

How do I receive retirement orders?

- You submit a request for voluntary retirement to CG PSC-epm-1 via your chain of command in the format provided in Article 1.C.11.a of the Military Separations Manual, COMDTINST M1000.4.
- Requests will be approved based upon Service needs.
- If the retirement is approved more than one-year in advance it will be placed in an 'In Process' stage in Direct Access. You, via your chain of command, will receive a memorandum from CG PSC-epm-1 regarding the approval. Once the retirement is within one-year, CG PSC-epm-1 will approve a separation authorization for retirement in Direct Access which will generate the retirement orders. The retirement orders will be available in the Direct Access Airport Terminal at this time. Both your command office and your command's Servicing Personnel Office (SPO) should note receipt of the orders in their scheduled review of the Direct Access Airport Terminal.
- If the retirement is approved in a year or less in advance it will be placed in an 'Approved' stage in Direct Access. CG PSC-epm-1 will approve a separation authorization for retirement in Direct Access at which time the retirement orders will be generated and available in the Direct Access Airport Terminal. Both your command office and your command's Servicing Personnel Office (SPO) should note receipt of the orders in their scheduled review of the Direct Access Airport Terminal. CG PSC-epm-1 will not generate a separate memorandum to you regarding the approval.
- Disapprovals will be processed in Direct Access and you, via your chain of command, will receive notification by a separate memorandum.

If I'm planning to retire from the Coast Guard, when can I submit my request for retirement?

- You may submit your retirement request to Commander (PSC-epm-1) not more than two years or less than six months before your desired retirement date.
- If your request is received more than two years in advance from your requested retirement date, it will be returned to you, via your chain of command, with no action taken.
- If your request is submitted in less than six months in advance to the requested retirement date, it will be processed provided the request is endorsed by your command stating that the command can, and is willing to, support a vacant position (gap) resulting from your retirement.

- See paragraph 2.A of ALCGENL 105/08 (*copy provided at the end of these FAQs*) for additional clarification.

If I'm planning to retire from the Coast Guard, on what date should I request to retire?

- If you are eligible to retire, having met all applicable provisions of Article 1.C.11 of the Military Separations Manual, COMDTINST M1000.4 you may request to retire on the first day of any month. However, your requested date to retire should be for the first day of any month between September and December in order to facilitate on site relief efforts during the assignment year (AY).
- If your requested date to retire is for the first day of any month between January and August, your request should contain a command endorsement acknowledging and accepting the position gap resulting from your retirement that will occur outside of the normal retirement window of September thru December.
- See paragraph 2.B of ALCGENL 105/08 (*copy provided at the end of these FAQs*) for additional clarification.

How should I submit my retirement request?

- The preferred method of submitting an enlisted voluntary retirement request is by sending a scanned command endorsed memo with all signatures visible via electronic mail to arl-pf-cgpsc-epm-1-retirements@uscg.mil. Requests submitted via e-mail do not require separate paper-copy sent by mail.
- See paragraph 5 of ALCGENL 105/08 (*copy provided at the end of these FAQs*) for additional information.

What are some common mistakes found by CG PSC-epm-1 when processing retirement requests?

- Request not submitted in the format provided in Article 1.C.11 of the Military Separations Manual, COMDTINST M1000.4.
- Request contains no command endorsement.
- Request not signed or dated by the member.
- Request submitted more than two years out from the requested retirement date.
- Requestor not eligible to retire having completed less than 20 years of active service as of the requested date of retirement.

- Requestor's obligated service requirements not met by requested retirement date. (i.e., obligated service for assignment, advancement, etc.)
- Requestor has a medical board in process.

My Commanding Officer just endorsed my retirement request by signing next to the "Thru:" line. How is this interpreted by CG PSC?

- CG PSC-epm will view this as a favorable endorsement for the content of the memo without comment or qualification.

Can I submit a retirement request without a command endorsement directly to CG PSC?

- No, all requests and amendments require command endorsement.

Why are retirements scheduled at the beginning of the month?

- 5 USC 8301 requires that retirements that are not covered by some other statute are to be executed on the first day of the month. Retirement situations that are not required to be at the beginning of the month are disability retirements and resuming retirement after a recall to active duty.

Where do retirement certificates come from?

- The CG Pay & Personnel Center (RAS) provides the retirement certificate and spouse's certificates prior to member's retirement or departure on leave.

