

## Chapter Overview

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**Introduction**      The objective of this chapter is to provide a concise, user friendly job aid for accessing, separating, or reenlisting a member. This chapter provides checklists, guides, and information required to complete these tasks.

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## Section Overview

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**Introduction** This section will guide you through the process of accessing a member onto active duty.

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### 3.A.1 Process for Accessions

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**3.A.1.1  
Introduction**

The accession process depends on communication between the member, unit, and SPO to ensure a smooth transition into the Coast Guard. This process is broken down into stages based on what needs to be completed and who is responsible.

Note: This process is for prior service members who report directly to their new unit vice attending indoctrination at Cape May.

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**3.A.1.2  
Reference**

(a) [Coast Guard Servicing Personnel Office \(SPO\) Manual, PPCINST M5231.3, Part VIII, Accessions](#)

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**3.A.1.3 Process** This is the process.

Stage	Who Does It	What Happens	Date
1	Member	The Unit should assist the Member in completing the following: <ul style="list-style-type: none"><li>• <a href="#">DD Form 2058, State of Legal Residence Certificate</a></li><li>• IRS W4 Form</li><li>• Appropriate state tax withholding certificate</li><li>• Direct Deposit information</li><li>• <a href="#">CG-2020D (Designation of Beneficiaries)</a></li><li>• <a href="#">CG-2020 (Dependency Worksheet)</a> <i>if member has dependents</i></li><li>• DD-1172 (Application for Uniformed Service Identification Card)</li><li>• DD-1173 (Uniformed Service Identification and Privilege Card) <i>if member has dependents</i></li></ul>	

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**Section A  
ACCESSIONS**

### 3.A.1 Process for Accessions, Continued

#### 3.A.1.3 Process Continued

Stage	Who Does It	What Happens	Date
1 (cont)	Member	<ul style="list-style-type: none"> <li>• Completes SGLV-8286</li> <li>• Completes SGLV-8286A (if member is married)</li> <li>• <a href="#">TSP-U-1</a> (if member desires to participate in TSP)</li> <li>• <a href="#">TDP Enrollment Form</a> (if member has dependents &amp; desires to enroll them in the TRICARE Dental Plan)</li> <li>• DD 2366 (Montgomery GI Bill Election Form) <i>if member is eligible to enroll in MGIB</i></li> <li>• <a href="#">CG-5100 (Officer Uniform Allowance Claim Worksheet)</a> <i>for eligible officers</i></li> </ul>	
2	Unit	Assist member in completing <a href="#">PCS Reporting Worksheet (CG-2005)</a> forward to SPO with other related forms from Stage 1	
3	SPO	<ul style="list-style-type: none"> <li>• Creates PDR</li> <li>• Submits Direct Access transactions: <ul style="list-style-type: none"> <li>Applicant Data</li> <li>Contract Data</li> <li>Hire Applicant</li> <li>Employee Tax Data Information</li> <li>Payment Option Election (Non Self-Service)</li> <li>Enter Family Members/Dependents</li> <li>Enter Emergency Contacts</li> <li>Enter SGLI Election</li> <li>Enter Family SGLI Election</li> <li>Employee Entitlements</li> </ul> </li> </ul> <p><b>Note:</b> For members who are changing components of the Coast Guard with no break in service, the SPO must ensure that a separation transaction in Direct Access has been completed and approved on the member prior to transmitting accession (rehire) transactions.</p>	

**Section A  
ACCESSIONS**

## 3.A.2 Types of Accessions

### 3.A.2.1 Introduction

Accession is the process of establishing personnel and pay records when a member comes on active duty. There are several ways to be accessed and several points where members can be processed.

### 3.A.2.2 Types of accessions

This table describes types of accessions and identifies processing points.

<b>Types</b>	<b>Description</b>	<b>Processing Points</b>
Direct commission	When an officer comes from the civilian sector or other military service and is processed through Direct Commission Officer (DCO) course before departing for their first unit.	Academy
	When an officer comes from the civilian sector, current active duty reserve component member, or other military service and reports directly to their first unit prior to attending the DCO course.	Responsible SPO for designated unit.
Cadet Graduates	When a Cadet graduates from the Academy and becomes an officer.	Academy
Cadet	When a Cadet reports to the Academy.	Academy
Former Cadet with a reserve obligation	Non-Prior service cadets whose appointment is terminated in their junior or senior year are assigned to the Coast Guard Reserve SELRES Transition Pool for 59 days and subsequently assigned to either the IRR or a drilling unit to complete their military obligation.	Academy
Prior service (other than DCO)	When an enlisted member comes from another service and attends Basic Training.	Cape May
	When a member comes from prior CG or CG Reserve and reports directly to a unit without going through basic training.  Note: This includes members who are being discharged from the active duty component of the Coast Guard to be immediately accessed into the reserve component of the Coast Guard and vice versa. The servicing SPO losing the member must submit the discharge transaction in Direct Access and accession transaction within 24 hours.	Responsible SPO for designated unit.
	When a member reports directly to the Individual Ready Reserve (IRR).	Servicing ISC SPO
	If the member enlists in the reserves and attends Cape May as a REBI student.	Cape May
Recruits	When an enlisted member goes to basic training before departing for their first unit.	Cape May

### 3.A.3 Recalled Retired Members

**3.A.3.1 Introduction** The Commandant may direct that a retired member be recalled to active duty. These members may be paid by PPC (ras) or by PPC (mas) through JUMPS depending on the duration of the recall.

**3.A.3.2 Payment Method** Use this table to determine if the member will be paid by PPC (mas) or by PPC (ras).

<b>If the member is</b>	<b>And the duration of the recall is</b>	<b>Then the member is paid by</b>
Immediately recalled to active duty upon retirement (no break in service)	For any period immediately following retirement	<ul style="list-style-type: none"> <li>• JUMPS.</li> <li>• The Assignment Officer issues Recall from Retirement Orders via Direct Access. These orders will generate a P193 JUMPS action and continue the member on Active Duty.</li> <li>• No need to retire member.</li> </ul>
Recalled to active duty after a break in active duty service of more than 24 hours	For any period	<ul style="list-style-type: none"> <li>• JUMPS.</li> <li>• CGPSC (OPM/EPM) creates orders.</li> <li>• SPO creates contract data and PCS endorsements to rehire the member.</li> </ul>
Recalled from RET-2 status	For any period	<ul style="list-style-type: none"> <li>• The CGPSC (OPM/EPM) Assignment Officer issues orders to the member (copy to PPC (ras)).</li> <li>• PPC (ras) changes member's Training Pay Category (R910 transaction) to make the member's records available to the SPO in Direct-Access</li> <li>• The SPO records the member's active duty in Direct Access using the Reserve Orders module.</li> </ul>
Recalled from RET-1 status	For any period	<ul style="list-style-type: none"> <li>• Contact PPC Customer Care for guidance.</li> </ul>

**Section A**  
**ACCESSIONS**

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**Section B**  
**SEPARATIONS**

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## Section Overview

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**Introduction** This section prescribes procedures for separating members on active duty. This includes Reservists on long-term active duty orders for 140 days (ADT)/181 days (ADOT) or more or serving on an involuntary recall to active duty under 10 U.S.C. 12302 or 12304.

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## 3.B.1 The Separation Process

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### 3.B.1.1 Introduction

The proper execution of the separation process depends on close communication between all participants. Timely processing of all paperwork and Direct Access data entry is essential to provide the member a smooth transition and to ensure separation payments are made consistent with applicable directives. TONOs are automatically generated when the Separation Orders are entered in Direct Access.

Note: Requests to change the termination date of discharge orders already posted on the Airport terminal to an earlier date may be sent to PPC (ses), by e-mail to [PPC-PF-SES@uscg.mil](mailto:PPC-PF-SES@uscg.mil) or by completing Customer Care trouble-ticket online at <http://www.uscg.mil/ppc/ccb>. If the date needs to be changed to a later date, the request must be made to CGPSC (EPM-1, for enlistd personnel or OPM-1, for officers).

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### 3.B.1.2 References

- (a) [Certificate of Release or Discharge from Active Duty, DD-214, COMDTINST M1900.4 \(series\)](#)
  - (b) SPD Handbook (Distributed by COMDT (CG-1221) to Servicing Personnel Offices)
  - (c) [Military Separations, COMDTINST M1000.4](#)
  - (d) [Coast Guard Servicing Personnel Office \(SPO\) Manual, PPCINST M5231.3 \(series\) \(Part V, Separations\)](#)
  - (e) [Identification Cards for Members of the Uniformed Services, Their Eligible Family Members, and Other Eligible Personnel, COMDTINST M5512.1\(series\)](#)
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### 3.B.1.3 Retention on Active Duty

When a member is retained for any reason beyond the established separation date, documentation submitted to JUMPS to process the original separation must be deleted and modified/replaced with new transactions. This may require action by various sources:

Who	May need to
CGPSC (OPM)	extend an officer's date of separation
Member's SPO	submit a Retained Beyond Normal Expiration of Enlistment (P176) transaction in DA. (Reference (d), page VI-46)
PPC	reopen the member's pay account and reprocess the separation

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### 3.B.1 The Separation Process, Continued

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**3.B.1.4 Types of separations** Separations are classified as *Immediate*, *Priority*, or *Routine*. Each type is defined below.

<b>Type</b>	<b>Description</b>
<b>Immediate</b>	Separations, which must be processed in less than 15 days. Separations require four working days for processing by PPC. This 4-day clock begins once: <ul style="list-style-type: none"><li>• The SPO notifies PPC of the authorization to separate the member. This may require coordination between the unit, SPO, and PPC (ses) to change the member's separation date.</li></ul>
<b>Priority</b>	Separations, which must be processed within a 15 to 30 day period.  Note: If rapid administrative action is required commands (CO/XO) may request Immediate separation processing by contacting PPC (ses) at (785) 339-3551.
<b>Routine</b>	Separations, which can be processed in 30 days or more.  <b>Note:</b> 30 days is the minimum time in which a Routine separation can be processed. In order to avoid delay in the final payment or payment for any leave sold, units/members must submit the <a href="#">Career Intentions Worksheet (CG-2045)</a> to the SPO not later than 60 days prior to the separation date or departure on terminal leave.

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## The Sep3.B.1.1 aration Process, Continued

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**3.B.1.5 Type of separation to use** This table prescribes separation classifications.

<b>IF Separation is</b>	<b>THEN use</b>
due to misconduct and unit commanding officer desires rapid administrative action	Immediate
not due to misconduct, but rapid administrative action is required (Note: The unit CO/XO must request Immediate separation processing by contacting PPC (ses) at(785) 339-3551).	Immediate
for reserve members disenrolling from a class "A" school, officer candidate school, or other training program	Immediate
due to unsatisfactory performance	Priority
due to unsuitability	Priority
due to physical disability	Priority
directed by CGPSC (epm-1) for urgent reasons	Priority
under normal circumstances	Routine

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## 3.B.2 Immediate Separation Processing

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### 3.B.2.1 Introduction

Immediate separations require 4 working days for processing after CGPSC (epm-1) posts the orders on the airport terminal. Immediate separations are often due to misconduct. If a separation is not due to misconduct (would normally be processed as a Priority or Routine separation) but rapid administrative action is required, commands (CO/XO) may request Immediate separation processing by contacting PPC (ses) at (785) 339-3551.

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### 3.B.2.2 References

See 3.B.1.2.

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### 3.B.2.3 Procedure

Procedure required for an Immediate separation.

