges a discharge is suspended subject to a probationary period, the suspension may be vacated under the procedures set forth in the Military Justice Manual, COMDTINST M5810.1 (series). Commanding officers are directed to carefully consider reports of offenses committed by members serving in such status and undertake proceedings to vacate the suspension of the sentence only if the record clearly establishes such action is appropriate and in the Coast Guard's best interests. For a new offense the commanding officer may take any of the following actions:

1. Impose non-judicial punishment at captain's mast or refer the matter to a court-martial.

2. Initiate action to vacate suspension.

3. Both 1. and 2. In either instance, the commanding officer should first confer with the appropriate district or staff legal officer.

12.B.19.f. Character of Discharge

A member discharged as a result of a sentence of a general or special court-martial shall be issued a bad conduct discharge (DD Form 259 CG) or a dishonorable discharge (DD Form 260 CG), whichever appropriate authority directs.

12.B.19.g. Surrender of Uniform

The member is required to surrender his or her uniform. Article 12.B.53.e.

12.B.20. Uncharacterized Discharges

12.B.20.a. Definition

1. Uncharacterized discharges are authorized for all members separated at the entry level on or after 15 June 1983 who:

   a. Have fewer than 180 days of active service on discharge, and

   b. Demonstrate poor proficiency, conduct, aptitude or unsuitability for further service during the period from enlistment through recruit training, or

   c. Exhibit minor pre-existing medical issues not of a disabling nature which do not meet the medical/physical procurement standards in place for entry into the Service.

2. An uncharacterized discharge is used for most recruit separations, except for disability, prior service members entering recruit training, or in cases when another type of discharge may be appropriate as described in Article 12.B.16. for recruits with serious infractions.

12.B.20.b. Authority

Only Commander (CGPC-epm-1) and Commanding Officer, Training Center Cape May have final authority to discharge a member under this Article.

1. Commanding Officer, Training Center Cape May, when compelling circumstances exist, has the authority to award an uncharacterized discharge for service during boot camp in cases involving drug incidents.

2. Commander (CGPC-epm-1) has the authority, when compelling circumstances exist, to award an honorable discharge for service after boot camp.

12.B.20.c. Discharge Certificate

No discharge certificate will be issued to a member awarded an uncharacterized discharge. Only a DD-214 will be issued.

12.B.20.d. Characterized vs. Uncharacterized Service

The availability of the uncharacterized discharge does not preclude awarding recruits with serious infractions a type of discharge used for characterized service, usually General or Under Other than Honorable Conditions. If other than an uncharacterized discharge is appropriate, send requests to Commander (CGPC-epm-1) for consideration.

12.B.20.e. Counseling

As with most other types of separations, Commanding Officer, Training Center Cape May should not initiate uncharacterized discharge processing until he or she has formally counseled the member about deficiencies and afforded him or her an opportunity to overcome them as reflected in appropriate counseling or personnel records.

12.B.20.f. Administrative Discharge Board

Administrative Discharge Board procedures as described in Article 12.B.31. shall be used for members discharged under Chapter 12.E. and who have 180 days' or more service on notification of discharge.

12.B.20.g. Separation Program Designator

1. The following codes are authorized to be used with uncharacterized discharges:

JCM, JDA, JDK, JDU, JFA, JFC, JFN, JFT, JFV, JFW, JFX, JGA, JHF, JND, JRB, KDS, KFN, LGA

2. Reentry (RE) codes will be issued only in accordance with Article 12.B.2.g. and the Certificate of Release or Discharge from Active Duty, DD-214 Instruction, COMDTINST M1900.4 (series).

12.B.21. Discharge for the Good of the Service

12.B.21.a. Request for Discharge

An enlisted member may request a discharge under other than honorable conditions for the good of the Service in two circumstances: in lieu of UCMJ action if punishment for alleged misconduct could result in a punitive discharge or at any time after court-martial charges have been preferred against him or her. This request does not preclude or suspend disciplinary proceedings in a case. The officer who exercises

general court-martial jurisdiction over the member concerned determines whether such proceedings will be delayed pending final action on a request for discharge. Send requests for discharge under other than honorable conditions for the good of the Service through the officer exercising general court-martial jurisdiction for his or her personal review and comment.

12.B.21.b. Legal Counsel

A member who indicates a desire to submit a request for a discharge under other than honorable conditions for the good of the Service will be assigned a lawyer counsel. If the member elects to have civilian counsel at his or her own expense, the record shall indicate the civilian counsel's name, address, and qualifications.

12.B.21.c. Request Format

A member who persists in the desire to request a discharge under other than honorable conditions under this Article after consultation with counsel personally signs such request using the following **memorandum** format:

Signature
From: [Rate, name, social security number]
To: Commander (CGPC-epm-1)
Thru: [Chain of command]

Subj: REQUEST FOR DISCHARGE UNDER OTHER THAN HONORABLE CONDITIONS FOR THE GOOD OF THE SERVICE

Ref: (a) Article 12.B.21., Personnel Manual, COMDTINST M1000.6, (series).

1. Under the provisions of reference (a), I hereby request a discharge under other than honorable conditions for the good of the Service in lieu of trial by court-martial under circumstances which could lead to a bad conduct or dishonorable discharge.

2. I have consulted with [counsel's grade, name, or if civilian, name and title], a member of the Bar in the State of [fill in] who has fully advised me of the implications of such a request. The basis for my request for a discharge under other than honorable conditions for the good of the Service stems from my misconduct contained in the court-martial charges preferred against me in enclosure (1). I elect to be administratively discharged rather than tried by court-martial. I am completely satisfied with the counsel I have received.

3. I understand if this request is approved I will receive a discharge under other than honorable conditions, which may deprive me of virtually all veterans' benefits based on my current period of active service, and I may expect to encounter substantial prejudice in civilian life in situations in which the type of service rendered in any Armed Forces branch or the character of discharge received therefrom may have a bearing.

4. I understand once I submit this request, I may withdraw it only with the consent of Commander (CGPC-epm-1).

5. I understand I may submit a sworn or unsworn statement on my behalf. [I do not desire to submit a statement.] [My sworn/unsworn statement is submitted herewith as enclosure (2).]

6. I make this request voluntarily, free from any duress or promises of any kind. I have asked my counsel, who has fully explained to me the implications of my request, to witness my signature.

7. I have retained a copy of this request for a discharge under other than honorable conditions for the good of the Service in lieu of trial by court-martial and all enclosures related thereto.

Witnessed by:

_____
Signature of Counsel

_____
Name, Grade

_____
State licensed

_____
Date

Encl: (1) Copy of court-martial charges
(2) Member's statement

12.B.21.d. Processing the Request

The member sends the request for discharge through the chain of command to Commander (CGPC-epm-1). The member's commanding officer shall recommend approval or disapproval of the member's request with appropriate justification for his or her recommendation, certify accuracy of the court-martial charges, and enclose the following documents in the forwarding endorsement:

1. A report of medical examination and either a medical officer's opinion a psychiatric evaluation is not warranted as part of the evaluation processing or a copy of the psychiatric evaluation. The member shall be referred to a psychiatrist only after a medical officer's evaluation. Such referrals are generally limited to those cases in which evidence reveals the member may not have been able to distinguish right from wrong or adhere to the right at the time of the alleged offense or is not capable of understanding the nature of the proceedings against him or her due to mental incompetence.

2. A complete copy of all investigation reports.

3. Any other pertinent information, reports, statements, etc., the commanding officer considered in arriving at his or her recommendation.

12.B.21.e. Coast Guard Personnel Command's Review

The reason for discharge shall be for the good of the Service, and commanding officers shall not recommend the member for reenlistment. If Commander (CGPC-epm-1) believes the member warrants a more favorable discharge type than under other than honorable conditions based on the facts of the case, Commander (CGPC-epm-1) may direct issuing an honorable or general discharge.

12.B.21.f. Surrender of Uniform

The member is required to surrender his or her uniform. Article 12.B.53.e.

12.B.22. Canceling Void Enlistments

12.B.22.a. Policy

An enlistment determined to be void from its inception is canceled. A person whose enlistment is canceled by Commander (CGPC-epm-1) as being void from its inception will not be issued a discharge certificate.

12.B.22.b. Definition

Void enlistments include those entered into while the member is:

1. Intoxicated.

2. Insane.

3. A deserter from the U.S. Armed Forces.

4. Enlisted after he or she has received orders for induction.

5. Judicially coerced into an enlistment under the circumstances existing in U.S. v. CATLOW, 48 CMR 758 (1974) and its progeny, and

6. Enlisted as a result of recruiter misconduct under the circumstances existing in U.S. v. RUSSO, 50 CMR 650 (1975) and its progeny.

12.B.22.c. Processing After Enlistment Irregularities

In cases brought to trial by court-martial in which the presiding officer rules during the course of the trial the court lacks personal jurisdiction over the accused due to enlistment processing irregularities, use the following procedures:

1. Submit to Commander (CGPC-epm-1) a message report containing at a minimum a summary of the witnesses' testimony leading to presiding officer's decision. If the convening authority decides to request a reconsideration of the presiding officer's decision, the message report shall so state.

2. While a military court's determination it does not have jurisdiction over a person is conclusive for its purpose, an administrative determination must still be made whether the enlistment is void or valid and whether the Service will release or retain the individual.

3. Commander (CGPC-epm-1) will administratively determine the nature of the enlistment and direct the action to take in each case: The individual either may be immediately processed for release, retained until the convening authority completes the post-trial review action, or retained in the Coast Guard, depending on the case.

4. If release is authorized, process members under. Article 21.B.22.f.

12.B.22.d. Disposition Before Trial

In cases referred to trial by court-martial in which the defense expresses an intent to raise a motion based on lack of personal jurisdiction, the trial counsel conducts a thorough investigation. If thereafter the convening authority concludes the ends of justice will best be served by an administrative disposition before trial, take the following steps:

1. Request the individual to make a sworn statement witnessed by his or her defense counsel stating the basis on which he or she contends his or her enlistment is void.

2. Submits a message report to Commander (CGPC-epm-1) containing the following information:

   a. The accused's full name, rate and social security number.

   b. Date and place trial is scheduled.

   c. Offenses charged.

   d. Recruiter's full name and rate.

   e. Recruiter's current duty station (if known).

   f. Anticipated testimony of accused.

   g. Anticipated testimony of other defense witnesses or a summary or other evidence the defense expects to offer.

   h. The recruiter's anticipated testimony. Ensure the recruiter is properly advised of his or her rights before making any statement.

   i. Anticipated testimony of other Government witnesses or summary of other evidence the Government will offer.

3. If Commander (CGPC-epm-1) authorizes releasing the individual, file a copy of his or her statement, the charges, and the release authorization in the member's PDR and process the member for release under Article 12.B.22.f.

12.B.22.e. Other Void Enlistments

Other cases of apparently void enlistments not arising in connection with courts-martial proceedings shall be reported immediately to Commander (CGPC-epm-1), who will confirm the facts, direct the action to take, and determine the disposition of the person concerned.

12.B.22.f. Separating Due to Void Enlistment

When the decision is made to separate an individual for void enlistment, immediately notify the PERSRU to terminate the member's pay. The PERSRU promptly confirms this notice in writing. When separation is directed, the member may retain pay and allowances previously received, but no further payments will be made, including those for unpaid pay and allowances for accrued leave. The member shall be released as expeditiously as possible consistent with proper administrative procedures, as follows:

1. Offer the member the opportunity to take a physical examination. If he or she declines, request him or her to so state in writing and include the written refusal in the member's PDR and Health Record. If the individual refuses to execute a written refusal, make an Administrative Remarks, CG-3307, entry in the PDR to that effect. Only medical conditions requiring emergency treatment discovered during the course of a physical examination will be treated, and then only after the member executes a suitable consent form. Disqualifying medical conditions will not be referred to medical boards in cases processed under this Article, but they will be noted on Report of Medical Examination, Standard Form 88.

2. Recover **Armed Forces ID Card, all dependent ID cards**, all items of exterior uniform clothing, and all other military property the individual possesses.

3. Prepare DD Form 214. The following special requirements apply:

   a. Block 9A: Enter "Void Enlistment".

   b. Block 9C: Enter "Article 12.B.22.b., Personnel Manual, COMDTINST M1000.6 (series)" as authority.

   c. Block 9E: Enter "Note-Void Enlistment".

   d. Block 9F: Enter "None".

   e. Blocks 10, 12, 13, 15, 16, 17, 19, and 20: Enter "N/A".

   f. Block 18A: Enter "00 00 00".

   g. Block 27: Enter, "This enlistment is void in accordance with [enter the appropriate reason under Article 12.B.22.b.]. This release does not constitute a discharge and a discharge certificate has not been issued. Individual will not

be enlisted at a later date unless Commanding, CGRC approves first." Ensure the individual fully understands this action.

12.B.22.g. Transportation

Members released because of a void enlistment are entitled to transportation to their home of record or the place where they entered military service, in accordance with the Joint Federal Travel Regulations, Vol. 1, U7375.

12.B.23. Through 12.B.30. VACANT

12.B.31. Administrative Discharge Board and Final Action of Discharge Authority

12.B.31.a. Definition

An administrative discharge board is a fact-finding body appointed to render findings based on the facts obtained and recommend either retention in the Service or discharge. If recommending a discharge, the board also recommends a reason for discharge and the type of discharge certificate to be issued.

12.B.31.b. Composition

Administrative discharge boards consist of at least three commissioned officers, at least one of whom is a lieutenant commander or higher, and normally a separate recorder. He or she need not be qualified counsel as defined in Article 27(b), UCMJ, but the Coast Guard legal officer or Staff Judge Advocate must deem him or her qualified for this duty. The following additional requirements apply:

1. If the respondent is a member of the Reserve, the board includes a majority of Reserve officers, if reasonably available; if not, the board must include at least one Reserve officer.

2. If the respondent is a woman, at her written request the board must include as a voting member a woman officer if one is reasonably available. If not, the record of the proceedings must state that determination and the facts supporting it.

3. If the respondent is a member of a minority group, at the respondent's written request the board must include as a voting member an officer who is also a minority group member, normally of the same minority group as the respondent, if one is reasonably available. If an officer of the same minority group is not reasonably available, the record of the proceedings must state that determination and the facts supporting it.

12.B.31.c. Double Jeopardy

The Service will not subject any member to administrative discharge action based on conduct a previous administrative discharge board considered if the evidence before

the subsequent board would be substantially the same as that before the previous board. The prohibition does not apply if:

1. A new board is convened under Article 12.B.31.e.(7) or the record is returned to the existing board for further consideration under Article 12.B.31.d.; or 2. The previous board's findings favorable to the respondent are determined to have been obtained by fraud or collusion.

12.B.31.d. Discharge Authority

Except as appropriate articles in this manual otherwise specify, the Coast Guard Personnel Command is the discharge authority in all cases of administrative separations. Send the original and one copy of the administrative discharge board report to Commander (CGPC-adm-2) through the chain of command for endorsement. When Commander (CGPC-c) receives the record of administrative discharge proceedings, he or she will review the board record and approve or disapprove the board's findings of fact, opinions, and recommendations in whole or in part. Commander (CGPC-c) may disapprove findings and opinions if they were made based on incomplete evidence, contrary to the evidence the board considered or to law or regulation, a misunderstanding or misapplication of written policy, or otherwise clearly in error. If Commander (CGPC-c) disapproves the findings of fact, opinions, or recommendations; he or she may:

1. Amend, expand, or modify findings of fact and opinions or take final action other than that recommended without returning the record, if evidence of record supports that action and the final action states the specific reasons; or

2. Return the record to the board for further consideration with a statement of the specific reasons to disapprove the findings of fact, opinions, or recommendations.

12.B.31.e. Options of Discharge Authority

Commander (CGPC-c) may then take one of these final actions:

1. Approve the board's findings of fact, opinions, and recommendations and direct their execution.

2. Approve the board's recommendation for discharge, but change its type either to one more favorable than recommended if the circumstances warrant it or to one less favorable than recommended based on a determination the type of discharge recommended does not fall within Article 12.B.2. guidelines.

3. Approve the board's recommendation for discharge but change the basis for discharge when the record indicates such action would be appropriate, except Commander (CGPC-c) will not designate misconduct if the board has recommended discharge for unsuitability.

4. Approve a discharge, but suspend its execution for a specified probationary period. See Article 12.B.34.

5. Disapprove the recommendation for discharge and retain the member in the Service.

6. Disapprove the recommendation for retention and direct discharge under honorable conditions with an honorable or general discharge certificate as warranted.

7. Disapprove the findings, opinions, and recommendations and refer the case to a new board based on a finding of legal prejudice to the substantial rights of the respondent. If the case is referred to a new board:

   a. No member of the new board shall have served on a previous board which considered the same matter; and

   b. The record of the earlier board's proceedings, minus the findings, opinions, recommendations, and unduly prejudicial matter may be furnished to the succeeding board.