What is a Retirement Processing Point (RPP)?

- The intent of the RPP policy is to help ease the retiring member's "transition" to the area in which he/she desires to retire and are not currently within reasonable commuting distance.
- A RPP is not a PCS transfer nor can you be reimbursed for any costs associated with an RPP.
- The RPP has to be a Coast Guard unit other than the last PDS and it cannot be within the same geographical area of the last PDS but must be within a reasonable commuting distance to the retiring

member's home of selection.

- When approved for a RPP, the retiring member will be directed to report to the Coast Guard unit (RPP) between 12 and 15 working days before the approved effective retirement date.
- See paragraph 3.C of ALCGENL 105/08 and paragraph 3 of ALCOAST 293/08 (***copies provided at the end of these FAQs***) for additional clarification.

Can I request a delay or cancellation of an approved retirement?

- There are provisions in Article 1.C.11 of the Military Separations Manual, COMDTINST M1000.4 which provides guidance on delaying or canceling an approved retirement.
- See paragraph 4 of ALCGENL 105/08 (***copy provided at the end of these FAQs***) for additional clarification.

If I receive new assignment orders, can I request to retire in stead of executing the new assignment orders?

- If you receive new assignment orders during an AY and you are otherwise eligible to retire by your departure date, you may request to retire in lieu of executing orders (RILO).
- You must advise Commander (PSC-epm) by message within 15 days of receiving the new assignment orders in the Direct Access Airport Terminal, and simultaneously submit a request to retire with an effective date of retirement **on or before 1 August** of that AY.

If I am being processed for discharge due to non-compliance with the Coast Guard's weight standards, can I request to retire instead of being administratively discharged?

- As provided in Chapter 3.3.6 of the Weight/Physical Fitness Standards for Coast Guard Military Personnel, COMDTINST M1020.8G, if you are subject to separation due to excessive weight/body fat and you are otherwise eligible to retire, you may request to retire in lieu of an administrative discharge (RILD).
- Your request to RILD should be in the same format provided in Article 1.C.11 of the Military Separations Manual, COMDTINST M1000.4, for requesting retirement with the exception of the subject line and paragraph 1. The subject would be "REQUEST TO RETIRE IN LIEU OF ADMINISTRATIVE DISCHARGE" with paragraph 1 reading "I request

to retire in lieu of administrative discharge.

- Your request will be sent to Commander (PSC-epm-1), along with your discharge package completed by your command.
- If your RILD is approved, your retirement date will be the first of the month, following 20 working days from the date the RILD is approved.

For additional information on retirement processing, please refer to the Coast Guard Pay & Personnel Center's Retirement Processing Web Page at the following link:

- <http://www.uscg.mil/ppc/ras/RetirementProcessing.asp>

ALCGENL 105/08

Subj: PRACTICES AND PROCEDURES FOR VOLUNTARY RETIREMENT REQUESTS BY COAST GUARD ENLISTED PERSONNEL

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FM COMCOGARD PERSCOM ARLINGTON VA//EPM//
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ALCGENL 105/08

SUBJ: PRACTICES AND PROCEDURES FOR VOLUNTARY RETIREMENT REQUESTS BY COAST GUARD ENLISTED PERSONNEL

- A. MILITARY SEPARATIONS MANUAL, COMDTINST M1000.4
- B. COMDT COGARD WASHINGTON DC 171433Z JUN 08 (ALCOAST 293/08)
- C. TITLE 5, U. S. CODE, SECTION 8301

1. THIS ALCGENL IS INTENDED TO ADDRESS COAST GUARD ENLISTED PERSONNEL NON-DISABILITY RETIREMENT PRACTICES AND PROCEDURES OUTLINED IN COAST GUARD POLICY, ART 1.C. OF REF A AND REF B. IT SHOULD HELP CLARIFY ROLES AND RESPONSIBILITIES AMONG MEMBERS REQUESTING TO RETIRE AND COMMANDS ENDORSING REQUESTS TO RETIRE.

2. AN ENLISTED MEMBER'S NON-DISABILITY RETIREMENT OCCURS AT THE DISCRETION OF COMMANDER (CG PSC-EPM). THEREFORE, AN ENLISTED MEMBER'S REQUEST WILL BE CONSIDERED ON THE BASIS OF OVERALL SERVICE NEEDS. IN THE BEST INTEREST OF THE SERVICE A MEMBER'S RETIREMENT DATE MAY BE APPROVED FOR A DATE LATER THAN REQUESTED.

