



COMDTNOTE 1000
March 5, 2002

COMMANDANT NOTICE 1000

CANCELLED: March 4, 2003

Subj: CH-35 TO PERSONNEL MANUAL, COMDTINST M1000.6A

- PURPOSE:** This Notice publishes a change to the Personnel Manual. This Notice is for the use of all active and reserve Coast Guard members.
- ACTION:** Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, assistant commandants for directorates, Chief Counsel, and chiefs of special staff offices at Headquarters shall ensure compliance with the provisions of this Notice. No paper distribution will be made of this Notice. Official distribution will be via the Coast Guard Directives System CD. An electronic version will also be made available via the Commandant (G-WPM-1) website (www.uscg.mil/hq/g-w/g-wp/g-wpm/WPM-1.htm) and the Department of Transportation website (<http://isddc.dot.gov/>). Further distribution via the Internet is authorized.
- DIRECTIVES AFFECTED:** None.
- SUMMARY:** Enclosure (1) summarizes the substantial changes throughout the Manual provided as enclosure (2). Any pages inadvertently omitted from the "Remove" column in previous changes should be discarded as obsolete.
- PROCEDURES:** Remove and insert the following pages:

Remove

- 1.A. Pages 5-12
- 1.B. Pages 13-14

- 5.B. Pages 13-16
- 5.C. Pages 5-6
- 5.C. Pages 25-28
- 5.C. Pages 47-48
- 5.C. Page 51
- 7.A. Pages 11-14

Insert

- 1.A. Pages 5-12
- 1.B. Pages 13-14
- 1.H. Pages 1-3
- 5.B. Pages 13-16
- 5.C. Pages 5-6
- 5.C. Pages 25-28
- 5.C. Pages 47-48
- 5.C. Page 51
- 7.A. Pages 11-14

DISTRIBUTION - SDL 139

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A	3	3	3		3	2	1	1	1	1		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
B		5	10*	1	21	10	25	30	8	6	7	7	6	60	2	1	3	110	1	1	12	1	22	1	1	1
C	5	2	3	4	2	2	2	2			3*	2	1	4*			1	1		1	1	1	1	1	1	1
D	2	1	1	5	1	1	1	1		1	3	1*	1	1	2	1	1	1	1	1	1	1	1	1	1	1
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NON-STANDARD DISTRIBUTION: See action paragraph.

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Remove

10.B. Pages 9-10
10.B. Pages 29-30
12.A. Pages 1-14
12.B. Pages 41-44
12.B. Pages 51-54
12.C. Pages i-ii
12.C. Pages 1-34
12.F. Pages 3-4
16. I. Pages 1-10
17.B. Pages 5-7

Insert

10.B. Pages 9-10
10.B. Pages 29-30
12.A. Pages 1-14
12.B. Pages 41-44
12.B. Pages 51-54
12.C. Pages i-ii
12.C. Pages 1-32
12.F. Pages 3-4
16.I. Page 1
17.B. Pages 5-7

6. FORMS AVAILABILITY: The forms listed throughout this document are available from Jetforms Filler on the Coast Guard Standard Workstation or may be reproduced locally from this instruction.



SALLY PRICE-O'HARA
Rear Admiral, U. S. Coast Guard
Director of Personnel Management

- Encl: (1) Summary of Changes
(2) Change 35 to Personnel Manual, COMDTINST M1000.6A

CH 35 TO PERSONNEL MANUAL, COMDTINST M1000.6A

SUMMARY OF CHANGES

Chapter 1	
Article 1.A.8.	Policy regarding integration of Reserve and Temporary Regular officers is updated and chart is reorganized..
Article 1.A.9.	
Article 1.A.10.	Application procedures for retired recall officers are added.
Article 1.B.5.f.	Required documents for OCS applications amended to include Statement of Financial Obligation/Spouse Consent, CG-4891.
Chapter 1.H.	Policy on appointing Regular Coast Guard or Navy Officers to the Coast Guard Reserve is added.

Chapter 5	
Article 5.B.10.a.	The policy on appointment of CWOs as Temporary Officers is revised to include guidance on what to do when those Temporary Officers subsequently refuse integration.
Article 5.B.10.d.	
Article 5.B.10.e.	
Article 5.B.10.i.	Amended so that waivers of CWO to LT eligibility requirements will not normally be granted rather than shall never be granted.
Article 5.C.3.	Sea duty for advancement is amended.
Article 5.C.38.	Formal investigation procedures will be used when a member is reduced for incompetence.
Article 5.C.40.	Policy on frocking enlisted members to warrant is added.

Chapter 7	
Article 7.A.5.f.	As per ALCOAST 301/01, procedures concerning sick leave and elective medical care are amended to better protect member privacy.
Article 7.A.5.h.	

Chapter 10	
Article 10.B.4.	Procedures regarding filing copies of marks sheets are amended to reflect electronic filing using CGHRMS.
Article 10.B.11.	

Chapter 12	
Article 12.A.2.b.3.	Policy concerning officer Honorable discharge for cause amended.
Article 12.A.5.d.	Upon receipt of a request for resignation, Commander (CGPC-opm), establishes the terminal date pending final acceptance by SECDOT.
Article 12.A.6.a.	Officers requesting voluntary resignation are advised to review the temporary separation policy.
Article 12.A.7.	Policy on release of Reserve Officers to inactive duty is amended.
Article 12.A.11.	When considering the revocation of a Reserve officer's commission in the first three years of service, a representative of CGPC-rpm must be present on the panel.
Article 12.B.16.b.	Reasons for discharge for unsuitability are removed as redundant or without guidance/criteria.

Article 12.B.16.h.	Amends process for physical examinations associated with unsuitability discharges.
Article 12.B.20.a.	Uncharacterized discharges are authorized for minor pre-existing medical issues.
Article 12.B.20.g.	Authorized SPD Codes for uncharacterized discharges are listed.
Article 12.C.4.b.	Appropriated funds may be used for plaques in some circumstances.
Figure 12.C.4.1.	Former Figure 12.C.18.1. moved to be next to pertinent material.
Article 12.C.6.b.3.	Statements regarding routine management of CWOs and retaining CWOs beyond 30 years are removed.
Article 12.C.7.b.1.	Policy regarding retirement of Reserve Program Administrators who have failed of selection for promotion or continuation is updated.
Article 12.C.7.b.2.b.	
Article 12.C.7.d.	Clarifies that breaks in service of 30 days or less are considered continuous service when determining eligibility for Separation Pay.
Article 12.C.9.a.1.	Adds guidance for overseas obligations related to voluntary retirements. Officers desiring to retire sooner than 6 months out, may so requests as long as the command can support a billet vacancy and Service needs allow.
Article 12.C.11.a.3.	Retirement in Lieu of Orders policy is amended.
Article 12.C.11.a.5.	Members desiring to retire sooner than 6 months out, may so request as long as the command can support a billet vacancy and Service needs allow.
Article 12.C.16.a.	Policy and guidance regarding computation of retired pay is updated to reflect current procedures.
Figure 12.C.16.1.& 2.	
Article 12.C.18.d.	Update policy regarding retired members' obligation regarding clearing published materials.
Article 12.C.18.f.	Retirees desiring foreign employment are directed to Chapter 16.L.
Article 12.F.2.3.d.	Credit a member receives before an approved temporary separation applies toward continuous active duty requirements for advancement.

Chapter 16

Chapter 16.I	Policy guidance on the FHA Program is removed because the program is no longer available for new subscribers. Members already in the program seeking guidance should contact Commandant (G-WPM-4).
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Chapter 17

Article 17.B.6.a	If it is not possible to meet the separation date for a disability retirement or separation, commands must contact CGPC.
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1.A.6.f. Selections

1. On receiving the applications, Commander (CGPC-opm-1) convenes a selection panel to evaluate all qualified applicants. The panel shall consist of a captain as senior member, the incumbent Band Director, if available, and three additional officers (lieutenants or higher). To provide supplementary expertise, another Service's Band Director may replace one of the additional members. Except for the latter, all board members must be Regular Coast Guard officers, with at least one from Commandant (G-IPA). Commander (CGPC-opm-1) may name other appropriate panel members.
2. Convening at the Coast Guard Band location, the selection panel acts as follows:
 - a. Evaluates each applicant's professional qualifications, personal characteristics, and other pertinent data.
 - b. Interviews each applicant to assess personal attributes that must necessarily complement technical qualifications for service as a commissioned Coast Guard officer. For this unique position, the selection panel should focus on the applicant's potential for leadership and management.
 - c. Rates each applicant's performance in a 15-minute audition, during which he or she will conduct the Coast Guard Band in a program he or she prepares. Each applicant will have 30 minutes to rehearse.
 - d. Evaluates each applicant's performance in rehearsing the band with unfamiliar music as designated by panel members with musical expertise.
 - e. Nominates in order of preference those applicants considered qualified in all respects for appointment and fully capable of discharging the duties of the Coast Guard Band Director, noting in the record whether qualified and recommended for lieutenant or lieutenant (junior grade).

1.A.7. Appointing Physician Assistants

1.A.7.a. General

1. To effectively attract and retain qualified physician assistants with education and skills comparable to those in the other Uniformed Services, the Coast Guard must offer our physician assistants military rank, responsibility, advanced professional training, and career opportunities commensurate with other Services.
2. On completing the prescribed medical training, active duty members normally are commissioned as temporary Regular officers in the grade of ensign. These officers incur an active duty obligation of three years of service for each year of training.
3. On commissioning, all active duty physician assistants attend the next available direct commission officer indoctrination course.

1.A.7.b. Integration

1. Officers selected for promotion by an Active Duty Promotion List best-qualified promotion board **may** request integration under ☞ Article 1.A.8. provisions.
2. To maintain a high level of professional qualification, physician assistants must attain professional certification from the National Commission on Certification of Physician Assistants during their first two years of commissioned service. ☞ Articles 12.A.12. and 12.A.15. contain provisions to vacate the appointments of temporary commissioned officers and separate Regular officers who fail to attain or subsequently maintain this certification.

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

1.A.8.a. General

1. When Reserve officers, except Reserve Program Administrators, remain on active duty for an extended period to meet routine Service needs, they lose identification as trained officers held in reserve for an emergency. Similarly, temporary Regular officers, except chief warrant officers appointed as temporary lieutenants, hold a probationary commission for **three** years while retaining permanent status as enlisted members or warrant officers. Once an ADPL best-qualified promotion board selects Reserve and temporary Regular officers, the Service expects them to possess the potential and skills for long-term active service **and they become eligible to integrate as permanent Regular officers.**
 - a. **Integrating to Permanent Regular officer status allows a member to remain on active duty for up to 30 years commissioned service (as opposed to 30 years active service) unless:**
 - (1) **They are twice non-selected by a future promotion board, or,**
 - (2) **They reach age 62 prior to completing 30 years commissioned service, or,**
 - (3) **They are separated under some other provision of law.**
 - b. **Once a Temporary officer is integrated, they no longer hold a temporary commission and therefore lose the option to revert back to a previously held CWO or enlisted status.**
2. **The integration policy for Reserve officers and temporary Regular officers is as follows:**
 - a. **Reserve and temporary Regular officers appointed from OCS and Direct Commission Reserve officers, who have been selected by a best-qualified promotion board, must integrate as permanent Regular officers.**

- b. Temporary Regular officers who receive their commission either through the CWO to LT program, a Direct Commission Officer (DCO) program, or the Physicians Assistant (PA) program, have the option to integrate upon selection by a best-qualified promotion board. If they do not request to integrate, that option will not be available again unless they are selected by their next best-qualified promotion board.**
- 3. Notwithstanding any procedure outlined below, between the time the officer is selected by a best-qualified promotion board and the administration of the oath of office for permanent Regular appointment, Commander (CGPC-opm) must be advised of any action that would disqualify an applicant for integration.**

1.A.8.b. Integration Requirements

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

1. Comply with the Service's maximum allowable weight standards at the time of the administration of the oath of office for integration.
2. At the time of the administration of the oath of office for integration, not be subject of or party to a pending investigation which could result in adverse action against the officer, nor accused pending proceedings under the Uniform Code of Military Justice, nor the subject of a pending administrative board for possible separation.
3. Have completed two years' continuous active Coast Guard duty (as of 1 March following selection by the best-qualified promotion board) during the current active duty period.
4. Have been selected for promotion by any ADPL board under the best-qualified selection system.

1.A.8.c. Integration Process

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

 - a. correspondence requesting appointment authority and Senate confirmation of all officers eligible for permanent status as permanent Regular officers will be initiated by the Personnel Command; and,**
 - b. a general message will be released advising the officers subject to integration that this authority has been requested. The message will stipulate that officers who are required to integrate but elect not to must notify Commander (CGPC-opm) of their intention and these officers should expect release from active commissioned service not earlier than six months from the date Commander (CGPC-opm) receives their request.**

2. After receiving appointment authority and Senate confirmation, Commander (CGPC-opm) will conduct an internal records review of materials received about the officers to confirm they have not disqualified themselves since selection for promotion. If record material casting doubt on an officer's qualifications for permanent status is received, Commander (CGPC-opm) will convene a special panel to evaluate the officer for continued service.
3. Once the review is complete, **an appointment letter** will be mailed to eligible officers via their immediate chain of command. **It will direct the command to administer the oath of office.**
4. Before administering the oath of office, commanding officers shall confirm that the officer still meets the requirements of ☞ Article 1.A.8.b.1 & 2.
5. If an officer fails to meet the requirements above, or the command determines that the officer does not possess the qualities of a permanent regular officer, or the officer has elected not to integrate, the command will return the oath of office with an explanation. Further action will be guided by the provisions of ☞ Article 1.A.9 or 12.A.15 as applicable.

1.A.8.d. Appointment Process

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

1.A.8.e. Security Investigation

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

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

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

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

1.A.10. Recalling Retired Regular Officers

1.A.10.a. General

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

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

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

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

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

- d. **Retired officers recalled to active duty will not be eligible for selection for promotion to the next higher grade.** ☞ Article 5.A.8.a.1.
- e. **An approved physical examination is required per the ☞ Medical Manual, COMDTINST M6000.1 (series), Article 3.A.7.g prior to executing orders for recall to active duty.**
- f. **The decision to be recalled to active duty is a serious one as it affects assignment actions which, if reversed, could cause hardship to other officers. Officers accepting recall to active duty incur obligated service for the period of the agreement and should expect to fulfill that service. Hardships arising after a recall agreement has begun and which cause an officer to request early release from their agreement will be evaluated on their individual merit.**

1.A.11. Appointing or Re-appointing Regular Officers from the Temporary Disability Retirement List

1.A.11.a. General

Permanent Regular commissioned officers and chief warrant officers on the Temporary Disability Retired List (TDRL) subsequently found fit for duty shall be ordered to active duty as retired officers. As soon as possible, they shall be re-appointed as commissioned officers or chief warrant officers, as appropriate, with an adjusted date of rank under ☞ Article 1.A.11.b (10 U.S.C. 1211).

1.A.11.b. Appointment

1. Commissioned officers placed on the TDRL in the grade of lieutenant (junior grade) or above not previously selected to the next higher grade and later found fit for duty shall be re-appointed to the same grade they last held on active duty. These officers are assigned a new date of rank on the Active Duty Promotion List (ADPL) which reflects a loss of one month's seniority in their original date of rank for each month served on the TDRL.
2. Commissioned officers placed on the TDRL in the grade of ensign not previously selected for lieutenant (junior grade) and subsequently found fit for duty shall be reappointed as ensigns. They will be assigned a new ADPL date of rank reflecting one month's loss of seniority in their original date of rank for each month served on the TDRL. A panel of officers shall consider promoting to lieutenant (junior grade) ensigns whose contemporaries have been considered on a fully-qualified basis for promotion. If that panel selects those ensigns for lieutenant (junior grade), their date of rank is the date they transfer from the TDRL; however, that date cannot be earlier than that **date of rank** which would have occurred had they remained on continuous active duty.

3. Chief warrant officers placed on the TDRL not previously selected to the next higher grade and subsequently found fit for duty shall be reappointed to that same grade. They shall be assigned a new date of rank which reflects one month's loss of seniority in their original date of rank for each month they serve on the TDRL.
4. Commissioned officers and chief warrant officers on a list of selectees for promotion to the next higher grade when placed on the TDRL and whose promotion date has passed when they return to active duty shall be assigned a date of rank as of the date they return. If they return to active duty before their promotion date, they shall be re-appointed to that grade with the date of rank they last held on active duty and promoted on schedule.
5. **Regular** commissioned officers and chief warrant officers **placed on the TDRL in a grade higher than the grade last held on active duty** shall be re-appointed to the **permanent** grade they last held on active duty **or, in the discretion of the Commandant, to the next higher permanent grade.** (10 U.S.C. 1211)
6. **Regular temporary commissioned officers placed on the TDRL in a higher temporary grade shall be re-appointed to the permanent grade they last held on active duty or, in the discretion of the Commandant, to the next higher permanent grade. Re-appointment to the higher temporary grade last held on active duty will be based on needs of the Service, as authorized by the President.** (14 U.S.C. 214)

1.A.12. Security Investigations for Officers' Original Appointment

1.A.12.a. Academy Cadets

U.S. Coast Guard Academy cadets shall have a National Agency Check (NAC) completed by April 30 during the Second Class year.

1.A.12.b. Merchant Marine Officers

Licensed U.S. Merchant Marine officers shall initiate an NAC before commissioning.

1.A.12.c. Officer Candidate School Graduates

OCS graduates may be commissioned before a satisfactory NAC is complete. If the NAC is incomplete when the candidate graduates from OCS, he or she must sign the following Statement of Understanding before commissioning.