Day	Who Does It	What Happens
1	CGPSC (epm-1)	<ul style="list-style-type: none"> <li>• Approves separation.</li> <li>• Posts separation orders with the Termination Date, TONO and Accounting Data to the airport terminal. The orders will contain detailed information to enable SPOs to prepare all documents required for separation.</li> </ul>
	UNIT	<ul style="list-style-type: none"> <li>• Ensures member is physically qualified for separation.</li> <li>• Notifies SPO upon receipt of separation authority from CGPSC.</li> </ul> <p><b>Note:</b> For immediate separations requiring less than normal processing time, a signed CG-3307 (<a href="#">SEP-01 Agree to withholding of final pay on sep date</a>) by the member (see Enclosure 6 of this manual, CG-3307's for Separation (SEP-1)) shall be faxed to (785-339-3784) PPC (ses).</p>
T H R U	SPO	<ul style="list-style-type: none"> <li>• Sends Urgent E-mail to <a href="mailto:PPC-PF-SES@uscg.mil">PPC-PF-SES@uscg.mil</a> on Day One with pertinent information using the format provided in <a href="#">Exhibit 3.B.1</a>.</li> <li>• SPOs must contact PPC (ses) to request approval of immediate separations</li> <li>• SPOs must contact PPC (ses) to request a change to member's termination date set in Direct Access.</li> </ul>
		<p><b>Note:</b> E-mail must be routed through and released by the SPO supervisor (with "By direction" authority).</p>
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## 3.B.2 Immediate Separation Processing, Continued

### 3.B.2.3 Procedure, continued

Day	Who Does It	What Happens
1	PPC (ses)	<p>Upon receipt of the SPO's E-mail.</p> <ul style="list-style-type: none"> <li>• Calculates the final pay due the member.</li> <li>• Sends E-Mail to the SPO with the required data to complete block 18 (remarks) of the DD-214, (if applicable) relative to payment of disability severance pay, the SRB recoupment endorsement on the reverse side of the DD-214 (if applicable) and the amount of payment authorized.</li> </ul>
T H R U  3	SPO	<ul style="list-style-type: none"> <li>• Prepares the DD-214</li> <li>• Prepares the appropriate Direct Access separation transactions.</li> <li>• Prepares appropriate separation letter(s) from Enclosure (4) of this manual.</li> <li>• Ensures member receives copy of the Thrift Savings Plan (TSP) Withdrawal Package if they have a TSP account.</li> <li>• Verifies/enters final mailing address in Direct Access.</li> </ul> <p>Note: The mailing address information must be entered and verified in Direct Access to facilitate mailing of the final pay and the end of year mailing of the member's IRS Form W2.</p>
4	UNIT	<p>Delivers the Certificate of Release or Discharge from Active Duty (DD-214), Separation Orders, appropriate travel claim forms, an envelope addressed to PPC (tvl) for liquidation purposes, and the standard separation letter. Collect the member's Common Access Card (CAC) and dependent ID cards; return to the nearest Real-Time Automated Personnel Identification System (RAPIDS) for disposal. The nearest RAPIDS facility can be located at the following website: <a href="https://www.dmdc.osd.mil/rsl">https://www.dmdc.osd.mil/rsl</a>.</p>
	SPO	<p>NLT the effective date of separation, transmits the separation transaction. Discharges can be approved 14 days before the effective date. RELADs and Retirements can be approved 14 days before the date to depart on terminal leave or the effective date if no leave is taken.</p>

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### **3.B.3 Priority Separation Processing**

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**3.B.3.1 Introduction** Priority separations require 15 working days for processing. Therefore, to allow for weekends and holidays, the effective date of separation will be 21 days after CGPC (epm-1) posts the orders on the airport terminal.

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**3.B.3.2 References** See 3.B.1.2

**3.B.3.3 Procedure** Procedure required for a Priority separation.

<b>Day</b>	<b>Who Does It</b>	<b>What Happens</b>
1 T H R U	CGPSC (epm-1)	<ul style="list-style-type: none"><li>• Approves separation.</li><li>• Posts separation orders with the Termination Date, TONO and Accounting Data to the airport terminal. The orders will contain detailed information to enable SPOs to prepare all documents required for separation.</li></ul>
	UNIT	<ul style="list-style-type: none"><li>• Ensures member is physically qualified for separation.</li><li>• Notifies SPO.</li></ul> <p><b>Note:</b> For Priority separations requiring less than normal processing time, a signed CG-3307 (use (SEP-1) in Enclosure (6) of this manual) must be faxed (785-339-3784) to PPC (ses).</p>
	SPO	<p>Sends Urgent E-mail to <a href="mailto:PPC-PF-SES@uscg.mil">PPC-PF-SES@uscg.mil</a> on Day One with pertinent information using the format provided in <a href="#">Exhibit 3.B.1</a>.</p> <ul style="list-style-type: none"><li>• SPOs must contact PPC (ses) to request approval of priority separations</li><li>• SPOs must contact PPC (ses) to request a change to member's termination date set in Direct Access.</li></ul> <p><b>Note:</b> The E-mail must be routed through and released by the SPO supervisor (with "By direction" authority).</p>

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**Section B  
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### 3.B.3 Priority Separation Processing, Continued

3.B.3.3 Procedure (continued)

Day	Who Does It	What Happens
1 T H R U 9  (Cont.)	PPC (ses)	<p>Upon receipt of the SPO's E-mail.</p> <ul style="list-style-type: none"> <li>• Calculates the final pay due the member.</li> <li>• Sends E-Mail to the SPO with the required data to complete block 18 (remarks) of the DD-214, (if applicable) relative to payment of disability severance pay, and the amount of payment authorized.</li> <li>• Schedules a special payment through Treasury to ensure member receives final separation pay on his/her separation date.</li> </ul>
	SPO	<ul style="list-style-type: none"> <li>• Prepares the DD-214</li> <li>• Prepares the appropriate Direct Access separation transactions.</li> <li>• Prepares appropriate separation letter(s) from Enclosure (4) of this manual.</li> <li>• Ensures member receives copy of the Thrift Savings Plan (TSP) Withdrawal Package if they have a TSP account.</li> <li>• Verifies/enters final mailing address in Direct Access.</li> </ul> <p>Note: The mailing address information must be entered and verified in Direct Access to facilitate mailing of the final pay and the end of year mailing of the member's IRS Form W2</p>
LAST DAY	UNIT	<p>NLT the effective date of separation or departure on terminal leave, delivers the Certificate of Release or Discharge from Active Duty (DD-214), Separation Order, appropriate travel claim forms, an envelope addressed to PPC (tvl) for liquidation purposes, and the standard separation letter(s). Collect the member's Common Access Card (CAC) and dependent ID cards; return to the nearest Real-Time Automated Personnel Identification System (RAPIDS) for disposal. The nearest RAPIDS facility can be located at the following website: <a href="https://www.dmdc.osd.mil/rsl">https://www.dmdc.osd.mil/rsl</a>.</p>
	SPO	<p>NLT the effective date of separation, or date of departure on terminal leave, transmits the separation transaction. Discharges can be approved 14 days before the effective date. RELADs and Retirements can be approved 14 days before the date to depart on terminal leave or the effective date if no leave is taken.</p>

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## **Exhibit 3.B.1, E-mail Format for Immediate and Priority Separations**

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From: SPO Supervisor  
To: [PPC-PF-SES@uscg.mil](mailto:PPC-PF-SES@uscg.mil)  
Cc: Unit POC  
Subject: SEPARATION FOR \_\_\_\_\_ (NAME/EMPLID) \_\_\_\_\_, USCG(R)

Reference (A): CITE CGPC Separation Summary Authorization

1. CITE TYPE OF SEPARATION: IMMEDIATE, PRIORITY, OR DISABILITY

**NOTE:** The CO/XO must call SES for all Immediate separations unless the member's SPD code ends with one of the following two characters:

FS FU JA JB JC JD JE KA KB KD KF KK KL KM KN KQ NC

2. DATE OF SEPARATION

3. SPD CODE

4. LEAVE INFORMATION (SPO must still input leave transactions)

A. DAYS LEAVE SELLING

B. NUMBER OF DAYS TERMINAL LEAVE TAKING AND THE DATES OF TERMINAL LEAVE

C. NUMBER OF DAYS LEAVE TAKEN AND THE DATES OF LEAVE, NOT POSTED IN RECENTS

D. NUMBER OF DAYS EXCESS LEAVE (Only if allowed by CO)

**NOTE:** Include any leave scheduled to be taken prior to separation. The SPO must still input the leave transaction(s). Enter 'NONE' in each block when not applicable.

5. LOST TIME NOT POSTED IN RECENTS

**NOTE:** Enter 'NONE' when not applicable.

6. PAY ADJUSTMENTS NOT POSTED IN JUMPS:

A. REDUCTION: RATE AND DATE

B. FORFEITURE: AMOUNT AND DATE

C. MUTUAL ASSISTANCE (follow procedures noted on page 9-A-5 of this manual)

D. OTHER INDEBTEDNESS (see page 9-A-4 of this manual prior to transmission of this e-mail)

E. ENTITLEMENTS NOT POSTED IN RECENTS (SPO must still transmit necessary transactions)

F. BONUS PAYMENTS PREVIOUSLY MADE (SRB, SELRES, or Enlistment Bonus)

**NOTE:** Enter 'NONE' when not applicable.

7. FINAL MAILING ADDRESS AFTER SEPARATION AS INDICATED IN DIRECT ACCESS ENTERED THIS DATE IS

8. SPO POINT OF CONTACT (name and phone number)

**NOTE:** When producing this e-mail, ensure each paragraph is typed out entirely (i.e., paragraph 2 would read "Date of Separation: 2010JAN01" vice "2010JAN01"). However, you do not need to include notes.

### **EXHIBIT 3.B.1**

## 3.B.4 Routine Separation Processing

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**3.B.4.1 Introduction** Routine separations occur with sufficient lead-time to allow routine processing.

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**3.B.4.2 References** See 3.B.1.2

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**3.B.4.3 Procedure** Procedure required for Routine separation.

When	Who does it	What happens
At least 180 days prior to Separation	UNIT	Ensures member is physically qualified for separation.
At least 45 days prior to Separation or departure on terminal leave	SPO	Prepares and transmits a Statement of Intent transaction in DA ( <a href="#">See reference (d) for the procedure</a> ).  Note: Failure to submit this document in a timely manner will normally result in delay in final pay or payment for any leave sold. The SPO must notify PPC (ses) if there is any change to the statement of intent. On routine separations, the amount of final pay will appear on the member's prior month LES. <ul style="list-style-type: none"><li>• For routine separations the TONO and Accounting Data are automatically generated when the SPO creates and saves the Direct Access separation orders.</li></ul> For the separation orders follow the guidance on page <a href="#">3-B-13</a> .
Prior to separation	SPO	Verifies the member's leave balance in order to complete block 16 (days accrued leave paid) of the DD-214.