12.B.31.f. Limits to Board Findings

Administrative discharge boards may not enter findings contrary to matters previously adjudicated in civil or court-martial convictions even if the appellate process is not complete. For the purposes of an administrative discharge proceeding instituted on the basis of the same facts, military and civil convictions conclusively show the facts underlying the conviction. Administrative discharge proceedings will not be used to collaterally attack a civil or military court conviction, although this does not preclude the respondent from presenting mitigating, extenuating, or explanatory matters. If executing the discharge without waiting for final action on the appeal of the conviction, if considered appropriate the member may be discharged with the appropriate type of discharge certificate Commander (CGPC-c) directs.

12.B.32. Procedure for Discharge Under Other than Honorable Conditions

12.B.32.a. Right to Counsel

Both the Government and respondent are entitled to legal representation before administrative discharge boards convened and constituted under Article 12.B.31. The respondent is entitled to the appointment of military counsel qualified under Article 27 (b), UCMJ or may obtain civilian counsel at his or her own expense. The district commander will provide the commanding officer legal counsel.

1. The Service will not discharge any member under other than honorable conditions without first affording him or her the right to present the case to an administrative discharge board with the advice and assistance of counsel and unless approved

board findings and an approved recommendation for discharge under other than honorable conditions support such discharge. However, if appropriate, the Service may issue such discharge without board action if the member is beyond military control for prolonged unauthorized absence, requests discharge for the good of the Service, or waives the right to board action in writing.

2. The discharge authority may direct issuing the type of discharge recommended by an administrative discharge board or a more favorable discharge but not a less favorable discharge than that recommended.

3. Even if an administrative discharge board recommends retention, the discharge authority may direct separation if the circumstance of a particular case warrant. In this event, the discharge must be effected under honorable conditions and the member thus separated will be awarded an honorable or general discharge certificate as specified in the authority for discharge.

4. The Service will not administratively discharge any member with a discharge under other than honorable conditions if the grounds for that discharge are based wholly or partly on acts or omissions for which a court-martial resulting in acquittal or having the same effect previously tried the member, except if such acquittal or equivalent disposition was based on a legal technicality not according to the merits.

12.B.32.b. Discharge Procedure

Use the following procedure in the case of a member considered for a discharge under other than honorable conditions for misconduct under Article 12.B.18.

1. At the outset of the separation process, a member being processed for involuntary separation with a discharge under other than honorable conditions shall be provided the opportunity to consult with a legal counsel.

2. A member under military control will be notified in writing of the basis for the proposed discharge action and require the member to acknowledge receiving the notice by signing a copy. The notice shall include the following information:

   a. The basis for the proposed discharge action.

   b. A discharge under other than honorable conditions may deprive him or her of virtually all veterans' benefits based on the current period of active service.

   c. The member may encounter substantial prejudice in civilian life in situations in which the type of service rendered in any Armed Forces branch or the character of discharge received from it may have a bearing.

   d. The member has the right to present the case and appear in person before an administrative discharge board.

e. The member has the right to be represented by counsel.

f. The member may waive these rights conditionally or unconditionally in writing; however, no member will be permitted to do so until legal counsel has fully advised him on her on this matter. After counseling if the member waives the right to a hearing before an administrative discharge board, he or she must submit a signed statement as indicated in Articles 12.B.32.g. or

g. The member, the counsel furnishing advice, and a witness must sign this statement.

3. If a member waives these rights unconditionally, Commander (CGPC-epm-1) may disapprove the waiver and refer the case to an administrative discharge board, direct retention on active duty, or direct discharge for misconduct or security. If directing discharge, Commander (CGPC-epm-1) will specify the type of certificate.

4. If a member submits a conditional waiver, on approving it Commander (CGPC-epm-1) shall direct separation, specifying either an honorable or under less than honorable conditions discharge. If disapproving a conditional waiver, Commander (CGPC-epm-1) will return the case for further processing under this Article.

5. A member unable to appear in person before an administrative discharge board due to confinement by civil authorities will be advised (by registered mail) of the proposed discharge action, the type of discharge certificate that may be issued, and the fact that action has been suspended to give the member the opportunity to exercise the right to:

   a. Request appointment of a military counsel as a representative to present the case before an administrative discharge board in the member's absence.

   b. Submit statements on his or her own behalf.

   c. Waive these rights, either in writing or by declining to reply to the letter of notification within 15 days of the date he or she received the registered letter.

6. Except for Reservists, a member beyond military control for unauthorized absence of more than one year may be issued a discharge under other than honorable conditions in absentia. Notice of the imminent discharge action and its effective date will be sent by registered mail to the member's or next of kin's record address, as appropriate.

12.B.32.c. Commanding Officer's Brief

After following the procedures in Article 12.B.32.b. and if the member waives the right to refer the case to an administrative discharge board, the commanding officer

will prepare a brief containing this information to send to Commander (CGPC-epm-1) when forwarding the recommendation for discharge for the Commandant's action:

1. The commanding officer's detailed comments and recommendation.

2. Summary of Military Offenses. List in chronological order all disciplinary action during the current enlistment. Include PDR entry locations, date of non-judicial punishment or court-martial by type, description of offenses, non-judicial punishment or sentence as approved, and approval date.

3. Unclean Habits, if Any. Substantiate all unclean habits including repeated venereal disease infections during the current enlistment. When reporting venereal diseases, indicate the date of each admission and nature of the infection.

4. Civil Convictions, if any, on the basis of information contained in the PDR or otherwise readily available. List date and court in which convicted, offense, and sentence awarded.

5. If recommending an honorable or general discharge, the commanding officer shall recommend whether the individual should be required to surrender his or her uniform. Article 12.B.53.e.

6. Attach the following enclosures to the brief:

   a. The member's signed statement on own behalf, if submitted.

   b. A copy of the closed out form CG-3306 dated 30 June 1983 showing average Proficiency, Leadership, and Conduct marks and a copy of the current **Enlisted Employee Review** showing factor marks.

   c. The member's signed waiver of rights outlined in Article 12.B.32.g.(1), if submitted.

   d. Other pertinent documents such as psychiatric or medical evaluations (especially in aberrant sexual behavior cases), statements of any witnesses, police reports, etc.

12.B.32.d. Convening an Administrative Discharge Board

If the member retains the right to have an administrative discharge board hear the case, the commanding officer convenes an administrative discharge board under Article 12.B.31. and the Administrative Investigations Manual, COMDTINST M5830.1 (series). Commanding officers are hereby authorized to convene administrative discharge boards on enlisted Reserve members on active duty; Article 12.B.31.a. The commanding officer furnishes the administrative discharge board president with the information listed in subparagraphs 2., 3., and 4. above plus other pertinent documents specified in subparagraph 6. In submitting the case to the board the commanding officer refrains from commenting on those facts or the respondent,

presenting any argument to the board based on those facts, and recommending separation or type of discharge.

12.B.32.e. Board Action

If an administrative discharge board recommends discharge it will recommend a specific type of discharge to be issued; e.g., honorable, general, or under other than honorable conditions, based on the individual's overall military record.

12.B.32.f. Commandant's Final Action

Commander, Coast Guard Personnel Command's final action may differ from the command recommendation under Article 12.B.32.c. or the administrative discharge board's recommendation under Article 12.B.32.d. above.

12.B.32.g. Formats to Waive a Hearing Unconditionally

1. General. Use this format when preparing an unconditional waiver of rights to a hearing before an administrative discharge board involving misconduct or unsuitability.

Signature
From: Member [name, rate, social security number]
To: [proper Separation Authority, in most cases Commander (CGPC-epm-1)
Thru: Chain of command

Subj: UNCONDITIONAL WAIVER OF A HEARING BEFORE AN ADMINISTRATIVE DISCHARGE BOARD

1. My commanding officer has advised me he or she is recommending me for a discharge under other than honorable conditions for misconduct [or unsuitability, as applicable] and the reasons for this. He or she also advised me, since I am being recommended for such a discharge, I am entitled to these rights, unless I waive them in writing:

a. An administrative discharge board of at least three officers will hear my case.

b. I may appear in person before such administrative discharge board (unless in civil confinement or otherwise unavailable).

c. I may be represented by counsel.

2. I hereby waive my right to a hearing before an administrative discharge board. I [am/am not] submitting a statement on my own behalf. I understand if Commander (CGPC-epm-1) approves the recommendation for an administrative discharge, he or she also will determine and specify the type of discharge (honorable, general or discharge under other than honorable conditions) to be issued to me.

3. I further understand if a discharge under other than honorable conditions is issued to me, this discharge may deprive me of many or all of my rights as a veteran under both federal and state legislation and I may expect to encounter substantial prejudice in civilian life in situations in which the type of service rendered in any Armed Forces branch or the type of discharge received from it may have a bearing.

4. I voluntarily sign this statement of my own free will after having been counseled by legally qualified counsel who has been provided to assist me. I have retained a copy of this statement.

#

Witnessed by:

_____
Signature of Counsel/Date

_____
Name, Grade

_____
State licensed

12.B.32.h. Format to Waive a Hearing Conditionally

Use this general format when preparing a conditional waiver of rights to a hearing before an administrative discharge board.

Signature

From: Member [Name, rate, social security number]
To: [proper Separation Authority, in most cases Commander (CGPC-epm-1)
Thru: Chain of command

Subj: CONDITIONAL WAIVER OF A HEARING BEFORE AN ADMINISTRATIVE DISCHARGE BOARD

1. My commanding officer has advised me he or she is recommending me for discharge for misconduct [or unsuitability, as applicable] and the reasons for this. He or she also advised me, since an enlisted person recommended for discharge for misconduct may receive a discharge under other than honorable conditions, I have the rights listed below unless I waive them in writing:

a. An administrative discharge board of at least three officers will hear my case.

b. I may appear in person before such administrative discharge board (unless in civil confinement or otherwise unavailable).

c. I may be represented by counsel.

2. I hereby waive my right to a hearing before an administrative discharge board provided Commander (CGPC-epm-1) authorizes a discharge under honorable conditions in my case. I [am/am not] submitting a statement on my own behalf. I understand if Commander (CGPC-epm-1) approves this conditional waiver and recommendation for administrative discharge, he or she will determine and specify the type of discharge (honorable or general) issued to me. I understand also the Commandant may disapprove a conditional waiver and return my case for processing under Article 12.B.31., Personnel Manual, COMDTINST M1000.6 (series).

3. I further understand if a general discharge is issued to me, I may be deprived of many or all of my rights as a veteran under both federal and state legislation and may expect to encounter prejudice in civilian life in situations in which the type of service rendered in any Armed Forces branch or the type of discharge received from it may have a bearing.

4. I voluntarily sign this statement of my own free will after having been counseled by legally qualified counsel who has been provided to assist me. I have retained a copy of this statement.

Witnessed by:

_____
Signature of Counsel/Date

_____
Name, Grade

_____
State licensed

12.B.33. VACANT

12.B.34. Suspending Execution of Approved Discharge on Probation

12.B.34.a. Policy

Before a member's enlistment or period of obligated service expires, Commander (CGPC-c) may suspend executing an approved discharge for a specified period if the circumstances in a case indicate a reasonable prospect for rehabilitation. During this period of suspension, the member will be afforded an opportunity to demonstrate proper behavior and efficient performance of assigned duties for an extended period under varying conditions.

1. When the member satisfactorily completes the probationary period, the approved discharge will be canceled automatically.

2. The member's further misbehavior, substandard performance of duty, or demonstrated inability to conform to the demands of a military environment during the probationary period may establish the basis for one of these actions:

   a. Punitive or new administrative action may be initiated despite the suspension of executing the approved discharge.

   b. Suspension of the approved discharge vacated, and the approved discharge executed, including discharging a member in absentia if he or she has been beyond military control for 15 or more days.

12.B.34.b. Commander, Coast Guard Personnel Command's Actions

In all cases in which probation is authorized, Commander (CGPC-c)'s action will include instructions about the terms of the probation and specify the type of discharge to be executed if the member does not fulfill the terms of the probation, except for those cases described in Article 12.B.34.c. below. A discharge other than the type specified will not be given the member unless the case is reprocessed under Articles 12.B.16. or 12.B.18. and Commander (CGPC-c) directs another discharge.

12.B.34.c. Commandant's Authority

In cases in which the Commandant as Final Reviewing Authority has disapproved an administrative discharge board's recommendation for retention, but suspended executing the discharge on probation, the Commandant reserves the authority to execute the discharge if the member does not fulfill the terms of the probation. In these cases, the commanding officer will send a fully documented recommendation to Commander (CGPC-c).

12.B.35. Through 12.B.40. VACANT

12.B.41. Procedures to Effect Transfer to Fulfill Service Obligation

12.B.41.a. Definition

Women who enlisted in the U.S. Armed Forces on or after 1 February 1978 acquired an obligation under 10 U.S.C. 651. Aliens have no military obligation under 10 U.S.C. 651 unless they have been lawfully admitted to the United States for permanent residence under the Immigration and Nationality Act. A member fulfills his or her military obligation when he or she:

1. Is discharged for reasons other than to acquire another military status.

2. Has served as a member of the Armed Forces for six years (eight years if enlisted on or after 1 September 1984) excluding all periods of lost time (10 U.S.C. 972).

3. Transfers to the Coast Guard Reserve to fulfill a service obligation as indicated by the member's PDR or the Commandant directs such transfer.

    a. If not eligible or recommended for reenlistment in the regular Coast Guard the member will be discharged from the regular Coast Guard instead of being transferred to the Reserve.

    b. If eligible or recommended for reenlistment in the regular Coast Guard, the member transfers to the Coast Guard Reserve. Except as otherwise provided in this subparagraph, aliens will not be transferred to the Coast Guard Reserve but will be discharged when they become eligible for discharge. Article 12.B.47. If otherwise eligible, naturalized citizens transfer to the Coast Guard Reserve.

12.B.41.b. Transfer Procedures

Transfer procedures for a physical examination, travel, pay, etc., are the same as for processing a discharge. In addition, the following instructions apply:

1. The member transfers in the rate in which he or she serves when released from active duty.

2. Use the Coast Guard Reserve Assignment Request and Orders, CG-5525, to transfer the member to the Reserves.

12.B.42. Releasing Reserve and Retired Enlisted Members from Active Duty During War or National Emergency

During war or national emergency, enlisted Reserve and retired members will be released from active duty only under instructions issued by the Commandant.

12.B.43. Effective Time of Separation

12.B.43.a. Effective Time of Discharge

Subject to any law providing otherwise, an active duty enlisted member's discharge takes effect when the discharge certificate is delivered. Commander (CGPC) shall specify the effective date of discharge for all administrative discharge, normally 20 working days from approval date. Members on leave on the effective separation date are considered to be on active duty until 2400 hours of the effective separation date, regardless of when the separation documents arrive in the mail. The effective separation date is a leave day and is charged as annual leave. If a member is discharged while absent without authority or in civil confinement, the discharge certificate is delivered when proper authority signs it. If a discharge is effected so the member can immediately enter the same or any other Armed Forces component in the same or any other status, for administrative purposes the discharge is dated as of the date preceding such entry or re-entry. If a member is assigned an escort to the home of record, the discharge certificate will not be delivered until actual arrival at the home of record and the next of kin, other close relative, or court-appointed guardian assumes custody. Article 12.B.46.a.

12.B.43.b. Effective Time of Release

Subject to any law providing otherwise, the release to inactive duty of a regular Coast Guard member transferred to the Coast Guard Reserve and concurrently released to inactive duty takes effect when the separation document is delivered. Members on leave on the effective separation date are considered on active duty until 2400 hours of the effective separation date regardless of when the separation documents arrive in the mail. The effective separation date is considered a day of leave.

12.B.43.c. Reservist's Effective Time of Release

Subject to any law providing otherwise, the release to inactive duty of a Reservist who was called to active duty takes effect either at the actual time he or she arrives home or the authorized travel time expires, whichever is earlier.

12.B.43.d. Injury While Traveling

If a discharged member is seriously injured while returning home and taken to a service hospital, he or she may be eligible for hospitalization and other benefits from the Veterans' Administration; the member should be advised to file an appropriate claim with that agency.

12.B.44. VACANT

12.B.45. Transfer for Discharge Under Other than Honorable Conditions

Members discharged under other than honorable conditions shall be transferred under these instructions, except for members under 18 years of age, who transfer under Article 12.B.46.a.

12.B.45.a. Members Serving Abroad

The Service will not discharge any member under other than honorable conditions in a foreign country except for citizens of the Republic of the Philippines. Article 12.B.47.

12.B.45.b. Informing District Commander

When transferring members for a discharge under other than honorable conditions, bad conduct, or dishonorable discharge, send a letter, with copy to Commander (CGPC-epm) explaining the circumstances of the transfer to the district commander to which transferred for discharge. Transfer is to be effected without guard, unless the responsible officer deems it necessary. In no circumstances, however, may these members carry their own records. In all instances, the member should be advised of the fact that discharge authorization does not preclude further disciplinary action and any infraction of regulations while en route to a district office will result in commensurate action and delay of discharge.