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

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- a. Report of Medical Examination, SF-88, and Report of Medical History, SF-93, prepared in triplicate, with all copies signed.
 - b. The complete set of the Aviation Selection Test Battery Answer Sheets; return entire packet (AQT, MCT, SAT, BI) answer sheets) to Commander (**CGRC**), including unused portions.
 - c. Officer Programs Applicant Assessment Form, CG-5527 (one combined form from all board members).
 - d. Report of Board of Interview. ☞ Article 1.B.8.
 - e. A brief narrative explaining the applicant's reasons for applying for OCS and goals as a Coast Guard officer, if selected. As part of this narrative, the applicant may specify which class he or she prefers to attend. The Coast Guard attempts to honor that preference if the applicant is selected, but cannot give guarantees.
 - f. Finger Print Card, FD-258 (two originals), may be submitted after selection as primary or alternate candidate.
 - g. Questionnaire for National Security Positions, SF-86. Leave "Date Requested" blank.
 - h. Personnel Security Action Request, CG-5588 (one original). May be submitted after selection as primary or alternate candidate.
 - i. Official transcripts of all college courses completed or other scholastic record, one copy, submitted to Commander (**CGRC**) or recruiter directly from the college.
2. Temporary Commission Application. In addition to the documents listed above, temporary commission applicants must submit these documents:
- a. Evidence of completing the educational qualifications listed in ☞ Article 1.B.5.b. above.
 - b. Officer Candidate School Agreement, CG-3211A or CG-3211B, as applicable, one copy.
 - c. A letter evaluation from the applicant's commanding officer. Without the commanding officer's endorsement, no applicant package will be forwarded for further review. The letter evaluation shall include:
 - (1) The commanding officer's evaluation of the applicant's potential value to the Coast Guard as a commissioned officer.

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- (2) His or her evaluation of the applicant compared with other OCS graduates whom he or she personally has known.
 - (3) Any outstanding professional or other qualifications the applicant may possess.
 - (4) The commanding officer's statement of knowledge about the applicant's ability and willingness to meet his or her financial obligations.
 - (5) The applicant's average marks during the current enlistment according to ☞ Article 12.B.48., and his or her most recent marks for Performance, Leadership, Military, and Professional Qualities Factor.
- d. Questionnaire for National Security Positions, SF-86 (five copies with original signature). Submit one copy with the application and the remaining copies after selection as a primary or alternate candidate.
 - e. One copy of the current enlistment contract plus any extensions to it.
 - f. One copy of the member's Marks, CG-3306.
 - g. Statement of Financial Obligation/Spouse Consent, CG-4891.**
3. Reserve Commission Applicants. In addition to the documents listed above, Reserve commission applicants who are Coast Guard or Coast Guard Reserve members must submit these documents:
- a. Proof of baccalaureate or higher degree from an accredited college or university, before the date published in the general message.
 - b. Items listed in subparagraph 2. above.
4. Civilians and Other Armed Forces or Their Reserves' Members. In addition to the documents listed in subparagraph 3 above, civilian applicants and members of an Armed Force or its Reserve component other than the Coast Guard submit these documents, which will not be returned:
- a. Record of Military Processing—Armed Forces of the United States, DD 1966, original and one copy, completed in accordance with the ☞ Coast Guard Recruiting Manual, COMDTINST M1100.2 (series).

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1.H. Appointing Regular Coast Guard or Navy Officers to the Coast Guard Reserve

1.H.1. General

Under regulations prescribed by the Secretary, a former commissioned officer of the Coast Guard or Navy may, if otherwise qualified, be appointed as a Reserve officer of the Coast Guard. (10 USC 12206)

1.H.2 Application Procedures

1.H.2.a. Who May Apply

1. Former officers of the Coast Guard or Navy who are within one year of the effective date of resignation of their commission or discharge (14 USC 744). If more than one year has passed since the effective date of resignation or discharge then ☞ Article 1.C. provisions apply.
2. Coast Guard officers who submit an unqualified resignation in accordance with ☞ Article 12-A-6.
3. Regular officers who have been twice non-selected on the active duty promotion list (ADPL), who are not retirement eligible, and are scheduled for discharge.

1.H.2.b. Application Procedures

1. Qualified applicants shall write a letter to Commander, Coast Guard Personnel Command (CGPC-rpm) requesting a Reserve commission.
2. Coast Guard officers who resign their active duty commission via letter may request a Reserve commission within the text of their resignation letter. Copy CGPC-rpm on the letter.

1.H.2.c. Selections

1. Requests for Reserve commissions under this program shall be considered by a panel convened at CGPC-rpm. This panel meets approximately 4 times a year, as needed.
2. The panel will review each applicant's entire Personnel Data Record (PDR) and may:
 - (a) approve the request;

- (b) conditionally approve the request, offering a Reserve commission at the same grade held while a member of the Regular Coast Guard or Navy, but assigned a different date of rank;
- (c) conditionally approve the request, offering a Reserve commission, but at a lower grade than previously held, or;
- (d) disapprove the request.

1.H.2.d. Date of Rank Determination

1. If applicant is approved with an appointment to the same grade, the date of rank shall remain the same if the applicant resigned their commission from active duty.
2. If applicant, who has multiple non-selections on the ADPL and is discharged from active duty, is approved with an appointment to the same grade, the date of rank shall be the date the applicant signs their oath for a Reserve commission.
3. If applicant is approved with appointment to a lower grade, the date of rank will normally be equal to that of the senior most officer on the Inactive Duty Promotion List in that grade who has not yet been considered for promotion to the next higher grade.

1.H.3 Appeal Procedures

Appeals may be made to Commander, Coast Guard Personnel Command (CGPC-rpm) only in cases where a commission is offered at a lower grade than previously held.

1. The individual may request that CGPC-rpm review the grade determination being offered.
2. Such appeal shall be:
 - (a) in writing;
 - (b) via the officer's chain of command (if applicable), and;
 - (c) initiated within 15 days of receipt of the letter offering a commission at the lower grade.
3. The appeal shall be based on additional information that is a matter of record but was not available to the panel making the original determination. Mere disagreement is not sufficient justification for appeal.
4. The appeal shall include a statement as to whether or not the officer will accept the original determination, should it be confirmed upon review.

5.B.8.g. Submission of Report

The board shall submit a report of its proceedings as outlined below:

1. A cover sheet
2. A listing of membership
3. A listing of the convening, meeting, and adjourning dates
4. A listing of the names of chief warrant officers recommended for early retirement
5. A certification that, in the opinion of at least a majority of the members of the board, the officers recommended should be retired
6. The signature of each member
7. The original precept, appended
8. The report of the board shall be submitted to the Commandant for approval, modification, or disapproval. If the board has acted contrary to the law or regulation, the Commandant shall return the report for proceedings in revision and resubmission.

5.B.8.h. Warrant Officers Recommended for Retirement (10 U.S.C. 581)

1. A warrant officer who is recommended for retirement and whose retirement is approved by the Commandant shall be retired, under any provision of law under which the officer is eligible to retire, on the date requested and approved by the Commandant, which date shall not be later than the first day of the seventh month beginning after the month in which the Commandant approves the report of the board which recommended the warrant officer for retirement.
2. The retirement of a warrant officer pursuant to this section shall be an involuntary retirement for purposes of any other provision of law.

5.B.9 Lateral Change in Warrant Specialty

A request for lateral change in warrant officer specialty will be considered on its own merits, and a lateral change in specialty will be authorized only in those unique cases where it is clearly in the best interests of the Service to do so.

5.B.10. Appointing Chief Warrant Officers as Temporary Officers Under 14 U.S.C. 214

5.B.10.a. General

The primary objective of this program is to improve the inventory of officers in the middle grades in certain occupational fields where the special skills and experience of warrant officers are needed to round out the experience of the total officer population. A secondary objective is to provide a limited opportunity for upward mobility for deserving senior members of the warrant officer corps.

1. The program will be responsive to the needs of the Service, limited in scope, and highly selective. Appointments will not necessarily be apportioned among all warrant officer specialties. The exact numbers and specialties will be determined annually based on projected Service needs and after considering the impact on critical enlisted ratings, officer promotion rates, and Officer Candidate School inputs.
2. Selected applicants will be offered appointments as temporary regular officers and placed on the active duty promotion list per the provisions of ~~CFR~~ Article 5.A.2. Permanent appointments will not be tendered to officers appointed under this program **until the officer is selected by their first best-qualified promotion board and subsequently requests integration per article 1.A.8. Selectees who do not integrate will continue to be eligible for promotion in their permanent warrant officer grade as set forth in ~~CFR~~ Article 5.B.3.**
3. With the conversion of CWO (PYA) billets to commissioned officer billets, warrant physician assistants are encouraged to compete for appointment to lieutenant. Waivers of time in service requirements may be requested. Officers who do not meet degree requirements are encouraged to seek Coast Guard educational assistance.
4. Officers currently in the CWO (PYA) grade who do not qualify for appointment, or who choose not to seek appointment to commissioned officer status, will be permitted to conclude their careers in the CWO (PYA) specialty. As CWO (PYA) billets are eliminated, these officers will be assigned to O-1 and O-2 grade billets.

5.B.10.b. Obligated Service

Appointees are obligated by acceptance of the appointment to serve as temporary officers for three years from date of appointment.

5.B.10.c. Assignments

Officers appointed as temporary lieutenants will be assigned to duty within the primary occupational field for which they were selected and will not normally be rotated out of such duty.

5.B.10.d. Reversion

Requests to revert from a **temporary grade** to a **permanent** warrant grade will normally be disapproved unless unique needs of the Service support the reversion. However, warrant officers who accept temporary appointments to lieutenant may elect

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to revert to their warrant grade if twice non-selected for promotion. Those officers approved for reversion to their former warrant officer grade, who were appointed to a higher warrant grade subsequent to their appointment to lieutenant, must serve two years time in grade as required by ☞ Article 12.C.9.

5.B.10.e. Retirement

1. Upon completion of 30 years service, officers appointed under this program **who do not integrate, as outlined in ☞ Article 1.A.8.a**, shall be retired pursuant to 10 U.S.C. 1305, in the highest grade satisfactorily held as outlined in 14 U.S.C. 334 and 10 U.S.C. 1371.
2. Lieutenants who twice fail selection for lieutenant commander will be retired, or reverted to their chief warrant officer grade, if they so request.

5.B.10.f. Original Appointment of Temporary Officers (14 U.S.C. 214)

At such times as the needs of the Service dictate, the Commandant shall convene an appointment board to recommend eligible warrant officers for appointment to temporary lieutenant. The Schedule of Officer Personnel Boards and Panels, COMDTINST 1401.5 (series), will publish the convening date of the board. The occupational fields and specialties needed for that **promotion** year will be announced by message.

5.B.10.g. Eligibility

Applications will be considered from chief warrant officers, W-3, W-4, or W-2 who will be considered by the W-3 selection board in the same promotion year. However, appointments of chief warrant officers W-2 to lieutenant, shall be offered only to those whose name appears on a promotion list to W-3. All applicants must have completed at least 13 years but not more than 26 years of active duty for retirement, computed to 30 June following the board. In addition to this active duty service requirement, applicants must possess normal color perception, which is required for all commissioned officers, O-1 and above. In addition, applicants for the MMS (Deck) and MMS (Engineering) specialties must hold qualification (hull inspector and/or machinery inspector) for the specific occupational field(s) requested. Qualification letters must be appended to the application/resume.

5.B.10.h. Application

Applications may be made for only the occupational field which is related to the warrant officer specialty listed in paragraph 4 below. If the applicant is serving in a warrant specialty which is related to more than one of the occupational fields offered, the officer may request consideration for more than one; however, the officer must specify the order of preference (i.e, first and second choice).

1. Form and Content. Candidates shall submit their application to Commander (CGPC-opm-1) via their immediate command. No enclosures to the application are permitted with the exception of hull or machinery qualification letters. The application/resume shall be submitted in Basic Coast Guard letter format (limited to a maximum of 2 pages, single-sided, single-spaced, 12 point text with 1 inch margins) and in the following sequence:

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- a. Paragraph 1. The occupational field, or fields (specify preference) for which the candidate is applying.
 - b. Paragraph 2. The historical summary of units assigned as a CWO with the primary and collateral duties assumed for each (listed in chronological order with the most recent first).
 - c. Paragraph 3. A summary of major professional accomplishments including medals, awards, and academic achievements.
 - d. Paragraph 4. A statement addressing the candidate's reasons for desiring appointment to the grade of lieutenant.
2. Endorsement. The commanding officer's endorsement shall address the applicant's potential to perform successfully in the grade of temporary lieutenant and shall include a computation of the applicant's total service computed to **30 June** following the board.
 3. Each application must be received by Commander (CGPC-opm-1) no later than the date specified in the general message announcing the occupational fields and specialties needed for that fiscal year. **Members who do not have an e-mail address on the Coast Guard Global address list should include one in their package in order to receive acknowledgement of package receipt by CGPC.** Applications for occupational fields or specialties not solicited in the general message will be returned without action.
 4. Chief warrant officers who meet the eligibility requirements of this article may apply to the occupational field or fields that are related to their specialty as indicated below:

Occupational Field	Related WO Specialty
Surface Operations	BOSN
Weapons	WEPS
Merchant Marine Safety (Deck)	BOSN / MAT / WEPS / ENG
Merchant Marine Safety (Engineering)	ENG / BOSN / MAT / WEPS
Naval Engineering	ENG
Communications	COMMS
Electronics	ELC
Personnel Administration	PERS
Finance and Supply	F&S
Medical Administration	MED
Photojournalist	INF
Aviation Engineering	AVI
Physician's Assistant	PYA

5.B.10.i. Waivers

Except as noted in  Article 5.B.10a.(3), waivers of eligibility requirements will not **normally** be granted under any circumstances.

5.C Enlisted Personnel

5.C.1 General

5.C.1.a. Objective

The objective of the enlisted advancement system is to ensure the required degree of proficiency at the various grade levels within each specialty and promote those best qualified to fill vacancies which occur.

5.C.1.b. Applicability

This section is applicable to the advancement of:

1. All active duty enlisted personnel and Coast Guard reservists on extended active duty.
2. Temporary commissioned officers on active duty whose permanent status is enlisted. ☞ Article 5.C.27

5.C.2 Advancement from E-1 through E-4

5.C.2.a. Methods of Advancement from E-1 through E-4

Personnel may be advanced from E-1 through E-4:

1. By special authority of the Commandant.
2. By their commanding officer (applicable for advancement from E-1 to E-2 and E-2 to E-3 and advancement to pay grade E-4 of Class "A" School graduates).
3. Under the special provision of Article 5.C.33.a. for qualified prior Coast Guard active duty and reserve personnel.
4. By successful completion of a Striker Program for ratings of BM, DC, EM, FS, MK, QM, SK, and YN (applicable for advancement from E-3 to E-4).
☞ Article 5.E.1.

5.C.3 Servicewide competition

5.C.3.a. E-5 Through E-9 Advancements Through Servicewide Competition

Except as noted in subparagraph e. below, advancement in these pay grades is accomplished through taking a Servicewide Examination (SWE) following the schedule listed below which will be followed without regard to anticipated vacancies:

E-7 through E-9	May
E-5 and E-6	May and November

1. While it cannot be guaranteed that any one person will be advanced, the SWE ensures a fair and an impartial opportunity for advancement and a guarantee that all enlisted personnel of a particular rating shall have an equal advancement opportunity.
2. A cutoff point is established for each rating and rate based upon vacancies anticipated at the time the eligibility list is compiled. Personnel who are below the cutoff point should plan on participating in subsequent SWEs in order to maintain eligibility.

5.C.3.b. Advancement

Advancement is based the member's final multiple which is composed of the following factors:

Factor	Maximum Credit	How Computed
Examination Score	80	Examination Standard Score
Performance factor	50	See paragraph (semiannual marks) (1) below.
Time in Service (TIS)	20	Total month TIS - 12. 1 point credit per year. Maximum credit is given for 20 years.
Time in pay grade in present rating	10	See paragraph (TIR) (2) below
Medals and Awards	10	See paragraph (3) below.
Sea Duty	30	Credit given for sea duty accumulated after 1 February 1994.
Total:	200	

5.C.13. Circumstances Which May Render Personnel Ineligible for Advancement

5.C.13.a. Eligibility Requirement Waivers

Personnel for whom eligibility waivers have been requested are ineligible to compete in SWE for advancement until approval of waiver is received. ☞ Article 5.C.4.

5.C.13.b. Disciplinary Status

For 12 months prior to the terminal eligibility date (01 January following the May exam), and for the entire period from recommendation to advancement, personnel in pay grades E-4 and E-5 must have no unsatisfactory conduct mark, court-martial (CM) or civil convictions, or NJP punishments. If confinement is imposed by NJP or CM and the member is confined, the good conduct eligibility period starts on the date of release, regardless if on probation. If no confinement is included in the punishment or sentence, the good conduct eligibility period starts the day following conviction or awarding of NJP. Good conduct eligibility following unsatisfactory marks in conduct or a factor mark less than those provided for in ☞ Article 10.B.9., begins on the day following the effective date of Enlisted Performance Evaluation Form (CG-3788 (series)). Commanding officers will submit a message to HRSIC (adv), with Commander (CGPC-epm-1), as information addressee, to remove from the current advancement eligibility list any person who has received a CM or civil conviction, or NJP, or **an** unsatisfactory conduct mark ☞ Article 10.B.9., after the individual has been recommended for advancement, but has not been advanced. ☞ Article 5.C.5 for guidance regarding personnel in pay grades E-6/7/8.