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### 3.B.4 Routine Separation Processing, Continued

#### 3.B.4.3 Procedure (continued)

<b>When</b>	<b>Who does it</b>	<b>What happens</b>
At least 10 days prior to separation	PPC (ses)	Notifies the SPO of the required data to complete block 18 (remarks) of the DD-214 (if applicable) relative to the payment of Severance Pay, Disability Severance Pay, Lump Sum Readjustment Payment or Separation Pay, and the amount of payment authorized.
7 days prior to separation	SPO	If information required for block 18 of the DD-214 (if applicable) has not been received, contacts PPC (ses).
Prior to separation	PPC (ses)	Schedules a special payment through Treasury to ensure member receives final separation pay.
Day of departure from unit for travel or leave in connection with separation	UNIT	Delivers the Certificate of Release or Discharge from Active Duty (DD-214), Separation Order, appropriate travel claim forms, an envelope addressed to PPC (tv1) for liquidation purposes, and the standard separation letter. Collect the member's Common Access Card (CAC) and dependent ID cards; return to the nearest Real-Time Automated Personnel Identification System (RAPIDS) for disposal. The nearest RAPIDS facility can be located at the following website: <a href="https://www.dmdc.osd.mil/rsl">https://www.dmdc.osd.mil/rsl</a> .
	SPO	SPO approves separation transaction in Direct Access: Discharges can be approved 14 days before the effective date. RELADs and Retirements can be approved 14 days before the date to depart on terminal leave or the effective date if no leave is taken
Following separation	PSC	Evidence of case review for separations (see Separation Documents Checklist, Enclosure (3) to PDR Manual, COMDTINST M1080.10(series) where Commander (PSC-EPM, OPM, RPM) is the discharge authority shall be retained locally at PSC for a minimum of three years.

## Exhibit 3.B.2, Cancellation of Document Numbers and Accounting Data

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Separation Document Number and Accounting Data issued to a member who wishes to remain in the service must be cancelled. In this event, the responsible SPO must send a Coast Guard message (not an E-mail) within 48 hours of discovering the need for cancellation to COMDT (CG-12A) with PPC (ses), the order issuing authority (CGPSC epm/opm), and the responsible Transportation Officer as information addressees, requesting cancellation of the Document ID.

The **message** must contain the following information:

- Member's rate/rank, name, EMPLID and unit.
- Document Number and Accounting Data issued; date issued
- Member's scheduled separation date.
- Reason for cancellation request and member's resulting status (e.g. Reenlisted, Extended, Retained). If member is retained provide reason, estimated duration and subsequent status at the end of retention.
- SPO E-mail address.

**NOTE:** Members electing to remain in the service where actions to expend funds have been made (e. g. Shipment of household goods has occurred) shall be counseled on their liability and the applicable recoupment procedures. Such counseling shall be documented and acknowledged by the member's signature on their separation orders.

### Exhibit 3.B.2

## 3.B.5 Preparation of Separation Orders

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### 3.B.5.1 Introduction

After the Document Number and Accounting Data are in the Direct Access Airport Terminal for CGPSC approved separations, the responsible SPO shall issue Separation Orders on a Standard Travel Order for Military Personnel (CG-5131).

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### 3.B.5.2 Special Instructions

Separation Orders shall include the following remark:

“You are directed to submit a Travel Claim to PPC (tv1) within 3 days after completion of the travel under these orders. If you decide to cancel these orders, you are personally liable for the repayment of any funds expended in accordance with these orders.”

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### 3.B.5.3 Statement required should separation be cancelled

If a member elects to remain on active duty after funds have been expended during separation processing, the following amendment to members separation orders shall be made:

#### (Exhibit 3.B.3)

“I acknowledge that I have voluntarily elected to remain on Active Duty after previously starting separation processing, and that I have been counseled concerning my liability to repay any funds expended during my separation processing and the applicable recoupment procedures.”

MEMBER’S SIGNATURE

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## 3.B.6 Enlisted to Cadet Status Processing

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### 3.B.6.1 Introduction

The Academy SPO has the primary responsibility for ensuring a member's pay account in JUMPS is converted to cadet status when an enlisted member is being released from active duty to accept an appointment as a Cadet at the Coast Guard Academy.

The member's SPO has the responsibility to ensure that the member's PCS transfer is handled in a timely and accurate manner.

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### 3.B.6.2 Procedure

When transferring an enlisted member to the Academy for appointment as a Cadet, the member's SPO shall:

- Prepare and transmit the Statement of Intent transaction and verify/enter mailing address information in Direct Access at least 45 days prior to the Cadet swearing-in date.
- Approve and endorse the member's PCS orders in Direct Access.
- The Academy SPO will input a Direct Access Discharge transaction to discharge the member from enlisted status, and submit an Accession transaction to enlist the member as a cadet.

Note: Advance Pay cannot be authorized (the member will be separated upon swearing-in as a cadet and would not be able to liquidate an advance).

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**Section B  
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## 3.B.7 Regular Retirement Separations

**3.B.7.1 Introduction** Retirements are normally processed as routine separations

**3.B.7.2 Reference** See 3.B.1.2

**3.B.7.3 Procedure** Procedure required for a retirement.

<b>When</b>	<b>Who Does It</b>	<b>What Happens</b>
At least 60 days prior to: <ul style="list-style-type: none"> <li>• The date the member goes on terminal leave: or,</li> <li>• The effective date of retirement, whichever is earlier</li> </ul>	Member	Submits: Coast Guard & NOAA Retired Pay Account Worksheet and Survivor Benefit Plan Election (CG-4700) to PPC (ras)  <b>Note: <u>AUTOMATIC FULL COVERAGE</u> in the Survivor Benefit Plan (SBP) is elected in the absence of a properly completed CG-4700.</b>  <b>The SPO and/or unit will assist in counseling the member and completing the CG-4700, but ultimate responsibility lies with the member.</b>
Same as above	SPO	Prepares and transmits Statement of Intent (SOI). Verifies/enters mailing address information in Direct Access.
<b>Note:</b> If an SOI has processed in the system by the end-month compute for the month prior to the month of separation, the regular mid-month payment and the final pay, as well as allotments will be paid by JUMPS and the final pay projection will include any leave being sold.		
Prior to separation	SPO	Verifies the member's leave balance in order to complete block 16 (days accrued leave paid) of the DD-214.
<b>Note:</b> The SPO will notify PPC (ses) if there is any change to the information submitted on the Statement of Intent (SOI). On routine separations, the amount of final pay will appear on the member's prior month LES.		
Day of separation	Unit	Delivers the DD-214 and the standard separation letter (from enclosure (4) of this manual).
	Member	Visits the nearest Real-Time Automated Personnel Identification System (RAPIDS) facility for retired ID card. To find the nearest RAPIDS facilities go to the following website: <a href="https://www.dmdc.osd.mil/rsl">https://www.dmdc.osd.mil/rsl</a> .
	SPO	NLT the effective date of terminal leave or date of retirement, if no leave is authorized, transmits the retirement transaction.

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## 3.B.8 Disability Retirement Separations

**3.B.8.1 Introduction** Temporary and permanent disability retirements are retirements that are approved under the physical disability evaluation system. They are processed as priority separations. The retirement date for members in this category will normally be 20 working days after the date CGPSC’s action. Active duty allotments will be paid by JUMPS for the last month of active duty.

**3.B.8.2 Reference** See 3.B.1.2

**3.B.8.3 Procedure** Procedure required for Temporary and Permanent Disability Retirements.

Day	Who Does It	What Happens
0	CGPSC (opm/epm)	Issues message directing temporary or permanent disability retirement.
1	SPO	<ul style="list-style-type: none"> <li>• Sends urgent E-mail message to PPC (ses) with pertinent information using the format provided in <a href="#">Exhibit 3.B.1</a> (Email Format for Separations).</li> <li>• Ensures member has an updated Mailing Address in Direct Access. <ul style="list-style-type: none"> <li><b>Note:</b> The mailing address information must be entered and verified in Direct Access to facilitate mailing of the final pay and the end of year mailing of the member’s IRS Form W-2.</li> </ul> </li> <li>• Prepares the Separation transaction in Direct Access</li> </ul>
2	PPC (ses)	<p>Notifies the SPO of the required data to complete block 18 (remarks) of the DD-214 (if applicable) relative to the payment of Disability Severance Pay, Lump Sum Readjustment Payment or Separation Pay, and SRB recoupment endorsement on the reverse side of the DD-214 (if applicable).</p> <ul style="list-style-type: none"> <li>• Calculates the final pay due the member.</li> <li>• Schedules a special payment through Treasury to ensure the member receives final separation pay on his/her separation date.</li> </ul>

*Continued on next page*

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### **3.B.8 Disability Retirement Separations, Continued**

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#### 3.B.8.3 Procedure, (continued)

<b>Day</b>	<b>Who Does It</b>	<b>What Happens</b>
13	SPO	If the PPC (ses) separation notification is not received at least 7 days prior to the date of separation, contacts PPC (ses). Nonreceipt of this E-mail message is an indication of a problem with the separation processing.
	Unit	On the effective date of retirement, delivers the DD-214 and the standard separation letter (from enclosure (4) to this manual) to the member.
	Member	Visit the nearest Real-Time Automated Personnel Identification System (RAPIDS) facility for retired ID card. To find the nearest RAPIDS facilities go to the following website: <a href="https://www.dmdc.osd.mil/rsl">https://www.dmdc.osd.mil/rsl</a> .
	SPO	NLT the effective date of terminal leave or the date of retirement, if no leave is authorized, approves the retirement separation transaction in Direct Access. Retirements can be approved 14 days before the date to depart on terminal leave or the effective date if no leave is taken.

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## **3.B.9 Checklist for Separations**

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**3.B.9.1 Introduction** This checklist is provided to assist the unit/SPO in completing all necessary tasks required for separating members from active duty. It should be used along with the Checklist for RELAD, Checklist for Discharge, or Checklist for Retirement, as appropriate. This job aid is designed to be reproduced locally.

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- 3.B.9.2 References**
- (a) Military Separations, COMDTINST M1000.4
  - (b) Transition Assistance Program, COMDTINST 1900.2(series)
  - (c) Personnel and Pay Procedures Manual (PPPM), PPCINST M1000.2(series)
  - (d) Certificate of Release or Discharge from Active Duty, DD Form 214, COMDTINST M1900.4(series)
  - (e) Coast Guard Personal Property Transportation Manual, COMDTINST M4050.6
  - (f) Personnel Security and Suitability Program, COMDTINST M5520.12(series)
  - (g) Government Travel Charge Card (GTCC) Program, COMDTINST 4600.14(series)
  - (h) Coast Guard Servicing Personnel Officer (SPO) Manual, PPCINST M5231.3
  - (i) Joint Federal Travel Regulations (JFTR), Vol I (Military)
  - (j) Military Personnel Data Records (PDR) System, COMDTINST M1080.10(series)
  - (k) Identification Cards for Members of the Uniformed Services, their Eligible Family Members, and other Eligible Personnel, COMDTINST M5512.1(Series)
  - (l) Continued Health Care Benefit Program, COMDTINST 1760.7(series)
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*Continued on next page*

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### 3.B.9 Checklist for Separations, Continued

**3.B.9.3**      Action when separating a member.  
**Separation**  
**checklist**

Step	Action	Reference	Date
1	<ul style="list-style-type: none"> <li>• Complete predischage interview 6 months prior to separation date</li> <li>• If member is not recommend or not eligible for reenlistment, complete documentation as required</li> <li>• Transition Assistance Program counseling</li> </ul> <p>Forward the following to the SPO:</p> <ul style="list-style-type: none"> <li>• Preseparation Counseling Checklist for <b>Active</b> Component Service Members (DD-2648).</li> <li style="text-align: center;">OR</li> <li>• Preseparation Counseling Checklist for <b>Reserve</b> Component Service Members Released From Active Duty (DD-2648-1)</li> </ul> <p><b>Note:</b> Upon receipt of the DD-2648, the SPO will prepare and transmit a Direct Access Training file update using School Code 500650</p> <ul style="list-style-type: none"> <li>• CG-3307 with SEP-4 entry completed.</li> </ul>	<p>Ref (a)</p> <hr/> <p>Ref (b)</p> <hr/> <p>(Forms available from PPC’s web site <a href="http://www.uscg.mil/ppc/forms">http://www.uscg.mil/ppc/forms</a>)</p> <hr/> <p>Ref (c), Encl. (6)</p>	
2	Ensure member is physically qualified for separation.	Ref (a)	
3	<p>Notify the CGPSC (epm/opm) assignment officer at least six months prior to date of separation indicating member’s intention to separate. For all members eligible/recommended for reenlistment:</p> <ul style="list-style-type: none"> <li>• Notify the CGRC IN SERVICE TRANSITION TEAM (ISTT) of member’s preferences in regards to a Selected Reserve Unit or Individual Ready Reserve (IRR). Also, include the member’s address and phone number following separation.</li> </ul>		