12.B.45.c. Transportation

Under **Chapter 7, Part P**, Joint Federal Travel Regulations, any enlisted member separated with a discharge under other than honorable conditions, bad conduct, or a dishonorable discharge is entitled to transportation in kind and meal tickets from the place of discharge to his or her home of record unless the member is confined

pursuant to sentence of a civil court on the discharge date. Instead of the home of record, the member may be furnished transportation in kind and meal tickets from the place of discharge to a place other than the home of record if:

1. The member so requests, and

2. In the district commander's or commanding officer's judgment, furnishing such transportation in kind and meal tickets would be in the best interest of the member concerned, and

3. The cost to the Government of such transportation and meals does not exceed that of transportation to the member's home of record.

12.B.46. Separation Under Honorable Conditions

12.B.46.a. Separation from Duty Station

A member who is separated under honorable conditions is separated from his or her duty station with these exceptions:

1. A member under 18 years of age deemed immature, irresponsible, and/or unable to perform travel without constituting a menace to himself or herself or the public shall be discharged from the current duty station and assigned an escort to accompany him or her to the custody of the next of kin, other close relative, or court-appointed guardian. In such cases, the effective discharge date is that on which the escort delivers the discharge certificate to the person assuming custody; Articles 12.B.14.l. and 12.B.43.

2. An alien separates under Article 12.B.47.

3. A member who at the time of separation serves in a foreign country transfers to the district nearest the point of debarkation within the continental United States for separation. If circumstances warrant, the district commander designates a major command to which the member may report for processing. Article 4.H.1.d. In lieu of transferring to CONUS, the member may be separated in the area where serving if the cognizant district commander approves based on the member fulfilling these criteria; send all requests of a questionable nature to Commander (CGPC-epm-1). The member:

   a. Has no record of serious disciplinary infractions.

   b. Has no record of complaints of non-support or indebtedness.

   c. Is not attempting to evade judicial action.

   d. Does not exhibit a potential for discreditable conduct.

   e. Has obtained the necessary passport and visa, when required.

4. When a member serves OCONUS and it is deemed more economical or in the Government's best interests, taking into account the cost of transportation, the unavailability of medical facilities and other processing facilities, and any compensatory absence to his or her credit and any leave in excess of 60 days on the separation date, authority may be requested from Commander (CGPC-epm-1) to transfer the member to a district office or major command designated by the receiving district nearest the place where the member has elected to receive mileage allowance on separation; Article 4.H.1.d. The member will not be retained beyond the expiration of enlistment date or period of obligated service solely for the purpose of taking leave. Proceed time is not authorized on transfer for separation; Article 4.G.10.

12.b.46.b. Pre-Separation Activities

Before transferring members for separation, the unit from which transferred will accomplish the following actions:

1. Give physical examination. Article 12.B.6.

2. Commanding officers shall ensure two entries are made in the member's Administrative Remarks, CG-3307, in the PDR stating whether the commanding officer recommends reenlistment and the member's eligibility for reenlistment if he or she has fewer than six months' obligated service at time of transfer. If a member is not recommended for reenlistment though average marks for Proficiency, Leadership and Conduct through 30 June 1983 or the minimum factor scores for an honorable discharge shown on the chart in Article 12.B.2.f. for marks assigned after 30 June 1983 meet the requirements for honorable discharge, enter a full explanation. Article 12.B.4.d.

3. When a member recommended for reenlistment elects transfer for separation under Article 12.B.46.a. in lieu of reenlisting at his or her present station, make an entry in the member's PDR on an Administrative Remarks, CG-3307, as follows. Article 12.B.4.

> I hereby elect to return to the nearest Coast Guard district within the United States continental limits for separation in lieu of reenlisting at my unit. I understand I then cannot reenlist unless Commander (CGPC-epm-1) specifically authorizes me to do so and if so, Commander (CGPC-epm-1) also will specify the rate authorized, which may be lower than my present rate, and the district to which I will be assigned (if applicable). I further understand I cannot expect to reenlist in a rate higher than pay grade E-4.
>
> _____
> Signature
>
> _____
> Signature of Witness

4. Note the place from which the member elects mileage allowance and document it in accordance with the Personnel and Pay Procedures Manual, PSCINST M1000.2 (series).

5. Check the PDR for correctness and completeness. Articles 4.B.1.i., 12.B.49.a. and c., and the Personnel and Pay Procedures Manual, PSCINST M1000.2 (series).

6. Advise the member of all rights and benefits. Article 12.B.53.f.

7. Ensure the member understands when granted compensatory absence or leave en route, the unit will not retain him or her beyond the expiration of enlistment date or period of obligated service solely to take leave. Article 12.B.46.a.

12.B.46.c. Place of Separation

The place of separation is the actual location of the unit to where the member is attached on the separation date and the separation papers are delivered to the member, not necessarily the place where the separation papers are prepared. District commanders must arrange and ensure instructions are prepared describing the separation procedures for cutters or stations within their district without commanding officers or officers-in-charge whom the Commander (CGPC-epm) or district commanders have authorized to effect separations. The district office or some intermediate unit having a commanding officer may complete a discharge certificate or release from active duty orders, PDR, and related papers and mail them to the member's unit for delivery. The Service will not transfer any member for separation solely because his or her cutter or station is under the command of an officer-in-charge. Article 12.B.10.

12.B.47. Separating Aliens

12.B.47.a. Notifications

If members who are not United States citizens are to separate within the United States or its possessions, notify the nearest district office of the **Bureau of Citizenship and Immigration Services**, Department of Justice, of the pending separation and its prospective date. Submit the notice in sufficient time to permit the immigration authorities to take any action they deem appropriate before the date when the member separates. Request them to acknowledge the notice and do not separate the member concerned until such acknowledgment is received. Put a copy of the notice and acknowledgment in the member's PDR.

12.B.47.b. Philippine Citizens

When enlisted members who are citizens of the Republic of the Philippines are about to become eligible to separate, they shall be transferred to Integrated Support Command (ISC) Alameda, for separation regardless of the character of their discharge except for those citizens of the Republic of the Philippines who:

1. Will reenlist immediately after separation or voluntarily extend enlistment. Enter an Administrative Remarks, CG-3307, in the PDR; the member must sign it to acknowledge having been properly advised and counseled about losing entitlement to file for U.S. citizenship unless such reenlistment or extension actually occurs in the United States or its stated possessions (American Samoa, Swans Island, Guam, Puerto Rico and the Virgin Islands). If reenlisting or extending in the U.S. or its stated possessions this entry is not required.

2. For valid reasons, such as a lawful admission to the United States for permanent residence, may remain in the United States. If the member is separated at the current unit instead of being transferred to the ISC Alameda, the basis for such action will be fully documented in the member's PDR on an Administrative Remarks, CG-3307, and supported by the original(s) or certified copies of all correspondence about to the case.

12.B.47.c. Member's Acknowledgment

Before transfer to ISC Alameda for separation, a member with dependents signs a statement on an Administrative Remarks, CG-3307, to be filed in his or her PDR, certifying the provisions of Article 12.B.4.c. have been explained and the member understands them.

12.B.48. Determining Final Average Marks

Upon separation from the Coast Guard (discharge, retirement, transfer to the Reserve, or release of a Reservist to inactive duty), the member's evaluation will be determined on Form CG-3306 **and/or Enlisted Employee Review** according to the following instructions.

12.B.48.a. Member Evaluated on Only One Form During Enlistment

1. Consider all evaluations assigned in each factor in computing an average for that factor.

2. Add marks in each column on the CG-3306 **and/or Enlisted Employee Review.** Divide the sum by the number of marks to arrive at the average mark for each factor. Compute to one decimal place (do not round off) as illustrated in the example below.

3. Enter all final average marks on the CG-3306 **and/or Enlisted Employee Review**.

EXAMPLE **MARKS (FROM CG-3306 or EER)**							
DATE	**RATE**	**MIL**	**TEAM**	**WORK**	**LDRSHP**	**REP CG**	**HUMAN**
7/82	SA	Completed Recruit Training					
10/82	SA	18	18	27		20	31
1/83	SA	21	17	29		20	33
4/83	SN	20	18	28		21	32
10/83	SN	22	18	30		22	33
2/84	SN	16	11	25		12	24
9/84	SN	20	17	28		21	31
3/85	SN	22	17	29		20	28
9/85	SN	21	17	28		22	29
3/86	SN	24	18	30		22	29
Total Factor Scores		184	151	254		180	270
Number of Marks		9	9	9		9	9
Final Factor Avg. for Enlistment		20.4	16.7	28.2		20.0	30.0

12.B.48.b. Member Evaluated on More than One Form During Enlistment

Obtain a final characteristic average for members evaluated on more than one form (non-rated, petty officer, or chief petty officer) during his or her enlistment. Exercise caution in determining the correct number of characteristics to use in dividing each factor as each separate form contains a different number of characteristics.

1. Consider all evaluations assigned in each factor in computing its average.

2. Add marks in each column on the CG-3306 **and/or Enlisted Employee Review**.

3. Divide the sum by the cumulative number of characteristics for each factor to arrive at the average characteristic mark for each factor. Compute to one decimal place (do not round off) as illustrated in the example below showing the number of characteristics within each factor for each separate evaluation form.

4. Enter all final average marks on the CG-3306 **and/or Enlisted Employee Review**.

	MIL	**TEAM**	**WORK**	**LDRSHP**	**REP CG**	**HUMAN**	**TOTAL**
Non-Rated	5	4	7		5	8	29
Petty Officer	4	4	11	7	5	7	38
CPO	4	3	11	7	5	7	37

5. The following example shows how to determine the correct number of characteristics to obtain a member's average characteristic marks over his or her enlistment. Here, the individual completed a four-year enlistment and was

promoted from non-rated to PO3 during the enlistment. The numbers in parenthesis show the number of characteristics used in the individual's evaluation for the period and are taken from the chart above. The numbers are printed for example purposes only: *DO NOT ENTER THEM ON THE ACTUAL CG-3306 or ENLISTED EMPLOYEE REVIEW***.**

EXAMPLE **MARKS (FROM CG-3306 or EER)**							
DATE	**RATE**	**MIL**	**TEAM**	**WORK**	**LDRSHP**	**REP CG**	**HUMAN**
7/82	SA	Completed Recruit Training					
10/82	SA	18(5)	18(4)	27(7)		20(5)	31(8)
1/83	SA	21(5)	17(4)	29(7)		20(5)	33(8)
4/83	SN	20(5)	18(4)	28(7)		21(5)	32(8)
10/83	SN	22(5)	18(4)	30(7)		22(5)	33(8)
2/84	SN	21(5)	SUT	SUT		SUT	SUT
9/84	PO3	17(4)	15(4)	45(11)	26(7)	22(5)	28(7)
3/85	PO3	19(4)	16(4)	47(11)	28(7)	21(5)	28(7)
9/85	PO3	18(4)	17(4)	46(11)	30(7)	22(5)	30(7)
3/86	PO3	18(4)	18(4)	46(11)	29(7)	22(5)	30(7)
Total Factor Scores		174	137	398	113	170	245
Number of Char.'s		41	32	72	28	40	60
Final Char. Avg. for Enlistment. (Divide total factor score(s) by total no. of char.'s for each factor.)		4.2	4.2	4.1	4.0	4.2	4.0

12.B.48.c. Supplemental Conduct Mark

To determine the final average supplemental conduct mark awarded eligible members under Article 10.B.2.c., add the supplemental conduct marks awarded and divide the sum by the number of marks to arrive at the average mark. Compute to two decimal places (do not round off). Enter the final average mark on the CG-3306 **and/or Enlisted Employee Review**.

12.B.49. Personnel Data Record Entries at Departure

12.B.49.a. Correcting Entries

Before discharging, retiring, transferring to the Reserve, or releasing an enlisted member from active duty, check the member's Personnel Data Record (PDR) for correctness and completeness. The Personnel and Pay Procedures Manual, PSCINST M1000.2 (series) contains general instructions about PDR entries. The following guidelines govern correcting incomplete or incorrect PDR entries.

1. Correct incorrect or incomplete entries on the basis of whatever authentic information is available. Consider correspondence, official reports, or forms as authentic information.

2. If information necessary to correct a PDR is not available, do not withhold the discharge, retirement, transfer to the Reserve, or release from active duty, but effect it on the basis of the PDR entries after making substantiated corrections.

3. Whenever an entry or correction is made in a PDR under authority of this paragraph, the commanding officer or other officer authorized to sign PDR entries signs the entry or correction.

4. PDR entries or corrections, if arbitrary, unsubstantiated by authentic information, or unauthorized as such, may result in issuing a type of discharge to which the individual is not entitled.

12.B.49.b. Administrative Remarks

Makes the following entries in the PDR's on an Administrative Remarks, CG-3307.

1. Compliance with Continued Health Care Benefit Program, COMDTINST 1760.7 (series), where applicable.

2. Show the applicable Article and the specific authorization for the member's discharge, retirement, transfer to the Reserve, or release from active duty.

3. Honorable discharge button delivered, final average of Proficiency, Leadership, and Conduct marks before 1 July 1983, final average scores after 30 June 1983, whether recommended for reenlistment, reenlistment code, effective time of discharge, if for other than expiration of enlistment. Article 12.B.43.

4. Signed copy completed in accordance with Article 12.B.4.d. when applicable, together with this information:

   a. Completed (no.) years, (no.) months, and (no.) days of active military service. Deductible time: (no.) years, (no.) months, and (no.) days or (No deductible time).

   b. Transferred to the Coast Guard Reserve or (released to inactive duty and retained in the Coast Guard Reserve) to complete a total of (no.) years of service from (date of enlistment) and (no.) days deductible time. (If none, so indicate.) If deductible time is involved, show the dates of such absence.

12.B.49.c. Personnel Data Record Disposal

On separation, dispose of the PDR as the Personnel, Pay, and Procedures Manual, PSCINST M1000.2 (series) prescribes.

12.B.49.d. Discharge and Reenlistment

On discharge and reenlistment, Article 1.G.12. on maintaining the working PDR when the member is discharged and reenlists within 24 hours.

12.B.49.e. Additional Documents

Send these documents to Commander (CGPC-adm-3) in addition to those listed in the Personnel, Pay, and Procedures Manual, PSCINST M1000.2 (series) when applicable:

1. Signed copy of member's statement if discharged for unsuitability or misconduct. Articles 12.B.16. and 12.B.18.

2. Signed copy of waiver of Physical Evaluation Board. Article 12.B.15.

3. Copy of letter to next of kin when discharging minors. Article 12.B.14.

4. Signed copy of request for diagnosis or underlying cause of discharge, if made, and copy of reply thereto. Article 12.B.15.

12.B.49.f. Health Record Disposal

Promptly send the completed health record to Commander (CGPC-adm-3).

12.B.50. Certificate of Release or Discharge from Active Duty, DD-214

Certificate of Release or Discharge from Active Duty, DD Form 214, COMDTINST M1900.4 (series), for instructions on preparing and distributing Form DD-214.

12.B.51. Discharge Certificates

12.B.51.a. Qualified Recipients

A discharge certificate must be issued to each member on discharge, unless he or she is continuing on active duty. Members released from active duty who transfer to the Reserve will be issued a discharge certificate when they fulfill their military obligation.

12.b.51.b. Certificate's Reverse Side

The reverse side of all discharge certificates shall be left blank.

12.B.51.c. Replacing Certificates

On satisfactory proof a discharge certificate was lost or destroyed without the fault of the individual to whom it was issued, Commander (CGPC-adm-3) will issue a certificate in lieu of discharge. Apply for a certificate in lieu of discharge to replace a lost or destroyed discharge certificate to Commander (CGPC-adm-3). Only Commander (CGPC-c) can issue a duplicate or copy of a discharge certificate.

12.B.51.d. Delegating Responsibility

The commanding officer may delegate a commissioned officer, chief warrant officer, chief petty officer, or first class petty officer as custodian responsible for discharge certificates. Those designated will ensure safekeeping, accountability, and proper issue of all discharge certificates.

12.B.52. Honorable Discharge Button

12.B.52.a. Qualified Wearers

The Honorable Discharge Button shall be issued to a member who has served more than 30 days of active duty or active duty for training and is discharged from an original Coast Guard or Coast Guard Reserve enlistment. At the member's request, a subsequent discharge button will be issued to replace a lost one. Only those individuals entitled to it may wear the discharge button on civilian clothing.

12.B.52.b. Administrative Remarks

On issuing the Honorable Discharge Button, make an appropriate entry in the member's PDR on an Administrative Remarks, CG-3307. For subsequent discharge, make an appropriate entry indicating that the button was issued previously. Make an entry when issuing a button to replace a lost one.