5.C.13.c. Confinement

Personnel in confinement are ineligible for advancement or to compete for advancement or change in rating. A substitute examination will not be provided.

5.C.13.d. Personnel Selected for Chief Warrant Officer (CWO) Appointment

Personnel who have been selected for promotion to chief warrant officer, above the cutoff on the CWO list, are ineligible for advancement to CPO, SCPO, or MCPO. Their names automatically will be removed from established enlisted eligibility list 60 days after publication of the officer eligibility lists, unless an individual concerned has notified Commander (CGPC-epm) that they do not intend to accept the chief warrant officer appointment. If a member who has been selected is to be advanced to CPO, SCPO, or MCPO during the above 60 day window, the member must make a decision at that time, vice 60 days after publication, regarding their intentions to accept either advancement or appointment to CWO.

5.C.13.e. Disabled Personnel

1. Personnel who have been recommended for advancement and are either hospitalized, awaiting action of a medical or physical evaluation board or are in a not fit for duty status will be permitted to participate in and be advanced under the SWE competition process provided all of the following criteria are satisfied:
 - a. The individual retains the commanding officer's recommendation.
 - b. The commanding officer feels such competition would not be detrimental to the individual's health.
 - c. In the judgment of the commanding officer, there is a reasonable expectation that the individual will be able to return to a fit for duty status.
2. Personnel who have been declared unfit for duty by the Commandant's final action on physical disability retirement and separation procedures are ineligible for participation in the SWE competition. However, personnel who have been granted a waiver for retention on active duty under [☞](#) Chapter 17.A are eligible.

5.C.13.f. Personnel with Approved Request for Retirement

Personnel with approved requests for retirement are ineligible for further advancement. **Their Servicewide examination will be** invalidated and/or their name removed from the existing eligibility, **if applicable**. However, members submitting retirement requests as a result of High Year Tenure (HYT) may still participate in the SWE competition if recommended by their commanding officer, and will remain on their respective eligibility list until their Professional Growth Point (PGP) is reached. Retirement requests will be rescinded, at the member's request, for those members who appear above the cut on an eligibility list, or who are advanced prior to reaching their PGP. (Refer to [☞](#) Article 12.C.11.c. for additional guidance on submission of requests for cancellation of retirement orders.)

5.C.13.g. Personnel Who Cancel Requests for Retirement

Personnel whose retirement request is canceled under the provisions of [☞](#) Article 12.C.11c will not be reinstated on existing eligibility lists for advancement.

5.C.14 Service Requirements and Determination of Service

5.C.14.a. Service Requirements

ADVANCEMENT TO:	Minimum Active Service Requirements
E-1 to E-2	May be effected upon recommendation of his or her Commanding Officer.
E-2 to E-3	Six months in pay grade E-2 or satisfactory completion of Class "A" School
E-3 to E-4	Six months in pay grade E-3
E-4 to E-5	Six months in pay grade E-4
E-5 to E-6	12 months in pay grade E-5
E-6 to E-7	☞ Article 5.C.5
E-7 to E-8	☞ Article 5.C.5
E-8 to E-9	☞ Article 5.C.5

(All service in the Coast Guard and Coast Guard Reserve must be continuous service conditions. ☞ Article 1.G.7.)

5.C.14.b. Determination of Service

Determination of service for eligibility for advancement will be made as follows:

1. Terminal Eligibility. Terminal dates for time in service and time in rate are designated as 01 July following the November examination and 01 January following the May examination. A Commandant Notice will announce any change to the terminal eligibility dates.
2. Time in Service. Time in service for eligibility for advancement and multiple computation is active duty in any of the Armed Forces and their Reserve components and is computed to the established terminal eligibility date. Periods of inactive duty, periods between discharge and reenlistment, and deductible time are not creditable for time in service. A correct Active Duty Base Date is the basis for this computation. The Pay Manual, COMDTINST M7220.29 (Series) provides guidance in determining deductible time.
3. Time in Pay Grade in Present Rating (TIR). TIR is computed from the effective date of advancement to present pay grade for the rating in which presently serving to the established terminal eligibility date. All TIR, while on active duty in the Coast Guard or extended active duty for more than one year in the Coast Guard Reserve, provided the member wasn't reduced and subsequently advanced, will be credited as TIR. No credit will be given for the following service:
 - a. If a member is reduced and subsequently advanced, TIR is calculated from the date of the most recent advancement. The time prior to the reduction is lost.

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- b. Service in any other branch of the Armed Forces or their Reserve components, periods of inactive duty, periods between discharge and reenlistment, and deductible time.

4. Reenlistment Under Continuous Active Service and Broken Active Service Conditions.

- a. Only time previously served in the present or higher pay grade in the Coast Guard or Coast Guard Reserve, under continuous active service conditions within three months of separation is creditable toward TIR for eligibility.
- b. TIR requirement for members who return to enlisted status after serving as a warrant or commissioned officer commences the date of return to enlisted status as outlined in  Articles 5.C.3 and 5.C.4. Time served as a warrant or commissioned officer is not creditable toward TIR multiple computation.
- c. Any enlisted time served in present or higher pay grades prior to serving as a warrant or commissioned officer is creditable for TIR for point purposes only. For example, if a member served as an E-7 for two years prior to being commissioned and then reverts to E-7, credit will be given for TIR by adding those two years to the TIR.
- d. If a member has held a higher pay grade, the time in the higher pay grade is not creditable toward TIR calculations for the present pay grade and is not creditable at the higher pay grade if the member is subsequently advanced.
- e. Members with broken active service, out of Service over three months, will have their Date of Rank (DOR) and TIR based on the effective date of their reenlistment. **Members who return to active duty within 2 years of their separation will receive full credit for any TIR formerly creditable prior to their separation. Members who return to active duty after 2 years from their date of separation may submit a request to Commander (CGPC-epm) for determination of credible TIR.**
- f. TIR credit for Temporary Separation Program. Members who return to active duty from the **temporary separation** program will receive full credit for any TIR formerly creditable prior to their separation under the **temporary separation** program.

5. USCGR Personnel on Active Duty Who Voluntarily Accepted a Reduction in Rate to Enlist or Reenlist Under Continuous Service Conditions in the USCG. Former USCGR personnel while on active duty who voluntarily accepted a

5.C.38.c. Reduction for Incompetence

1. In effecting a reduction in rate for incompetence, these conditions shall govern:
 - a. The reason for the reduction must be solely incompetence as evidenced by the fact that the person is not qualified to perform the duties of his or her rate.
 - b. If an individual's evaluation mark for any factor is below a factor average of 2 for any evaluation period, or at any time in the member's commanding officer's judgment the member's competency is questionable, the commanding officer shall make an Administrative Remarks, CG-3307 entry in the Personnel Data Record stating that the individual is a candidate for reduction in rate by reason of incompetence and the following three-month period will constitute a formal evaluation of his or her competency. The entry will clearly identify the factor(s) involved and the exact areas that need improvement. The member will acknowledge this entry by signing the Administrative Remarks, CG-3307. A reevaluation will be performed at the end of the three month period. The reevaluation mark(s) will be entered on the Marks/Data Base Summary Printout, CG-3306, and an Administrative Remarks, CG-3307 entry will be made indicating progress (or lack of) during the three month period. If the individual responds to counseling and improves his or her evaluation(s), no further action is required. But if at the end of the three month period, the individual has failed to demonstrate the required level of professional competency, the reduction shall go into effect or be recommended to higher authority as befits the individual's rate. ☞ Article 12.B.9. If at the end of the three month period, the individual's factor scores meet the minimum requirements to eliminate the need for reduction of the member by reason of incompetence, but still fall short of the minimum requirements for reenlistment eligibility, the provisions of ☞ Article 12.B.9 may apply. In all cases where a reevaluation has been performed, the next regularly scheduled evaluation will be performed at the prescribed date.

2. Action toward reduction for incompetence may be taken as indicated by the following commands:
 - a. Only the Commandant may reduce a chief petty officer in rate for incompetence and then only if a fact finding board finds the member unqualified. Boards for this purpose are administrative in nature, **and** will follow the **procedures** provided in the ☞ Administrative Investigations Manual, COMDTINST M5830.1 (series), with composition, rights of the party, and procedures as required for **a formal** investigation. The Board for CPO competency shall be forwarded via the member's commanding officer, district commander, Commander, Maintenance and Logistics Command, to Commander (CGPC-epm).

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- b. Area commanders, Commander, Maintenance and Logistics Command or district commanders may authorize reduction in rate for incompetence of any enlisted person in the first six pay grades.
 - c. A commanding officer of the grade of lieutenant commander and above may authorize and effect a reduction in rate for incompetence of any enlisted person in the first five pay grades in his or her command.
 - d. When a commanding officer who does not have authority to authorize the reduction considers an individual in his or her command to be incompetent, he or she shall comply with the procedures of this article and then forward a complete report, board of investigation in the case of a CPO, and a recommendation via the chain of command to the superior having the necessary authority. In each case, the member shall be informed, in writing, that a recommendation for reduction in rate is being submitted and be afforded an opportunity to make a statement in writing. If the member does not desire to make a statement, such fact shall be set forth in writing over the member's signature. If the member refuses to sign a statement, the member's commanding officer will so state in writing.
3. If a reduction for incompetence was made other than in conformity with this article, the next superior in command shall investigate the circumstances and take corrective action, if necessary.

5.C.38.d. Reduction in Rate Upon Request of the Individual

1. A request from a chief petty officer for voluntary reduction in rate will be submitted to Commander (CGPC-epm) for action.
2. A commanding officer may authorize and effect a reduction in rate of any enlisted person in his or her command in the first six pay grades at the member's own written request. The request with reason therefore shall be forwarded to Commander (CGPC-epm) with the action taken noted thereon. Due to the training investment involved, it will not normally be the practice to remove the designator in the case of reduction from E-4 to E-3. If the particular circumstances in a given case warrant removal of designator, such recommendation will be referred to Commander (CGPC-epm) in accordance with  Article 5.C.29.c.
3. A petty officer, first class, who requests assignment to a basic petty officer course and receives orders to it, shall be reduced to pay grade E-5 prior to departing present unit.

4. Pay, allowances, and travel entitlements will continue to accrue at the lower permanent rate/pay grade. Pay and allowances of the higher rate/pay grade will accrue from the effective date of actual advancement as listed in the CGPC Advancement Announcement.
5. Enlisted performance evaluation forms shall continue to be submitted in the lower permanent rate as outlined in  Chapter 10.B.
6. Frocking does not authorize increased disciplinary powers under Article 15, UCMJ.
7. Time-in-grade computation for retirement and advancement is computed from the date of actual advancement, not the date frocked.

5.C.40. Frocking of Enlisted Personnel to Chief Warrant Officer

5.C.40.a. Conditions for Frocking

Under the authority of 14 U.S.C. 632, the Commandant may authorize certain benefits of the higher grade to Coast Guard enlisted personnel selected for promotion to chief warrant officer. Enlisted members selected for appointment to chief warrant officer and in receipt of orders may be considered for “frocking” under these circumstances:

- 1. The member is required to depart his/her unit in order to meet the operational needs of the receiving unit prior to their acceptance of the appointment; or,**
- 2. The member is scheduled to attend Chief Warrant Officer Indoctrination prior to the date of acceptance of the appointment.**

5.C.40.b. Request Submission

Commanding officers or equivalent shall submit request to CGPC (opm-1) to frock members who meet the requirements of paragraph a.

5.C.40.c. Entitlements

Entitlements of frocked personnel are in accordance with  Article 5.C.39.d.

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5. Travel, transportation of dependents, and shipment of household goods shall comply with Chapter 5 of the Joint Federal Travel Regulations (JFTR), Vol. 1.
6. Evaluatees are entitled to a travel allowance to their home of record or other "waiting point" authorized in the orders, and then travel from there to the place of final retirement, discharge, or release in accordance with JFTR, Par. U5125-E.
7. An officer placed in a home awaiting orders status who desires orders to a "waiting point" during the interim period shall submit a letter request to Commander (CGPC-opm).
8. An enlisted member in a home awaiting orders status who desires orders to a "waiting point" during the interim period shall submit a letter request to Commander (CGPC-epm).
9. The evaluatee shall notify the cognizant district or commanding officer of a Headquarters unit, Commander (CGPC-adm-1), (CGPC-opm), or (CGPC-epm) of the date and hour of arrival at a "waiting point" or home. A form for use by the evaluatee stating travel itinerary and arrival at the point of selection will be prepared as follows on a separate sheet and enclosed with the orders:

Enclosure (1) to orders of (Name of Evaluatee) Dated (Date):
Departed (Duty Station) at (Hour), (Date), by: (Transportation Mode: Private Auto, Rail, Commercial Air, etc.). Arrived (Home of Record or Other Place Selected) at (Hour), (Date).

(Evaluatee's Signature)

10. Before leaving the current duty station, those parts of the separation or release process, including applicable portions of DD Form 214, requiring the presence of the evaluatee shall be completed so final retirement, discharge, or release action can be accomplished by mail, when later directed.

7.A.5.f. Sick Leave

1. Sick leave is granted for illness, injury, and convalescence. In all cases, sick leave which exceeds two days will be reported in accordance with the  Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series). Sick leave, not to exceed a cumulative total of 30 days (42 days for postnatal recovery) for any one illness or injury, may be granted by district commanders and commanding officers without approval of the Commandant under the following conditions:
 - a. To personnel who have been under medical treatment and whose physical condition precludes a return to duty, but does not necessitate further active treatment, and for whom a period of sick leave has been recommended by a medical officer of one of the Uniformed Services, or, in the absence of such

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officers, by a practicing physician. To personnel who have been excused from duty for treatment, or medically directed self-treatment, in home, barracks, or other non-hospital facilities (hotel, motel, occupying beds in dispensaries, etc.), when such absence is accounted for by a certificate from a medical officer of the Uniformed Services, or, in the absence of such officers, by a certificate from a practicing physician showing that the person has been unable to perform duty.

- b. Upon recommendation of a medical board or a physical evaluation board.
2. When a hospital used by a member of the Coast Guard is located some distance from the district office, the district commander may designate a command, so located as to be more appropriate, to take action in granting sick leave.
 3. Requests to **Commander (CGPC-opm) or (CGPC-epm)** for approval of sick leave beyond the limits mentioned above shall include full justification by competent medical authority as to why additional sick leave is needed. Prepare requests in the following format:

ALPHA	Name, rate or grade, social security number.
BRAVO	Duty station where member will be assigned if sick leave is not granted.
CHARLIE	Date last fit for duty. In traumatic injury cases, indicate date of injury.
DELTA	Diagnosis. Use only ICD-9 code. Do not use plain language.
ECHO	Medical or surgical treatment received including dates (briefly in six words or less). Do not describe the specific treatment beyond such descriptions as physical therapy, general surgery, outpatient surgery, etc.
FOXTROT	Present medical care status (inpatient, outpatient or discharged).
GOLF	Prognosis for return to duty, include date.
HOTEL	Possibility of convening medical board and date.
INDIA	Amount of sick leave utilized to date.
JULIET	Amount of additional sick leave requested.
KILO	Provide medical reason why member cannot perform light desk work duties, full or part time.
LIMA	Medical point of contact (name and phone).

4. Do not grant sick leave to personnel awaiting administrative processing for discharge who have been evaluated by medical authorities as unsuitable for further service by reason of a character and behavior disorder. Refer exceptional cases to Commander (CGPC-opm) or (CGPC-epm) with full documentation.

7.A.5.g. Maternity Leave

District commanders and commanding officers may grant maternity leave without the Commandant's approval for prenatal periods up to a cumulative total of 30 days. A medical officer or practicing physician shall certify all periods of prenatal leave as necessary. In addition, postnatal leave of 42 days shall be granted without referral to Commandant. Members on postnatal leave may, with their physician's concurrence, terminate their leave status sooner. Forward requests for approval of prenatal and postnatal leave beyond these limits as prescribed in  Article 7.A.5.h.

7.A.5.h. Elective Medical Care

1. When an active duty member pursues elective medical care (i.e., care not required to maintain fitness for duty) from either a civilian or military provider, the command must make a personnel decision regarding use of regular duty time for both treatment and, if needed, convalescent absence. Sick leave is not normally appropriate for elective surgeries and although the command may authorize an administrative absence (i.e., time to attend a doctor's appointment), the member is not entitled to this. Elective care should normally be obtained on the member's own time which may include the use of regular leave for convalescence. The member must fund elective care obtained from a nonfederal provider, except as authorized by the  Medical Manual, COMDTINST M6000.1 (series). Follow-up care from a nonfederal provider due to complications must also be funded by the member, even if the follow-up procedures are NOT elective, and even if the original elective care was rendered at a federal facility.
2. When requesting command approval **of leave associated with** elective care, members are not required to state the procedure being done or provide specific details. They must, however, provide an estimate of the time period required for the care and subsequent rehabilitation and the extent to which fitness for duty will be effected, e.g., will require crutches for 10 days, etc.
3. Because any medical condition, procedure or treatment, could possibly lead to complications and subsequent action by the physical disability evaluation system, and to protect the interests of both the service member and the Coast Guard, the command is responsible to ensure the member provides a letter to the command in which the member states and accepts the following:
 - a. action to be taken by the command regarding the granting of administrative absence (i.e., regular leave or sick leave);
 - b. that the service member was instructed regarding the provisions of this section; and,
 - c. that the service member must, upon completion of the procedures and any follow ups, obtain copies of all treatment records from the provider for inclusion into the health record (initial evaluation, treatment plan, operative report, lab reports, follow-up care, etc).