A. THE DECISION TO RETIRE SHOULD NOT BE TAKEN LIGHTLY. IN ORDER TO OPTIMIZE STAFFING THROUGHOUT THE COAST GUARD,

RETIREMENT REQUESTS ARE REQUIRED TO BE SUBMITTED TO ARRIVE AT THE PERSONNEL COMMAND (CG PSC-EPM-1) NO MORE THAN TWENTY-FOUR MONTHS IN ADVANCE OF THE REQUESTED RETIREMENT DATE AND NO LESS THAN SIX MONTHS BEFORE THE REQUESTED RETIREMENT DATE. AS REQUIRED BY REF C, NORMAL VOLUNTARY RETIREMENTS ARE APPROVED FOR THE FIRST OF THE MONTH.

B. SEPTEMBER THROUGH DECEMBER IS THE IDEAL TIME TO SCHEDULE RETIREMENT. NORMALLY ENLISTED RETIREMENTS ARE APPROVED FOR THE FIRST DAY OF ANY MONTH BETWEEN SEPTEMBER AND DECEMBER TO MINIMIZE VACANT (GAP) POSITIONS RESULTING FROM ASSIGNMENT YEAR TRANSFERS. REQUESTS TO RETIRE OUTSIDE THIS WINDOW WILL BE CONSIDERED IF ACCOMPANIED BY A COMMAND ENDORSEMENT CONTAINING AN ACKNOWLEDGMENT AND ACCEPTANCE OF THE POSITION GAP. BY SYNCHRONIZING ENLISTED RETIREMENTS WITH THE ASSIGNMENT CYCLE, CG PSC-EPM STRIVES TO MINIMIZE THE EFFECTS OF ENLISTED RETIREMENTS ON UNIT-LEVEL READINESS AND OTHER MEMBERS.

C. IN ORDER FOR AN ENLISTED MEMBER TO VOLUNTARILY REQUEST TO RETIRE, ALL OBLIGATED SERVICE REQUIREMENTS MUST BE SATISFIED BY THE EFFECTIVE DATE OF RETIREMENT. REQUESTS TO WAIVE THE OBLIGATED SERVICE REQUIREMENTS FOR THE PURPOSES OF VOLUNTARY RETIREMENT ARE RARELY APPROVED.

3. THE DETERMINATION OF THE ADMINISTRATIVE PROCESSING AND ENTITLEMENTS ASSOCIATED WITH RETIREMENT IS CAPTURED ON CG-2045, THE CAREER INTENTIONS WORKSHEET. THE CAREER INTENTIONS WORKSHEET CANNOT BE COMPLETED UNTIL SUCH TIME THE ENLISTED MEMBER HAS AN APPROVED RETIREMENT DATE. ONCE THE CAREER INTENTIONS WORKSHEET IS COMPLETED IN CONNECTION WITH AN APPROVED RETIREMENT DATE, THE COMMANDING OFFICER CAN THEN ADEQUATELY ASSESS READINESS CONCERNS RELATED TO LEAVE AND ADMINISTRATIVE ABSENCES FOR RETIRING MEMBERS.

A. AT THEIR DISCRETION, THE COMMANDING OFFICER MAY GRANT EARNED OR ADVANCE LEAVE ACCOMPANYING RETIREMENT ORDERS. THIS DECISION TO GRANT LEAVE IS THE COMMANDING OFFICER'S ALONE. A RELIEF FOR A RETIRING MEMBER NORMALLY COINCIDES NOT WITH THE DATE THE MEMBER DEPARTS ON LEAVE BUT WITH THE SCHEDULED RETIREMENT DATE. REQUESTS TO DELAY AN APPROVED RETIREMENT IN ORDER TO MAXIMIZE LEAVE ARE NOT APPROVED.

B. AT THEIR DISCRETION, THE COMMANDING OFFICER MAY GRANT ADMINISTRATIVE ABSENCE TO RETIRING MEMBERS TO FACILITATE RELOCATION, I.E. PRE-EMPLOYMENT SEARCH OR HOUSING HUNTING. THE LIMITATIONS, CONDITIONS, AND RESTRICTIONS ARE OUTLINED IN ART. 1.C.1.F OF REF A. THIS ADMINISTRATIVE ABSENCE IS NOT AN ENTITLEMENT AND THE DECISION TO GRANT THIS ABSENCE IS THE COMMANDING OFFICER'S ALONE. REQUESTS TO DELAY AN APPROVED RETIREMENT IN ORDER FOR RETIRING MEMBERS TO CONTINUE HOUSE AND JOB HUNTING ARE NOT APPROVED.