*Continued on next page*

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3.B.9.3 Separation checklist (**continued**)

<b>Step</b>	<b>Action</b>	<b>Reference</b>	<b>Date</b>
3  C O N T I N U E D	<p>Upon receipt of the notification, a CGRC ISTT representative will contact the member to discuss assignment options and answer questions about participation in the reserve.</p> <p>If agreement is reached on an assignment to a billet in the selected reserve, CGRC ISTT will provide the member's servicing SPO with the information needed to effect the assignment.</p>		
4	Complete follow-up interview at 3 months prior to separation date.	Ref (a)	
5	<ul style="list-style-type: none"> <li>• Complete Career Intentions Worksheet, CG-2045, PCS Departing/Separation Worksheet, CG-2000, and PCS Entitlements Worksheet, CG-2003.</li> <li>• forward worksheets to SPO at least 60 days prior to the separation date.</li> </ul>	(Forms available from PPC's web site <a href="http://www.uscg.mil/ppc/forms">http://www.uscg.mil/ppc/forms</a> )	
6	SPO forward DD-214 WS (worksheet) to the member, via the unit, for review and approval	Ref (d)	
7	If the member is being discharged and desires immediate enlistment in the Coast Guard Reserve, the SPO will complete and forward an Enlistment Contract (DD-4/1), effective the day following discharge, to the unit for administration of the oath and signature (provided the is member is eligible for reenlistment).		
8	Ensure member schedules appointment with servicing transportation office to arrange shipment of household goods.	Ref (e) 1.H.1	

*Continued on next page*

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### 3.B.9 Checklist for Separations, Continued

3.B.9.3 Separation checklist (continued)

Step	Action	Reference	Date
9	Conduct Final Termination Briefing	Ref (f)	
10	Counsel member on separation, <ul style="list-style-type: none"> <li>• Complete CG-3307 entries; see enclosure (6) of this manual for sample entries.</li> <li>• Ensure member receives copy of the Thrift Savings Plan (TSP) Withdrawal Package (<a href="https://www.tsp.gov/PDF/formspubs/tspb02.pdf">https://www.tsp.gov/PDF/formspubs/tspb02.pdf</a>) if they have a TSP account. The member must also complete a <b>TSP Separation Notification</b>, (<a href="http://www.uscg.mil/ppc/forms/tspsepform.pdf">http://www.uscg.mil/ppc/forms/tspsepform.pdf</a>) and forward it to PPC (MAS-TSP) before he/she will be able to withdrawal any funds from the account.</li> </ul>	Ref (a)	
11	Ensure Government Travel Charge Card is turned into coordinator for cancellation.	Ref (g)	
12	Complete CG-3307 ( <b>SEP-21 Counseled on condition of receiving separation pay</b> ) entry for all enlisted members receiving Separation Pay and send a copy by fax to PPC (ses) at 785-339-3784.	Ref (c) Encl (6)	
13	SPO completes Direct Access transactions (Statement of Intent, DD-214 and Discharge or Retirement or RELAD)	Ref (h)	
14	Complete appropriate separation letter(s) from enclosure (4) to this manual.	Ref (c), 3-B-5, 7	
15	Counsel member on separation travel <ul style="list-style-type: none"> <li>• Provide member with travel claim form(s) and instructions for completion.</li> </ul>	Ref (i)	
16	Provide member with pre-addressed envelope to mail travel claims and original separation travel order to PPC (tvl).	Ref (c), 2-B	
17	Review SPO/MED PDR's.	Ref (a)	
18	Distribute PDR's and notify Health Record Custodian (by completing enclosures (3) and (4) to the PDRMAN) to forward MED PDR as appropriate.	Ref (j)	
19	Collect the member's Common Access Card (CAC) and dependent ID cards; return to the nearest Real-Time Automated Personnel Identification System (RAPIDS) for disposal.	Ref (k)	

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## 3.B.10 Checklist for RELAD

**3.B.10.1 Introduction** This checklist provides a job aid to be used when a member is released from active duty (RELAD) and should be used along with the Checklist for Separations. It is designed to be reproduced locally.

**3.B.10.2 Checklist for RELAD** Additional items when releasing a member from active duty.

Step	Action	Reference	Date
1	Complete Continued Health Care Coverage Benefit Program application.	Ref (l)	
2	Complete ID Card(s).	Ref (k)	
3	Counsel member on: <ul style="list-style-type: none"> <li>• Assignment to Selected Reserve (Note: Premiums for SGLI/FSGLI coverage will continue to be deducted for members who affiliate with the SELRES. This can result in a significant debt if the member does not intend to perform regular monthly drills following RELAD. Members who desire to terminate/reduce coverage will be required to meet the “proof of good health” requirement if they desire to reinstate/increase coverage at a later date. See section 5-A of this manual for more information).</li> <li>• Assignment to Individual Ready Reserve</li> <li>• Updating bank account information in Direct Access if the member will be assigned to a drilling status after separation.</li> </ul>		
4	Complete a CG-3307 ( <a href="#">SEP-01 Agree to withholding of final pay on sep date</a> ) if member is not processed for separation under normal circumstances and does not wish to be retained. Notify PPC of Date of Service (Separation Date) and that member signed CG-3307 for waiver.	Ref (c), Encl (6)	
5	Ensure CG Mutual Assistance debts, which are desired to be collected from member’s available pay during separation processing, are reported to the SPO.	Ref (c), 9-A-5	
6	Deliver separation paperwork to member.	Ref (j)	

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## **3.B.11 Checklist for Discharge**

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**3.B.11.1 Introduction** This checklist provides a job aid to be used when a member is discharged, and should be used along with the Checklist for Separations. It is designed to be reproduced locally.

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**3.B.11.2 Checklist for discharge** Additional items when discharging a member.

<b>Step</b>	<b>Action</b>	<b>Reference</b>	<b>Date</b>
1	Notify PPC (ses) (for Immediate or Priority discharges)	Ref (c), 3-B	
2	Complete a CG-3307 ( <a href="#">SEP-01 Agree to withholding of final pay on sep date</a> ) if member is not processed for separation under normal circumstances and does not wish to be retained. Notify PPC of Date of Service (Separation Date) and that member signed CG-3307 for waiver.	Ref (c), Encl (6)	
3	Ensure CG Mutual Assistance debts, which are desired to be collected from member's available pay during separation processing, are reported to the SPO.	Ref (c), 9-A-5	
4	Complete Continued Health Care Coverage Benefit Program application.		
5	Complete appropriate Discharge Certificate.	Ref (a)	
6	Issue Honorable Discharge Button (if applicable).	Ref (a)	
7	If member will be enlisting in the Coast Guard Reserve immediately following discharge, complete an enlistment contract and return to servicing SPO		
8	Deliver separation paperwork to member.		

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## 3.B.12 Checklist for Retirement

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**3.B.12.1  
Introduction**

This checklist provides a job aid to be used when a member retires, and should be used along with the Checklist for Separations. It is designed to be reproduced locally.

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**3.B.12.2  
Checklist for  
retirement**

Additional items when retiring a member.

Step	Action	Date
1	Endorse retirement order  • Forward one copy to the SPO.	
2	Provide the member with PPC's "Retirement Package", which is available from the PPC (RAS) web page at: <a href="http://www.uscg.mil/ppc/RAS/">http://www.uscg.mil/ppc/RAS/</a> . The Retirement Package contains forms and worksheets, which are necessary for establishing the member's retired pay account. The forms must be completed by the member and mailed directly to PPC (RAS).	
3	Ensure the member completes and returns the following forms:  CG-4700, (Coast Guard & NOAA Retired Pay Account Worksheet and Survivor Benefit Plan Election)  and if starting new allotments,  CG-7221, (Retired Allotment Authorization Form)  The member <u>must</u> include a copy of their latest eLES if they are continuing any allotments or direct deposit to same account.  • Administratively review the worksheets, ensuring they are completed in accordance with instructions.  Instructions and worksheets are in the "Retirement Package" on PPC's web site at: <a href="http://www.uscg.mil/ppc/RAS/RetPack.pdf">http://www.uscg.mil/ppc/RAS/RetPack.pdf</a>	

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### 3.B.12 Checklist for Retirement, Continued

#### 3.B.12.2 Checklist for retirement (Continued)

Step	Action	Date	
4	<p>If the member is married,</p> <ul style="list-style-type: none"> <li>Use this table to determine what actions are necessary to comply with the spousal notification/concurrence requirements of the Survivor Benefit Plan (SBP) when a married member elects not to participate or to participate at less than the maximum level in SBP.</li> </ul> <p><b>*Note</b> Whenever a member elects less than the maximum SBP or RC-SBP, the spousal consent signature must be notarized.</p>		
	<b>If the Member and Spouse</b>	<b>And</b>	
	are co-located in the area of the member's duty station and are living together as husband and wife	the spouse concurs with the member's SBP election	<b>Then</b>
		the spouse does not concur with the member's SBP election	the spouse and notary public will complete and sign part VII of the CG-4700
	are not co-located or are not living together as husband and wife		the command will send a letter of notification/concurrence to the spouse as shown in Enclosure (4) page E-4-3 of this manual
	are not living together as husband and wife	and the spouse's whereabouts are unknown and cannot be determined	the command will send a letter of notification/concurrence to the spouse as shown in Enclosure (4) page E-4-3 of this manual
			the member will complete and sign the following statement "The whereabouts of my spouse are unknown to me and have been unknown to me for at least 90 days. I understand that if this statement is later found to be untrue that spouse coverage will be established on the full amount of retired pay with costs and interest collected retroactive to my date of retirement unless my spouse consents otherwise. I understand that any false statement or misrepresentation thereto is a violation of law punishable by fine of not more than \$10,000 or imprisonment of not more than 5 years or both ( <a href="#">18 U.S.C. 1001</a> )".

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### 3.B.12 Checklist for Retirement Continued

3.B.12.2 Checklist for retirement (**Continued**)

Step	Action	Date
5	<p>Forward the following to PPC (ras) at least 30 days prior to retirement or start of terminal leave</p> <ul style="list-style-type: none"> <li>• CG -4700 (four pages) and supporting documents (e.g. Physician's statement for an incapacitated child over age 21)</li> <li>• Copy of latest eLES, if member is continuing any allotments or direct deposit to same account (if changing accounts, new routing transit number and account number must be provided on CG-4700)</li> <li>• CG-7221 if member is starting any new allotments</li> <li>• SBP Spousal notification/concurrence letter, endorsed by spouse and notarized, if a married member elects not to participate in SBP or to participate at less than the maximum level and the spouse does not complete part VII of the CG-4700.</li> <li>• Statement signed by member, attesting that the whereabouts of spouse are unknown, if a married member elects not to participate in SBP or to participate at less than the maximum level and the spouse cannot be located.</li> </ul>	
6	<p>Ensure retirement certificate and spouse's certificates are received from PPC (ras) at least 15 days prior to member's retirement or departure on terminal leave. You may order Retirement Certificates at <a href="http://www.uscg.mil/ppc/ras/retirementprocessing.asp">http://www.uscg.mil/ppc/ras/retirementprocessing.asp</a></p>	
7	<p>Contact CG-1221 if the White House Letter of Appreciation for members retiring with more than 30 years of service has not been received.</p>	
8	<p>Ensure member receives copy of the Thrift Saving Plan (TSP) Withdrawal Package if they have a TSP account. This includes TSP withdrawal forms, the booklet "Withdrawing Your TSP Account After Leaving Federal Service", and the notice "Important Tax Information About Payments From Your TSP Account." See: <a href="http://www.uscg.mil/ppc/forms/tspsepfom.pdf">http://www.uscg.mil/ppc/forms/tspsepfom.pdf</a></p>	
9	<p>Complete retired and dependent ID cards.</p>	

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### 3.B.13 Reserve Retirement Separations

**3.B.13.1  
Introduction**

Reserve retirements are processed by PPC (ras). The two retirement categories are:

- Retirement with Pay (RET-1) for reservists who complete 20 years of satisfactory service and have reached retirement age.
- Retirement Awaiting Pay (RET-2) for reservists who have satisfied all requirements for RET-1, except reaching retirement age.