7.A.6. Leave in Connection with Temporary Additional Duty

7.A.6.A. Delay En route

At his or her discretion the commanding officer may grant delay, to count as leave, in connection with temporary additional duty, including courses of instruction, in any amount of leave to which officers and enlisted personnel may be entitled, subject to ☞ Article 7.A.4. limitations and such restrictions as higher authority may impose.

7.A.6.B. Careful Screening of Leave Requests

Commanding officers shall carefully screen each request for leave to ensure that temporary additional duty orders are not being requested as a means to defray transportation expenses to and from place of leave. Leave will be approved only when it is clearly indicated that the temporary additional duty is essential and no additional cost to the Government is involved. If approved, the leave will be incorporated in the orders or by endorsement thereof.

7.A.7. Emergency Leave Transportation

7.A.7.a. Statutory authority

Individual's Status	Relevant JFTR Paragraph
Member Serving on Permanent Duty OCONUS	U7205-B1a
Command-Sponsored Dependents Residing OCONUS	U7502-B2a
Member Serving on Permanent Duty in CONUS with Domicile OCONUS	U7205-B1c
Dependents Residing in CONUS	U7205-B2c
Member Performing Temporary Duty or Assigned to a Ship Away from Homeport	U7206

10.B.3.d. Flag Officer Supervises Member

If an evaluatee, such as a District Command Enlisted Advisor, Flag Quarters Manager, etc., works directly for a flag officer, the flag officer completes the entire evaluation and any appropriate Administrative Remarks.

10.B.3.e. Member Assigned to Military Entrance Processing Station (MEPS)

If an evaluatee is assigned to a Military Entrance Processing Station (MEPS), the appropriate MEPS personnel complete the Supervisor and Marking Official sections of the EPEF. The senior Coast Guard officer assigned to the MEPS completes the Approving Official section of the form.

10.B.4. Responsibilities

10.B.4.a. The PERSRU

1. Upon receiving bar coded labels and marks rosters from Commanding Officer, Human Resources Information and Service Center (HRSIC (adv)), PERSRUs send them to commands for which they hold PERSRU PDRs not later than 45 days prior to the end of the regularly scheduled evaluation period.
2. Upon **receipt of the monthly electronic file of Marks Sheets, CG-3306**, from Commanding Officer, HRSIC (adv), PERSRUs **shall retain the electronic file for 15 months. Additionally, PERSRUs shall forward the CG-3306s to any units that do not have access to CGHRMS. PERSRUs may request CG-3306s from HRSIC-ADV by e-mail if they are unable to locate the most recent form.**

10.B.4.b. The Unit

1. Determine the reason for evaluation. If the member is being evaluated for any reason other than a regularly scheduled annual or semi-annual evaluation, **DO NOT USE THE LABEL.** ☞ Article 10.B.5.a. Complete blocks 1 through 5 and darken appropriate ovals.
2. Units review the labels and rosters for correctness and completeness and report any errors in member's name, rate, or SSN to the PERSRU for correction of the PMIS database.
3. If the unit notes an error in the label, the unit must inform the PERSRU of the error for PMIS data base correction, destroy the label, and prepare an EPEF, completing blocks 1 through 5 (including the ovals).
4. The marks roster should be used to track required evaluations. If a member is not due a regular evaluation, note the reason on the roster and destroy the label.

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5. If the PERSRU does not send a label for a member, the unit must inform the PERSRU of the error and prepare an EPEF, completing blocks 1 through 5 (including the ovals).
6. The unit then completes the EPEF and ensures all forms are complete, including all signatures. All signature blocks must include the rating official's name, rank or rate, and the date of the signature. Unsigned forms will not be processed, but will be returned for signatures.
7. The unit ensures evaluations are completed, including the evaluatees' signed acknowledgments, not later than 21 days after the end of the evaluation period ending date. If an evaluatee refuses to sign the EPEF, a unit representative should so state in the evaluatee's signature block and sign the statement.
8. The unit sends all completed evaluations directly to Commanding Officer, HRSIC (adv) to arrive not later than 30 days following the evaluation period ending date.
9. The unit provides the evaluatee a copy of the completed EPEF, if requested, **and retains** a copy of the EPEF **until confirming that the evaluation has been properly recorded in CGHRMS (or on the CG-3306 for units without CGHRMS access).**
10. **After the evaluation has been properly recorded in CGHRMS, the unit should destroy the copy of the EPEF. If an error is noted, the unit must report the error to HRSIC (adv) for database correction. If this confirmation process has not been completed within 60 days after submission of the EPEF, the unit should contact HRSIC (adv).**

10.B.4.c. The Evaluatee

The evaluatee and the rating chain are responsible for meeting all EPES standards. The evaluatee is ultimately responsible for:

1. Learning the EPES intent and procedures as set forth in these prescribed guidelines.
2. Finding out what is expected on the job

3. Appeal Authority.

- a. The Appeal Authority must review and act on the appeal within 15 calendar days after receiving it. Commander (CGPC-epm-1) may extend the 15 days if the Appeal Authority needs additional information from either the member or commanding officer before responding to the appeal.
- b. In acting on an appeal, the Appeal Authority may raise or leave unchanged the member's marks, but may not lower any marks an Approving Official assigned.
- c. Once the Authority has decided the appeal, he or she should ensure copies of the appeal package (member's letter, command endorsement along with all enclosures, and Appeal Authority's action) are sent to Commander, (CGPC-adm-3) for filing and to Commanding Officer, HRSIC (adv) for review and possible update to the EPEMTS data base.

10.B.11. Waiving and Changing Evaluation Marks

10.B.11.a. Waiving Evaluations

Occasionally it is either impossible to evaluate an evaluatee; e.g., he or she was an in-patient or on sick leave during entire period, or an evaluation period is overlooked administratively. In these and similar situations the Approving Official should request HRSIC (ADV) to waive the entire period by letter specifying the reason for the waiver.

10.B.11.b. Changing Evaluation Marks

1. Approving Officials are authorized to change any mark they assigned to members still attached to the unit if the Approving Official receives additional information that applies to the particular evaluation period.
 - a. If the EPEF is still at the command, the Approving Official discusses the marks with the Marking Official as noted in  Article 10.B.4.d.4. If they change any marks, the evaluatee also initials each changed mark.
 - b. If the Approving Official already has sent the EPEF to HRSIC, the Approving Official writes, signs, and sends a letter to Commanding Officer, HRSIC (adv) to request changing the marks. The letter should contain the following information.
 - (1) The member's name, rate, and social security number,
 - (2) The period ending date,
 - (3) The specific dimensions being changed,

- (4) The original numerical mark,
 - (5) The revised numerical mark, and
 - (6) A statement the member has been advised of these changes.
- c. Commanding Officer, HRSIC (adv) changes the database and sends an electronic copy of the revised CG-3306 to the unit **as confirmation of update. The change will also ultimately appear in CGHRMS.**
2. If the proceedings are later set aside, the current Approving Official re-evaluates and adjusts marks on the EPEF assigned by any Approving Official based on alleged offenses committed.
 3. Any Approving Official who has reason to believe marks assigned by another commanding officer are erroneous shall write to Commander, (CGPC-epm-1) describing the circumstances. This letter shall include PERSRU and Unit Personnel Data Record documents; e.g., Administrative Remarks, CG-3307, and a recommended course of action.

10.B.12. Form Disposition

Send completed original EPEFs for active duty and reserve personnel directly to Commanding Officer, HRSIC (adv) for policy and administrative quality control review and entry into the EPEMETS.

12.A. Separating Active Duty Commissioned and Warrant Officers

12.A.1. General

12.A.1.a. Continuation of Status

The President appoints regular Coast Guard and Coast Guard Reserve officers to an indefinite term. Once an individual legally accepts a commission or warrant in the Coast Guard and executes the oath of office, he or she acquires a status which continues until it is legally terminated.

12.A.1.b. Methods of Separation

Complete separation from the Coast Guard is accomplished by:

1. Acceptance of resignation;
2. Dismissal;
3. Revocation of commission or warrant;
4. Dropping from the rolls;
5. Termination until it is legally terminated; or
6. Discharge for cause.

12.A.1.c. Terminating Active Duty

Terminating active duty (without completely separating from the Coast Guard) includes retirement and a Reserve officer's release to inactive duty. Retirement procedures appear in  Chapter 12.C.

12.A.2. Types of Officer Discharges

12.A.2.a. General

This Article discusses the discharge types and detailed procedures approved for Coast Guard officers. Officers who totally separate from the Coast Guard or Coast Guard Reserve while on active duty are entitled to one of the following discharges.

12.A.2.b. Honorable Discharge

The Service generally grants an Honorable Discharge to officers under circumstances which would warrant such a discharge for enlisted members. The following standards govern issuing honorable discharge certificates:

1. Acceptance of unqualified resignations as described in  Article 12.A.6.a.

2. Discharge because of failure selection for promotion.
3. Administrative separation for cause for reasons specified in ☞ Article 12.A.15.c.1.
4. Other conditions generally resulting in an honorable discharge for enlisted members.

12.A.2.c. General Discharge

The Service grants a General Discharge to officers administratively separated for cause if the cause for separation or an officer's previous record would preclude honorable discharge but is not of such a nature as to require discharge under conditions other than honorable; for example:

1. Acceptance of resignations submitted in the form described in ☞ Article 12.A.6.b.
2. Separation for cause for reasons specified in ☞ Article 12.A.15.c.2.

12.A.2.d. Discharge Under Other Than Honorable Conditions

The Service generally grants a discharge under other than honorable conditions to officers separated for reasons other than dismissal pursuant to general court-martial sentence if the circumstances prompting separation are deemed counter to traditional naval concepts of "honor," in the following types of situations; for example:

1. Acceptance of a resignation to escape dismissal, typically for the good of the Service and submitted in the form described in ☞ Article 12.A.6.c.
2. Acceptance of a resignation for the good of the Service in lieu of trial by court-martial, submitted in the form described in ☞ Article 12.A.6.d.
3. Acceptance of a resignation for the good of the Service. Submit this type of resignation in the form described in ☞ Article 12.A.6.c.
4. Separation of officers for a civil authority conviction on criminal charges (except for officers dropped from the rolls under ☞ Article 12.A.14.).
5. Officers dropped from the rolls do not receive a certificate of discharge.
6. Separations for other reasons which would warrant a discharge under other than honorable conditions or a bad conduct discharge for enlisted members.

12.A.2.e. Dismissal Pursuant to General Court-Martial Sentence

Officers dismissed from the Service pursuant to a sentence of general court-martial do not receive a certificate of discharge of any of the types described in this Article. Their only separation document is a letter signed by the Secretary or an authority to whom he or she has lawfully delegated the function to inform the officer concerned of his or her trial, conviction, and sentence, departmental action on and approval of the sentence, and fact of dismissal. This is the lowest type of separation from the Service, and in all respects equals a dishonorable discharge.

12.A.2.f. Administrative Separation

In all cases in which an officer is recommended for administrative separation from the Service, the recommending authority shall also recommend the type of discharge which should be granted under this article.

12.A.2.g. Issuing Authority

The Commandant ultimately determines the name and character of any officer's total separation. He or she alone issues one of the foregoing types of discharges, only after total separation from the Service, not release to inactive duty. Under no circumstances will any ship or station ever issue any form of discharge certificate to an individual separated from the Service as a chief warrant or commissioned officer.

12.A.3. Inter-Service Transfers of Regular and Reserve Active Duty Officers

12.A.3.a. General

The Service may give an active duty Coast Guard commissioned officer especially qualified to contribute to another Uniformed Service an opportunity to do so without loss of service by transferring that officer from the Coast Guard to another Uniformed Service as authorized by 10 U.S.C. 716. While intended primarily to permit full use of specialists in the technical fields, inter-Service transfers are not restricted to these personnel.

1. The officer must consent to the transfer.
2. An officer transferred from the Coast Guard may not be appointed in another Service at a higher rank or precedence than that held on the date before transfer.
3. Transfers will be made only within authorized strength limitations to officers who have fulfilled obligated service requirements.

12.A.3.b. Procedure

1. Normally, an individual officer initiates a transfer by submitting a request through the chain of command to Commander (CGPC-opm). A justification of the requested transfer as being in the interest of national security and the individual officer must accompany all requests.
2. Commander (CGPC-opm) will indicate concurrence or disagreement and send the request to the Department of Defense.
3. If the Coast Guard and Department of Defense approve the request, the two affected Services will terminate the officer's current commission and reappoint him or her in the other Service without interrupting the continuity of his or her total military service.
4. An officer transferred under this Article is placed on the receiving Armed Force's applicable promotion or lineal list in an appropriate position as determined by the amount of promotion list service he or she earned in his or her parent Service on the day before transfer. Grade and date of rank are determined by applying the amount of promotion list service to the appointment laws in effect for the Service to which the officer is transferring.
5. An officer transferred under this Article is credited with the unused leave which he or she was credited at the time of transfer and the total military service with which he or she was credited on the day before transfer.

12.A.4. Vacant

12.A.5. Resignations

12.A.5.a. General

Regular and reserve officers retain their commission at the pleasure of the President. This Article lists the criteria to voluntarily terminate an officer's status as deemed necessary for current Service requirements and the needs of the officer corps.

12.A.5.b. Submitting Requests to Resign

Submit voluntary requests to resign in letter form to Commander (CGPC-opm) through the chain of command. Commander (CGPC-opm) carefully notes the immediate commanding officer's comments, which should contain pertinent facts or reasons which underlie the request as revealed through interview. To receive an acknowledgment the request was received, **provide your e-mail address in the letter and indicate you would like to receive acknowledgement the request was received.**

12.A.5.c. Deadline

An officer may submit an unqualified request to resign (☞ Article 12.A.6.a.) not more than one year in advance but in sufficient time to reach Commander, (CGPC-opm) six months before the requested resignation date. Exceptions to these time limits may be granted in hardship cases. Due to shortages that may occur in specialized communities, depending on the timing of resignation requests, approved separation dates may be up to 12 months from the date of the request should the needs of the Service require.

12.A.5.d. Acceptance

A resignation has no effect until competent authority accepts it. **Upon receiving and acknowledging a request for resignation, Commander (CGPC-opm) establishes the terminal date and supplies the officer with an information letter and accounting data pending final acceptance by the Secretary of Transportation on behalf of the President.**

12.A.5.e. Denying a Request

Except in very unusual circumstances, Commander (CGPC-opm) will not accept an officer's resignation under these conditions:

1. The officer has not completed **active** obligated service.
2. The officer has not completed one year at his or her INCONUS or two years at his or her OUTCONUS duty station.
3. A state of emergency exists during which Service needs clearly preclude accepting a resignation.
4. Commander (CGPC-opm) issued orders to duty outside the continental limits of the United States before receiving the letter tendering a resignation.

12.A.5.f. Request for Reserve Commission

An officer whose resignation is accepted and who has no obligation under 10 U.S.C. 651 is not required to accept a Coast Guard Reserve appointment. However, officers whose service has been satisfactory are encouraged to do so, since Reserve service will be desirable for the Coast Guard and advantageous to the individual. All officers requesting resignation shall state whether or not they desire a Coast Guard Reserve commission. Requests for Reserve Commissions should be submitted to Commander, (CGPC-rpm). To ensure there is no break in service, requests should be submitted at least 120 days prior to discharge. Once the officer has been appointed by the Secretary of Transportation and has executed the Acceptance and Oath of Office form (CG-9556) PERSRUs should ensure the member is accessed into the Reserve in accordance with the SDA II User Manual, HRSICINST M5231.2 (series).

12.A.5.g. Temporary Officers

An enlisted member serving as a temporary commissioned officer who resigns and has no obligation under 10 U.S.C. 651 will be discharged. **Should a temporary officer who has an obligation under 10 U.S.C. 651 be granted a resignation, he or she will be given the choice of either** a Reserve commission followed by release to inactive duty or reversion to permanent status and transfer to the Reserve to complete the required service. Temporary officers who resign their commission are encouraged to accept a commission in the Coast Guard Reserve.

12.A.5.h. Withdrawing a Request

Based on Service needs, Commander (CGPC-opm) may grant the officer concerned approval to withdraw a request to resign.

12.A.5.i. Disapproving a Request

The Commandant may decide to retain officers on active duty beyond their requested resignation date based on Service needs.

12.A.6. Forms of Officers' Resignations

12.A.6.a. Unqualified Resignation

1. The Coast Guard is interested in the reasons why an officer voluntarily separates from the Service and a Coast Guard career. Therefore, it is important for an officer submitting his or her resignation to state precisely the reasons for doing so. If an officer desires to resign to attend school, enter business, or accept a position in civilian life, he or she should say so. If an officer is resigning because he or she thinks his or her chances for promotion in the Service are poor, the pay is inadequate, or the deprivation of home life is excessive, he or she should state these reasons as well.
2. The form in which to submit an unqualified resignation is:
 - a. I hereby submit my resignation from the United States Coast Guard and request its acceptance effective [date].
 - b. [State reasons for resigning commission.]
 - c. I have been informed and understand if my request to resign is accepted, I subsequently shall receive a certificate of honorable discharge from the Coast Guard.
 - d. I [do/do not] desire a commission in the U.S. Coast Guard Reserve. I understand to receive retired pay at age 60, I must complete at least 20 years' satisfactory Federal service, the last eight years of which must be qualifying service as a Reserve component member in compliance with 10 U.S.C. 12731.
3. **Officers requesting voluntary, unqualified resignation may also be eligible for Temporary Separation described in  Section 12-F. Officers are encouraged to become familiar with the provisions of  Section 12-F prior to submission of a request for voluntary, unqualified resignation.**

12.A.6.b. Qualified Resignation if General Discharge Follows

An acceptable form for submitting this type of resignation is:

I hereby submit my resignation from the United States Coast Guard and request its acceptance. I have been informed and understand if my resignation is accepted, I will receive a certificate of general discharge. Although the Coast Guard considers this separation to be under honorable conditions, I understand it is not the highest qualitative type of separation provided for Coast Guard officers; and, while I will be entitled to the major portion of veterans' rights and benefits presently authorized former officers whose service has been similar to mine, if any present or future statute specifically requires honorable discharge as a condition of granting rights or benefits, my eligibility for them may be at least doubtful.