12.B.52.c. Delegating Responsibility

The commanding officer may delegate a commissioned officer, chief warrant or chief petty officer as custodian to ensure safe-keeping of discharge buttons.

12.B.52.d. Obtaining Supplies

District commanders and commanding officers of Headquarters units procure discharge buttons from the Baltimore Supply Center. Other commanding officers obtain their supplies from their respective district commander.

12.B.53. General Information on Separation Without Immediate Re-enlistment

12.B.53.a. Policy

Under 10 U.S.C. 1168(a), an Armed Force may not discharge or release any member from active duty until the certificate of discharge or release from active duty orders and final pay (or a substantial portion of it) are ready for delivery to the member or his or her next of kin or legal representative.

12.B.53.b. Monitoring

The unit personnel officer shall monitor pending separations to ensure no delays occur in effecting the separation on the normal enlistment expiration and issuing DD-214. Personnel, Pay and Procedures Manual, PSCINST M1000.2 (series).

12.B.53.c. Leave in Connection with Separation

At his or her discretion, a commanding officer may grant delay chargeable to annual leave in connection with any type of separation. If the member is separated early under Article 12.B.8., it is not in the Coast Guard's best interest to authorize a "constructive" separation date more than three months before the normal enlistment expiration date by combining leave with early release authority for the member's convenience. Therefore, a "constructive" release longer than three months is not authorized. Complete all documents to the fullest extent possible before the member departs from the last permanent duty station or the processing point, as applicable. On the effective separation date, make the final entries and distributes copies of documents under current instructions. Endorses release from active duty orders on CG-3312D to show the amount of leave granted. If no release from active duty orders are involved, prepares leave papers. Members on leave on the effective separation date are considered as being on active duty until 2400 hours of that date. The effective separation date will be charged as a day of leave.

12.B.53.d. Reenlistment Information

1. Since authorization to enlist in the Coast Guard (Active and Reserve) is not guaranteed after a break in service, the Service encourages members recommended for reenlistment to reenlist on active duty or enlist in the Coast Guard Reserve immediately. Commanding officers should inform members separating from active duty who do not have a remaining obligation under 10 U.S.C. 651 that they will have to apply to the nearest recruiting office if they decide in the future to enlist in the Coast Guard (Active or Reserve). The recruiting office will refer individual cases to **Commanding Officer, Coast Guard Recruiting Command,** if necessary.

2. Give every member discharged and not recommended for reenlistment the following information:

a. Fingerprints undoubtedly will detect fraudulent enlistment in any Armed Forces branch; and

b. If a former member enlists by concealing any previous service and discharge, that individual will be subject to disciplinary action.

12.B.53.e. Uniforms and Civilian Clothing

1. Members entitled to retain their uniforms after discharge may wear them from where discharged to their home within three months after discharge, a period encompassing the time between the discharge date and the date he or she arrives at home. A former member may not wear the uniform after arriving home, even though the three-month period has not expired.

2. A member shall be required to surrender all outer garments and distinctive parts of the uniform on separating from active duty as stated in the individual articles of this chapter or under any of the following conditions:

   a. The member is issued a dishonorable, bad conduct or other than honorable discharge.

   b. The member's commanding officer has reason to believe the individual will bring discredit on the uniform.

   c. The member's commanding officer believes his or her service record or the circumstances surrounding the discharge warrant surrendering the uniform.

3. Surrendered garments shall be disposed of through Lucky Bag sales.

4. If a member surrenders his or her uniform and owns no personal civilian clothing, an outfit of civilian clothing shall be furnished. The cost of such clothing shall not exceed the amount prescribed in the Comptroller Manual, Volume III, COMDTINST M4400.13 (series), Part V. Members transferred to effect their discharge take their uniform with them where ordered.

12.B.53.f. Veterans Rights and Benefits

1. Inform separating members of their rights and benefits as a veteran before they depart from their last duty station.

2. The more important benefits accruing to veterans under Federal legislation administered by Government agencies other than the Coast Guard are: education and training; loan guarantees; vocational rehabilitation; re-employment rights; veteran's preference in civil service; compensation and pensions; hospitalization and domiciliary care; National Service Life Insurance; Servicemen's Group Life Insurance; Veterans Group Life Insurance Unemployment Compensation; and Social Security benefits for deceased members' dependents.

3. Advise all separating members of the contents and purpose of the pamphlet “Once a Veteran,” CG-143, and be sure to give a copy to each separating member.

4. Inform all separating members about the "Ex-Serviceman’s Unemployment Compensation Act of 1958" (P.L. 85-848) which authorizes unemployment insurance protection to ex-service members who began their active service in the Armed Forces after 31 January 1955. The Department of Labor has prepared an informative pamphlet, available through the normal source of supply, about this Act’s provisions.

12.B.53.g. Medical Benefits

1. When processing a member for separation, including retirement, ensure compliance with paragraph 3-4, Uniformed Services Health Benefits Publication, COMDTINST 6320.2 (series).

2. Ensure compliance with MAJORCARE 90, COMDTINST 1760.3 (series).

12.B.53.h. Discharge Review Board and Board to Correct Military Records

During the separation processing of any member being discharged, commanding officers will explain the purpose and scope of the Discharge Review Board and the Board for Correction of Military Records, established pursuant to 10 U.S.C. 1552 and 1553. Regulations for the Board for Correction of Military Records are found in 33 CFR 52.01 to 52.45 and the Board of Review of Discharges and Dismissals, contained in 33 CFR 51.01 to 51.10, provide:

1. The Board of Review of Discharges and Dismissals reviews a former Coast Guard member’s type and nature of discharge certificate or other documentary evidence of discharge, except discharge as the sentence of a Coast Guard court-martial. The Board conducts this review at the former member’s request or on his or her behalf, if deceased, by his or her surviving spouse, next of kin or legal representative concerned, or if incompetent, by his or her guardian.

2. The review determines whether under reasonable standards of the Coast Guard and naval law and discipline, the type and nature of the discharge should be changed, corrected, or modified, and if so, decides what change, correction or modification should be made.

3. The Board has no authority to revoke any discharge, reinstate any person in the Coast Guard after discharge, or recall any person to active duty.

4. Requests for review of a discharge must be submitted within 15 years of discharge on Application for Review of Discharge, DD-293. Request forms and information from the President, Boards of Review of Discharges and Dismissals, Commandant (G-WPM), 2100 2nd Street, S.W., Washington, DC 20593-0001.

5. Petitions to the Board for Correction of Military Records may pertain to any matter in the member's official record the member believes is incorrect or unfair and desires to have changed. Normally, such requests must be submitted within three years of separation.

6. Using the format below, make the following entry in the member's PDR on Administrative Remarks, CG-3307, and have the member sign it.

   I have read and been counseled on the contents of Article 12.B.53., Personnel Manual, COMDTINST M1000.6 (series) about my rights on separation from the Coast Guard. I understand my rights as described there and have had all my questions answered.

12.B.53.i. Selective Service Registration

On 2 July 1980, Proclamation 4771 was signed into law requiring all males born during 1960 or later to register with the Selective Service System. Registration for those persons born during 1960 began 21 July 1980. For those born in 1961 registration began 28 July 1980 and for those born in 1962 registration began 5 January 1981. Males, including aliens and non-citizens, born on or after 1 January 1963 must register on the day they attain the 18th anniversary of their birth or on any day within 30 days before or after that date. The proclamation affects Coast Guard personnel as follows:

1. Coast Guard members on active duty when their age group is required to register are exempt from registration so long as they remain on active duty. Once separated from active duty or transferred to the Coast Guard Reserve for any reason, they must register within 30 days of separation.

2. Men in CONUS may register at any U.S. Postal Service Office. Members assigned duty in a foreign country can register at any U. S. Department of State Embassy or Consulate Office.

3. Commanding officers shall advise all separating males in the affected age groups of their obligation to register with the Selective Service System and then put this statement in Block 18 of DD-214: "ADVISED OF REQUIREMENTS FOR SELECTIVE SERVICE REGISTRATION."

12.B.53.j. Transporting Household Goods

Incident to separation or release from active duty, members (not including retirees) are allowed Government-funded transportation of household goods within six months of separation. Consult Paragraph U5360, Joint Federal Travel Regulations for more information.

12.B.54. Discharge Entitlements Summary

Directive	Mileage	Transport	Civilian	Discharge	Retain	Recoup

	(1)	in Kind (2)	Clothing Issue (3)	Gratuity (3)	Uniform, Wear Home (3)	Reenlistment Bonus (3)
JFTR, U5125	X					
JFTR, Chap. 7, Part P		X				
PERSMAN, Art. 12.B.53.			X		X	
CG Pay Manual, Para. 10.D.				X		
PERSMAN, Ch. 3						X

1. Applies to honorable and general discharges.

2. Applies to under other than honorable conditions, bad conduct, and dishonorable discharges.

3. Applies to all types.

3. Submitting Recommendations. Commanding officers shall recommend to Commander (CGPC-epm-1) any enlisted member under their command who has completed 20 years of active service and should be considered for involuntary retirement. District units' commanding officers shall send the recommendations through the district commanders. Commanding officers should recommend a member if his or her:

   a. Conduct is marginal.

   b. Financial irresponsibility will discredit the Coast Guard and its personnel through voluminous correspondence with creditors.

   c. Leadership, performance of duty, phys ical stamina, etc., are now below the standards expected or required for their rate. Specific reasons and supporting documents, including a copy of closed-out Form CG-3306 showing average marks, must be included for each individual.

4. Procedure. Each member under the Board's review shall be:

   a. Notified in writing of the reasons he or she is being considered for involuntary retirement.

   b. Provided counsel certified under 10 U.S.C. 827(b) to help prepare a rebuttal and represent him or her before the Board.

   c. Allowed 60 days from the date on which counsel is provided to submit any items in rebuttal.

   d. Allowed full access to and furnished with copies of records under consideration for involuntary retirement before submitting the rebuttal.

   e. Allowed to appear before the Board and present witnesses or documents pertinent to the review.

5. Acting on Board Recommendations. After the Board completes its determination, each enlisted member being considered for involuntary retirement shall be:

   a. Notified by certified mail of the reasons he or she was considered for involuntary retirement.

   b. Provided counsel certified under 10 U.S.C. 827(b) to help prepare a rebuttal.

   c. Allowed 60 days from the date counsel is provided to submit any matters in rebuttal.

   d. Allowed full access to and furnished with copies of records relevant to consideration for involuntary retirement before the member submits the rebuttal.

6. Commandant Approval. If the Commandant approves the Board's recommendation, the member shall be notified of the Commandant's decision and retired within 90 days of the notification.

12.C.10.d. Reduction in Force Separations

When the Secretary orders a reduction in force, Commander (CGPC-epm) may separate enlisted members involuntarily from service without convening the Board described in Article 12.C.10.c.

12.C.11. Procedures to Retire Enlisted Members

12.C.11.a. Requests for Voluntary Retirements

1. An enlisted member's non-disability retirement occurs at the discretion of Commander (CGPC-epm). Therefore, an enlisted member's request will be considered on the basis of overall Service needs and the merits of each individual case. As a general rule, the provisions listed here govern; however, an enlisted member does not automatically accrue a vested right to retire when he or she chooses independently of Service needs merely by completing 20 years of active service.

2. An enlisted member may submit a request for voluntary 20-year retirement to Commander (CGPC-epm-1) if the member:

   a. Has completed 18 years of active service, and

   b. Requests an effective date of retirement which provides:

      (1) Completing at least one year of duty at current duty station if assigned INCONUS.

      (2) Completing at least two years at current duty station if assigned **OCONUS** on a with-dependents tour. (if the member has been assigned to more than one unit in the same **OCONUS** area, he or she must have at least 2 years in that area and one year at their current unit).

      (3) Completing the prescribed tour length or at least two years, whichever is less, if assigned OCONUS on a without-dependents tour.

      (4) Completing the two-year obligated service (OBLISERV) requirement incurred for advancement to pay grade E-7, E-8, or E-9. Articles 1.G.15.a.2., 4.C.3., 5.C.25.e. and 12.B.12.b.2.

3. Retire in Lieu of Executing Orders (RILO)

   a. If a member receives PCS orders during an assignment year, is otherwise eligible to retire by his/her departure date, and wishes to retire in lieu of executing orders (RILO), he/she must so advise Commander (CGPC-epm) by message within 15 days of receiving the PCS orders in the **Direct Access** Airport Terminal, and simultaneously submit a request to retire with an

effective date of retirement on or before 01 August of that assignment year. Commander (CGPC-epm) will consider such requests and assign an effective date of retirement based on overall Service needs; however, in certain instances, the member may be required to comply with orders.

b. Commanding officers may request that a member's effective date of retirement be delayed based on needs of the Service (i.e., on-site relief needed for a critical billet). Commander (CGPC-epm) will consider such requests based on the overall needs of the Service.

c. Commander (CGPC-epm) will not cancel a retirement so scheduled except to allow disability processing.

4. If it appears a request for retirement or cancellation of transfer orders is warranted even though it does not meet Article 12.C.11.a.2. requirements, the member should send the request and full supporting information pertaining to it to Commander (CGPC-epm) for consideration. Such a request will be approved only in those rare instances when in the judgment of Commander (CGPC-epm), departing from subparagraph 2.'s normal rules is justified. If the request is disapproved, Commander (CGPC-epm) will indicate when the member may resubmit a retirement request. Commander (CGPC-epm) will cancel a request approved under this paragraph only for the reasons listed in Article 12.C.11.c.

5. Submit retirement requests to Commander (CGPC-epm-1) not more than two years or less than six months before the desired retirement date. Members desiring a retirement date sooner than 6 months out, may so request; however, the request must be accompanied by a command endorsement stating that the command can, and is willing to, support a vacant billet. Such requests will be approved based upon Service needs. They will be acknowledged by either approval or disapproval. Include the following statements in all requests:

From: Member
To: Commander, Coast Guard Personnel Command (CGPC-epm-1)
Thru: Commanding Officer, [Unit]

Subj: RETIREMENT REQUEST

Ref: (a) Personnel Manual, COMDTINST M1000.6 (series), Article 12.C.11.

1. I request retirement on the first day of [month, year], or as soon thereafter as possible.

2. I understand if this request is approved, I will no longer be eligible for advancement and Servicewide competition, or my name will be removed from present eligibility lists, as appropriate.

3. I understand if I request to cancel this retirement, Commander (CGPC-epm) will consider this request based solely on Service needs. If such cancellation is approved, it will not entitle me to reinstatement in the current Servicewide competition or on the existing eligibility list. Further advancement would require recompetition.

4. I further understand that if I am being processed under the Physical Disability Evaluation System, my request for retirement could be terminated.

5. The zip code of my intended home of selection is _____.

_____
Member's Signature

6. The request must include the zip code of the intended home of selection for cost estimating purposes only; it is not binding, nor does it affect the member's right to choose a home of selection up to one year after the retirement date.

7. Area, district, maintenance and logistics, and unit commanding officers will include the following comments in endorsements to all retirement requests:

   a. Specific approval or disapproval of the basic request; if disapproval, the full reason for disapproval.

   b. Whether the member meets the requirements listed in Article 12.C.11.a.2.

8. Enlisted members who have completed 29.5 or more years of active duty should submit requests for 30-year retirement to Commander (CGPC-epm-1).

9. Enlisted members approaching statutory age are not required to apply for retirement.

12.C.11.b. Scheduling Retirement Orders

1. Final approval of a retirement rests with Commander (CGPC-epm-1) who may specify an effective date later than that requested if, in the best interest of the Service, a delay is necessary to provide orderly relief or, in some cases, completion of the current or ordered tour of duty.

2. If sufficient appropriated funds are not available to permit approving all requests received, Commander (CGPC-epm-1) will select retirees in order of highest total service computed to the retirement date for which selections are being made.

3. Commander (CGPC-epm-1) will issue retirement orders for enlisted members approaching statutory age approximately six months before the effective retirement date.

12.C.11.c. Canceling or Delaying Retirement Orders

1. The decision to submit a retirement **memorandum** is a serious one because the projected separation triggers transfer and advancement actions that, if reversed, cause hardship to other members. Therefore, Commander (CGPC-epm-1) normally will not honor a request to cancel or delay an already approved retirement date unless a specific Service need exists and only under these conditions:

   a. A Service need exists.

   b. A member has a hardship situation similar or equivalent to those listed in Article 12.D.3. The Service does not consider a change in civilian employment plans a hardship.

   c. The retirement physical examination finds the member "not fit for duty" and he or she requests in writing to cancel his or her Service retirement orders and processing for a physical disability retirement; or

   d. If during the retirement processing period, the member is diagnosed with serious diseases or suffering from serious injuries not ratable by the Physical Disability Evaluation System nor disqualifying for separation, he or she may request to delay a non-mandatory retirement for a reasonable amount of time to address the problem.