C. THE RETIREMENT PROCESSING POINT POLICY WAS ESTABLISHED TO FACILITATE EFFICIENT RETIREMENT PROCESSING FOR MEMBERS

ASSIGNED OCONUS OR IN FOREIGN COUNTRIES BY RETURNING THOSE RETIRING MEMBERS TO CONUS FOR RETIREMENT PROCESSING WHO DO NOT INTEND TO DESIGNATE THE OVERSEAS AREA AS HOME OF SELECTION AND DO NOT DESIRE TO RETIRE AT THE OVERSEAS DUTY STATION. RETIRING MEMBERS STATIONED IN CONUS OR AT A NON-RESTRICTED DUTY STATION IN A STATE, COMMONWEALTH OR UNITED STATES POSSESSION OUTSIDE CONUS NORMALLY ARE NOT TRANSFERRED TO A NEW PERMANENT DUTY STATION BEFORE RETIREMENT. THE RETIRING MEMBER'S LAST PERMANENT DUTY STATION SERVES AS THE PROCESSING STATION AND THE GOVERNMENT INCURS NO ADDITIONAL EXPENSE IN PROCESSING THE RETIREMENT. HOWEVER UNDER THE PROVISIONS OF THE JOINT FEDERAL TRAVEL REGULATIONS, FOR PERSONAL CONVENIENCE, THESE RETIRING MEMBERS MAY REQUEST AUTHORIZATION FROM COMMANDER (CG PSC-EPM-1) TO UTILIZE A CG SHORE UNIT CONVENIENT TO HIS OR HER DESIGNATED HOME OF SELECTION AS THEIR RETIREMENT PROCESSING POINT UNDER THE CONDITIONS AND RESTRICTIONS OUTLINED IN ART. 1.C.1.E.1 OF REF A.

4. A REQUEST FOR RETIREMENT TRIGGERS TRANSFER AND ADVANCEMENT ACTIONS THAT IF REVERSED HAS THE POTENTIAL OF CAUSING HARDSHIP TO OTHER MEMBERS. THEREFORE, UNLESS A SPECIFIC SERVICE NEED EXISTS AND UNDER THE CONDITIONS SET FORTH IN ART. 1.C.11.C, REQUESTS TO DELAY OR CANCEL AN APPROVED RETIREMENT WILL NOT BE APPROVED.

5. IN OUR CONTINUED EFFORTS TO STREAMLINE THE ENLISTED VOLUNTARY RETIREMENT PROCESS, THIS OFFICE HAS ESTABLISHED AN EMAIL ADDRESS TO WHICH COMMAND ENDORSED VOLUNTARY RETIREMENT REQUESTS CAN BE ELECTRONICALLY SENT. THIS NOT ONLY WILL HELP REDUCE UNIT LEVEL COSTS ASSOCIATED WITH MAILING OF THESE REQUESTS; IT WILL HELP REDUCE DELAYS RESULTING FROM LOCAL MAILING PROCESSES OR LOSS MAIL. THEREFORE, THE PREFERRED METHOD OF SUBMITTING ENLISTED VOLUNTARY RETIREMENT REQUESTS IS BY SENDING SCANNED COMMAND ENDORSED MEMO WITH ALL SIGNATURES VISIBLE VIA ELECTRONIC MAIL TO ARL-PF-CGPSC-EPM-1-RETIREMENTS(AT) USCG.MIL. REQUESTS SUBMITTED VIA EMAIL DO NOT REQUIRE SEPARATE PAPER-COPY SENT BY MAIL. IN ADDITION, ANY ENLISTED RETIREMENT QUESTIONS OR INQUIRIES MAY ALSO BE SENT VIA ELECTRONIC MAIL TO THIS EMAIL ADDRESS.

6. FOR ADDITIONAL QUESTIONS OR CLARIFICATION TO THIS ALCGENL, THE POC IS MR. SID EAGERTON AT (202) 493-1296 OR E-MAIL (GLOBAL). FOR MORE INFORMATION ON VOLUNTARY RETIREMENTS, VISIT CG PSC-EPM-1'S WEB PAGE AT [HTTP://WWW.USCG.MIL/PSC/EPM/EPM1DEFAULT.ASP](http://www.uscg.mil/psc/epm/epm1default.asp).