12.A.6.c. Resignation for the Good of the Service

An acceptable form for submitting this type of resignation is:

I hereby submit my resignation from the United States Coast Guard for the good of the Service and request its acceptance. I have been informed and understand if my resignation for the good of the Service is accepted, I will receive a discharge under other than honorable conditions; I may be deprived of substantial rights, benefits, and bounties Federal or State legislation confers or hereafter may confer on persons with honorable service in the Armed Forces of the United States; and I may expect to encounter substantial prejudice in civil life in situations in which the nature of service rendered in or character of separation from the Armed Forces may have a bearing.

12.A.6.d. Resignation in Lieu of Trial Before a General Court-Martial

1. The usual form for submitting this type of resignation is:

I hereby submit my resignation from the United States Coast Guard for the good of the Service and in lieu of trial before a general court-martial. I have been informed and understand if my resignation for the good of the Service and in lieu of trial by general court-martial is accepted, I subsequently **may** receive a discharge under other than honorable conditions; I may be deprived of substantial rights, benefits, and bounties Federal or State legislation confers or later may confer on persons with honorable service in the Armed Forces of the United States; and I may expect to encounter substantial prejudice in civil life in situations in which the nature of service rendered in or the character of separation from the Armed Forces may have a bearing.

2. As the form of the resignation indicates, the officer concerned submits it as an alternative to facing trial before a general court-martial and to preclude the possibility such a trial might result in conviction, with ensuing sentence perhaps extending to dismissal from the Service and imprisonment. Whenever practical, an officer desiring to submit such a resignation should be given a receipted copy of the charges and specifications preferred; or, if they actually have not been preferred, should receive a receipted set of sample charges and specifications alleging offenses for which the officer might be brought to trial. Further, it is usually required prior to permitting an officer to resign in this manner he or she submit with the resignation a complete, detailed confession to the offense(s) at issue.
3. It is desirable for a psychiatrist, or a medical officer if a psychiatrist is not conveniently available, to submit for the case record a statement with his or her professional observations and impressions of the apparent mental and physical condition of the officer submitting the resignation.
4. Officers whose resignations for the good of the Service and in lieu of trial before a general court-martial are accepted **may** be awarded a discharge under other than honorable conditions.

12.A.7. Releasing Reserve Officers to Inactive Duty

12.A.7.a. Conditions for Approval

Commander (CGPC-opm) will approve a request for release to inactive duty (RELAD) or early release from a Reserve officer who has not fulfilled his or her active duty obligation only under the conditions listed below. Reserve officers serving under an active duty agreement normally must complete the period of active duty specified by the agreement.

1. When a specific program for early releases applicable to all Reserve officers within a group has been approved, **or**;
2. When the needs of the Service clearly would be served by approving the request, **or**;
3. When a hardship of extreme degree exists which the officer's early release can alleviate.

12.A.7.b. Automatic Release

Reserve officers not serving under active duty agreements and who have no outstanding obligation for continued active service will be released automatically to inactive duty when their period of active duty expires. **This includes officers who have greater than eight, but less than 18, years total service.** Commander (CGPC-opm) normally issues release orders four months in advance.

12.A.7.c. Officers Outside CONUS

Members assigned to OUTCONUS units are required to complete a minimum of two years at that unit before Commander (CGPC-opm) will consider them eligible for voluntary release.

12.A.7.d. Release of RPAs

Officers whose RPA designation has been removed under  Article 1.B.3.i. will be released to inactive duty.

12.A.8. Involuntary Release of Reserve Officers

- 1. At any time, the Commandant may release a Reserve officer involuntarily to inactive duty. Commanding officers or other officers in the chain of command may recommend an involuntary release from active duty of a Reserve officer in their command in the form of a letter to Commander (CGPC-opm) containing the following information:**
 - a. Officer's name;**
 - b. Length of service;**
 - c. Period of time officer was observed;**
 - d. Reason for recommendation;**
 - e. Specific facts or circumstances relating to performance;**
 - f. Medical reports or opinions, if applicable;**
 - g. Nature of counseling and other steps taken to correct deficiencies, if applicable;**
 - h. Officer's response to counseling, if applicable;**
 - i. Special Officer Evaluation Report, if applicable.**
- 2. The recommending officer shall grant the officer concerned an opportunity to review the recommendation and permit him or her to comment as desired by letter endorsement.**
- 2. A panel of senior officers as described in  Article 12.A.11.b.3. shall review the recommendation. After thoroughly reviewing the officer's record, the panel recommends to the Commandant either releasing the officer or closing the case.**
- 3. Commander (CGPC-opm) sends the panel's recommendations to the Commandant for approval, modification, or disapproval (14 U.S.C. 281).**

12.A.9. Discharging Active Duty Reserve Officers

When it is necessary to recommend a Reserve officer serving on active duty for discharge from the U. S. Coast Guard Reserve, the following guidance applies.

1. Reserve officers with fewer than three years commissioned service being considered for an honorable discharge for the reasons in [☞](#) Article 12.A.15.c.1. will be processed as outlined in [☞](#) Article 12.A.11.b. Commander, (CGPC-rpm) will serve as a member of the panel of officers established in [☞](#) Article 12.A.11.b.
2. Reserve officers with fewer than three years commissioned service being considered for a general discharge for reasons contained in [☞](#) Article 12.A.15.c.2. or 3. will be processed by a single, special board of officers guided by the applicable procedures outlined in [☞](#) Article 12.A.15.h. A Reserve officer shall serve as a member of the board.
3. All Reserve officers with at least three years commissioned service being considered for discharge will be processed using the three-board process described in [☞](#) Article 12.A.15. A Reserve officer shall serve as a member of each board if possible.
4. Reserve officers discharged due to board action or at their request in lieu of board action receive an honorable discharge if [☞](#) Article 12.A.15.c.1. applies and a general discharge if [☞](#) Article 12.A.15.c.2. or 3. applies. Determine the amount of separation pay, if entitled, by computing years of service and basic pay as defined in the [☞](#) U.S. Coast Guard Pay Manual, COMDTINST M7220.29 (series).

12.A.10. Physical Examination

12.A.10.a. Terminology

The term “unfit for continued service” is used in this Article rather than “not fit for duty.” “Not fit for duty” is a local medical term meaning the member is unable to perform the immediate duties to which assigned for a short period of time. A finding of “not fit for duty” does not qualify the member for processing in the Physical Disability Evaluation System (PDES), and does not mean the member is not qualified for separation. A member could be “not fit for duty” and still be separated if the existing impairment does not lead to a physical disability as defined in the [☞](#) Physical Disability Evaluation System, 1850.2 (series) unless Commander (CGPC-opm) or (CGPC-epm) with the advice of Commander (CGPC-adm) considers it necessary to correct a physical defect. “Unfit for continued service” means a physical disability exists which renders the member unfit to perform the duties of his or her office, grade, rank, or rating. This determination can be made only through the PDES and could lead to the member’s separation, except as provided in [☞](#) Article 17.A.2.

12.A.10.b. Requirement

An officer being separated shall schedule any necessary physical examination so it is completed at least 60 days before the effective date of separation or release, although Commander (CGPC-opm) will not delay a separation or release date solely because the officer failed to complete a scheduled physical examination. A scheduled separation or release date may be delayed only if a question exists about a member's unfitness for continued service so as to require convening a medical board under the Physical Disability Evaluation System, COMDTINST M1850.2 (series) or if serious disease or injury intervenes. The district commander or commanding officer of the Headquarters unit concerned will issue any travel orders necessary to obtain a physical examination.

12.A.10.c. Exemption

If an officer has had a physical examination within one year of separation or release, a physical examination is not required before separation (e.g., retirement, resignation, or discharge) or release to inactive duty.

12.A.10.d. Physical Disability Evaluation System

If an officer enters the Physical Disability Evaluation System (PDES) or serious disease or injury intervenes before a scheduled separation or release, the command shall inform Commander (CGPC-opm-1) and (CGPC-adm) expeditiously by message or letter, which if necessary shall include a request for an appropriate delay in the officer's separation or release date. Delays of not more than 30 days will be granted at a time.

12.A.10.e. Delaying Separation

An officer's separation for hospitalization, medical observation, or PDES processing may be delayed only if the officer involved consents. If the officer withdraws that consent in writing, Commander (CGPC-opm) shall separate the officer not later than 60 days from the date such notice was received (14 U.S.C. 295).

12.A.10.f. Action Upon Physical Examination Results

This general guidance addresses various outcomes of a physical examination for separation or release.

1. If an officer is found qualified for separation or release the officer is processed for separation or release as scheduled.
2. If an officer is found qualified for separation or release and disagrees with the finding, Commander (CGPC-opm) and (CGPC-adm) shall be notified immediately.

3. If a question exists about an officer’s unfitness to perform duties Commander (CGPC-opm) and (CGPC-adm) shall be notified immediately by message or letter. The officer shall then be processed under the **Physical Disability Evaluation System**, COMDTINST 1850.2 (series), Chapter 3.
4. If a question exists about an officer’s unfitness to perform duties and he or she still desires to separate, comply with **Article 12.C.3.b.**
5. The following chart illustrates these guidelines.

Finding of Physical Examination	Member Agrees	Member Disagrees	Officer’s Command Takes This Action
Fit for Duty	X		Send SF-88 and CG-4057 to Commander, (CGPC-opm), who issues separation orders
Fit for Duty		X	Notify Commander, (CGPC-opm) and comply with Article 3-B-5(e), Medical Manual, COMDTINST M6000.1 (series)
Unfit for Continued Service	X		Notify Commander, (CGPC-opm) and comply with Chapter 3, Physical Disability Evaluation System, COMDTINST M1850.2, (series)
Unfit for Continued Service		X	Comply with Article 12.C.3., Personnel Manual, COMDTINST M1000.6 (series)

12.A.11. Revoking Officers’ Commissions in Their First Three Years of Service

12.A.11.a. General

1. The Service considers **the** first three years of an officer’s career a probationary period during which he or she demonstrates ability to adapt to the requirements of Coast Guard life and shows capability for future development. Some officers either are unable to adapt to service life or their performance indicates it is doubtful whether the time and effort required will form them into effective officers.
2. The authority to revoke an officer’s commission under this article is not designed for use when court-martial or separation for cause proceedings would be more appropriate.

12.A.11.b. Procedure

1. A commanding officer or a superior in the chain of command may recommend revoking the commission of an officer who has fewer than three years of continuous service as a Coast Guard commissioned officer. Commander (CGPC-opm) also may initiate board action to revoke an officer’s regular commission based on knowledge of adverse information about the officer. A commanding officer or superior in the chain of command shall recommend revocation in the form of a letter to Commander (CGPC-opm) containing the following information.

- a. Officer's name;
 - b. Length of service;
 - c. Period of time officer was observed;
 - d. Reason for recommendation;
 - e. Specific facts or circumstances relating to performance;
 - f. Medical reports or opinions, if applicable;
 - g. Nature of counseling and other steps taken to correct deficiencies;
 - h. Officer's response to counseling;
 - i. Special Officer Evaluation Report, if applicable.
2. The recommending officer shall grant the officer concerned an opportunity to review the recommendation and permit him or her to comment as desired by letter endorsement.
 3. A panel of senior officers, normally consisting of the Coast Guard Personnel Command's Chief, Administration Division; Chief, Officer Personnel Management Division; and a senior officer representative from the Headquarters division (**or Commander (CGPC-rpm) in cases of Active Duty Reserve Officers per Article 12.A.9.1**) with cognizance of the officer's specialty shall review the recommendation. After thoroughly reviewing the officer's record, the panel recommends to the Commandant either executing the revocation proceedings under this Article or closing the case. Closing an officer's case does not preclude considering a subsequent recommendation to revoke his or her commission if additional facts or subsequent actions so warrant.
 4. Commander (CGPC-opm) sends the panel's recommendations to the Commandant for approval, modification, or disapproval (14 U.S.C. 281).
 5. Nothing contained in this Article shall prevent the court-martial of any officer in appropriate circumstances.

12.A.11.c. Separation

Officers whose commissions are revoked under this Article shall be discharged not later than three months from the date the panel report is approved; however, if the officer will have accumulated three years' commissioned service during this three-month time frame, the officer will be discharged not later than the day prior to the day the officer accumulates that service.

12.A.12. Vacating a Temporary Appointment

12.A.12.a. Authority

The appointing officer may vacate a temporary appointment made under ☞ Article 1.A.3.c. at any time. An officer whose appointment is so vacated reverts to his or her permanent status (14 U.S.C. 214 (c)).

12.A.12.b. Procedure

1. A commanding officer or a superior in the chain of command may recommend vacating any temporary officer's appointment to Commander (CGPC-opm). Commander (CGPC-opm), also may initiate board action to vacate an officer's temporary commission based on adverse information about the officer.
☞ Article 12.A.8. sets forth the criteria and procedure to vacate a temporary officer's appointment.
2. If Service needs dictate, the Commandant may vacate the appointment of temporary officers without regard to the ☞ Article 12.A.11. criteria. In this circumstance, he or she will consider all officers with temporary commissions. An officer whose appointment is so vacated reverts to his or her permanent status.
3. At his or her sole discretion, the Commandant may vacate the commission of temporary officers who have completed physician assistant training but fail to attain certification from the National Commission of Certification of Physician Assistants during their first two years of commissioned service, or subsequently fail to maintain this certification. An officer whose appointment is so vacated reverts to his or her permanent status.

12.A.13. Failing Selection for Promotion or Continuation

12.A.13.a. Chief Warrant Officers

☞ Article 5.B.4.c. if a chief warrant officer fails selection for promotion for the second time.

12.A.13.b. Ensigns

If during an ensign's first three years of commissioned service, a selection board for promotion to lieutenant (junior grade) determines his or her performance is unsatisfactory or he or she fails selection for promotion a second time, irrespective of ☞ Article 12.A.9. and 12.A.11. provisions, the Commandant may revoke the ensign's commission or vacate a temporary appointment in accordance with 14 U.S.C. 281, 14 U.S.C. 214(e), OR 10 U.S.C. 1162, as applicable.

12.B.16.b. Causes for Discharge for Unsuitability

The purpose of discharges for unsuitability is to free the Service of members considered unsuitable for further service because of:

1. Inaptitude. Applies to members best described as unfit due to lack of general adaptability, want or readiness of skill, clumsiness, or inability to learn.
2. Personality Disorders. As determined by medical authority, personality behavior disorders and disorders of intelligence listed in the  Medical Manual, COMDTINST M6000.1 (series), Chapter 5.
3. Apathy, Defective Attitudes, and Inability to Expend Effort Constructively. A significant observable defect, apparently beyond the member's control, not readily describable elsewhere.
4. Unsanitary Habits.
5. Alcohol Abuse. See  Article 20.B.2. for guidelines on alcohol abuse cases.
6. Financial Irresponsibility.

12.B.16.c. Probation

Commanding officers will not initiate administrative discharge action for inaptitude, apathy, defective attitudes, unsanitary habits, not adhering to core values, or financial irresponsibility until they have afforded a member a reasonable probationary period to overcome these deficiencies. When commands contemplate discharging a member for these reasons, they shall counsel the member that a formal probationary period of at least six months has begun and make an appropriate Administrative Remarks, CG-3307, entry in the member's PDR that administrative discharge processing will be initiated unless the member shows significant improvement in overcoming the deficiency during the probationary period. The member must acknowledge this entry in writing. Commanding officers are authorized to recommend discharge at any time during probation if the member is not attempting to overcome the deficiency. Submit copies of all CG-3307 entries as an enclosure to the discharge recommendation submitted to Commander (CGPC-epm-1).

12.B.16.d. Member's Rights

In each case processed in accordance with this Article, commanding officers shall:

1. Advise the member in writing, using the letter and endorsement described in ☞ Article 12.B.9., to inform the member of the reason(s) he or she is being considered for discharge. Specifically state one or more of the reasons listed in ☞ Article 12.B.16.b.
2. Afford the member the opportunity to make a written statement on his or her own behalf. If the member does not desire to make a statement, commanding officers shall state such fact in writing over the member's signature and that shall constitute his or her statement. If the member refuses to execute any statement whatsoever, the commanding officer will so state.
3. Afford the member an opportunity to consult with a lawyer as defined in Article 27 (b) (1), UCMJ, if the member's character of service warrants a general discharge. If the member is entitled to and requests counsel and one is not available, a commanding officer must delay discharge proceedings until one is available.

12.B.16.e. Discharging Recruits

District commanders, maintenance and logistic commanders, and commanding officers of training centers are authorized to discharge enlisted members having fewer than four months' active service in an original enlistment for unsuitability if a medical board recommends such discharge.