**3.B.13.2  
Procedure**

Procedure for Retirement With Pay (RET-1)

When	Who does it	What happens
Six months prior to reaching retirement age, usually age 60, if member has 20 years of satisfactory service	PPC (ras)	Notify member in writing by sending an “Information Concerning Retirement With Pay (RET-1)” letter and information about the Reserve Component Survivor Benefit Plan.
After receipt of “Notification of Eligibility Letter” and retirement forms.	Member	Request transfer to RET-1 status by completing forms CG-2055A (Reserve Retirement Transfer Request) and CG-4700 (Coast Guard & NOAA Retired Pay Account Worksheet and Survivor Benefit Plan Election from <a href="http://www.uscg.mil/ppc/forms/">http://www.uscg.mil/ppc/forms/</a> ). Requests must be for a future date and not sooner than three months from submission date to provide sufficient processing time.
<p><b>Note:</b> 1. If the member is in a drilling status the retirement package will be sent to the member’s home address one month prior to age sixty; if the member is not in a drilling status the retirement package will be sent approximately six months prior to the sixtieth birthday.</p> <p>2. If it is determined that member is not eligible for RET-1 status, member will be separated (age waivers to attain eligibility may be requested from and granted by CGPSC (rpm)).</p>		
1 month prior to retirement	PPC (ras)	Forward to member: <ul style="list-style-type: none"> <li>• Retirement Letter</li> <li>• Final Point Statement</li> <li>• Retirement Certificates (if applicable)</li> </ul>
Retirement day	PPC (ras)	Transmit Endorsement on Orders transaction

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### **3.B.13 Reserve Retirement Separations, Continued**

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3.B.13.2 Procedure (**continued**)

<b>When</b>	<b>Who does it</b>	<b>What happens</b>
<p><b>Note:</b> Normally, reservists are voluntarily transferred to RET-2 status upon their request. There is one instance, however, where a reservist may be involuntarily transferred to RET-2 status. If an enlisted reservist has over 20 years satisfactory service, the reservist's enlistment expires, and the reservist fails to reenlist, the reservist may be involuntarily transferred to RET-2 status per Military Separations, COMDTINST M1000.4. In such cases, the reservist's SPO shall notify the CGPSC (rpm-2) that the reservist has failed to reenlist. CGPSC (rpm-2) shall in turn notify PPC (ras). PPC (ras) shall transmit Endorsement on Orders transactions to transfer the reservist to RET-2 status.</p>		

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### 3.B.13 Reserve Retirement Separations, Continued

**3.B.13.D Procedure For RET-2 Status** Procedures for Retirement Awaiting Pay at retirement age (RET-2) followed by Retirement With Pay (RET-1) upon reaching retirement age.

**Note:** These steps apply only to those members who choose RET-2 status rather than continuing to drill.

<b>When</b>	<b>Who Does It</b>	<b>What Happens</b>
After completing 20 years of satisfactory service	PPC (ras)	Sends "20 Year Letter" notifying member of eligibility for RET-2 Retirement. Include Reserve Component Survivor Benefit Plan election forms.
After receipt of "20 year letter".	Member	May request transfer to RET-2 status by completing form CG-2055A from <a href="http://www.uscg.mil/ppc/forms/">http://www.uscg.mil/ppc/forms/</a> . Written requests are submitted to CGPSC (rpm-2) via the unit commanding officer. Requests must be for a future date and not sooner than three months from submission date to provide sufficient processing time.
Upon receipt of request for RET-2 Retirement	CGPSC (rpm-2)	Forwards to PPC (ras).
Upon receipt of request for RET-2 Retirement	PPC (ras)	Forwards to member Retirement Information Package.  <b>Note:</b> Members requesting RET-2 status who are not yet age 60 will receive retirement certificates at this time rather than at age 60 when transferred to RET-1 status.
RET-2 Retirement day	PPC (ras)	Transmits Endorsement on Orders transactions to RET-2 status.
RET-2 Retirement Day	Member	Visit the nearest Real-Time Automated Personnel Identification System (RAPIDS) facility for retired ID card. To find the nearest RAPIDS facility go to the following website: <a href="https://www.dmdc.osd.mil/rsl">https://www.dmdc.osd.mil/rsl</a> .

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**Section C**  
**CONTINUANCE ON ACTIVE DUTY**

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## Section Overview

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**Introduction** This section will guide you through the procedures for reenlisting, extending, or retaining a member.

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**Continuous Pay** Members reenlisting or extending/re-extending an enlistment are not separated from JUMPS on the date of reenlistment or extension/re-extension. JUMPS recognizes this service as continuous and, if all documents are input timely, pay continues uninterrupted.

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**In this section**

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**Section C**  
**CONTINUANCE ON ACTIVE DUTY**

## 3.C.1 Reenlistments and Voluntary Extensions/Reextensions

**3.C.1.1 Introduction** This section will guide you through the process of continuing a member on active duty.

- 3.C.1.2 Reference**
- (a) Enlisted Accessions, Evaluations, and Advancements, COMDTINST M1000.2 (series)
  - (b) [Coast Guard Servicing Personnel Office \(SPO\) Manual, PPCINST M5231.3 \(series\)](#), Part V, Reenlistments and Extensions
  - (c) Military Bonus Programs, COMDTINST M7220.2 (series)
  - (d) Personnel and Pay Procedures Manual (PPPM), PPCINST M1000.2(series)
  - (e) Discipline and Conduct, COMDTINST M1600.2 (series)
  - (f) Military Separations, COMDTINST M1000.4 (series)
  - (g) Coast Guard Pay Manual, COMDTINST M7220.29 (series)

**3.C.1.3 Process** This is the process for Reenlistments and Voluntary Extensions or Reextensions.

When	Who Does It	What Happens
At least 45 days prior to effective date of reenlistment/extension/re-extension	SPO	Prepares and transmits a Statement of Intent (SOI) using Direct Access.
<p>Notes: (1) If an Acceptance of Agreement to Extend/Reextend Enlistment transaction has processed in JUMPS then a Statement of Intent transaction is required to be submitted 45 days in advance only if the member is entitled to an SRB or if the member is selling leave.</p> <p>(2) Failure to submit this document in a timely manner may result in full stoppage of all pay, allowances and allotments.</p>		
Effective date of reenlistment/extension/reextension	SPO	Ensures Reenlistment Contract (DD Form 4/1) or Agreement to Extend/Reextend is signed and then transmits the Direct Access transaction in the Contract Data module.
If applicable	PPC (mas)	Calculates the full amount of Selective Reenlistment Bonus (SRB) and the amount of the initial SRB installment. Inputs any necessary transactions to record the SRB.
If applicable	PPC (mas)	Payment of the initial SRB installment will be included in the first regular pay period following successful processing of the reenlistment, extension or re-extension transaction.
If applicable	PPC (mas)	Payment of any leave being sold will be included in the first regular end-month payment following successful processing of the reenlistment/extension transaction.
<p><b>Note:</b> The documents input by PPC (mas) for credit of the SRB will not process in JUMPS until the reenlistment/extension/reextension document input by the SPO successfully processes. Payment of any leave being sold will be included in the first regular end-month payment following successful processing of the reenlistment/extension transaction.</p>		

## 3.C.2 Checklist for Reenlistment or Extension

### 3.C.2.1 Introduction

This checklist provides a job aid to be used when a unit/SPO is completing necessary tasks for reenlistments or extensions and should be used along with the Checklist for Separations in section B of this Chapter. It is designed to be reproduced locally.

Step	Action	Reference	Date
1	Ensure member meets eligibility requirements.	Ref (a) 1.A.5/1.A.7	
2	Advise member: The saved leave balance and regular leave balance on the effective date of separation. The number of days of leave previously sold during career.	Ref (g), 10-A	
3	Counsel member on SRB program. Early reenlistment can effect SRB.	Ref (c)	
4	Ensure CG-3307 ( <a href="#">SEP-06 Counseled regarding the loss of entitlement to file for U.S citizenship</a> ) entry is completed for citizens of the Republic of the Philippines. This policy does not apply to members who are citizens of the Republic of the Philippines who enlisted on or after 18 September 2008.	Ref (f), 1.B.30.b Ref (d), Encl (6)	
5	Ensure member completes a <a href="#">CG-2045 Career Intentions Worksheet</a> and forwards to SPO.		
6	SPO forwards appropriate documentation to unit for member's signature.		
7	Unit returns signed documentation to SPO for input into Direct Access.		
8	If member intended to discharge and decides to reenlist/extend, ensure member submits new <a href="#">CG-2040 (Allotment Worksheet)</a> (if allotments stop).		
9	Explain Article 137, UCMJ and code of Conduct and types of discharge certificates. Complete Page 7 (CG-3307) entries ( <a href="#">PD-08 UCMJ Code of Conduct Acknowledgement</a> and <a href="#">SEP-03 Types of discharge certificates</a> ).	Ref (e) Ref (f)	
10	Verify U.S. citizenship.	Ref (a)	

*Continued on next page*

### 3.C.2 Checklist for Reenlistment or Extension, Continued

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**3.C.2.2 SRB processing**

Process table for Selective Reenlistment Bonuses.

<b>WHEN</b>	<b>THEN</b>
retention documents submitted by the SPO have successfully processed in JUMPS,	lump sum SRB payments will be processed by PPC within 30 days after receipt and included in the member's first regular payment following successful processing of the reenlistment/extension transaction.

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**3.C.2.3 Rules for payment of lump sum leave upon reenlistment or first extension of enlistment**

See Article 2.A.20, Military Assignments and Authorized Absences, COMDTINST M1000.8 (series) for rules when selling leave upon reenlistment or entering the first extension of an enlistment.

Payment for lump sum leave will be included in the first end month payment following successful processing of the reenlistment/or begin service under first extension transaction.

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**3.C.2.4 Procedures for members with more than 90 days remaining on first enlistment**

Members who desire to sell leave, but are not within 90 days of their normal expiration of enlistment, should enter into an agreement to extend their enlistment to meet the obligated service requirement.

These members will be eligible to sell leave when their first extension of enlistment becomes effective.

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### 3.C.3 Retention of Members in a Pay Status Other than Military Confinement

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**3.C.3.1 Introduction** This includes members retained for reasons of Home Awaiting Orders Status (HOAS), cutter at sea, national emergency, failure to pass separation physical, etc., when stoppage of pay, allowances, and allotments should not occur.

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**3.C.3.2 Reference**

- (a) Military Separations, COMDTINST M1000.4
- (b) Coast Guard Pay Manual, COMDTINST M7220.29 (series), Chap 2-L
- (c) Coast Guard Servicing Personnel Office (SPO) Manual, PPCINST M5231.3 (series), Part V, Reenlistments and Extensions

---

**3.C.3.3 Procedures** Procedures required by the SPO for retention of members in a pay status other than Military confinement.