Comply with Physical Disability Evaluation System, COMDTINST M1850.2 (series), Paragraph 2.C.2.b. Submit the request to Commander (CGPC-epm); support it by attaching all relevant medical documents. The member's command, MLC (k), and Commandant (G-WKH) must endorse the request. A member should schedule a physical examination at least six months before retirement to allow enough time to treat remediable medical problems. If the member does so, physicians can properly treat most non-disqualifying remediable medical problems and it will not be necessary to delay the scheduled retirement date. Commander (CGPC-epm) will not consider delaying retirement for a member who obviously neglected to obtain prompt medical treatment.

2. In canceling a scheduled retirement, the member must agree to remain on active duty for two years from the date the request is approved and indicate this agreement in the basic cancellation request. If a member's enlistment expires within two years of the request date, he or she must extend his or her enlistment for obligated service within 30 days after Commander (CGPC-epm-1) approves the cancellation.

3. Submit a request to cancel or delay a scheduled retirement at least three months before the retirement date if at all possible. State the reasons for the request and submit it through the chain of command.

12.C.12. through 12.C.14. VACANT

12.C.15. Grade or Rate in Which Retired

12.C.15.a. General Authority

Every commissioned officer, chief warrant officer, or enlisted member who retires under any provision of 14 U.S.C. retires with the permanent grade or rate he or she held at the time of retirement unless entitled to retire with a higher grade or rate under any provision of this title or any other law (14 U.S.C. 421).

12.C.15.b. Commissioned Officers Other than Commissioned Warrant Officers

1. Any commissioned officer, except a chief warrant officer, who retires under any provision of 14 U.S.C. retires from active service with the highest grade he or she held (if different from their permanent grade) for at least six months (this does not alter the two-year time in grade requirement of Article 12.C.9.a.1 for requesting voluntary retirement) while on active duty in which, as the Commandant determines, the member performed duty satisfactorily, with retired pay of the grade at which retired (14 U.S.C. 334 (a)).

2. If any commissioned officer, except a commissioned warrant officer, is on an approved list of officers selected for promotion to the next higher grade and retires for physical disability under Chapter 17 provisions before being promoted, he or she retires in the grade to which selected for promotion (14 U.S.C. 294).

12.C.15.c. Chief Warrant Officers

1. Any chief warrant officer retiring under any provision of 10 U.S.C. 580, 1263, 1293, or 1305 retires from active service with the highest commissioned grade above chief

warrant officer, W-4, he or she held for at least six months (this does not alter the two-year time in grade requirement of Article 12.C.9.a.1 for requesting voluntary retirement) on active duty in which, as the Commandant determines, he or she performed duty satisfactorily, with retired pay of the grade at which retired. However, if the highest grade's rate of pay is less than that of the warrant grade with which the officer would otherwise retire under Article 12.C.15.g.2. below, the retired pay is based on the higher rate of pay (14 U.S.C. 334(b)).

2. Unless entitled to a higher retired grade under some other legal provision, a chief warrant officer retires, as the Commandant determines, in the permanent chief warrant grade, if any, he or she held the day before the day he or she retired or in any higher warrant officer grade in which he or she served on active duty satisfactorily, as determined by the Commandant, for more than 30 days (10 U.S.C. 1371).

12.C.15.d. Retired Officer Promoted After Recall to Active Duty

If a Regular officer on the retired list recalled to active duty is promoted during that duty to a higher grade under an appointment (Article 5.A.8.) and satisfactorily performs duty under that appointment, on relief from active duty he or she shall be promoted on the retired list to the highest grade held while on such active duty (14 U.S.C. 333).

12.C.15.e. Enlisted Members

1. Any enlisted member who retires under any provision of 14 U.S.C. retires from active service with the highest grade or rate he or she held while on active duty in which, as Commander (CGPC-epm-1) or the Commandant, as appropriate, determines he or she performed duty satisfactorily, but not lower than his or her permanent grade or rate with retired pay of the grade or rate at which retired (14 U.S.C. 362).

2. In cases where a member has been reduced in grade by a **Special Court-Martial (SPCM) or General Court-Martial (GCM),** the highest grade satisfactorily held shall be no higher than the grade to which the member **was** reduced **after the court-martial conviction becomes final,** unless the member subsequently advances or is again reduced. Where a member subsequently advances or is again reduced following a reduction by a **SPCM or GCM**, the highest grade satisfactorily held shall be no higher than the pay grade to which the member advanced or was reduced to following the court-martial.

12.C.15.f. Grade on Retiring for Physical Disability

Unless entitled to a higher grade under some other provision of law, any Coast Guard member who retires for physical disability or is placed on the temporary disability retired list (TDRL) under 10 U.S.C. 61 is entitled to the grade or rate equal to the highest of:

1. The grade or rate in which the member served on the date his or her name was placed on the TDRL or, if his or her name was not carried on that list, on the date when the member retires.

2. The highest grade or rate in which the member served satisfactorily, as the Commandant determines.

3. The permanent regular or Reserve grade or rate to which the member would have been promoted had it not been for the physical disability for which he or she retired and which was **found to exist as a result of the member's physical examination**.

4. The temporary grade to which the member would have been promoted had it not been for the physical disability for which he or she retired, if eligibility for that promotion was based on cumulative years of service or years of service in grade and the disability was **found to exist as a result of a member's physical examination.** (10 U.S.C. 1372).

12.C.15.g. Procedure to Certify Highest Grade or Rate on Retirement

1. Commander (CGPC-epm) or (CGPC-opm) will administratively review the record of each individual scheduled to retire to determine the highest grade or rate in which his or her Coast Guard service is satisfactory.

2. **In the absence of a reduction in grade by a Special Court-Martial or General Court-Martial, s**ervice will be considered satisfactory and the member will be certified to the highest grade if he or she served on active duty for at least six months in a commissioned officer grade or 31 days in a chief warrant officer or enlisted grade and his or her official records indicate overall satisfactory performance for the entire period served in the higher grade.

3. When an officer reverts from a higher grade due to approval of a board which recommended such reversion, his or her service in the higher grade will not be considered satisfactory unless he or she was later promoted again to the higher grade and meets the requirements of Article 12.C.15.g.2. above.

4. If the administrative review described in Article 12.C.15.g.1. does not result in a determination of satisfactory service, the determination will be referred to a special board of officers who will review the member's official records and make its recommendation to the Commandant. The board acts in an advisory capacity and its recommendation shall be considered as such. The Commandant makes the final determination of satisfactory service.

12.C.16. Computing Retired Pay

Commanding officers should encourage members applying for retirement to become familiar with the following helpful information.

12.C.16.a. Electing Retirement for Service

1. For members who first became a member of a uniformed service on or before 7 September 1980: If a member retires for service, determine his or her pay by multiplying two and one-half percent (2.5%) times the number of years and full months of active service to get a "multiplier"; multiply that by the member's basic pay on the retirement date (for chief warrant officers, on the day before retirement)

to derive gross monthly retired pay. Figure 12.C.16.1. Members who had previous drilling Reserve service are entitled to an additional day of active duty for each Reserve point earned. An enlisted member may be eligible for 10 percent additional pay for extraordinary heroism or good conduct. Article 12.C.16.d. After retirement, the individual may obtain a disability rating from the Department of Veterans Affairs (VA) and receive disability compensation from that agency. If so, the member must waive an amount of the Coast Guard retired pay equal to the disability compensation.

2. For members who first became a member of a Uniformed Service on or after 8 September 1980 and before 1 August 1986 and members who first became a member of a uniformed service after 1 August 1986 who elected NOT to receive the Career Status Bonus : If a member elects to retire for service, determine his or her pay by multiplying two and one-half percent (2.5%) times the number of years and full months of active service to get a "multiplier"; multiply that by his or her high 36-months' average of basic pay, whether or not consecutive, to derive gross monthly retired pay. Figure 12.C.16.1. Members who had previous drilling Reserve service are entitled to an additional day of active duty for each Reserve point earned. After retirement, the individual may obtain a disability rating from the VA and receive disability compensation from that agency. If so, the member must waive an amount of the Coast Guard retired pay equal to the disability compensation.

3. For members who first became a member of a uniformed service on or after 1 August 1986 and who did elect to receive the Career Status Bonus: If a member elects to retire for service, determine pay by multiplying two percent (2%) times the number of years of active service (up to 20 years) and three and one-half percent (3.5%) for each year and full month of active service after 20 years; multiply that times the high 36-months' average of basic pay, whether or not consecutive, to derive gross monthly retired pay. Figure 12.C.16.2. Members who had previous drilling Reserve service are entitled to an additional day of active duty for each Reserve point earned. After retirement, the individual may obtain a disability rating from the VA and receive disability compensation from that agency. If so, the member must waive an amount of the Coast Guard retired pay equal to the disability compensation.

4. Members who retire for service who have served satisfactorily in a higher permanent or temporary grade or rate, as Commander (CGPC-opm-1), (CGPC-epm-1), or the Commandant, as appropriate, determines, compute their retired pay on that grade’s or rate’s basic pay. Article 12.C.15.

Figure 12.F.3.1.
NOTICE OF INTENT TO AFFILIATE WITH THE RESERVE DURING TEMPORARY SEPARATION

From: (Applicant)
To: Commander (CGPC-rpm)

Subj: NOTICE OF INTENT TO AFFILIATE WITH THE RESERVE DURING TEMPORARY SEPARATION

1. I hereby notify you I intend to affiliate with the Reserve commencing [insert date under the provisions of the temporary separation policy]. I understand that upon affiliation, I will enlist in or be appointed to the same grade or rate last held while serving on Active Duty.

2. I understand I must have a current physical examination on file.

3. I understand that by joining the Reserve I will be subject to Reserve mobilization call-ups.

4. I understand I will not be assigned to a highly deployable unit (e.g., PSU or HDCU) for up to the 2 years while under temporary separation unless requested by me.

5. I understand that if I am promoted or advanced in the Reserve, that I am not guaranteed the higher rate/rank if I re-enter Active Duty within or at the end of the temporary separation. I understand I may keep the higher rate/rank if it is in the best interest of the Service.

6. I declare I am not drawing and do not have a claim pending for a pension, disability allowance, disability compensation, or retired pay from the United States Government.

7. (OFFICERS AND ENLISTED) I understand my National Agency Check must be current. If not, I will submit the appropriate paperwork prior to affiliation with the Reserve. Or

7. (CWO COMMS ONLY) I understand my Background Investigation must be current. If not, I will submit the appropriate paperwork prior to affiliation with the Reserve.

8. (OFFICERS) I understand I must complete all Officer Evaluation System requirements.

9. My current home address is: Street Address
City, State, Zip
Telephone Number

Member's signature

Subscribed and Sworn to before me this [no.] day of [monthi [Yr.].

Notary Public/Coast Guard Officer

Copy: Commander, (CGPC-opm or CGPC epm)

PURSUANT TO 10 U.S.C. 936

Figure 12.F.3.2.
NOTICE OF INTENT TO RETURN TO ACTIVE DUTY AFTER TEMPORARY SEPARATION

From: (Applicant)
To: Commanding Officer, Coast Guard Recruiting Command or if a reservist to (CGPC-opm or CGPC-epm)

Subj: NOTICE OF INTENT TO RETURN TO ACTIVE DUTY AFTER TEMPORARY SEPARATION

1. I hereby notify you I intend to return to Active Duty on [insert date] under the provisions of the temporary separation policy. I understand on return to Active Duty, I will enlist in or be appointed to the same grade or rate last held while serving on Active Duty.

2. I understand I must have a current physical examination. I will perform necessary travel to fulfill this requirement at my own expense with no cost to the Government.

3. I declare I am not drawing and do not have a claim pending for a pension, disability allowance, disability compensation, or retired pay from the United States Government.

4. (OFFICERS ONLY select one) I understand that upon my return to active duty a National Agency Check will be conducted to determine whether I am qualified to hold a commission as a United States Coast Guard officer. If the check reveals I am not eligible for a security clearance, I may be subject to separation. OR I have been affiliated with the Reserve and my NAC is current.

OR
4. (CWO COMMS ONLY select one) I understand a Background Investigation will be conducted to determine whether I am qualified for the COMMS Warrant Officer specialty in the United States Coast Guard. If the check reveals I am not eligible for a favorable background investigation, I may be subject to separation. OR I have been affiliated with the Reserve and my NAC is current.

OR
4. (ENLISTED ONLY select one) I understand a National Agency Check or Background Investigation [as applicable] will be conducted to determine my qualifications for service in a United States Coast Guard rating. If it reveals I am not eligible for a security clearance, Commander, (CGPC-epm-1) may require me to pursue a change in rating or separate from the Service. OR I have been affiliated with the Reserve and my NAC is current.

5. (OFFICERS) I understand I must complete all Officer Evaluation System requirements.

6. My current home address is:

Street Address
City, State, Zip
Telephone Number

Member's signature

Subscribed and Sworn to before me this [no.] day of [month], [Yr.].

Notary Public/Coast Guard Officer

Copy: Commander, (CGPC-rpm)

PURSUANT TO 10 U.S.C. 936

12.G. ENLISTED HIGH YEAR TENURE

12.G.1. Discussion

The High Year Tenure policy establishes limits on the amount of time an active duty enlisted member can remain at each pay grade. It is designed to increase personnel flow, compel members to advance in their rating, and allow more consistent training and advancement opportunities for the enlisted workforce. With more balanced, consistent opportunities, the Coast Guard can retain the most highly motivated members who in turn gain in experience and ensure the Coast Guard retains its leadership and professional continuity.

12.G.2. Definitions

1. Active Military Service. All active duty and active duty for training in the United States Army, Navy, Air Force, Marine Corps, and Coast Guard or any component of these services.

2. Active Coast Guard Service. All active duty and active duty for training served as a member of the United States Coast Guard.

3. Professional Growth Point (PGP). The maximum time in service for each pay grade.

12.G.3. Professional Growth Points

Grade	Professional Growth Point
E-1	Completion of enlistment contract. Cannot reenlist or extend.
E-2	Four years' active military service. Cannot reenlist or extend beyond four years' active military service.
E-3 E-4	Seven years' active Coast Guard service or 10 years' active military service, whichever gives the member a greater total of active military service. May reenlist or extend up to but not beyond seven years, one month's active Coast Guard service or 10 years, one month's active military service.
E-5	Twenty years' active military service. May reenlist or extend up to but not beyond 20 years, one month's active military service.
E-6	Twenty-two years' active military service. May reenlist or extend up to but not beyond 22 years, one month's active military service.
E-7	Twenty-six years' active military service. May reenlist or extend up to but not beyond 26 years, one month's active military service.
E-8	Twenty-eight years' active military service. May reenlist or extend up to but not beyond 28 years, one month's active military service. For rates not having authorized E-9 billets, a member advanced or above the cutoff on the E-8 advancement eligibility list may reenlist or extend up to but not beyond 30 years, one month's active military service.
E-9	Thirty years' active military service. May reenlist or extend up to but not beyond 30 years, one month's active military service. Members in pay grade E-9 who are completing or have been ordered to a standard tour in the MCPO-CG and Commandant-designated "Gold Badge" CMC **and RFMC** billets may reenlist or extend beyond 30 years' active military service for a period not to exceed completion of a standard tour as the CMC **or RFMC**.

12.G.4. Changing the Professional Growth Point

1. Advancement.

   a. If a member is above the cutoff on an advancement eligibility list, his or her PGP increases on the advancement eligibility list's date to the pay grade to which the member will advance, provided the member remains eligible for advancement throughout the entire Servicewide Examination (SWE) cycle. If a member is below the cutoff but advances from that advancement eligibility list before reaching his or her current PGP, the PGP increases to the pay grade to which advanced on the date of the Coast Guard Personnel Command's Advancement Authorization message.

   b. If the member's advancement was held in abeyance, the command must be cognizant of the member's PGP. If a member's advancement is held in abeyance, he or she is eligible to advance until that list expires. However, if the member's PGP occurs before the list expires, the PGP takes precedence. The member cannot go beyond the PGP even though the list has not expired.

2. Reduction. If a member is reduced in rate, the reduction in pay grade may place the member beyond the reduced paygrade's HYT PGP because the member will have more active military service than the reduced paygrade permits. In this case, the below applies:

   a. Members reduced by one paygrade.

      (1) Members in paygrade E-5 who are reduced to paygrade E-4 will be allowed to keep their E-5 HYT PGP.

      (2) Members in paygrade E-6 and above, who are reduced one paygrade will be allowed to keep their E-6 HYT PGP.

      (3) If a member is advanced to a higher paygrade, then the HYT PGP increases to the paygrade to which advanced.

   b. Members reduced two or more paygrades. Members reduced by two or more paygrades (i.e. E-6 to E-4 will be processed as follows:

      (1) Members in paygrade E-6 or below, who are reduced two or more paygrades (i.e. E-6 to E-4) will be allowed to remain on active duty for a period of up to 36 months from the date of reduction or to the HYT PGP of the grade held upon completion of the 36 month period, whichever is greater.