1. If such an enlisted member is deemed unfit for further retention solely for inaptitude as set forth in ☞ Article 12.B.16.b., a medical board is not required.
2. A member discharged under authority of this paragraph is normally issued an honorable discharge if he or she has sincerely attempted to maintain proper military behavior and perform his or her duties proficiently and industriously. Issuing a general discharge is warranted if there is evidence of misbehavior, bad faith, or failure to make a proportionate effort having due regard for his or her rate and capabilities. Commanding officers shall summarize the basis on which awarding a general discharge on an Administrative Remarks, CG-3307, in the member's PDR. The entry should reflect a record of disciplinary infractions in training, culpable failure to conform to minimum standards for recruit or Reserve training, or poor attitude.

12.B.16.f. Notification

If the Commander (CGPC-epm-1) directs a discharge, the letter or message directing the discharge will state the type (honorable or general) to be issued.

☞ Article 12.B.16.k. for submitting message recommendations.

12.B.16.g. Site of Discharge

A member discharged under this article will be separated at his or her current duty station, unless ☞ Article 12.B.46. applies.

12.B.16.h. Physical Examination

A member under consideration for discharge for unsuitability must have a physical examination performed by a Public Health Service or Armed Forces medical officer **in order to identify and record any physical or mental impairments that the member may have**. If one is not available locally, a contract physician may perform the exam.

1. When psychiatric considerations are not involved, the medical officer will submit a narrative summary on **DD-2808 and DD-2807-1** describing the essential points of the member's mental and physical condition. **The examining physician shall describe the condition in terminology set forth in section 3.F of the ☞ Medical Manual, COMDTINST M6000.1 (series).**
2. If psychiatric considerations are involved (**i.e., cases involving conditions dealing with the mind, mental processes, feelings, desires, behavior, personality traits, thoughts, attitudes, etc**) a psychiatrist shall describe the condition in **terminology set forth in section 5.B of the ☞ Medical Manual, COMDTINST M6000.1 (series)**. His or her report will also include a statement whether the individual was and is mentally capable both to distinguish right from wrong and adhere to the right and has the mental capacity to understand the action being contemplated in his or her case.

12.B.16.i. More than Eight Years' Service

A member with more than eight years' military service under consideration for discharge for unsuitability is entitled to an administrative discharge board. Include all inactive military service performed in calculating the member's total service for determining eligibility for administrative discharge proceedings. ☞ Article 12.B.31.

12.B.16.j. Documentation

In every case of discharge for unsuitability, the documents listed below are required. Include them with the recommendation submitted to Commander (CGPC-epm-1) for decision or send them to Commander (CGPC-adm-3) with documents required by ☞ Article 12.B.49. if the district commander or commanding officer executes the discharge under ☞ Article 12.B.16.e.

1. A copy of the letter notifying the member of the reason(s) for administrative processing and of his or her rights.
2. If applicable, the member's declaration or waiver of opportunity to consult with counsel.
3. The member's signed statement of awareness, statement on his or her own behalf, or refusal to make a statement.
4. Report of medical board or SF-502 as applicable.
5. A copy of the closed out form CG-3306 dated 30 June 1983 showing average Proficiency, Leadership, and Conduct marks and a copy of the current form CG-3306 showing factor marks.
6. Summary of military offenses.
7. Any other pertinent comments or recommendations over the commanding officer's signature.

12.B.16.k. Submitting by Message

Submit recommendations for a discharge for unsuitability by message in situations which serve both the member's and the Coast Guard's best interest. This procedure affects only the format and method of transmitting the commanding officer's recommendation. All fundamental requirements of this Article still apply. Obtain all complete documents required immediately above; the commanding officer must verify them before submitting the recommendation.

1. Message format is considered appropriate only for recommending discharges in cases involving all of the following factors:
 - a. The commanding officer recommends discharge because he or she considers the member unsuitable for further service due to a duly diagnosed personality disorder under ☞ Article 12.B.16.b. and
 - (1) A psychiatrist so diagnosed at an Uniformed Service medical facility.

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- (4) The maximum punishment which could have been imposed for such conviction under the UCMJ, if determinable. Based on the information furnished, Commander (CGPC-epm-1) will determine the maximum punishment imposed under 18 U.S.C. or the District of Columbia Code.
- c. Summary of Military Offenses. List in chronological order all disciplinary action during current enlistment, including:
- (1) Dates of non-judicial punishment or court-martial by type.
 - (2) Description of offense(s).
 - (3) Non-judicial punishment or sentence as approved and approval date.
 - (4) All violations of regulations during current confinement with action taken.
 - (5) The commanding officer's comments, including information on the counseling requirement for cases processed for frequent discreditable involvement with civil or military authorities, dishonorable failure to pay debts, shirking, and dishonorable failure to support dependent(s).
 - (6) The commanding officer's recommendation.
- d. These enclosures:
- (1) The copy of the letter notifying the member of the reason(s) for the processing and information on the member's rights and privileges.
 - (2) The member's signed statement of awareness of rights and privileges and request to exercise or waiver of these rights.
 - (3) The member's signed statement, or member's written, signed statement declining to make a statement.
 - (4) A copy of the closed-out form CG-3306 dated 30 June 1983 showing average Proficiency, Leadership, and Conduct marks and a copy of the current form CG-3306 showing factor marks.
 - (5) Other pertinent documents such as psychiatric or medical evaluations (especially in aberrant sexual behavior cases), statements of any witnesses (☞ Chapter 12.E. for homosexual conduct policy), police reports, etc.
 - (6) A copy of the chain of custody test results form and the appropriate page from unit's drug urinalysis sampling ledger (applicable in cases of recommendations for discharge resulting from a urinalysis indicating drug abuse).

12.B.18.f. Surrender of Uniform

The member is required to surrender his or her uniform. ☞ Article 12.B.53.e.

12.B.19. Discharge Adjudged by Court-Martial Sentence

12.B.19.a. Definition

“Discharge” and “discharges” here refer to punitive discharges adjudged by sentence of general or special courts-martial.

12.B.19.b. Commandant’s Policy

Convening and reviewing authorities should approve adjudged court-martial sentences to punitive discharge in those cases in which the trial record clearly warrants that action and the enlisted member’s records and conduct show he or she is not fit for rehabilitation, meaning retention clearly is not in the Government’s interest.

12.B.19.c. Commandant’s Approval

Punitive discharges adjudged as sentences of courts-martial will be executed only on the Commandant’s specific approval after appellate review of the sentence is complete. ☞ Military Justice Manual, COMDTINST M5810.1 (series). In cases in which confinement and punitive discharge have been imposed and the member has not completed the sentence to confinement when the Commandant approves executing the discharge, the prisoner is discharged and transferred to a federal penal institution to serve the remainder of confinement unless the Commandant remits the balance of the sentence to any confinement remaining at the time of discharge as an act of clemency. ☞ Chapter 8.

12.B.19.d. Transfers

Enlisted members sentenced to discharge will be transferred under ☞ Article 12.B.45.

12.B.19.e. Vacating a Suspended Sentence

If executing a portion of a sentence which adjudges a discharge is suspended subject to a probationary period, the suspension may be vacated under the procedures set forth in the ☞ Military Justice Manual, COMDTINST M5810.1 (series). Commanding officers are directed to carefully consider reports of offenses committed by members serving in such status and undertake proceedings to vacate the suspension of the sentence only if the record clearly establishes such action is appropriate and in the Coast Guard’s best interests. For a new offense the commanding officer may take any of the following actions:

1. Impose non-judicial punishment at captain’s mast or refer the matter to a court-martial.
2. Initiate action to vacate suspension.
3. Both 1. and 2. In either instance, the commanding officer should first confer with the appropriate district or staff legal officer.

12.B.19.f. Character of Discharge

A member discharged as a result of a sentence of a general or special court-martial shall be issued a bad conduct discharge (DD Form 259 CG) or a dishonorable discharge (DD Form 260 CG), whichever appropriate authority directs.

12.B.19.g. Surrender of Uniform

The member is required to surrender his or her uniform. ☞ Article 12.B.53.e.

12.B.20. Uncharacterized Discharges

12.B.20.a. Definition

1. Uncharacterized discharges are authorized for all members separated at the entry level on or after 15 June 1983 who:
 - a. Have fewer than 180 days of active service on discharge, **and**
 - b. Demonstrate poor proficiency, conduct, aptitude or unsuitability for further service during the period from enlistment through recruit training, **or**
 - c. **Exhibit minor pre-existing medical issues not of a disabling nature which do not meet the medical/physical procurement standards in place for entry into the Service.**
2. An uncharacterized discharge is used for most recruit separations, except for disability, prior service members entering recruit training, or in cases when another type of discharge may be appropriate as described in ☞ Article 12.B.16. for recruits with serious infractions.

12.B.20.b. Authority

Only Commander (CGPC-epm-1) and Commanding Officer, Training Center Cape May have final authority to discharge a member under this Article.

12.B.20.c. Discharge Certificate

No discharge certificate will be issued to a member awarded an uncharacterized discharge. Only a DD-214 will be issued.

12.b.20.d. Characterized vs. Uncharacterized Service

The availability of the uncharacterized discharge does not preclude awarding recruits with serious infractions a type of discharge used for characterized service, usually General or Under Other than Honorable Conditions. If other than an uncharacterized discharge is appropriate, send requests to Commander (CGPC-epm-1) for consideration.

12.B.20.e. Counseling

As with most other types of separations, Commanding Officer, Training Center Cape May should not initiate uncharacterized discharge processing until he or she has formally counseled the member about deficiencies and afforded him or her an opportunity to overcome them as reflected in appropriate counseling or personnel records.

12.B.20.f. Administrative Discharge Board

Administrative Discharge Board procedures as described in ☞ Article 12.B.31. shall be used for members discharged under ☞ Chapter 12.E. and who have 180 days' or more service on notification of discharge.

12.B.20.g. Separation Program Designator

- 1. The following codes are authorized to be used with uncharacterized discharges:**

JCM, JDA, JDK, JDU, JFA, JFC, JFN, JFT, JFV, JFW, JFX, JGA, JHF, JND, JRB, KDS, KFN, LGA
--

- 2. Reentry (RE) codes will be issued only in accordance with ☞ Article 12.B.2.g. and the ☞ Certificate of Release or Discharge from Active Duty, DD-214 Instruction, COMDTINST M1900.4 (series).**

12.B.21. Discharge for the Good of the Service

12.B.21.a. Request for Discharge

An enlisted member may request a discharge under other than honorable conditions for the good of the Service in two circumstances: in lieu of UCMJ action if punishment for alleged misconduct could result in a punitive discharge or at any time after court-martial charges have been preferred against him or her. This request does not preclude or suspend disciplinary proceedings in a case. The officer who exercises general court-martial jurisdiction over the member concerned determines whether such proceedings will be delayed pending final action on a request for discharge. Send requests for discharge under other than honorable conditions for the good of the Service through the officer exercising general court-martial jurisdiction for his or her personal review and comment.

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12.C. Retirement

12.C.1. General Information

12.C.1.a. Introduction

This Article governs retirements from active duty for reasons other than physical disability. ☞ Chapter 17 contains policies governing disability retirements.

12.C.1.b. Effective Retirement Date

Commander (CGPC-epm) or (CGPC-opm) issues orders containing the effective retirement date, the laws governing the retirement, and travel authorization. Under 5 U.S.C. 8301, all non-disability retirements occur on the first day of a calendar month with the member usually detaching on the last day of the preceding month. If the member detaches earlier, the time between detachment and the effective retirement date is charged as annual leave.

12.C.1.c. Effective Date for Travel and Transportation Entitlements

The effective date to determine entitlement for Travel and Transportation Allowances (authorized weight of household goods, eligibility for dependents' travel, etc.) is the last day of active duty. Refer to ☞ Exhibit 4.G.1. and the Joint Federal Travel Regulations, Appendix A, for further clarification.

12.C.1.d. Leave in Connection with Retirement

1. At their discretion leave-granting authorities may grant earned or advance leave accompanying retirement orders under ☞ Chapter 7; however, the member's effective retirement date will not be delayed for the specific purpose of allowing him or her to use earned leave. Relief for the retired member normally coincides with the scheduled retirement date, not the date the member departs on leave.
2. If authorities grant leave in connection with retirement, complete the member's records before he or she departs on leave, except for the final date entries, and endorse retirement orders to show the amount of leave granted. The retirement processing station subsequently completes all documents in the Service member's official record on the effective retirement date and transmits the member's copies of these documents to him or her.

12.C.1.e. Retirement Processing Point

1. Voluntary Retirements in Other than a Foreign Country. If a member is stationed in CONUS or at a non-restricted duty station in a state, commonwealth or United States possession outside CONUS when he or she is scheduled to retire, he or she normally is not transferred to a new permanent duty station before retirement, unless such transfer is in the Coast Guard's best interest. Since the processing station normally is the member's last permanent duty station, the Government incurs no additional expense in processing the retirement. For personal

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convenience under provisions of the Joint Federal Travel Regulations, Vol. 1, U5130, a member may request Commander (CGPC-epm) or (CGPC-opm) to authorize (rather than direct) retirement processing at a shore unit convenient to his or her designated home of selection, provided:

- a. The member travels to the retirement processing station in leave status. (Proceed time is not authorized. ☞ Article 4.G.10.)
- b. The retirement orders designate the home of selection before departure.
- c. The member understands he or she will incur no additional expense on the Government's behalf and he or she acknowledges the following statement on retirement orders:

This authorization is issued with the understanding you will not receive reimbursement for expenses in connection with it. If you do not desire to bear this expense, consider this authorization canceled.

- d. If approved, the member detaches in time to report to the processing station between 12 and 15 working days before the effective retirement date and the member's orders shall be so endorsed.
 - e. Commanding officers and PERSRUs shall ensure all retirement related documentation processing required in accordance with the ☞ Personnel Pay and Procedures Manual, HRSICINST M1000.2(series), is completed and signed prior to members departing their retirement processing point.
2. Voluntary Retirement of a Member Stationed in a Foreign Country. A member who elects to retire, would be stationed in a foreign country at effective retirement date, does not intend to designate the overseas area as home of selection, and does not desire to retire at the overseas duty station shall return to CONUS for retirement processing. The member will be ordered to report for temporary duty and processing to the area or district office, as appropriate, nearest to the debarkation port as determined by Joint Federal Travel Regulations; and then proceed to his or her home of selection. The permanent change of station is from the overseas duty station to the home of selection. The Joint Federal Travel Regulations prescribe the member's, dependents', and household effects' transportation allowances from the overseas duty station to the processing point and ultimately the member's home of selection.
 3. Involuntary Retirement of a Member Stationed Outside CONUS. If a member normally would be stationed outside CONUS at involuntary retirement from active duty, does not intend to designate the overseas area as his or her home of selection, and does not desire to retire at the overseas duty station, he or she will be ordered on a permanent change of station to a CONUS area or district office, as appropriate, within either the Atlantic or Pacific Area, depending on where the member serves. He or she advises Commander (CGPC-epm) or (CGPC-opm) of the desired district for retirement processing approximately six months before the involuntary retirement date. Retirement allowances cover his or her retirement processing station to home of selection.

12.C.1.f. Administrative Absence in Connection with Retirement

1. Under the provisions of  Article 7.A.10., retiring members are eligible for an administrative absence not to exceed 20 days (if separated INCONUS), or 30 days (if separated OCONUS), to facilitate relocation. This administrative absence in conjunction with retirement is not an entitlement; however, it may be granted at the discretion of the member's command provided it does not adversely affect mission performance. This duty is intended for activities related to transition or relocation, e.g., job interviews, not to extend leave periods.
2. The following conditions and restrictions apply to permissive temporary duty in conjunction with retirement.
 - a. It may be authorized for consecutive days, including weekends and holidays.
 - b. It may be taken in increments, not to exceed the totals dictated in  Article 12.C.1.f.1.
 - c. Liberty or a period of combined leave and liberty is not authorized between consecutive periods of administrative absence in conjunction with retirement.
 - d. It may be used in conjunction with leave enroute to home, with no intent to return to the last permanent duty station, including leave enroute to a retirement processing point as defined in  Article 12.C.1.d.

12.C.2. Service Credit to Qualify for Retirement

The service below is creditable for retirement. Service creditable for retirement is not necessarily all service creditable for computing basic or retirement pay.

1. Commissioned, Chief Warrant, and Warrant Officers. Active service in the Coast Guard, Navy, Army, Air Force, or Marine Corps, or in their Reserve components, including active duty for training.
2. Enlisted Members. Active service in the Coast Guard, Army, Navy, Air Force, Marine Corps, and all active service in their various Reserve components, including active duty for training and active Federal service in the National Guard and Air National Guard.
3. Other Creditable Service for Retirement. Under certain conditions, active civilian Government service is creditable for retirement for officers appointed constructors and personnel of the former Life Saving Service, Lighthouse Service, Bureau of Marine Inspection and Navigation, and Bureau of Customs who were commissioned, appointed, or enlisted in the Regular Coast Guard.
4. Service time while attending the U.S. Coast Guard Academy is creditable only for enlisted members. Service time while attending the U.S. Coast Guard Academy may not be counted in computing, for any purpose, the length of service of an officer.