When	Action
Prior to retention	Review Enlisted Accessions, Evaluations, and Advancements, COMDTINST M1000.2 to determine length of time the enlistment is to be extended.
At least 45 days prior to effective date of retention	Prepare and transmit a Statement of Intent transaction to JUMPS.
<p><b>Notes:</b> (1) In cases of short notice (between 10 and 44 days prior to the retention date) the SPO is required to submit a Statement of Intent (SOI) transaction.</p> <p>(2) In cases less than 10 days prior to retention effective date, the SPO shall notify PPC (SES) in addition to preparing and transmitting an SOI.</p>	
Effective date of retention	Prepare and transmit a new Contract in Direct Access to reflect the new EOE.

---

## 3.C.4 Retention of Members in a Non-Pay Status or in Military Confinement

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**3.C.4.1 Introduction** This includes member involuntarily retained because of military confinement, appellate leave, or any other non-pay status.

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**3.C.4.2 Reference** (a) Military Separations, COMDTINST M1000.4  
(b) Coast Guard Pay Manual, COMDTINST M7220.29 (series), Chap 2-J  
(c) Coast Guard Servicing Personnel Office (SPO) Manual, PPCINST M5231.3 (series), Part V, Reenlistments and Extensions

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**3.C.4.3 Procedures** Procedures required by the SPO for retention of members in a non-pay status or in Military confinement.

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<b>When</b>	<b>Action</b>
Prior to retention	Review reference to determine length of time the enlistment is to be extended.
<b>Note:</b> Do not prepare a Statement of Intent transaction.	
Effective date of retention	Prepare and transmit new Contract in Direct Access to reflect the new EOE.

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### 3.C.5 Active Duty Extensions of Reservists and Recall of Retirees

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**3.C.5.1 Introduction** This includes: Reservists on active duty being paid by JUMPS whose active duty period is extended; regular members retiring and immediately being recalled to active duty, and members currently in a recall from retirement status whose active duty is being extended.

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**3.C.5.2 Procedures** Follow these procedures for all cases of active duty extensions of Reservists and recall of retirees.

- For reservist active duty extensions, the Reserve Orders will be modified and approved.
- For recalled retiree active duty extensions, the assignment officer will create orders and those orders will automatically generate the appropriate Reserve Orders Direct Access transaction (P192), without any action required by the SPO.

<b>When</b>	<b>Who Does It</b>	<b>What Happens</b>
At least 45 days prior to effective date	SPO	Prepares and transmits a Statement of Intent transaction.
30 days prior to effective date	SPO	Modify and approve the member's current Reserve Orders in Direct Access to reflect the new expected Order End Date.
<p>Notes: (1) In cases of insufficient lead time (less than 10 days), the SPO shall notify PPC (ses) via E-mail and provide all relevant information that would have been provided on the Statement of Intent.</p> <p>(2) If the member's active duty is being extended via an amendment to the member's original orders and the Orders Order End Date has been modified and transmitted in Direct Access to reflect the new active duty termination date 45 days or more prior to the member's expected active duty termination date, then an SOI is not required.</p>		

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## 3.C.6 Immediate Enlistment in Coast Guard Reserve upon Discharge from the Regular Coast Guard

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**3.C.6.1 Introduction** Members in the regular Coast Guard being discharged may immediately enlist in the Coast Guard Reserve if they meet eligibility requirements.

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**3.C.6.2 Reference**

- (a) Enlisted Accessions, Evaluations, and Advancements, COMDTINST M1000.2
- (b) Military Bonus Programs, COMDTINST M7220.2
- (c) Coast Guard Servicing Personnel Office (SPO) Manual, PPCINST M5231.3 (series):
  - Part VI, Separations, Chapter 2, Statement of Intent
  - Part VIII, Accessions, Chapter 8, Component Changes

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**3.C.6.3 Definition** The term “Immediate Enlistment” means within 24 hours following separation from the regular Coast Guard.

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**3.C.6.4 Procedures** CG PSC (RPM) must approve the member’s reserve assignment before the member may enlist in the Coast Guard Reserve.

If approved for enlistment in the Coast Guard Reserve the member shall be processed for discharge from the regular Coast Guard using the Routine Separation Procedures listed in Section 3-B of this manual, and rehired into the Coast Guard Reserve by the SPO servicing the member at the time of separation.

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**3.C.6.5 Enlistment in Coast Guard Reserve after 24 hours** Enlistment in the Coast Guard Reserve after 24 hours following discharge from the regular Coast Guard must be processed at a Coast Guard recruiting office.

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## 3.C.7 Immediate Enlistment of Reserve Members on Extended Active Duty in the Regular Coast Guard

**3.C.7.1 Introduction** Coast Guard Reserve members serving on extended active duty of 12 months or more may be authorized to enlist in the regular Coast Guard if they meet eligibility requirements.

**3.C.7.2 Reference**

- (a) Enlisted Accessions, Evaluations, and Advancements, COMDTINST M1000.2
- (b) Military Bonus Programs, COMDTINST M7220.2
- (c) Coast Guard Servicing Personnel Office (SPO) Manual, PPCINST M5231.3 (series):
  - Part VI, Separations, Chapter 2, Statement of Intent
  - Part VIII, Accessions, Chapter 8, Component Changes

**3.C.7.3 Procedures** The member shall be processed for discharge from the Coast Guard Reserve and for enlistment in the regular Coast Guard by the regular SPO handling the member's records, using the following procedures:

When	Who Does It	What Happens
In time to allow approval prior to date of reenlistment	Member	Submits letter request for reenlistment to Commander (CGPSC-EPM) via chain of command as prescribed in the reference.
At least 45 days prior to effective date of separation or departure on terminal leave.	SPO	Prepares and transmits a Statement of Intent (SOI) transaction to JUMPS.
Day of separation or departure on terminal leave	Unit	Delivers DD form 214 to member.
Up to 14 days prior to date of separation	SPO	Approves Transmits a Discharge Separation transaction.
Day following discharge If applicable	SPO  PPC (mas)	Transmits a Rehire transaction.  Calculates the full amount of Selective Reenlistment Bonus (SRB) and the amount of the initial SRB installment. Inputs any necessary transactions to record the Selective Reenlistment Bonus.

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### **3.C.7 Immediate Enlistment of Reserve Members on Extended Active Duty in the Regular Coast Guard, Continued**

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**3.C.7.4  
Reservist not  
on extended  
active duty**

Coast Guard Reserve members who desire to enlist in the regular Coast Guard, and who are NOT currently on extended active duty of 12 months or more, must be processed at a Coast Guard recruiting office.

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## Section Overview

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**Introduction** This section prescribes procedures for separating/discharging Selected Reserve (SELRES). This includes regular Reserve separations, discharges, placement into the Individual Ready Reserve (IRR), Active Status List (ASL), Inactive Status List (ISL), Reservists on long-term active duty orders for 140 days (ADT)/181 days (ADOS) or more or serving on an involuntary recall to active duty under 10 U.S.C. 12302 or 12304.

This section *supplements* the procedures in Section 3-B (Separations) and Chapter 11 (Reserve Mobilization) for SELRES members being discharged from long-term active duty. Ensure the applicable procedures in Section 3-B and Chapter 11 are also followed when discharging a member from active duty.

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### In this section

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3.D.2	SELRES Separations	<a href="#">3-D-3</a>
3.D.3	Procedure for Transfer into IRR, ASL, ISL	<a href="#">3-D-7</a>
3.D.4	Discharge of SELRES for Non-participation	<a href="#">3-D-9</a>
Exhibit 3.D.1	Memorandum 1, Failure to Participate	<a href="#">3-D-13</a>
Exhibit 3.D.2	Attachment for Memorandum 1, Failure to Participate	<a href="#">3-D-14</a>
Exhibit 3.D.3	Memorandum 2, Notice of Intent to Recommend Discharge	<a href="#">3-D-15</a>
Exhibit 3.D.4	Attachment for Memorandum 2, Notice of Intent to Recommend Discharge	<a href="#">3-D-16</a>
Exhibit 3.D.5	Memorandum 3, Recommendation for Discharge – Letter to SELRES	<a href="#">3-D-17</a>
Exhibit 3.D.6	Memorandum 4, Recommendation for Discharge – Letter to PSC-rpm	<a href="#">3-D-18</a>

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### 3.D.1 SELRES Separation Process

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**3.D.1.1  
Introduction**

The proper execution of the separation process requires clear communication between all participants. Timely processing of all paperwork and Direct Access data entries are essential to provide the SELRES with a smooth transition and ensure consistency with applicable directives.

---

**3.D.1.2  
Owner of  
Process**

The following entities are responsible for the SELRES Separation and Discharge process: Member; Supervisor; Reserve Force Readiness System (RFRS), or Full Time Support staff (FTS); Servicing Personnel Office (SPO); Unit Admin; Pay and Personnel Center (PPC); and Personnel Service Center-Reserve Personnel Management (PSC-rpm).

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**3.D.1.3  
References**

- (a) Certificate of Release or Discharge from Active Duty, DD-214, COMDTINST M1900.4 (series)
  - (b) Military Personnel Data Records (PDR) System, COMDTINST M1080.10I (series)
  - (c) Military Separations, COMDTINST M1000.4 (series)
  - (d) Reserve Policy Manual, COMDTINST M1001.28 (series), Chap 4.B, and 8.B
  - (e) Servicing Personnel Office (SPO) Manual, PPCINST M5231.3 (series) (Vol VI, Separations)
  - (f) Identification Cards for Members of the Uniformed Services, Their Eligible Family Members, and Other Eligible Personnel, COMDTINST M5512.1(series)
  - (g) Transition Assistance Program, COMDTINST 1900.2(series)
  - (h) Personnel and Pay Procedures Manual (PPPM), PPCINST M1000.2(series)
  - (i) Personnel Security and Suitability Program, COMDTINST M5520.12(series)
  - (j) Government Travel Charge Card (GTCC) Program, COMDTINST 4600.14(series)
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### 3.D.2 SELRES Separations

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#### 3.D.2.1 Introduction

Routine SELRES separations/discharges shall occur with sufficient lead-time to allow for proper document processing. SELRES who have remaining Military Service Obligation (MSO) will be placed into the Individual Ready Reserve (IRR) until all contractual service requirements have been met. SELRES who have fulfilled their MSO and have not incurred additional time for benefits such as tuition assistance, Montgomery GI Bill Selected Reserve, bonuses, or mutual assistance can be discharged.

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#### 3.D.2.2 Procedure

Procedure required for Routine separation from SELRES.

When	Who does it	What happens
Monthly	SPO	<ul style="list-style-type: none"><li>Generates Separation Report from Direct Access Unit Roster.</li><li>Contacts SELRES for statement to determine separation date.</li><li>Notifies RFRS staff or Full Time Support staff of SELRES intentions.</li><li>Provides Career Intentions Worksheet (CG-2045) to SELRES</li></ul> <p><b>**Note: Once Letter of Resignation for Officers has been approved, complete procedure and checklist as indicated.</b></p>
180 days prior to separation	SELRES	<ul style="list-style-type: none"><li>Submits Career Intentions Worksheet (CG-2045) to supervisor, Branch Chief, and Commanding Officer/ Officer in Charge for approval.</li></ul>
Upon receipt of request	Commanding Officer/ Officer in Charge	<ul style="list-style-type: none"><li>Approves request, forwards CG-2045 to the SPO for processing.</li></ul>

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### 3.D.2 SELRES Separations, continued

#### 3.D.2.2 Procedure, continued

When	Who does it	What happens
Day of separation	SPO	<ul style="list-style-type: none"><li>Collect the member's Common Access Card (CAC) and dependent ID cards; return to the nearest Real-Time Automated Personnel Identification System (RAPIDS) for disposal. The nearest RAPIDS facility can be located at the following website: <a href="https://www.dmdc.osd.mil/rsl">https://www.dmdc.osd.mil/rsl</a></li></ul> <p><b>**Note: If SELRES have remaining MSO, verify with ID Card Manual, reference (g) for proper issuance.</b></p>
Following separation	PSC	Evidence of case review for separations (see Separation Documents Checklist, Enclosure (3) to PDR Manual), where PSC-rpm is the discharge authority, shall be retained locally at PSC for a minimum of three years.