      (2) Members in paygrade E-7 and above, who are reduced two or more paygrades (i.e., E-7 to E-5), will be separated using the HYT PGP of the paygrade to which reduced.

      (3) If a member is advanced to a higher paygrade, then the HYT PGP increases to the paygrade to which advanced.

3. Waiver. Submit a request for waiver not later than six months before the member reaches his or her PGP. If approved, the PGP will be changed as Commander (CGPCepm-1) directs effective the date of approval. Article 12.G.9.

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14.A. Commissioned and Chief Warrant Officer Personnel Boards

14.A.1. General

14.A.1.a. Significance

Personnel boards are so significant every officer in the Service should know board procedure and the general criteria boards use, whether determining promotion, continuation, retention, or appointment.

14.A.1.b. Guidelines

The criteria published here are furnished to boards solely to guide and do not limit the scope of authority vested in them. Each board member must retain an impartial, unbiased, unprejudiced attitude about all officers being considered and all groups and Coast Guard specialized duties. Any limitation of choice arbitrarily imposed on personnel boards by an outside authority would be unlawful and highly improper.

14.A.1.c. Type of Board

Personnel boards, such as those that select officers on the active duty promotion list (ADPL) to grades above lieutenant (junior grade) and consider captains for continuation on active duty, select on a best-qualified basis, in which the board is limited to a specific number it may select. Other personnel boards, such as those selecting to lieutenant (junior grade), select on a fully-qualified basis. Under this selection process, system, or method, the board compares each officer to a standard and recommends all who meet or exceed it. Accordingly, in addition to the fully-qualified standard, the board also must select by comparing each officer to all others considered. This procedure enables the board to select from the entire group the limited number whom it believes are the best-qualified.

14.A.2. Board Purposes

Personnel boards are convened for various purposes, including recommending officers for:

1. Promotion.
2. Continuation on active duty.
3. Retention in a particular occupational field.
4. Designation in a particular occupational field.

14.A.3. Selection Criteria

14.A.3.a. General

1. Personnel boards recommend on either a best-qualified or fully-qualified basis as set forth in law and directed in the precept. All personnel boards consider fundamentally the same type of information. However, each board develops its own overall standards and selection criteria. The degree of significance a board assigns to each of the many factors it considers may vary according to the grade and type of selection the board is making. A board selecting officers for lieutenant may emphasize different factors than would a Captain Continuation Board.

2. Promotion is not a reward for satisfactory service. It confirms an officer's demonstrated potential to serve the Coast Guard in a higher grade.

14.A.3.b. Basic Criteria

1. Performance Evaluations. A significant selection criterion is performance in present and past assignments. Boards should adhere to the following interpretations and policies when evaluating performance.

   a. Officer evaluation report forms define performance dimensions considered most significant in assessing an officer's performance and readiness for greater degrees of responsibility.

   b. Though the same performance dimensions seem important at every grade, some dimensions take on added meaning at higher grades. For example, leadership at the ensign level is quite different from that at the captain level, even though leadership at each level shares many common elements.

2. Professionalism.

   a. Professionalism is an essential element in selecting officers for promotion. Coast Guard officers must provide quality service to the public while promoting a positive image of the Coast Guard.

   b. The diversity of officer assignments in the Coast Guard makes it impossible for any officer to be qualified for all of them; the Service expects each officer to have true professional competence in one occupational field and, from assignments outside it, experience in other fields. While technical specialization is essential in certain lower grades and for certain assignments, in the higher grades emphasis shifts to leadership skills.

   c. Each officer must be familiar with Coast Guard general administration and display interest in the immediate assignment, the rest of the Service, and the surrounding community and the world by improving his or her knowledge of

Service-related subjects through study, activities and associations. The capable individual is highly adept at transferring talents from one task to another, which enables the Service to fulfill its mission and objectives.

d. Until recently, most officers had frequent operational assignments throughout their careers and were competent mariners or aviators. However, Coast Guard missions have changed so much the present number of billets makes this impractical. In fact, to maintain professional competence it is necessary to repeatedly assign certain officers to similar billets. This means the Service may not assign many officers to operational duty, particularly lieutenant commanders and above. It thus follows that operational experience, by itself, cannot be a universal selection requirement.

3. Leadership. Officers selected demonstrate those leadership traits and values that allow them to serve in a series of assignments with increasing responsibility in the grade to which promoted. Officers must exemplify our core values of honor, respect and devotion to duty in the highest degree.

   a. A leader influences people to accomplish a purpose. Coast Guard leaders concentrate on “doing right things right,” integrating a leader’s focus on effectiveness with a manager’s focus on efficiency.

   b. A successful leader inspires others by:

      (1) Convincing them they have the solution and acting decisively and confidently;

      (2) Sharing a vision of service, excellence and achievement;

      (3) Demonstrating a commitment to innovation and quality team work; and,

      (4) Modeling strength of character in word and action.

4. Education. Another consideration is education. To maintain a high level of expertise in areas such as science, engineering, operations, and administration, many officers are detailed to postgraduate education or specialized training. It would be desirable to afford every officer such an opportunity, but this is impossible. Thus, a board should not disproportionately emphasize an officer’s postgraduate training. Commissioned officers participate in education programs voluntarily. Each board should consider these factors in evaluating education:

   a. Whether an officer pursues educational courses commensurate with his or her previous training and experience.

   b. An officer’s accomplishments in the program, including the grades attained where applicable.

14.A.4. General Procedures for All Boards

14.A.4.a. Responsibilities

Each personnel board member shall impartially and fairly evaluate the qualifications of each officer whose name is submitted to the board to determine whether he or she meets the overall criteria the board established considering the parameters outlined in Article 14.A.3.

14.A.4.b. Compliance

Personnel board actions shall comply with applicable laws, regulations, and their precept.

14.A.4.c. Consistency

So successive personnel boards' actions may be consistent, Commander (CGPC-opm) and selected staff members shall appear before each personnel board to brief the members on applicable laws, regulations, and Service needs. Since the board is convened solely to obtain its members' opinion, it must act according to its own judgment and is bound only by existing law and the oath its members take.

14.A.4.d. Material Furnished

Commander (CGPC-opm) furnishes personnel boards the names and personnel records of all officers to be considered. The personnel record consists of general administrative paperwork including such items as statements of service and sea service, the record of emergency data, page 7 entries, documentation of alcohol incidents, and reports of civil arrests, performance evaluations, education information, and awards and discipline documentation. A board must consider an officer's entire record; however, the following is considered the most significant portion of the record evaluated:

Grade Considered	Service Period
Rear Admiral (Lower Half), Captain, Commander	Seven years of immediate previous service or all service in present grade, whichever is greater
Lieutenant Commander	Six years of immediate previous service or all service in present grade, whichever is greater
Lieutenant, Lieutenant (Junior Grade)	All commissioned service

14.A.4.e. Additional Information

If the board desires additional information or clarification, the board president shall request it in writing from Commander (CGPC-opm).

14.A.4.f. Fitness for Duty

Boards shall assume each officer it considers is fit for full duty unless otherwise advised.

14.A.4.g. Administrative Letters of Censure

Chapter 8.E. prohibits filing administrative letters of censure in officers' personnel records. Since non-punitive censures were previously filed in an officer's official record, a board finding one shall ignore it when evaluating performance. However, a board may consider and evaluate the facts on which an administrative letter is based if an Officer Evaluation Report or other documents refer to them.

14.A.4.h. Officer Education Reporting Program

The Officer Education Reporting Program is voluntary. Officers may report educational achievement annually on a **Record of Professional Development**, CG-4082, for board consideration.

14.A.4.i. Board Proceedings

Except for its Report of the Board, the board members shall not disclose proceedings or deliberations to any person not a member of the board (14 U.S.C. 261).

14.A.5. Procedure for Boards Considering Officers on a Fully-Qualified Basis

14.A.5.a. Board Recommendation

Boards convened to recommend officers for promotion on a fully-qualified basis should recommend those whose records indicate they are qualified to perform all duties to which they reasonably might be assigned in the grade for which they are being considered. Each board shall definitely recommend whether each officer it considers is or is not qualified, without any restrictions or qualifications.

14.A.5.b. Comparison

In recommending each officer it considers, the board should compare him or her to the present grade and those in the next higher grade to determine how well the individual measures up to such officers according to the overall criteria the board established. If the board believes the officer has demonstrated by past performance, fitness, and potential to perform creditably those duties to which he or she reasonably might be assigned, the board should recommend him or her. If past performance indicates potential for increased responsibilities and administrative assignments is doubtful or limited, the board should not recommend the officer.

14.A.5.c. Not Recommended

If the board does not recommend an officer or finds an officer's performance in his or her present grade is unsatisfactory, the board shall indicate its reasons.

14.A.5.d. Board Report

Each board's report shall contain:

1. A cover sheet.
2. A membership roster.
3. The convening, meeting, and adjourning dates.
4. A list of officers recommended.
5. A list of officers found not fully-qualified for promotion with the specific reason why each was not recommended for promotion.
6. A list of officers whose performance of duty in present grade the board considered unsatisfactory with the specific reason why each was found as such.
7. A certification that in the opinion of at least three members if the board has five, or two-thirds of the members if the board has six or more members, the officers recommended are fully-qualified for promotion.
8. Each member's signature.

14.A.6. Procedure for Boards Considering Officers on a Best-Qualified Basis

14.A.6.a. Number of Officers

Boards convened to consider officers on a best-qualified basis for promotion, continuation on active duty, retention in a particular occupational field, or appointment in another status may recommend to promote, continue, retain, or appoint only the number specified in the precept.

1. In 1963, legislation amended Title 14, United States Code, to improve the quality and efficiency of the Coast Guard officer corps by replacing a system based on seniority with one which would select the best-qualified officers.
2. Fundamental to selecting for promotion on a best-qualified basis is the fact the number of officers to be selected is fewer than the number being considered.

14.A.6.b. Comparison

In recommending, a board shall compare all officers submitted for consideration and base its recommendations on the extent to which they compare among themselves in accomplishing past assignments and potential for greater responsibility according to the overall criteria the board adopted; however, Article 14.A.10.f. limits below zone promotion selections.

1. Selection on a best-qualified basis embodies three elements; the board:

   a. *First*, considers all officers impartially and equally.

   b. *Second*, applies the same criteria to all.

   c. *Third*, evaluates by comparison, with the most capable officers advancing to positions of higher responsibility.

2. Best-qualified boards consider officers' records, comparing past performance, their capacity to undertake successfully tasks of progressively greater difficulty involving broader responsibilities, their capability and inclination to study for further professional growth, and their potential to perform creditably those duties to which these officers might be assigned in the next higher grade.

14.A.6.c. Board Report

The report of the board shall contain:

1. A cover sheet.

2. A membership roster.

3. The convening, meeting, and adjourning dates.

4. A list of the officers recommended for promotion, continuation, retention, or appointment in the order of relative precedence they held before the current consideration.

5. A certification that, in the opinion of at least three members if the board has five or two-thirds of the members if the board has six or more, the officers recommended for promotion, continuation on active duty, retention in a particular occupational field, or appointment in another status are the best-qualified for promotion, continuation, retention, or appointment of those officers whose names were furnished to the board (14 USC 260).

6. Each member's signature.

14.A.7. Procedure for Boards Considering Officers on Both a Fully-Qualified and Best-Qualified Basis

14.A.7.a. Number of Officers

Boards convened to consider officers on both a fully- and best-qualified basis for promotion, continuation on active duty, retention in a particular occupational field, or appointment in another status, may recommend to promote, continue, retain, or appoint up to the number specified in the precept.

14.A.7.b. Comparison

In recommending each officer it considers, the board must make two determinations, fully-qualified and best-qualified.

1. The Fully-qualified Determination. First, the board should compare each officer to those in the present grade and those in the next higher grade to determine how well the individual measures up to such officers according to the overall criteria the board established. If the board believes the officer has demonstrated by past performance, fitness, and potential to perform creditably those duties to which he or she reasonable might be assigned, the board should go to the second determination step. If past performance indicates the potential for increased responsibilities and administrative assignments is doubtful or limited, the board should not recommend the officer.

2. The Best-qualified Determination.

   a. Those officers meeting the fully-qualified determination described above must then be selected on a best-qualified basis, which embodies three elements; the board:

      (1) *First*, considers all those fully-qualified officers impartially and equally.

      (2) *Second*, applies the same criteria to all.

      (3) *Third*, evaluates by comparison, with the most capable officers advancing to positions of higher responsibility.

   b. In recommending, a board shall compare all officers submitted for consideration and base its recommendations on the extent to which they compare among themselves in accomplishing past assignments and potential for greater responsibility according to the overall criteria the board adopted. Best-qualified boards consider officers' records, comparing past performance, their capacity to undertake successfully tasks of progressively greater difficulty involving broader responsibilities, their capability for further professional growth, and their potential to perform creditably those duties to

which these officers might be assigned in the next higher grade. Only officers who have been found fully-qualified may be selected.

(1) Normally, the number of officers found fully-qualified exceeds the number of officers found best-qualified. There is no requirement to identify reasons for those officers who were fully-qualified but not best-qualified. However, if an officer is found to be performing in an unsatisfactory manner, the Board shall specify the reason for that finding.

(2) When the board is tasked with choosing up to a maximum number of best-qualified candidates, they may choose less than that number only if there are an insufficient number of fully-qualified officers. If the board selects less than the maximum number, it is indicating that the officers not chosen were either not fully-qualified or unsatisfactory in their performance and shall specify in writing the reasons for each of these non-selections.

14.A.7.c. Board Report

1. Commander (CGPC-opm-1) may furnish boards with procedures and forms to assist them in evaluating records. The determination to use such assistance in the form provided or in modified form or not at all, rests solely with the board.

2. The board shall submit a report of its proceedings to the Commandant for Secretarial approval under the delegation contained in 49 CFR 1.45(a)(1), to include:

   a. A cover sheet.

   b. A listing of membership.

   c. A listing of the convening, meeting, and adjourning dates.

   d. A listing of the names of officers recommended for promotion in the order of relative precedence that they held prior to the current consideration.

   e. A certification that, in the opinion of at least a majority of the members of the board, the officers recommended for promotion are fully qualified and the best qualified of those officers whose names have been furnished to the board.

   f. The signature of each member

   g. The original precept, appended.

14.A.8. through 14.A.9. Vacant

14.A.10. Selection Boards for Promotion from Lieutenant (Junior Grade) Through Rear Admiral (Lower Half)

14.A.10.a. Convening a Board

At least annually and at other times when the needs of the Service require, the Secretary shall convene selection boards to recommend for promotion to the next higher grade officers on the active duty promotion list (ADPL) in each grade from lieutenant (junior grade) through captain, with separate boards for each grade. However, the Secretary need not convene a board to recommend promotion to a grade if no vacancies exist in it and estimates none will occur in the next 12 months (14 USC 251).

14.A.10.b. Selection Board Composition

The selection board shall consist of five or more officers on the ADPL who serve in or above the grade to which the board may recommend promoting officers. No officer may serve on two successive boards convened to consider officers of the same grade for promotion (14 USC 252).

14.A.10.c. Board Convening Notice

Before convening the selection board, Commander (CGPC) gives the Service at large notice of the convening date, the promotion zone considered, officers eligible for consideration, and the number of officers the board may recommend for promotion (14 USC 253(a)).

14.A.10.d. Selection Board Member's Oath

Each selection board member shall swear he or she will perform the duties imposed on him or her without prejudice or partiality having in view both officers' special fitness and the efficiency of the Coast Guard (14 USC 254).

14.A.10.e. Information Furnished to Selection Boards

The Coast Guard Personnel Command shall furnish each selection board with this information:

1. The number of officers the board may recommend for promotion to the next higher grade; and

2. The names and records of all officers eligible for consideration for promotion to the grade to which the board will recommend officers for promotion (14 U.S.C. 258).

14.A.10.f. Number of Officers Recommended for Promotion from Below the Zone

1. The number of eligible officers the board may select from below the zone for rear admiral (lower half) is unlimited. For all lower grades, the selection board shall recommend those officers it considers best-qualified from among those eligible under consideration in, above, and below the promotion zone in the limited numbers prescribed below.

2. The number of officers the selection board may recommend for promotion to the grade of captain or below from among eligible officers junior in rank to the junior officer in the appropriate promotion zone may not exceed:

   a. Five percent of the total number of officers the board is authorized to recommend for promotion to the grade of lieutenant or lieutenant commander.

   b. Seven and one half percent of the total number of officers the board is authorized to recommend for promotion to commander, and

   c. Ten percent of the total number of officers the board is authorized to recommend for promotion to captain.

3. However, if such percentage is a number less than one, the board may recommend one officer for promotion (14 U.S.C. 259).

14.A.10.g. Submitting Selection Board Reports

1. The selection board submits a report, as outlined in Article 14.A.6.c., to the Secretary. If the board has acted contrary to law or regulation, the Secretary may return the report for revision and resubmission. After final review, the Secretary submits the board report to the President for approval, modification, or disapproval.