12.C.3. Pre-Retirement Physical Examination

12.C.3.a. General

A physical examination is required before a non-disability retirement. An active duty Uniformed Services medical and dental officer should perform both officers' and enlisted members' retirement physical, but contract physicians and dentists may do so. Members shall ensure they schedule physical examinations at least six months before their retirement date so defects found may be corrected before retirement. Physical examinations for retirement purposes are valid for 12 months. If the examination uncovers a physical or mental impairment that is identified in the  Medical Manual, COMDTINST M6000.1 (series), as unfitting, the member may be eligible for a physical disability retirement, subject to the policies set forth in the  Physical Disability Evaluation System, COMDTINST M1850.2 (series), paragraph 2.C. Not all physical or mental impairments qualify a member a member for a disability retirement. Nor do all members benefit from a disability retirement. For members who joined the Uniformed Services after 25 September 1975, the tax exemption of disability retired pay is limited. See  Article 12.C.16.b.4.

12.C.3.b. Procedure if Physical Examination Finds Member Is Unfit for Duty

1. If a physical examination pursuant to retirement discovers an impairment which is identified as unfitting in the Medical Manual, COMDTINST M6000.1 (series), an initial medical board will be convened only if the provisions of the Physical Disability Evaluation System, COMDTINST M1850.2 (series), paragraph 2.C, are satisfied. If a medical board is initiated, the member's commanding officer shall immediately notify Commander (CGPC-epm) or (CGPC-opm), as appropriate, and (CGPC-adm) who may hold the member's retirement orders in abeyance, if appropriate, pending resolution of the physical disability evaluation process.
2. A member's physical disability or unfitness for continued service does not preclude him or her from normal service retirement in lieu of physical disability processing, if so desired. As soon as possible after the examination, the member shall elect in writing whether he or she desires processing for physical disability retirement or compliance with normal service retirement orders. The member's command immediately notifies Commander (CGPC-epm) or (CGPC-opm), as appropriate, and Commander (CGPC-adm) by message to ensure they can delay the original retirement request or orders if necessary. Previously issued retirement orders normally will not be canceled to process a member through the disability evaluation system; instead, they will be held in abeyance. If the member elects to comply with normal service retirement orders, he or she shall submit a signed statement to that effect in letter form to Commander (CGPC-epm) or (CGPC-opm).
3. If the final action of the physical disability evaluation board is:
 - a. Retirement for physical disability, Commander (CGPC-epm) or (CGPC-opm) issues orders for such retirement.

- b. No physical disability **retirement**, the member's original retirement orders remain in force or are amended to effect the service retirement normally within 60 days after the end of the month in which the board determined the member's final physical qualification.
4. Members who meet all qualifications for a physical disability retirement but also qualify for retirement for other reasons may request in writing that Commander (CGPC-epm) or (CGPC-opm) take no action on the physical disability evaluation board's record of proceedings and allow them to retire for reasons other than physical disability.

12.C.4. Retirement Counseling and Ceremony

12.C.4.a. Pre-Retirement Seminars

Retirement benefits have become more complicated in the past few years. Merely presenting prospective retirees with a packet of helpful pamphlets and manuals shortly before retirement will not answer their many questions about this transition. Well-planned pre-retirement seminars can help bridge this gap. At least annually, district commanders, commanders of maintenance and logistics commands, and commanding officers of major Headquarters units must plan and host a one or two-day pre-retirement seminar. Headquarters units collocated with area or district offices should hold joint seminars to reduce expense and duplication of effort. Commanding officers should encourage active duty members with 18 or more years of service creditable towards retirement and their spouses, career counselors, and other interested members, including Reservists and retirees, to attend these seminars. Commanding officers should encourage using other Services' pre-retirement programs if space allows Coast Guard personnel to attend. **Figure 12.C.4.1.** contains additional guidance on pre-retirement seminars.

12.C.4.b. Retirement Ceremony

1. A ceremony designed to express the Coast Guard's appreciation for the many years of faithful, honorable service normally shall precede a member's transfer to the retirement rolls. A ceremony should include a suitable assembly from the command. The commanding officer or in his or her absence the executive officer should cite awards, commendations, and other career highlights and make such remarks in bidding farewell as appropriate in the circumstances. If possible, commands should schedule these ceremonies to coincide with required personnel inspections. Rescheduling these inspections within limitations is considered appropriate.
2. Commands may consider the following elements appropriate:
 - a. Holding a suitable ceremony as described above at which the commanding officer should present:
 - (1) Retirement Certificate.
 - (2) Retirement Button.

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(3) United States Flag

- (4) Good Conduct Award, if applicable.
- (5) Certificate of Appreciation for spouse, if applicable.
- (6) Retirement Orders.
- (7) **Awards, in the form of plaques presented in recognition of the member's professional achievements. Appropriated funds may be used for this purpose.**
- (8) An appropriate token of appreciation from the command in the form of a retirement plaque. Area, district, maintenance and logistics commanders, and Headquarters unit commanding officers are authorized to procure suitable plaques for personnel assigned to their staffs and subordinate commands using non-appropriated funds. Using appropriated funds for this purpose is forbidden. Presenting this command tribute to the retiree is optional at the discretion of the command and the retiree.

- b. Inviting the family, special guests, and shipmates, as the retiring member desires.
- c. Taking pictures of the ceremony to present to the member and distributing press releases to the appropriate media.
- d. Holding a brief social gathering after the ceremony with simple refreshments for the honored member(s) and guests.
- e. Providing transportation for guests within the confines of the military installation if required.

3. The retirement ceremony should occur at the last permanent duty station. The command should ascertain each member's preference in the matter before the scheduled retirement date and consider his or her desired timing and particulars of the ceremony but should not forego the ceremony except in extraordinary circumstances.

Figure 12.C.4.1. Suggested Retirement Planning Guidance

PRE-RETIREMENT SEMINAR SAMPLE SEMINAR ANNOUNCEMENT

Commander, [insert name], [Number] Coast Guard District is hosting a one-day pre-retirement seminar on [insert date] from 0830 to 1530 at [insert location, address]. Prospective retirees, retirees, and their spouses should find this seminar helpful in planning their future. Unit career counselors are welcome and encouraged to attend. The morning session will include a comprehensive overview of [insert two or three topics from the agenda; special features, e.g., financial planning exercises, etc., and confirmed speakers with special expertise, e.g., bankers, accountants, etc.]. All attendees will receive portfolios of vital retirement planning information. Those who plan to attend can make reservations by calling [insert telephone number], writing [insert address], or contacting by E-mail at [insert E-mail address]. Agenda attached.

NOTE: Plan to use a direct-mailed invitation as a primary means of inviting prospective attendees to the seminar.

Figure 12.C.4.1. Suggested Retirement Planning Guidance

SEMINAR COORDINATOR GUIDANCE SHEET	
As Seminar coordinator, District (p) or maintenance and logistics commands should follow these steps in planning their event. Obtain primary assistance from a Career Information Specialist, Command Master Chief (CMC) , or other career counselor.	
1.	Request seminar participants from the major benefit programs listed as follows: <ol style="list-style-type: none"> a. Veterans Administration. b. Social Security Administration. c. CHAMPUS/Medicare d. Civil Service Commission. e. Coast Guard Retired Affairs Programs, Survivor Benefit Plan, Identification Cards (RAPIDS) (DEERS), Decedent Affairs, Retired Newsletter, Thrift Savings Plan. f. Transportation Officer. g. DoD and PHS Medical Facilities. h. Legal Assistance (ensure restrictions on civilian employment after retirement are a part of this presentation). i. Space Available Travel. j. Resume Preparation. k. State Employment Officials. l. Retired Pay. m. Retiree Organizations.
2.	Prepare an agenda, arrange meeting and parking facilities, collect reservations, coordinate Coast Guard speakers, and provide retirement packages.
3.	At least 30 days before the Seminar, distribute agenda or program seminar throughout the District/Headquarters unit area; a sample of a Seminar announcement follows.
4.	Coordinate issuing orders to prospective retirees wishing to attend who are stationed outside reasonable commuting distance of the Seminar location.

PUBLICATION LIST FOR RETIREMENT COUNSELORS	
Coast Guard Personnel Manual, COMDTINST M1000.6 (series)	
Coast Guard Retiree Newsletter, HRSIC (RAS)	
“Federal Benefits for Veterans and Dependents,” Government Printing Office. Telephone: (202) 512-1800	
Physical Disability Evaluation System, COMDTINST M1850.2 (series)	
Pre-Separation Guide, NAVPERS 15616	
“Retired Military Almanac” (office copies only), P.O. Box 4144, Falls Church, VA 22044; Telephone: (703) 532-1631	
“SBP Made Easy,” 0503-LP-219-9400, Naval Publications/Forms Center (or call The Retired Officers Association (TROA), 201 North Washington Street, Alexandria, VA 22314. Telephone: (703) 549-2311)	
Thrift Savings Plan (www.TSP.gov)	
Your Guide in Retirement, HRSICINST M1800.4	
“Your Social Security” (FREE to military in quantity from the Social Security Administration)	

12.C.5. Statutory Authority to Retire Commissioned Officers (Except Commissioned Warrant Officers)

12.C.5.a. Voluntary Retirements

1. 20-Year Retirement. Any Regular commissioned officer (except a commissioned warrant officer) who has completed 20 years' active service, at least 10 of which in commissioned service, may apply and, at the Secretary's discretion, retire from active service (14 U.S.C. 291).
2. 30-Year Retirement. Any Regular commissioned officer (except a commissioned warrant officer) who has completed 30 years' service may apply and, at the Commandant's discretion, retire from active service (14 U.S.C. 292).

12.C.5.b. Compulsory Retirement at Age 62

Any Regular commissioned officer, except a commissioned warrant officer, who reaches the age of 62 shall retire from active service (14 U.S.C. 293).

12.C.5.c. Involuntary Retirement of Flag Officers

1. Unless he or she retires under some other legal provision or remains on active duty under subparagraph 2 below, a rear admiral retires on 30 June of the promotion year in which he or she completes a total of 36 years of active commissioned service, including service creditable for retirement purposes under 14 U.S.C. 432 (14 U.S.C. 290).
2. With the Secretary's approval, the Commandant may annually retain on active duty from promotion year to promotion year any rear admiral who otherwise would retire under subparagraph 1 above. Unless he or she retires under some other provision of law, a rear admiral so retained retires on 30 June of the promotion year in which no action takes place to further retain him or her under this provision (14 U.S.C. 290).
3. 14 U.S.C. 47 contains authority for the Commandant to retire.
4. 14 U.S.C. 51 contains authority for officers serving in the grade of vice admiral to retire.

12.C.5.d. Retirement of Regular Captains

1. If he or she does not retire earlier, each regular Coast Guard captain who is not carried on an approved list of officers selected for promotion to rear admiral (lower half) retires on 30 June of the promotion year in which he or she or any captain junior to him or her on the Active Duty Promotion List (ADPL) who has not lost numbers or precedence completes 30 years of active commissioned Coast Guard service (14 U.S.C. 288(a)). An officer who advanced in precedence on the ADPL because he or she was promoted from below the zone is not subject to earlier involuntary retirement under this Article than if he or she had not been selected from below the zone.
2. An officer retired under this paragraph must receive as retired pay at least 50 percent of the basic pay on which his or her retired pay was computed (14 U.S.C. 288(b)).

12.C.5.e. Retirement of Commanders and Lieutenant Commanders for Failure of Selection for Promotion

Each Regular Coast Guard officer serving as commander or lieutenant commander who fails of selection for promotion to captain or commander, respectively, for the second time shall:

1. If eligible for retirement under any law on 30 June of the promotion year in which the second failure of selection occurs, retire on that date; or
2. If ineligible for retirement on 30 June of the promotion year in which the second failure of selection occurs, remain on active duty and retire on the last day of the month in which he or she completes 20 years of active service, unless earlier removed under another provision of law (14 U.S.C. 285).

12.C.6. Statutory Authority for Commissioned Warrant Officers' Retirement

12.C.6.a. 20-Year Retirement

The Commandant may retire a commissioned warrant officer who has at least 20 years of active service at his or her request.

12.C.6.b. Involuntary Retirement After 30 Years' Active Service

1. A permanent regular commissioned warrant officer who has at least 30 years of active service retires 60 days after he or she completes that service (10 U.S.C. 1305).
2. The Commandant may defer the retirement of any commissioned warrant officer for up to four months under subparagraph 1 above if, due to unavoidable circumstances, evaluation of his or her physical condition and determination of his or her entitlement to retirement or separation for physical disability require hospitalization or medical observation that cannot be completed before the date when he or she would be required to retire (10 U.S.C. 1305).
3. To satisfy a specific Service need, the Commandant also may defer retirement under subparagraph 1 above of a commissioned warrant officer with his or her consent and if a board of officers so recommends for up to 60 days after the officer turns 62 years old (10 U.S.C. 1305). Chief warrant officers who want to continue on active duty beyond 30 years may apply to Commander (CGPC-opm-1) between nine and 12 months before the mandatory retirement date. Extensions may be granted for any period up to a maximum of four years for a single request. Subsequent extensions may be granted based on additional requests. Chief warrant officers so extended and selected for promotion are required to serve two years in the new grade. A chief warrant officer serving on an extension may apply for voluntary retirement when he or she meets all eligibility requirements listed in  Article 12.C.9. Extension requests will be kept on file pending the identification of specific Service needs. Whenever a need arises, a board of officers screens

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eligible applicants and selects the best-qualified candidate. If an extension is not approved by six months before the mandatory retirement date, the request will be removed from the file and the member retires on the mandatory retirement date. A member may withdraw a request from consideration at any time. Submit extension requests in a letter format with the following information:

- a. The reason to request the extension.
- b. The officer's statement indicating he or she is willing to serve in any assignment or geographic area.
- c. Desired length of extension.
- d. A concise recommendation by the member's chain of command.

12.C.6.c. Compulsory Retirement at Age 62

1. Any permanent regular commissioned warrant officer who has at least 20 years of active service and is at least 62 years of age must retire on the first day of the month that occurs 60 days after his or her 62nd birthday (10 U.S.C. 1251 and 1263).
2. The Commandant may defer any commissioned warrant officer's retirement for up to four months under subparagraph 1 above if, due to unavoidable circumstances, evaluation of his or her physical condition and determination of his or her entitlement to retirement or separation for physical disability require hospitalization or medical observation that cannot be completed before his or her mandatory retirement date (10 U.S.C. 1263).

12.C.7. Retirement or Release to Inactive Duty of Reserve Program Administrators

12.C.7.a. Retention on Active Duty

1. A Reserve Program Administrator (RPA) who does not accept an active duty promotion shall be released to inactive duty on the last day of the month in which the promotion would have been effective unless he or she is eligible for and requests retirement on the first day of the following month.
2. While RPAs remain eligible for consideration and promotion under 14 U.S.C. 21, no RPA may accept a promotion to a higher grade than that to which he or she is selected by a board convened in accordance with 14 U.S.C. 276 and continue on extended active duty. If an RPA accepts a promotion resulting from a selection board convened under 14 U.S.C. 21, despite the provisions of 10 U.S.C. 1006(e), he or she shall be released to inactive duty on the first day of the month after the date he or she accepts the higher grade. If he or she declines a promotion resulting from a board convened under 14 U.S.C. 21 continue on active duty, he or she will not prejudice later acceptance. An appointment to the higher grade will be tendered after release to inactive duty if he or she is otherwise qualified.

12.C.7.b. Failure of Selection for Promotion or Continuation

1. Captains. RPA captains eligible for active duty retirement and not recommended for continuation on active duty by a board convened for that purpose shall be released to inactive duty on 30 June of the promotion year in which the board convened unless they otherwise request retirement. RPA captains ineligible for active duty retirement under any provision of law and not recommended for continuation by a board convened for that purpose remain on active duty for release to inactive duty or retirement, if they request, on the last day of the month in which they complete 20 years of active service, unless removed earlier under another provision of law.
2. Commanders and Lieutenant Commanders. RPAs serving as commanders or lieutenant commanders who fail of selection to the next higher grade for the second time and:
 - a. Have completed 20 years or more active service creditable for retirement shall be retired not later than 30 June of the promotion year in which the second failure occurs, or
 - b. Ineligible for retirement on 30 June of the promotion year in which the second failure shall be released to inactive duty or retired, if they request, on the last day of the month in which they complete 20 years of active service, unless earlier removed under another provision of the law.
3. Lieutenants. RPAs serving as lieutenant who fail of selection for promotion to lieutenant commander for the second time are:
 - a. Honorably discharged or released to inactive duty not later than 30 June of the promotion year in which the second selection failure occurs, or
 - b. Honorably discharged or released to inactive duty at an earlier date at their request without loss of benefits than if they had been discharged on the date specified under a. above, or
 - c. If eligible for retirement under any law on the date specified for release or discharge in this section, retired on that date, or
 - d. If completing at least 18 years of service for retirement on the date specified for discharge or release in subparagraph 3.a. above, they shall be released to inactive duty, if they request, or be retained on active duty and retired on the last day of the month in which they complete 20 years of service.
4. Lieutenant (Junior Grade). RPAs serving as lieutenants (junior grade) who fail of selection for promotion to lieutenant for the second time are:
 - a. Honorably discharged or released to inactive duty not later than 30 June of the promotion year in which the second failure of selection occurs, or

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- b. At their request, honorably discharged or released to inactive duty at an earlier date without loss of benefits than if they had been discharged on the date specified under a. above, or
- c. If eligible to retire under any law on the date specified for release or discharge in this section, they retire on that date at their request.

12.C.7.c. Time of Separation

If under this Article the separation (discharge, retirement or release to inactive duty) of any officer would be required less than six months after approval of the report of the board which considered but did not select him or her:

1. For promotion for the second time or continuation, the officer's separation shall be deferred until the last day of the sixth calendar month after such approval; or,
2. For promotion for the third (or more) time, the officer's retirement shall be effected on the last day of the month in which the officer completes 20 years of active service, unless earlier removed under another provision of law.