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Section D  
SELRES SEPARATIONS

### 3.D.2 SELRES Separations, continued

**3.D.2.3 Introduction** This checklist is a job aid to use congruently by the supervisor, unit admin, and SPO to separate or discharge SELRES. It is designed to be reproduced locally.

**3.D.2.4 Checklist for SELRES Separation** Additional items when releasing SELRES.

Step	Action	Reference	Date
1	<ul style="list-style-type: none"> <li>• Complete predischarge interview six months prior to separation date.</li> <li>• Transition Assistance Program counseling (TAPS).</li> <li>• Completes Preseparation Counseling Checklist for <b>Reserve</b> Component Service Members Released From Active Duty (DD-2648-1).</li> </ul> <p><b>**Note:</b> Upon receipt of the DD-2648-1, the SPO shall record training using school code 500650.</p> <ul style="list-style-type: none"> <li>• Complete Career Intentions Worksheet, CG-2045 at least 180 days prior to separation date.</li> <li>• If member is on long-term active duty -- Submit Statement of Intent in DA.</li> </ul>	Ref (c)	
		Ref (g)	
		(Forms available from PPC's web site <a href="http://www.uscg.mil/ppc/forms">http://www.uscg.mil/ppc/forms</a> )	
		Ref(h), Encl (6)	
		Ref (e) VI-2-1	
2	Notify the PSC-rpm-1 assignment officer immediately of SELRES anticipated date of separation.		
3	Completes follow-up interview 3 months prior to separation date if SELRES indicates discharge.	Ref (c)	
4	Conducts Final Security Termination Briefing 30 days prior to separation.	Ref (i)	

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Section D  
SELRES SEPARATIONS

### 3.D.2 SELRES Separations, continued

3.D.2.4 Checklist, (continued)

Step	Action	Reference	Date
5	<p><b>SPO</b></p> <ul style="list-style-type: none"> <li>• Counsels member on separation.</li> <li>• Provides SELRES copy of Thrift Savings Plan (TSP) Withdrawal Package (<a href="https://www.tsp.gov/PDF/formspubs/tspbk02.pdf">https://www.tsp.gov/PDF/formspubs/tspbk02.pdf</a>) if they have a TSP account. SELRES must also complete a <b>TSP Separation Notification</b>, (<a href="http://www.uscg.mil/ppc/forms/tspseppform.pdf">http://www.uscg.mil/ppc/forms/tspseppform.pdf</a>) and forward to PPC (MAS-TSP) before they will be able to withdrawal funds from the account.</li> </ul>	Ref (c)	
6	Ensures Government Travel Charge Card is turned in to coordinator for cancellation.	Ref (j)	
7	Verifies SELRES does not have service obligation remaining for Tuition Assistance (PPC (MAS-DC)).		
8	Completes appropriate Discharge Certificate and issue appropriate Administrative Remarks CG-3307 ( <a href="#">SEP-16 Discharge from USCGR inactive duty without immediate reenlistment</a> ).	Ref (c)	
9	Issues Honorable Discharge Button (if applicable).	Ref (c)	
10	Completes appropriate separation letter(s) from enclosure (4) of this manual.	Ref (h) 3-B-5, 7	
11	SPO to review and distribute SPO PDR per PDR Manual. SPO notifies Health Record Custodian to forward MED PDR as appropriate./MED PDRs.	Ref (b)	
12	<p>Collects member's Common Access Card (CAC) and dependent ID cards; return to the nearest Real-Time Automated Personnel Identification System (RAPIDS) for disposal.</p> <p><b>**Note: If SELRES have remaining MSO, verify with ID Card Manual, reference (g) for proper issuance.</b></p>	Ref (f)	
13	Collects all government property issued to SELRES including any building keys, gear, portable computer, Remote Access Service (RAS), CAC access. Update safe combinations.		

### 3.D.3 Procedure to Request Transfer to the IRR, ASL, ISL

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#### 3.D.3.1 Introduction

SELRES who have completed their initial enlistment contract and who desire transfer to the IRR must follow the process identified below. SELRES may request transfer to the Active Status List (ASL) during their enlistment. Likewise, Commanding Officers may use this guidance to place SELRES on the ISL. See Reference (d) for further guidance regarding the ASL and ISL.

This procedure is provided to assist supervisors, unit yeoman, commanding officers, and RFRS staff in following the process.

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#### 3.D.3.3 Procedure

Procedure required for requests to change reserve components.

When	Who does it	What Happens
Impending temporary hardship,	SELRES	Complete and submit request to transition to IRR/ASL/ISL Request form via chain of command. The request form is available at <a href="http://www.uscg.mil/psc/rpm/rpm1/rcc.asp">http://www.uscg.mil/psc/rpm/rpm1/rcc.asp</a> .
Within 3 days	Supervisor	Reviews request, and forwards to Commanding Officer.
Within 5 days	Unit CO	Forwards request to servicing District (dxr).
Upon receipt of approved request	District (dxr)	Endorses and forwards request to PSC-rpm-1.
Upon receipt of approved request	PSC-rpm-1	Places member into ASL per request in DA.
Weekly	RFRS	Verifies and reports to supervisor and unit CO action is completed in DA.

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*Continued on next page*

**Section D**  
**SELRES SEPARATIONS**

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### **3.D.3 Procedure to Request Transfer to the ASL, continued**

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**3.D.3.1 Introduction** This checklist is provided to assist the Unit/SPO yeoman and supervisors in completing all tasks required for transferring SELRES to the IRR and ASL. This job aid is designed to be reproduced locally.

<b>Step</b>	<b>Action</b>	<b>Reference</b>	<b>Date</b>
1	Verify completion of Change in Reserve Component Category (RCC) form.		
2	Checks SELRES status in DA.	Ref (e)	
3	Suspends or Terminates clearance with Security Manager with form CG 5588.	Ref (i)	
4	Verifies SELRES does not have service obligation remaining for Tuition Assistance.	PPC (MAS-DC)	
5	Ensures Government Travel Charge Card is turned in to coordinator for cancellation.	Ref (j)	
6	Verifies type of ID card SELRES is entitled to maintain.	Ref (f)	
7	Collects all government property issued to SELRES, including any building keys, gear, portable computer, Remote Access Service (RAS), CAC access. Update safe combinations.		

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### 3.D.4 Discharge of SELRES for Non-participation

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**3.D.4.1  
Discharge  
Processing**

This process requires documentation by the unit to begin discharge proceedings for SELRES in a non-participation status.

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**3.D.4.2.  
Owner of  
Process**

Non-participation requires the unit to take an active role by working and communicating with the immediate supervisor and SPO. The following entities are responsible for this process: Member; Supervisor; Reserve Force Readiness System (RFRS), Full Time Support staff; Servicing Personnel Office (SPO); Permanent Unit; Pay and Personnel Center (PPC); and CG PSC-rpm.

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**3.D.4.3  
Procedure**

Procedure required for reserve component transfers.

When	Who does it	What happens
Unexcused absence (s) (first offense)	Supervisor	<ul style="list-style-type: none"> <li>• Contact SELRES to discuss reason for missing drill(s).</li> <li>• Review Direct Access for drilling status and evaluations to prevent continued non-performance.</li> <li>• If SELRES unavailable, send correspondence to last current address with prepared Administrative Remarks Form (CG-3307, with entry <a href="#">RPM-01 Counseled for failure to report for scheduled IDT</a>) for SELRES to sign acknowledgment of missed drill(s).</li> <li>• Send the Administrative Remarks Form (CG 3307) by certified mail with return receipt and self-addressed stamped envelope.</li> </ul> <p>IAW reference (e), excused drills include:</p> <ul style="list-style-type: none"> <li>• Illness or injury of the reservist</li> <li>• Serious or unusual hardship due to unforeseen emergency</li> <li>• Accident or illness of a family member requiring presence or other action by the reservist</li> <li>• Death or imminent death of a member of the immediate family.</li> </ul>

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**Section D  
SELRES SEPARATIONS**

**3.D.4 Discharge of SELRES for Non-participation, Continued**

3.D.4.3 Procedure, (continued)

<b>When</b>	<b>Who does it</b>	<b>What happens</b>
Immediately	SELRES	<ul style="list-style-type: none"> <li>• Contact supervisor or unit Senior Enlisted Reserve Advisor (SERA) or the Command Chief to resolve non-participation issue and/or discuss options to change reserve component.</li> <li>• Supervisor will counsel SELRES and proceed with discharge, or transfer to IRR as appropriate.</li> </ul>
More than three (3) unexcused absences	Supervisor/ SERA	<ul style="list-style-type: none"> <li>• Send Non-participation Memo (Exhibit 1) to current home address via certified mail with return receipt and self-addressed stamped envelope.</li> <li>• Unit/SPO to document procedure on form CG-3307 for record purposes.</li> <li>• Notate on disclosure log in PDR.</li> </ul>
More than five (5) unexcused absences	Supervisor / SERA	<ul style="list-style-type: none"> <li>• Contact SELRES to correct absenteeism; review Direct Access for drilling status and evaluations to identify methods to prevent continued non-performance.</li> <li>• If SELRES is unavailable, send Non-participation Memo (Exhibit 2, and attachment, Exhibit 3) to current home address via certified mail with return receipt and self-addressed stamped envelope.</li> <li>• Unit/SPO to document procedure on form CG-3307 for record purposes. Notate on disclosure log in PDR.</li> <li>• IAW ref (c), the Commanding Officer is authorized to recommend discharge at any time during probationary period if member is not making an effort to overcome the deficiency.</li> </ul>
More than nine (9) unexcused absences	Commanding Officer	<ul style="list-style-type: none"> <li>• Send Discharge Memorandum (Exhibit 3) by certified mail to member with stamped, self-addressed envelope and return receipt.</li> <li>• Unit/SPO document procedure with Admin Remarks Form CG-3307 (Enclosure 6) for record purposes, and complete disclosure log in PDR.</li> <li>• If member fails to respond, document and file in PDR; continue process for discharge.</li> </ul>

*Continued on next page*

**Section D  
SELRES SEPARATIONS**

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### **3.D.4 Discharge of SELRES for Non-participation, Continued**

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3.D.4.3 Procedure, (continued)

<b>When</b>	<b>Who does it</b>	<b>What happens</b>
Within 30 days of second notification	Unit/ Commanding Officer	Prepare Discharge Memorandum (Exhibit 4) request for Honorable/Dishonorable Discharge to CG PSC-rpm. Discharge package will include the following documentation: <ul style="list-style-type: none"><li>• Notice of Intent to Recommend Discharge.</li><li>• Member Acknowledgement of Command Intent to Recommend Discharge.</li><li>• Copies of Return Receipt Request.</li><li>• Direct Access screen print indicating address and phone number of record.</li><li>• Non-Participation Notice mailed to member (with failed delivery notation from USPS).</li><li>• Statement of (Rate/Grade Name of member who attempted to contact) SELRES with details related to failed response.</li><li>• Direct Access screen print indicating (XX) IDT drills and (XX) ADT days completed.</li></ul>

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*Continued on next page*

Section D  
SELRES SEPARATIONS

### 3.D.4 Discharge of SELRES for Non-participation, Continued

**3.D.4.4 Non-Participation Checklist for Discharge** This checklist is provided to assist the Unit/SPO complete all tasks required to discharge SELRES. This job aid is designed to be reproduced locally.