2. If any officer recommended for promotion is not acceptable to the President, he or she may remove that officer from the board's report.

3. When the President approves the report, Commander, (CGPC) promptly disseminates the names of officers the board selected for promotion to the Service at large.

4. Except as this Article requires, no one shall disclose selection board proceedings to any person not a member of the board (14 U.S.C. 261).

14.A.11. Selection Boards for Promotion from Ensign to Lieutenant (Junior Grade)

14.A.11.a. Convening a Board

Approximately three months before the date an ensign completes 18 months of active service, computed from his or her date of rank as an ensign on the Active Duty Promotion List (ADPL), Commander, (CGPC) shall convene a selection board to consider him or her for promotion to the grade of lieutenant (junior grade).

14.A.11.b. Board Composition

The selection board shall consist of at least five officers on the ADPL serving as lieutenants or above. If practical, boards considering Reserve ensigns on extended active duty shall include at least one Reserve officer.

14.A.11.c. Board Members' Oath

Selection board member shall comply with Article 14.A.10.d.

14.A.11.d. Selection Method

A board considering ensigns for promotion shall recommend those officers it considers fully-qualified for promotion to lieutenant (junior grade); Article 14.A.5.

14.A.11.e. Submitting Reports

The board shall submit a report as outlined in Article 14.A.5.d. to the Commandant, through Commander, (CGPC) for approval, modification, or disapproval. If the board has acted contrary to law or regulation, Commander, (CGPC) shall return the report for revision and resubmission.

14.A.11.f. Consideration by Second Board

A second selection board will consider ensigns placed out of line for promotion whom the first board previously judged to be performing satisfactorily in that grade. If the second board selects the ensign, he or she shall be promoted under Article 5.A.5. Article 14.A.11.b. specifies the second board's members; no one who served on the first board may serve on the second. The board considers the officer's entire record, emphasizing particularly the period when the officer was out of the line of promotion. The board should compare performance evaluation reports for that period with previous reports to determine whether the officer's performance has improved to the extent he or she now warrants selection on a fully-qualified basis.

14.A.11.g. Finding of Unsatisfactory in Grade

In accordance with 10 USC 12681, 14 U.S.C. 214(c), or 14 U.S.C. 281, as applicable, **the Commandant will** revoke the commissions or vacate the temporary appointments of ensigns in their first three years of commissioned service who fail selection for promotion to lieutenant (junior grade) and whom the selection board determines are performing unsatisfactorily in grade, irrespective of Article 12.A.9. **and 12.A.11**.

14.A.12. Selection Boards for Promoting RPAs

14.A.12.a. Convening a Board

At least annually or when Service needs require, Commander (CGPC) shall convene selection boards to recommend for promotion to the next higher grade Reserve Program Administrators (RPAs) in each grade from lieutenant (junior grade) through commander. A board may consider officers in more than one grade.

14.A.12.b. Board Composition

A board convened to consider RPAs for promotion to the next higher grade shall consist of five or more officers serving in or above the highest grade to which the board may recommend officers for promotion. Three members shall be RPAs. If enough are not available to satisfy this requirement, Commander (CGPC-opm) may reduce the number of RPA members, but the board must have at least one RPA. If no Reserve officer serving on active duty is senior to all officers under consideration, Commander (CGPC-opm) may recall to active duty a retired Reserve officer or one serving on inactive duty senior to all officers the board will consider to serve on the board.

14.A.12.c. Notice of Convening

Commander (CGPC) shall give notice of convening a selection board in the same manner as described in Article 14.A.10.c.

14.A.12.d. Members' Oath

Selection board members shall comply with Article 14.A.10.d.

14.A.12.e. Information Furnished to Boards

Commander (CGPC) shall furnish the appropriate selection boards with this information:

1. The number of officers the board may recommend for promotion to the next higher grade; and

2. The names and records of all officers eligible for the board to consider.

14.A.12.f. Selection Criteria

1. The board uses best-qualified criteria to consider RPAs for promotion to lieutenant and above. However, if the number of officers eligible for selection equals the number to be selected as determined in Article 5.A.6., the board uses fully-qualified criteria.

2. Under fully-qualified criteria, a board recommends for promotion only those RPAs who have demonstrated:

   a. A high degree of personal character and moral integrity and consistently both a well-mannered demeanor and a good military bearing,

   b. Sound competence in the Reserve Administration Program,

   c. Motivation to participate in the Coast Guard Reserve and its programs,

   d. Desire for continued growth and development as an RPA. The board may consider such factors as achievements as a Reserve officer, educational accomplishments, and demonstrated competence in a responsible position within the Reserve program, and

   e. Potential for the additional growth and professional development needed to qualify him or her for assignments to duties and responsibilities in the next higher grade.

14.A.12.g. Reports

1. Each board convened to select RPAs for promotion shall submit a written report signed by its members listing the officers recommended for promotion. If the board selects on a fully-qualified basis, its report shall contain detailed reasons for not recommending an officer for promotion.

2. The board shall certify that in the opinion of at least three members, if it has five, or two-thirds of the members, if the board has six or more, the RPAs recommended are fully qualified or the best-qualified for promotion, as applicable, of those Commander, (CGPC) furnished the board.

14.A.12.h. Submitting Reports

1. Each board shall submit its report to the Commandant, through Commander, (CGPC), for approval, modification, or disapproval. If the board has acted contrary to law or regulation, the Commandant or Commander, (CGPC) shall return the report for appropriate revision and resubmission.

2. When the Commandant approves the report, Commander, (CGPC) promptly disseminates the names of the officers selected to the Service at large.

3. Except as this Article requires, no one shall disclose selection board proceedings to any person not a member of the board.

14.A13. Selection Boards for Promotion of Officers on the Permanent Commissioned Teaching Staff (PCTS) of the Coast Guard Academy

14.A.13.a. Convening of Boards

When one or more members of the PCTS are in the promotion zone, Commander, (CGPC) shall convene a selection board to consider them for promotion to the next higher grade. Separate boards may be convened for each grade if Commander (CGPC) deems it appropriate; otherwise a single board shall act for all grades.

14.A.13.b. Composition of Boards

A board convened to select members of the PCTS for promotion to the next higher grade shall consist of five officers of the regular Coast Guard who are serving in or above the highest grade to which the board may recommend members of the PCTS for promotion. An officer who has served as a member of a board that did not recommend an eligible PCTS officer for promotion may not
serve on a later board that again considers the same officer for promotion to the failed grade. To the extent that qualified members of the PCTS are available, at least two members shall serve as members of the selection board. However, at least one member of the board must be appointed from the ADPL.

14.A.13.c. Oath of Members of Boards

All members of the selection board shall swear that they will, having in view both the special fitness of members of the PCTS and the efficiency of the Coast Guard Academy in the accomplishment of its mission, perform the duties imposed upon them without prejudice or partiality; further, that they will make their recommendations as to selection for promotion in accordance with the standards prescribed in Articles 14.A.13.e. and f. to the best of their ability.

14.A.13.d. Required Documentation

For each PCTS officer being considered for promotion, the officers' official personnel file will serve as the documentation on which the promotion decision will be based. The PCTS officer shall ensure that his/ her Record of Professional Development (Form CG-4082) is updated and accurate.

14.A.13.e. Basis for Recommendation

Each selection board shall recommend for promotion those eligible members of the PCTS whom it considers fully qualified.

14.A.13.f. Performance Standards

1. Typically, faculty at an institution of higher learning are evaluated based on their contributions to teaching, service, and intellectual activities. At the Academy, however, faculty have the additional responsibility of contributing to the development of cadets as Coast Guard Officers. This responsibility is especially important to the role of PCTS. In addition, members of the PCTS are commissioned officers and thus are required to conduct themselves as such. Each performance dimension is discussed in general as follows:

   a. Teaching and advising is the primary emphasis of all CGA faculty. Teaching encompasses course design, project design and supervision, daily class preparation, presentation of course material, assessment and evaluation of student performance, and techniques for motivating students to learn. Successful teachers have excellent skill in analysis and communication and are wholly committed to students and student learning.

   b. Service as in service to the Academy and the greater Coast Guard is expected; opportunities to contribute in this regard are many and varied. Examples of this performance standard include Academic Division leadership positions, major project officer responsibilities, major committee assignments, and Academy as well as Coast Guard related work assignments.

   c. Intellectual activity is a vital and necessary ingredient for a faculty at an institution of higher learning. Expectations for scholarly activity and professional growth depend upon rank and may vary somewhat with individual circumstances, such as seniority at the time of initial appointment and the service commitment of the PCTS member. Intellectual activity is to be interpreted broadly encompassing basic research, applied scholarship, pedagogy, and professional development.

   d. Cadet development is one of the Academy's two primary missions. Thus it is expected that members of the PCTS contribute significantly to the development of cadets as young adults, students, and future leaders. Again, the opportunities to contribute are many and varied. For example, participation in any of the multitude of summer training programs, participation in cadet social and musical activities, acting as a coach to a sporting team or advisor to a cadet club. Additionally, cadet development may manifest itself in the member's teaching, service, and/or intellectual activity. Members of the PCTS are also role models for cadets and junior military faculty. As role models and commissioned officers, they must maintain a high standard of bearing, conduct, integrity, and military professionalism.

2. These performance standards are meant to be flexible enough to capitalize on the strengths of individual members of the PCTS and meet the needs of the Academy as a whole while delineating the fully qualified standards for

promotion. While each of the performance dimensions (teaching, service, intellectual activity, and cadet development and military professionalism) is important, it is neither expected nor desired that every member of the PCTS would focus their efforts in a like manner. For example, a member of PCTS may serve in a variety of Academic Division leadership positions, thus focusing on "service." Another member of the PCTS may be conducting and publishing academic research and thus focusing on "intellectual activity." A third member of the PCTS may provide a more balanced picture of activity. As such, the three members will look very different to the promotion board. All three PCTS officers, however, may be fully qualified for promotion, if there is evidence of performance at or above the fully qualified level in each performance dimension.

3. A PCTS officer normally must be found to be performing at or above the fully qualified level in each performance dimension in order to be selected for promotion to the next grade. The fully qualified performance standards for promotion to each rank are defined more specifically as follows.

14.A.13.g. Performance Standards for Lieutenant/Lieutenant Commander

1. Teaching. Able to teach effectively any lower-level (i.e., introductory) course in the academic specialty.

2. Service. Has contributed to mission accomplishment at the Academy through service. Has demonstrated leadership potential.

3. Intellectual Activity (Lieutenant Commander only). Has demonstrated professional knowledge through participation in terminal degree program. Has demonstrated that the quality of work in terminal degree program to date has been of high quality. Has made progress toward the doctoral degree as contemplated in initial course of study approved by Dean of Academics as discussed in Article 14.A.21.i.

4. Cadet Development and Military Professionalism. Has performed satisfactorily in cadet leadership development and /or summer training activities. Has demonstrated counseling and role modeling skills through academic advising or other mentoring opportunities. Has maintained a high standard of bearing, conduct, and military professionalism.

14.A.13.h. Performance Standards for Commander

1. Teaching. Able to teach effectively any course in the primary academic specialty. Has the ability to serve as course coordinator for multi-section courses. Has served as an effective mentor for junior faculty members.

2. Service. Has continued to contribute to the Academy through service. Has demonstrated leadership potential through development and rational presentation of original ideas for the improvement of the Academy.

3. Intellectual Activity. The PCTS officer has met the timetable for completion of the terminal degree as approved by the Dean of Academics as set forth in Article 14.A.21.i. In addition, the PCTS officer is active in the academic community. Examples of intellectual activity include but are not limited to presentations at seminars, academic conferences, an approved dissertation proposal, a completed dissertation, and publications in academic and/or practitioner journals.

4. Cadet Development and Military Professionalism. Has participated in cadet leadership development and/or summer training activities. Has demonstrated counseling and role modeling skills through academic advising or other mentoring opportunities. Has continued to maintain a high standard of bearing, conduct, and military professionalism.

14.A.13.i. Performance Standards for Captain

For selection to captain, the member must satisfy the following performance standards. In addition, the member should be recognized as outstanding in either teaching, service, or intellectual activities as per the criteria specified below.

1. Teaching. Recognized as a teacher who promotes creative and active learning in students by cultivating critical thinking and improving the overall quality teaching and learning at the Academy. Has a demonstrated record of success in guiding and evaluating junior faculty members. Outstanding: Has demonstrated professional knowledge through design of new courses and suggestions for curricula revision. Has made a significant impact on other faculty by fostering the art of teaching. Recognized by students as a superior teacher.

2. Service. Has served successfully in significant leadership positions, such as Section Chief, Assistant Dean, Assistant Department Head, project officer for major Academy event, or chairperson of a major faculty committee. Has demonstrated potential for future service as Department Head or equivalent position of academic leadership. Outstanding: Has demonstrated clear potential for positions of the highest leadership in the Academic Division through successful service in a significant service role. Examples include but are not limited to serving as Associate Dean, Director of Academic Advising, and Section Chief.

3. Intellectual Activity. Has earned terminal degree. Has shown evidence of continued and varied intellectual activity. Examples include but are not limited to conference proceedings, conference presentations, conference participation, book reviews, and intellectual service (e.g. journal editor/ reviewer). Outstanding: Has demonstrated exceptional competence in academic specialty through publication of original research. Examples include but are not limited to books, monographs, and peer-reviewed journal articles. To merit outstanding, the intellectual activity must be subject to external peer review.

4. Cadet Development and Military Professionalism. Has continued to demonstrate support for cadet development programs through participation and/or supporting actions. Has continued to maintain a high standard of bearing, conduct, and military professionalism. It is expected, however, that as a member of the PCTS becomes more senior, his/her cadet development activities will be more concentrated in "teaching" and "service" versus specific cadet professional development programs. Thus no "outstanding" criteria are specified for this performance dimension.

14.A.13.j. Submission of Reports of Boards

1. The selection board shall submit a report as outlined in Article 14.A.5.e. to Commandant via Commander (CGPC) and the Assistant Commandant for Human Resources for approval, modification, or disapproval. If the board has acted contrary to law or regulation, Commander (CGPC) shall return the report for reconsideration, revisions, and resubmission.

2. After approval of the report by the Secretary, the officers concerned shall be promptly notified of the board's action.

3. Except as required by this article the proceedings of the selection board shall not be disclosed to any person not a member of the board.

14.A.13.k. Consideration by Second Board

A second board convened as described in Article 14.A.13.a. shall consider a member of the PCTS who is out of the line of promotion. No officer who was a member of the first board may serve on the second board to consider the same officer.

14.A14. Selection Boards for Promoting Retired Officers Recalled to Active Duty

14.A.14.a. Convening Boards

When one or more retired officers recalled to active duty are eligible for promotion under Article 5.A.8., Commander, (CGPC) convenes a selection board to consider promoting them to the next higher grade. If Commander, (CGPC) deems this appropriate, he or she may convene separate boards for each grade; otherwise, a single board acts for all grades.

14.A.14.b. Composition of Boards

The board consists of five active duty Coast Guard officers serving in or above the highest grade to which the board may recommend retired officers recalled to active duty for promotion. An officer who has served on a board that failed to recommend an eligible

recalled retired officer for promotion may not serve on a later board that considers that same recalled retired officer for the same grade.

14.A.14.c. Board Members' Oath

Each selection board member swears he or she will keep in mind both recalled retired officers' special fitness and Coast Guard efficiency and perform the duties imposed on him or her without prejudice or partiality.

14.A.14.d. Selection

Each selection board shall recommend for promotion those eligible recalled retired officers whom it considers fully-qualified for promotion.

14.A.14.e. Submitting Board Reports

1. Each board submits a report as described in Article 14.A.5.d. to the Commandant, through Commander, (CGPC), for approval, modification, or disapproval. If the board has acted contrary to law or regulation, Commander, (CGPC) returns the report for revision and resubmission.

2. After the Commandant approves the report, Commander, (CGPC) promptly notifies the officers concerned of the board's action.

3. Except as this Article requires, no one shall disclose selection board proceedings to any person not a member of the board.

14.A.14.f. Consideration by Second Board

A second board convened under Article 14.A.14.a. and b. considers a recalled retired officer out of line of promotion. No officer who served on the first board can serve on the second board to consider the same officer.

14.A.15. Selection Boards for Officers Recalled from the Temporary Disability Retired List

14.A.15.a. Commissioned Officers

Commissioned officers recalled to active duty from the Temporary Disability Retired List (TDRL) will be placed back on the ADPL and considered for promotion under the usual procedures for officers of their status, except as otherwise defined in Article 1.A.12.b.

14.A.15.b. Chief Warrant Officers

Chief warrant officers recalled to active duty from the TDRL will be considered for promotion under the usual procedures for officers of that status, except as otherwise defined in Article 1.A.12.b.