7. INTERNET RELEASE AUTHORIZED.

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ALCOAST 293/08

Subj: CLARIFICATION OF ENTITLEMENTS AFFORDED RETIRING UNIFORMED SERVICE MEMBERS

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ALCOAST 293/08

COMDTNOTE 1050

SUBJ: CLARIFICATION OF ENTITLEMENTS AFFORDED RETIRING UNIFORMED SERVICE MEMBERS

A. COAST GUARD PERSONNEL MANUAL, COMDTINST M1000.6(SERIES)

B. 5 USC 5534A

1. WITH THE RETIREMENT SEASON UPON US, NOW IS AN APPROPRIATE TIME TO CLARIFY THE ENTITLEMENTS AFFORDED RETIRING UNIFORM SERVICE MEMBERS. THE FOLLOWING INFORMATION SHOULD BE USED AS GUIDELINES AND THE PERSONNEL MANUAL SHOULD BE CONSULTED FOR DEFINITIVE POLICY AND LIMITATIONS.

2. ADMINISTRATIVE ABSENCE: AS PER 7.A.10.A.4 AND 7.A.10.B.12 OF REF A, MEMBERS RETIRING MAY BE GRANTED ADMINISTRATIVE ABSENCE (AA) ONLY TO PARTICIPATE IN JOB SEARCH AND HOUSE HUNTING ACTIVITIES PRIOR TO SEPARATION. PARAGRAPH 12.C.1.F.2 PLACES THE FOLLOWING RESTRICTIONS ON AA:

A. IT MAY BE AUTHORIZED FOR CONSECUTIVE DAYS INCLUDING WEEKENDS AND HOLIDAYS.

B. IT MAY BE TAKEN IN INCREMENTS NOT TO EXCEED 20 DAYS (CONUS) OR 30 DAYS (OCONUS).

C. LIBERTY OR A PERIOD OF COMBINED LEAVE AND LIBERTY IS NOT AUTHORIZED BETWEEN CONSECUTIVE PERIODS OF AA.

3. RETIREMENT PROCESSING POINT: COAST GUARD PERSONNEL COMMAND MAY AUTHORIZE UP TO 15 WORKING DAYS FOR RETIREMENT PROCESSING AT A SHORE UNIT CONVENIENT TO A MEMBERS DESIGNATED HOME OF SELECTION, IF THE RETIREMENT PROCESSING POINT IS A CG UNIT OTHER THAN THE MEMBERS LAST PDS OR ANOTHER CG UNIT WITHIN THE SAME GEOGRAPHIC AREA OF THE LAST PDS. SEE 12.C.1.E OF REF A FOR DETAILS AND RESTRICTIONS.

4. LEAVE IN CONJUNCTION WITH RETIREMENT. AT THEIR DISCRETION, LEAVE GRANTING AUTHORITIES MAY GRANT EARNED OR ADVANCE LEAVE ACCOMPANYING RETIREMENT ORDERS. THE PERIOD FOLLOWING A MEMBERS DEPARTURE FROM HIS OR HER LAST PDS TO HIS OR HER RETIREMENT DATE, WHICH MAY BE A COMBINATION OF AA, PROCESSING POINT (IF AUTHORIZED), AND LEAVE IS OFTEN REFERRED TO AS "TERMINAL LEAVE." TECHNICALLY, ONLY THE LEAVE PORTION CAN BE CONSIDERED "TERMINAL LEAVE."

5. IN ACCORDANCE WITH REF B, A UNIFORMED SERVICE MEMBER MAY BE APPOINTED TO A FEDERAL CIVILIAN OFFICE OR GOVERNMENT POSITION ONLY WHILE ON LEAVE. FOR CLARIFICATION AND TO AVOID CONFUSION, A RETIRING MEMBERS ABSENCES WILL BE ACCOUNTED FOR IN THIS ORDER: AA,

TIME AT A PROCESSING POINT IF AUTHORIZED, AND LEAVE.

6. RDML DANIEL A. NEPTUN, DIRECTOR OF PERSONNEL MANAGEMENT, SENDS.

7. INTERNET RELEASE AUTHORIZED.

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