Step	Action	Reference	Date
1	Counsel member after one unexcused IDT drill weekend period. Prepare Administrative Remarks (CG-3307 with <a href="#">RPM-01 Counseled for failure to report for scheduled IDT entry</a> ) documenting counseling session.	Ref (c)	
2	After three unexcused IDT drill weekends, prepare Administrative Remarks (CG-3307 with <a href="#">RPM-01 Counseled for failure to report for scheduled IDT entry</a> ) documenting the number of missed drills and counseling session.	Ref (c)	
3	After five unexcused IDT drill weekends, prepare Memorandum indicating member <b>will</b> be processed for discharge. Send Memorandum certified with return receipt.		
4	After the ninth unexcused IDT drill weekend, prepare Memorandum indicating member <b>is being</b> processed for discharge. Send Memorandum certified with return receipt.		
5	Within 30 days of second notification, prepare discharge recommendation Memorandum to PSC-rpm-1.		
6	Terminate Clearance with Security Manager.	Ref (i)	
7	Verify with unit ESO member does not have remaining service obligation for Tuition Assistance.	PPC (MAS-DC)	
8	SPO to verify with PPC of possible bonus recoupment.	PPC (MAS-DC)	
9	Ensure Government Travel Charge Card account is terminated by unit GTCC coordinator. (Charge Card Instruction)	Ref (j)	
10	SPO completes Direct Access transactions (DD-214, Discharge or Retirement).	Ref (e)	
11	Review SPO/MED PDRs. (Ref (c))		
12	SPO to review and distribute SPO PDR per PDR Manual. SPO notifies Health Record Custodian to forward MED PDR as appropriate.	Ref (b)	
13	Collect member's Common Access Card (CAC) and dependent ID cards; return to the nearest Real-Time Automated Personnel Identification System (RAPIDS) for disposal (ID CARD Manual).	Ref (f)	
14	Collect all government property issued to SELRES, including any building keys, gear, and miscellaneous items.		

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## Exhibit 1, Memorandum 1, Failure to Participate

### MEMORANDUM

From: <Initials & Surname of CO>  
Commanding Officer

Reply to Rate/Grade Name of POC  
Attn of: POC Phone number

To: <Rate/Grade MemberName>

Subj: NOTICE OF FAILURE TO PARTICIPATE

Ref: (a) Military Separations, COMDTINST M1000.4 (series)  
(b) Reserve Policy Manual, COMDTINST M1001.28 (series)

1. You are hereby notified that you have failed to meet the minimum participation standards as outlined in Chapter 4-A of reference (b). Your deficient participation includes, but is not limited to failure to:

**Edit this list as needed.**

- perform more than <enter 43 (54 for deployable units)> IDT drills per year.
- perform 12 or more days of ADT drills per year.
- respond to Annual Screening Questionnaires between AUG and NOV at a minimum.

2. Records indicate you **have** completed your Military Service Obligation. Not participating while in a SELRES status is not an option. You should begin drilling or take action to be removed from the SELRES status, or your participation deficiency could result in corrective measures, which could include:

- An Honorable, General, or Bad Conduct Discharge.
- Arrest by civil authorities for failure to respond to orders, DD 553 Wanted by Armed Forces.
- Recoupment of any bonus funds you may have received.

3. Our goal is to provide opportunities to correct these deficiencies. Assistance includes providing other participation opportunities to assist you in meeting SELRES participation standards.

4. **Please contact <rate/grade/name of command POC at POC phone number> to discuss this matter.** In addition to calling, you *must* return the enclosed form stating your participation intentions. Please return the attached form no later than <date>. Failure to respond to this order will result in a participation failure and may be construed as your acknowledgement to be subject to disciplinary action.

#

Encl: (1) Member Acknowledgement of Failure to Participate Notice

## Exhibit 2, Attachment for Memorandum 1, Failure to Participate

### MEMORANDUM

From: <Rate name of member with unsat participation> Reply to  
Attn of:

To: Commanding Officer, <Your unit name>

Subj: MEMBER ACKNOWLEDGEMENT OF FAILURE TO PARTICIPATE NOTICE

Ref: (a) <Your unit name> memo 1001 dtd date command signed failure to participate memo

1. **Acknowledgement:** (*initial each*):

\_\_\_\_\_ I understand that I have failed to meet the required minimum participation standards as  
(initials) outlined in the Reserve Policy Manual, COMDTINST M1001.28, chap 4.A.

\_\_\_\_\_ I understand that various disciplinary actions may be pursued and the possible  
(initials) implications of such actions.

2. **Member career desires:** (*initial only one*):

\_\_\_\_\_ I would like to continue in a SELRES status. I agree to meet the minimum  
(initials) participation standards as outlined in the Reserve Policy Manual,  
COMDTINST M1001.28, chap 4.A. situation.

**Or**

\_\_\_\_\_ I do not wish to participate. Please contact me to discuss my options.  
(initials) (*Provide address and phone numbers below*)

3. **Member signature:** (*provide home address and phone number*):

\_\_\_\_\_  
(Signature of member)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Street)

\_\_\_\_\_  
(City, State, Zip Code)

\_\_\_\_\_  
(Area code and Phone Number)

## Exhibit 3 Memorandum 2, Notice of Intent to Recommend Discharge

### MEMORANDUM

From: <Initials & Surname of CO>  
Commanding Officer

Reply to <Rate/Grade Name of  
Attn of: POC POC Phone number>

To: <Rate/Grade Member Name>

Subj: NOTICE OF INTENT TO RECOMMEND DISCHARGE

Ref: (a) Reserve Policy Manual, COMDTINST M1001.28 (series)  
(b) Military Separations, COMDTINST M1000.4 (series)

1. You are being notified that to discharge you from the U.S. Coast Guard Reserve has been initiated pursuant to the provisions of references (a) and (b). In your response to our efforts to correct your participation deficiencies, you made it clear that you had no intention of participation in the Coast Guard Reserve. Enclosure (1) is your statement to this effect.
2. Since you have fulfilled your service obligations, I will recommend to Coast Guard Personnel Service Center (PSC) that your discharge be characterized as Honorable as defined by reference (b), reason: Convenience of the Government in accordance with reference (b).
3. However, due to your failure to participate as required while in an Active Status, I will recommend an RE-3 re-enlistment code as describe by reference (b). An RE-3 re-enlistment code will hinder re-entry to the Coast Guard or any other military service.
4. It is within your rights to rebut this decision, by submitting a statement on your behalf to be included with my recommendation.
5. You have the right to present your case and appear in person before an administrative discharge board, if you so desire. Please contact <Your Command POC & phone number> if you wish to explore this option.
6. You must complete enclosure (2) to communicate your desire to PSC. Return the completed and signed memo to <Your Command POC> no later than <date>. If you do not return the memo by <date>, the discharge recommendation will proceed without your input. Failure to return the memo in a timely manner might also be construed as your consent to discharge.

#

Encl: (1) Rate/Grade MemberName Memo dtd date (Acknowledgement of Failure to Participate)  
(2) Acknowledgement of Command recommendation to Discharge



## Exhibit 5, Memorandum 3, Recommendation for Discharge – No MSO Remaining

### MEMORANDUM

From: <Initials & Surname of CO>  
Commanding Officer

Reply to <Rate/Grade Name of  
Attn of: POC POC Phone number>

To: CG PSC-rpm

Subj: RECOMMENDATION FOR DISCHARGE FOR <Rate/Grade Member Name>  
USCGR, <EMPLID>

Ref: (a) Reserve Policy Manual, COMDTINST M1001.28 (series)  
(b) Military Separations, COMDTINST M1000.4 (series)

1. I recommend <Rate/Grade Member Name> be discharged from the United States Coast Guard Reserve for failure to meet the minimum participation standards as outlined in Chapter 4-A of reference (a). <Rate/Grade Member Name> has overtly stated <he or she> has no intent to participate in Reserve activities. After corresponding with the member, it was determined that interventions would not return the member to a satisfactory participation status.

2. Given the member has completed <his or her> military service obligation and overall service is satisfactory, an Honorable discharge is recommended as defined by reference (b), reason for Convenience of the Government defined by reference (b). An RE-3 re-enlistment code is recommended given the member's stated ambivalence toward meeting the terms of their current enlistment contract.

3. I recommend *against* forgiving any Coast Guard debts the member may have.

4. Enclosure (2) is my memo informing the member of my intent to recommend this discharge. Enclosure (3) is the member's acknowledgement of my intent. The member <is (or is not)> opposed to this action, and the member <chose (did not choose)>to make a statement on <his or her> behalf. <Enclosure (4) is the member's statement.>

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Encl: (1) Member Acknowledgement of Failure to Participate  
(2) Command Notice of Intent to Recommend Discharge  
(3) Member Acknowledgement of Command Intent to Recommend Discharge  
(4) Statement of Rate/Grade MemberName dtd date of statement

## Exhibit 6, Memorandum 4, Recommendation for Discharge – MSO Not Completed

### MEMORANDUM

From: <Initials & Surname of CO>  
Commanding Officer

Reply to <Rate/Grade Name of  
Attn of: POC POC Phone number>

To: CG PSC-rpm

Subj: RECOMMENDATION FOR DISCHARGE FOR <Rate/Grade Member Name>  
USCGR, <EMPLID>

Ref: (a) Reserve Policy Manual, COMDTINST M1001.28 (series)  
(b) Military Separations, COMDTINST M1000.4 (series)

1. I recommend <Rate/Grade Member Name> be discharged from the United States Coast Guard Reserve for failure to meet the minimum participation standards as outlined in Chapter 4-A of reference (a). <Rate/Grade Member Name> has overtly stated <he/she> has no intent to participate in Reserve activities. After corresponding with the member, it was determined <he/she> would not return to a satisfactory participation status.
2. <Rate/Grade MemberName> demonstrated a repeated pattern of failure to meet participation requirements. These failures occurred despite assistance and counseling provided to help the member overcome deficiencies. The administrative remarks in Enclosure (1) detail the member's non-participation. A summary follows:
  - a. Failure to notify the Coast Guard of changes in address and phone number
  - b. Failure to perform IDT and ADT drills. Enclosures (1) through (4) document this unsatisfactory participation.
3. Attempts to contact the member to correct these deficiencies have been unsuccessful, as a result, this discharge package is submitted without member involvement.
4. In this case the member has *not* completed <his or her> military service obligation. An Honorable discharge is not warranted, and I recommend a General Discharge under Honorable Conditions as defined by reference (b). An RE-4 re-enlistment code is recommended to prevent re-entry into military service.
5. I also recommend *against* forgiving any Coast Guard debts the member may have.

#

- Encl: (1) Administrative Remarks (CG-3307)  
(2) Notice of Intent to Recommend Discharge  
(3) Member Acknowledgement of Command Intent to Recommend Discharge  
(4) Direct Access screen print indicating address and phone number of record  
(5) Non-Participation Notice mailed to member (with failed delivery notation from USPS)  
(6) Statement of Rate/Grade Name of your crew who tried to call Detailing Failed Phone Contact  
(7) Direct Access screen print indicating <XX> IDT drills and <XX> ADT drills