14.A16. Selection Boards for Promoting the Coast Guard Band Director

14.A.16.a. Convening a Board

When the band director is eligible for selection for promotion, Commander, (CGPC) convenes a selection board to consider promoting this officer.

14.A.16.b. Composition of Board

A board convened to consider the band director for promotion to the next higher grade shall consist of five Regular Coast Guard officers serving in or above the grade to which the board may recommend the director for promotion. No officer who served on a board which failed to recommend the band director for promotion may serve on a later board which again considers the same band director. If reasonably available, a Coast Guard Academy Permanent Commissioned Teaching Staff member shall serve as a board member.

14.A.16.c. Members' Oath

Each board member shall swear to the best of his or her ability to keep in view both the band director's special fitness and the efficiency of the Coast Guard Band; perform the duties imposed without prejudice or partiality; and, further, recommend selection for promotion under the standards prescribed in Article 14.A.16.d.

14.A.16.d. Performance Standards

The selection board shall recommend promoting the band director if it believes he or she is fully qualified for promotion by meeting these standards:

1. A versatile musician.

2. Highly motivated toward the Coast Guard and demonstrates outstanding efforts to enlist highly qualified musicians for assignment to the Coast Guard Band.

3. Instills and maintains a high spirit of professionalism within the band.

4. Demonstrates outstanding leadership qualities and maintains harmonious relationships within the band, the band members' superiors, and the general public.

5. Develops and maintains the Coast Guard Band at peak performance at all times.

6. Although the Coast Guard Band is his or her prime responsibility, demonstrates efficiency in performing assigned collateral duties.

14.A.16.e. Submitting Board Reports

1. The board submits its report as described in Article 14.A.5.d. to the Commandant, through Commander, (CGPC), for approval, modification, or disapproval.

2. After the Commandant approves the report, Commander, (CGPC) promptly notifies the officer concerned of the board's action.

3. Except as this Article requires, no one shall disclose selection board proceedings to any person not a member of the board.

14.A.17. Boards to Designate Reserve Officers as Reserve Program Administrators

14.A.17.a. Convening a Board

As the Service needs require, Commander, (CGPC) convenes a board to consider Reserve officers for designation as Reserve Program Administrators (RPAs) and provisional RPAs for designation as permanent RPAs.

14.A.17.b. Board Composition

The board shall consist of five officers, ADPL and RPA, serving in or above the grade to which the board may recommend RPA applicants.

14.A.17.c. Board Members' Oath

Each board member shall swear to keep in view both RPA's special fitness and the Coast Guard's efficiency and to perform the duties imposed without prejudice or partiality.

14.A.17.d. Information Furnished to Boards

Commander (CGPC) shall furnish the board with this information:

1. The number of Reserve officers the board may recommend for designation as provisional RPAs.

2 The names of provisional RPAs eligible for consideration as permanent RPAs.

3. The names and records of all officers eligible for board consideration.

14.A.17.e. Selection Method

The board shall carefully consider applicants' performance of duty, educational background, administrative ability, and personal characteristics and select only those whom it considers fully qualified and will be successful in this occupation. If more fully qualified applicants for designation are available than vacancies, Commander (CGPC) shall instruct the board to select on a best-qualified basis.

14.A.17.f. Submitting Board Reports

Each board shall submit a report as outlined in Article 14.A.6.c. to the Commandant through Commander (CGPC) for approval. If the board has acted contrary to law or regulation, the Commandant or Commander (CGPC) shall return the report for revision and resubmission. Commander (CGPC) notifies applicants as soon as possible after the Commandant has approved the board recommendation.

14.A.17.g. Designation

All selected applicants are initially designated as provisional RPAs. After they complete their two-year extended active duty requirement, their designation is removed if a board does not select them as permanent RPAs; Article 1.B.3.i.

14.A.18. Selection Boards for Promoting Chief Warrant Officers

14.A.18.a. Convening Selection Boards (10 USC 573)

When Service needs require, the Secretary convenes a selection board to recommend eligible active duty warrant officers for promotion.

14.A.18.b. Board Membership (10 USC 573)

The board consists of at least five ADPL officers serving in a permanent grade above lieutenant commander. Commander (CGPC-opm) may assign warrant officers senior in grade to those under consideration as additional selection board members.

14.A.18.c. Board Members' Oath (10 USC 573(f))

Board members shall comply with Article 5.B.3.f.

14.A.18.d. Information Furnished to Boards (10 USC 576)

Commander (CGPC) furnishes information as indicated in Article 5.B.3.g.

14.A.18.e. Selection Method

The board shall comply with Articles 5.B.3.j. and 14.A.7.guidelines.

14.A.18.f. Submitting Report

The board submits a report as Articles 5.B.3.j. and 14.A.7. describe, with the name of any chief warrant officer it finds unfit or serving unsatisfactorily in his or her present grade, or found not fully-qualified to serve in the next higher grade, as well as a description of the reasons for each of these findings, for the Commandant's approval or disapproval. If the board has acted contrary to law or regulation, Commander (CGPC) returns the report for revision and resubmission.

14.A.19. Selection Boards to Continue Active Duty Promotion List Captains on Active Duty

14.A.19.a. Convening a Board

At most annually, or less often as Service needs require, the Secretary may convene a board to recommend continuation for active duty ADPL captains who will complete at least three years' service in that grade during the promotion year in which the board meets and whom the Secretary has not approved for promotion to rear admiral (lower half). The board shall not consider officers subject to a 30-year mandatory retirement under 14 USC 288 during the promotion year in which the board meets (14 USC 289).

14.A.19.b. Board Composition

The continuation board consists of at least six officers in the permanent grade of rear admiral (lower half) or rear admiral (14 USC 289).

14.A.19.c. Convening Notice

Before the continuation board convenes, Commander (CGPC) notifies the Service at large of the convening date, the continuation zone the board will consider, officers eligible for consideration, and the number of officers the board may recommend for continuation (14 U.S.C. 289(d) and 14 U.S.C. 253).

14.A.19.d. Continuation Zone

Before convening a continuation board under Article 14.A.19.a., the Secretary establishes a continuation zone of ADPL captains eligible for consideration for continuation on active duty who previously were not placed in a continuation zone convened under 14 U.S.C. 289.

14.A.19.e. Communicating with the Continuation Board

Officers in the continuation zone may communicate to the President of the continuation board Article 5.A.4.e. provisions apply. (14 U.S.C. 289(d) and 14 U.S.C. 253)

14.A.19.f. Continuation Board Members' Oath

Continuation board members shall comply with Article 14.A.10.d. (14 U.S.C. 289(d) and 14 U.S.C. 254)

14.A.19.g. Information Furnished to Continuation Boards

Commander (CGPC) shall furnish the continuation board with this information:

1. The names and records of all officers eligible for consideration in the established continuation zone (14 U.S.C. 289(d) and 14 U.S.C. 258).

2. The number of officers the board may recommend for continuation on active duty (14 U.S.C. 289(c)). This number shall be no fewer than 50 percent of the number considered.

14.A.19.h. Selecting the Number of Officers Recommended for Continuation

1. The board shall select the number the Secretary directs from the designated continuation zone those officers who in its opinion are best-qualified to continue on active duty (14 U.S.C. 289(c)).

2. When deliberating the board shall adhere to both the general criteria this Article establishes for all personnel boards and the following specific procedures (14 U.S.C. 289(e)).

   a. The board shall divide itself into two equally-sized, or as nearly so as possible, panels with each member on one.

   b. Each panel independently considers the records of each officer in the continuation zone, recommends the number of officers the Secretary has directed for continuation, and lists those recommended for continuation.

   c. The two panels then meet jointly to compare their recommendations. If both panels recommend an officer for continuation, the board recommends the officer or if neither recommends an officer, the board does not recommend the officer.

   d. The board then jointly considers those officers one panel but not the other recommends. A panel may recommend to continue an officer only if at least a majority of the panel members recommends him or her. The board

recommends an officer for continuation only if at least two-thirds of the board members recommend him or her.

14.A.19.i. Submitting Continuation Board Reports

1. The continuation board shall submit a report, described in Article 14.A.6.c., to the Secretary. If the board has acted contrary to law or regulation, the Secretary returns the report for proceedings in revision and resubmission. After final review the Secretary submits the board report for the President's approval.

2. On Presidential approval, Commander (CGPC) promptly disseminates the names of the officers the board selected for continuation on active duty to the Service at large.

3. Except as this Article requires, no one shall disclose board proceedings to any person not a member of the board. (14 U.S.C. 289).

14.A.20. Selection Board to Continue RPA Captains on Active Duty

14.A.20.a. Convening a Board

The Commandant may convene a board annually**,** or less often **as Service needs require,** to recommend for continuation on active duty those RPA captains who will complete at least three years of service in that grade during the promotion year in which the board meets and who previously were not considered for continuation. **The board shall not consider officers subject to mandatory retirements under either 14 U.S.C. 742 or Article 12.C.7.e. during the promotion year in which the board meets.** A board normally convenes if:

1. Commander (CGPC) does not expect a sufficient number of vacancies at captain to permit promoting those RPAs on the selection list for that grade as of the dates their running mates are promoted as described in Article 5.A.6.a., or

2. The needs of the Service otherwise require it.

14.A.20.b. Board Composition

A board convened to consider RPA captains for continuation on active duty consists of five or more officers who serve as captain or above who previously have been continued. Three members shall be RPAs, but if a sufficient number of RPAs is not available to satisfy this requirement, Commander (CGPC) may reduce the number of RPA members to at least one. If no Reserve officer serving on active duty is senior to all officers considered for continuation, Commander (CGPC-opm) recalls a retired or inactive duty Reserve officer senior to all officers the board will consider to active duty to serve on the board.

14.A.20.c. Convening Notice

Before the continuation board convenes, Commander (CGPC) notifies the Service at large of the convening date, the composition of the continuation zone, and the number of officers the board may recommend for continuation.

14.A.20.d. Continuation Zone

Before convening a continuation board, Commander (CGPC) establishes a continuation zone of RPA captains who will have completed at least three years' service in that grade during the promotion year in which the board meets. The zone consists of the most senior RPA captains on active duty eligible but not previously considered for continuation.

14.A.20.e. Communicating with the Continuation Board

Officers in the continuation zone may communicate to the President of the continuation board. Article 5.A.4.e. applies.

14.A.20.f. Continuation Board Members' Oath

Continuation board members shall comply with Article 14.A.10.d.

14.A.20.g. Information Furnished to Continuation Boards

Commander (CGPC) furnishes this information to the continuation board:

1. The names and records of all officers eligible for consideration in the established zone.

2. The number of officers the board may recommend for continuation on active duty. This number shall be fewer than 100 percent, but not fewer than 50 percent of the number considered.

14.A.20.h. Selection

The board shall select from the designated continuation zone those officers who in its opinion are best-qualified to continue on active duty.

14.A.20.i. Submitting Continuation Board's Reports

1. The continuation board submits a report as outlined in Article 14.A.6.c. to the Commandant, through Commander (CGPC). If the board has acted contrary to law or regulation, the Commandant returns the report for revision and resubmission.

2. On the Commandant's approval, Commander (CGPC) promptly disseminates the names of the officers the board selected for continuation on active duty to

the Service at large.

3. Except as this Article requires, no one shall disclose board proceedings to any person not a member of the board.

14.A.21. Screening, Selection, and Appointment of Officers to the Permanent Commissioned Teaching Staff (PCTS) of the Coast Guard Academy

14.A.21.a. Convening a Panel (14 U.S.C. 188)

As Service needs require, panels will be convened to consider applicants for appointment as members of the Coast Guard Academy's Permanent Commissioned Teaching Staff (PCTS). CGPC will solicit applications through an ALCOAST and other publications deemed necessary to broaden the pool of qualified candidates. All applications received will be processed by CGPC to ensure each applicant has submitted all the required information.

14.A.21.b. Selection Method

1. Initially, applicants will be considered by a panel convened at CGPC. CGPC, with the concurrence of the Superintendent, shall prepare a panel precept, which will include, but may not be limited to, the following criteria: knowledge in the discipline, teaching/presentation skills, potential for further growth as an educator, scholar, administrator and role model, and ability to contribute to cadet life outside the classroom. The precept will also mandate adherence to the Coast Guard's Equal Opportunity policy. The panel will evaluate all applicants and will choose the ones they deem best qualified. The panel will then reconvene at the Coast Guard Academy to further evaluate the best qualified applicants through interviews as well as teaching/presentations and subject matter expertise demonstrations. In a report to the Superintendent, via the Dean of Academics, the panel shall recommend a final list of those candidates determined to be best qualified for the PCTS position. The Superintendent shall recommend a preferred candidate for PCTS to the Commandant via Commander, CGPC and the Assistant Commandant for Human Resources. The Superintendent shall include a prioritized list of an appropriate number of alternates.

2. The Commandant is the approving official on the selection.

14.A.21.c. Panel Composition

The panel shall consist of five or more members to include: the Associate Dean, the Head of the Academic Department in which the appointment will be made or the respective Section Chief, an officer from Commander (CGPC-opm), a representative from the program manager's office most closely concerned with the discipline in which the PCTS selectee will teach, and additional members

designated by the Superintendent. At least two panel members shall be members of the PCTS. Typically, the panel includes at least one faculty member from another academic department. All members of the panel must be senior to the applicants.

14.A.21.d. Panel Convening Notice

A solicitation message released by Commander (CGPC) will announce the convening of a panel to fill authorized PCTS vacancies.

14.A.21.e. Panel Members' Oath

Panel members shall swear or affirm that they will, without prejudice or partiality, and having in view both the special fitness of officers and the efficiency of the Coast Guard Academy, perform the duties imposed upon them.

14.A.21.f. Information Furnished to Panel

Commander (CGPC) shall furnish the service records (if applicant is a military member) and applications of all the qualified candidates responding to the solicitation.

14.A.21.g. Selection Criteria

1. The PCTS of the Coast Guard Academy exists to support the mission of providing teaching expertise and leadership in the academic division. Members of the PCTS should be models of academic, leadership and professional excellence. The military component of the PCTS complements the civilian and rotating military components of the faculty. PCTS applicants

   a. must possess at least a master's degree in the discipline or other closely allied discipline associated with the PCTS vacancy;

   b. must demonstrate capacity to complete the terminal degree in a timely manner;

   c. must possess the teaching and presentation skills necessary for success in the classroom as well as in other professional venues (two years of teaching experience is desired but is not required);

   d. must have the potential for growth as a leader, educator, scholar, administrator and role model. Applicants must have the potential to become competitive for the position of academic department head;

   e. must have the desire and ability to contribute to cadet life and development in non-academic areas; and

f. will normally be in grades O-2 through O-4, if the applicant is already a commissioned officer.

14.A.21.h. Reports

1. The panel shall submit a report as outlined in Article 14.A.6.c (applicable subparagraphs 1 through 3 and 6) to Superintendent, Coast Guard Academy, via the Dean of Academics, for further consideration. If the panel has acted contrary to regulation, the Superintendent shall return the report for revision and resubmission. The panel shall certify that in the opinion of at least a majority of the members, the candidates recommended for designation were selected on a best qualified basis.

2. After reviewing the recommendation of the panel, the Superintendent, Coast Guard Academy will forward his or her preferred candidate to Commandant (G-C) via Commander (CGPC) and Commandant (G-W).

3. When the Commandant approves the report, Commander (CGPC) shall promptly disseminate the name(s) of the individual(s) selected for designation to the PCTS to the Service at large.

4. Except as this Article requires, no one shall disclose panel proceedings to any person not a member of the panel.

14.A.21.i. Plan of Study

1. Upon selection for the PCTS, a candidate who does not already hold the terminal degree will, in consultation with their Department Head and with due regard for the requirements of the academic discipline and the contemplated graduate programs, design a Plan of Study for completion of the degree.

2. The Plan of Study will include processes for selection of graduate programs and detailed timetables for the completion of course work and qualifying examinations, preparation of the dissertation prospectus, and research and writing of the dissertation.

3. The Plan of Study must be approved by the Dean of Academics, who will keep the document on file. Timely progress toward completion of the terminal degree, as outlined in the Plan of Study, will be evaluated annually as part of the officer’s regular Officer Evaluation Report.

4. In consultation with the Department Head and with the approval of the Dean of Academics, a PCTS officer may revise the Plan of Study if such revision becomes necessary during the officer’s course of study.

14.A.21.j. Probationary Period

Each person who is selected to the PCTS will normally complete a two-year probationary period before being permanently appointed. If an officer has successfully served at the Coast Guard Academy for two years or more, the Superintendent may recommend that the probationary period be waived. During the probationary period, the officer must demonstrate the capacity to complete the terminal degree, the skills of an excellent teacher, and the willingness to contribute to the professional development of cadets. Following successful completion of the probationary period, the officer shall be sworn into the PCTS. If, at the end of the probationary period, the Superintendent deems the officer has not demonstrated the capacities required above, the officer will not be sworn into the PCTS.