12.C.7.d. Separation Pay Entitlement

An RPA lieutenant or lieutenant (junior grade) released from active duty under these provisions is entitled to separation pay under 10 U.S.C. 1174, provided he or she has served six or more **continuous** years of active service immediately before the release date. **Periods of active duty that have breaks of 30 days or less are considered continuous service when determining eligibility for Separation Pay.**

12.C.7.e. Completing 30 Years' Commissioned Service

RPAs serving as captain or below shall be released to inactive duty on the last day of the month in which they complete 30 years of commissioned service unless they request retirement effective on the first day of the following month. Unless earlier released under other provisions of law or regulations, RPAs ineligible to retire under 10 U.S.C. 6323 continue on extended active duty until the last day of the month in which they become eligible to retire. They shall then be released to inactive duty unless they request retirement on the first day of the next month.

12.C.7.f. Grade on Retirement

1. Unless entitled to a higher grade, an RPA who retires under 10 U.S.C. 6323 retires in the highest permanent or temporary grade in which he or she satisfactorily served on extended active duty, at the Secretary's determination. If the Secretary determines the officer did not serve satisfactorily in his or her highest temporary grade, he or she retires in the next lower grade in which he or she served, but not lower than his or her permanent grade.
2. An RPA who is on an approved list of officers selected for promotion to the next higher grade who retires for physical disability under 10 U.S.C. 61 before being promoted, retires in the grade to which he or she was selected for promotion.

12.C.7.g. Mandatory Retirement of Running Mates

RPA captains shall be released to inactive duty unless they are eligible for and request retirement on or before the date (30 June) their running mates retire on completing 30 years' commissioned service under 14 U.S.C. 288 provisions. Unless earlier released under other provisions of law or regulations, an RPA ineligible to retire under 10 U.S.C. 6323 continues on extended active duty until the last day of the month in which he or she becomes eligible to retire. The officer shall then be released to inactive duty or retired at his or her request.

12.C.7.h. Separation for Cause

An RPA may be separated for cause in the same manner as a regular Coast Guard officer under  Article 12.A.15. Reserve membership on boards convened for this purpose shall comply with 33 CFR 8.1110.

12.C.8. Permanent Commissioned Teaching Staff Members' Retirement

12.C.8.a. Voluntary Retirement

1. 20-Year Retirement. Any professor, associate professor, assistant professor, or instructor in the Coast Guard who has completed 20 years' active service, at least 10 years of which in active commissioned service, may apply and, at the Secretary's discretion, retire from active service with the retired pay of the grade he or she holds on retirement (14 U.S.C. 190 and 14 U.S.C. 291).
2. 30-Year Retirement. Any Coast Guard professor, associate professor, assistant professor, or instructor who has completed 30 years' service may apply and, at the Commandant's discretion, retire from active service with the retired pay of the grade he or she holds on retirement (14 U.S.C. 190 and 14 U.S.C. 292).

12.C.8.b. Involuntary Retirement

Unless they retire earlier, Permanent Commissioned Teaching Staff (PCTS) members shall retire on 30 June of the promotion year in which they complete 30 years' active commissioned service.

1. If the member requests and the Superintendent favorably recommends the member's retention as in the Academy's best interests, CGPC-opm may approve a member's continued service on active duty for additional one- or two-year periods up to a total of 35 years of commissioned service. A member so retained, unless retired under some other provision, retires when that extension expires unless action is taken to further retain the member under this paragraph. The Superintendent should make his or her recommendation under this paragraph at least one year before the member's scheduled retirement date.
2. If not earlier retired, PCTS members retire on 30 June of the promotion year in which they complete 35 years' active commissioned service. If the Superintendent favorably recommends a member's retention as necessary to fulfill a compelling

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Service need, Commander (CGPC-opm) may delay a member's involuntary retirement under this paragraph for up to two years. Unless they retire under some other provision, these members retire when such extension expires unless action is taken to further retain them under this paragraph. The Superintendent should make his or her recommendation under this paragraph at least one year before the member's scheduled retirement date.

12.C.8.c. Compulsory Retirement at Age 64

Any professor, associate professor, assistant professor, or instructor in the Coast Guard who reaches the age of 64 shall retire from active service with the retired pay of the grade he or she held on retirement (14 U.S.C. 190).

12.C.8.d. Retaining Captains

The provisions of 14 USC 288 on captains' mandatory retirement and 14 USC 289 on captain continuation boards do not apply to PCTS members.

12.C.9. Procedures for Officers' Retirement

12.C.9.a. Request for Voluntary Retirement

Commander, (CGPC-opm) has final approval or disapproval authority of voluntary retirement requests. In approving a request for voluntary retirement, Commander, (CGPC-opm) may specify an effective date other than that requested if a change is necessary in the Service's best interests to provide time for orderly relief or, in some cases, complete the current or an ordered tour of duty. Commander (CGPC-opm) will consider requests based on the Service's overall needs and the merits of an individual case **using** the following guidelines:

1. An officer should meet the following criteria when requesting voluntary retirement:
 - a. Must complete two years time in grade by the date of retirement. **(A scheduled promotion will not be effected if an officer has an approved voluntary retirement on file at the time their name would otherwise appear on the respective Officer Promotion Authorization Listing (OPAL) unless the officer requests to have the letter pulled.)**
 - b. Will complete at least one year at his or her duty station INCONUS, or if assigned outside the contiguous 48 states at his or her own request will complete a two-year tour of duty **(if the member has been assigned to more than one unit in the same OUTCONUS area, he or she must have at least 2 years in that area and one year at their current unit)**.
 - c. Submit a request between one year and six months before the desired retirement date **using the format in paragraph 9 below. Officers desiring a retirement date sooner than 6 months out, may so request; however, the request must be accompanied by a command endorsement stating that the command can, and is willing to, support a vacant billet. Such requests will be approved based upon Service needs.**

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2. An officer in receipt of PCS orders who will complete at least two years in grade by the specified retirement date in this paragraph who wishes to retire in lieu of executing those orders must request retirement within 15 days of either the order issue date or the date time group of the general message announcing assignment panel results, whichever applies. Commander (CGPC-opm) normally approves these requests effective the first day of the month after the detachment date of the PCS orders or by 1 August after an assignment panel results general message. An officer requesting retirement must comply with  Article 12.C.3. as soon as practical to ensure completing the physical examination before retirement.
3. All other requests for voluntary retirement should fully describe the circumstances which justify special consideration. Commander (CGPC-opm) will consider these requests on their merits **and weigh them against the needs of the Service.**
4. **If the officer wants an acknowledged of receipt, he or she must indicate so in the letter and provide a valid e-mail address if they do not have one in the Coast Guard global address list.**
5. Officers approaching statutory age are not required to apply for retirement.
6. The request must include the zip code of the intended home of selection for cost estimating purposes only; it is not binding and does not affect the member's entitlement to choose a home of selection up to one year after retirement.
7. **Requests for voluntary retirement from captains shall be submitted to CGPC-opm-1 via their commanding officer (actual commanding officer or the appropriate officer with jurisdiction (e.g. Area Chief of Operations for 378 CO's, MLC Commander for ISC CO's, etc.) and cognizant flag officer. For captains assigned to Coast Guard Headquarters, assistant commandants or directors should endorse requests for separation as appropriate. (NOTE: For captains assigned to Coast Guard Headquarters, requests need not be routed through Headquarters Support Command.)**
8. **Requests for voluntary retirement from commanders and below shall be submitted to Commander (CGPC-opm-1) via their commanding officer (actual commanding officer or the appropriate officer with jurisdiction. For officers assigned to Coast Guard Headquarters, assistant commandants, directors, or division chiefs should endorse requests for separation as appropriate. (NOTE: For commanders and below, assigned to Coast Guard Headquarters, requests need not be routed through Headquarters Support Command.)**
9. **Use the following example in a standard Coast Guard letter when requesting voluntary retirement:**

<p>From: [Member] To: Commander, Coast Guard Personnel Command (opm-1) Via: [Commanding Officer (and cognizant flag officer for Captains)]</p> <p>Subj: REQUEST FOR VOLUNTARY RETIREMENT</p> <p>Ref: (a) CG Personnel Manual, COMDTINST M1000.6A, Article 12.C.9.a.</p> <p>1. I request retirement on the first day of [month/year], or as soon thereafter as possible.</p> <p>2. I understand if this request is approved, I will be ineligible for promotion if already selected for the next higher grade. I further understand that a copy of my voluntary retirement orders will be included in my permanent record and will be visible to any future selection board.</p> <p>3. For cost estimating purposes only, I elect [zip code] as my Home of Selection (HOS) for retirement. I understand I am not bound to this election and I am entitled to elect a retirement HOS within one year from my first day of retirement per U5310, JFTR.</p> <p>4. I understand if I request to cancel this retirement, Commander (CGPC-opm) will consider cancellation solely on the needs of the Service.</p> <p><signature></p>
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10. The immediate commanding officer should include in the endorsement:

- a. A statement recommending approval or disapproval. If disapproval or conditional approval, the full reasons thereof.
- b. A statement, as needed, concerning a replacement or the impact of gapping the job position.
- c. Any other useful information to assist the Officer Personnel Management staff in making a final decision.

NOTE: (1) Where an unconditional endorsement of "forwarded, recommending approval" is determined, the CO may merely endorse the via line with their signature and date; (2) Additional "via" addressees may be included if considered appropriate by the CO; (3) Facsimile copies of signed requests with signed endorsement should be transmitted only if requested by Commander (CGPC-opm).

11. Officers faced with mandatory retirement, for any reason, need not request retirement. However, an officer may request voluntary retirement to occur on the scheduled mandatory retirement date if they desire their retirement be classified as "voluntary" vice "involuntary."

12. Requests from flag officers shall be submitted to Commander (CGPC-opm-1) via their Coast Guard superior (i.e. Area Commander or Assistant Commandant, etc.) and via the Vice Commandant.

12.C.9.b. Scheduling Retirement Orders

1. Commander (CGPC-opm) issues retirement orders under the procedures listed in [☞ Article 12.C.1.](#) **and mails them via the member's command shortly after approval of a request, but no later than 120 days prior to retirement. If orders processing must be delayed (i.e. awaiting funding authority for requests approved into the next Fiscal Year) notification of Commander (CGPC-opm) approval will be provided prior to issuing orders.**
2. Commander, (CGPC-opm) will approve retirement dates as close to the requested date as possible to meet Service needs. (See [☞ Article 12.C.9.a.](#))
3. When sufficient appropriated funds are not available to permit approving all requests received, Commander, (CGPC-opm) will give priority to officers who have the most active service.
4. Commander (CGPC-opm-1) will issue retirement orders to officers approaching statutory retirement age approximately six months before the first of the month after their 62nd birthday. If the officer has not received such notice 120 days before the statutory date, he or she should inform Commander (CGPC-opm-1) immediately.
5. Commander (CGPC-opm-1) will issue retirement orders to officers retiring for failure of selection for promotion approximately six months before the scheduled retirement date. If the officer has not received **orders** 120 days before that date, he or she should inform Commander (CGPC-opm-1) immediately.
6. **Commander (CGPC-opm-1) will issue retirement orders for Commissioned Warrant Officers approaching 30 years active service approximately 6 months prior to mandatory retirement. For those CWO's selected for active service beyond 30 years per [☞ Article 12.C.6.b.3](#), Commander (CGPC-opm-1) will defer issuing retirement orders until approximately 6 months prior to their authorized termination date. If the officer has not received orders 120 days before their retirement date, he or she should inform Commander (CGPC-opm-1) immediately.**

12.C.9.c. Canceling or Delaying Retirement Orders

1. **The decision to submit a retirement letter is a serious one because the projected separation triggers transfer and promotion actions that, if reversed, could cause hardship to other officers. Therefore,** Commander (CGPC-opm) may approve a request to cancel or delay a scheduled retirement based on Service needs or a member's hardship situation similar or equal to those listed in [☞ Article 12.D.3.](#) The Service does not consider a change in civilian employment plans a hardship.
2. In canceling a scheduled retirement, the officer must agree to remain on active duty for two years after the date the request is approved. The cancellation request should indicate this agreement.

3. Whenever possible, submit a request to cancel or delay a scheduled retirement at least three months before the retirement date through the chain of command; the request should contain the reasons for it.
4. If during the retirement processing period, a member is diagnosed with serious disease or suffers from serious injuries neither ratable by the Physical Disability Evaluation System nor disqualifying for separation, he or she may request to delay a non-mandatory retirement for a reasonable amount of time to address the problem. **Comply with  Physical Disability Evaluation System, COMDTINST M1850.2 (series), Paragraph 2.C.2.b.** Submit the request to Commander (CGPC-opm) and support it by **attaching** all relevant medical documents. The command should endorse the request. A member **should** schedule a physical examination at least six months before the retirement date to allow enough time to treat such remediable medical problems. If a member adheres to this schedule, physicians can properly treat most non-disqualifying remediable medical problems and it will not be necessary to delay the scheduled retirement date. Commander (CGPC-opm) will not consider delaying retirement for a member who obviously neglected to obtain timely medical treatment.

12.C.10. Statutory Authority to Retire Enlisted Members

12.C.10.a. Voluntary Retirement

1. 20-Year Retirement. On application and at the Commandant's discretion, any enlisted member who has completed 20 years of service may retire from active service (14 U.S.C. 355).
2. 30-Year Retirement. On application and at the Commandant's discretion, any enlisted member who has completed 30 years of service may retire from active service (14 U.S.C. 354).

12.C.10.b. Compulsory Retirement

Any enlisted member who reaches the age of 62 shall retire from active service (14 U.S.C. 353).

12.C.10.c. Involuntary Retirement

1. Authority. 14 U.S.C. 357 allows the Commandant to review the records of enlisted members who have 20 or more years of active military service to consider retiring these members involuntarily.
2. Convening the Board. A Coast Guard Enlisted Personnel Board shall convene when and where the Commander (CGPC-epm) directs to recommend for retirement enlisted members who have 20 or more years of active service and whom the Board determines, at its discretion, should retire. A Board convened under this section shall consist of at least three commissioned officers, at least one of whom is a commander or higher, **and two enlisted members, of equal or higher pay grade as that of the member being considered**. No ensuing annual Board may include as a member any **person** who was a member of the preceding annual Board.

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3. Submitting Recommendations. Commanding officers shall recommend to Commander (CGPC-epm-1) any enlisted member under their command who has completed 20 years of active service and should be considered for involuntary retirement. District units' commanding officers shall send the recommendations through the district commanders. Commanding officers should recommend a member if his or her:
 - a. Conduct is marginal.
 - b. Financial irresponsibility will discredit the Coast Guard and its personnel through voluminous correspondence with creditors.
 - c. Leadership, performance of duty, physical stamina, etc., are now below the standards expected or required for their rate. Specific reasons and supporting documents, including a copy of closed-out Form CG-3306 showing average marks, must be included for each individual.
4. Procedure. Each member under the Board's review shall be:
 - a. Notified in writing of the reasons he or she is being considered for involuntary retirement.
 - b. Provided counsel certified under 10 U.S.C. 827(b) to help prepare a rebuttal and represent him or her before the Board.
 - c. Allowed 60 days from the date on which counsel is provided to submit any items in rebuttal.
 - d. Allowed full access to and furnished with copies of records under consideration for involuntary retirement before submitting the rebuttal.
 - e. Allowed to appear before the Board and present witnesses or documents pertinent to the review.
5. Acting on Board Recommendations. After the Board completes its determination, each enlisted member being considered for involuntary retirement shall be:
 - a. Notified by certified mail of the reasons he or she was considered for involuntary retirement.
 - b. Provided counsel certified under 10 U.S.C. 827(b) to help prepare a rebuttal.
 - c. Allowed 60 days from the date counsel is provided to submit any matters in rebuttal.
 - d. Allowed full access to and furnished with copies of records relevant to consideration for involuntary retirement before the member submits the rebuttal.
6. Commandant Approval. If the Commandant approves the Board's recommendation, the member shall be notified of the Commandant's decision and retired within 90 days of the notification.

12.C.10.d. Reduction in Force Separations

When the Secretary orders a reduction in force, Commander (CGPC-epm) may separate enlisted members involuntarily from service without convening the Board described in  Article 12.C.10.c.

12.C.11. Procedures to Retire Enlisted Members

12.C.11.a. Requests for Voluntary Retirements

1. An enlisted member's non-disability retirement occurs at the discretion of Commander (CGPC-epm). Therefore, an enlisted member's **request** will be considered on the basis of overall Service needs and the merits of each individual case. As a general rule, the provisions listed here govern; however, an enlisted member does not automatically accrue a vested right to retire when he or she chooses independently of Service needs merely by completing 20 years of active service.
2. An enlisted member may submit a request for voluntary 20-year retirement to Commander (CGPC-epm-1) if the member:
 - a. Has completed 18 years of active service, and
 - b. Requests an effective date of retirement which provides:
 - (1) Completing at least one year of duty at current duty station if assigned INCONUS.
 - (2) Completing at least two years at current duty station if assigned OUTCONUS on a with-dependents tour. **(if the member has been assigned to more than one unit in the same OUTCONUS area, he or she must have at least 2 years in that area and one year at their current unit).**
 - (3) Completing the prescribed tour length or at least two years, whichever is less, if assigned OUTCONUS on a without-dependents tour.
 - (4) Completing the two-year obligated service (OBLISERV) requirement incurred for advancement to pay grade E-7, E-8, or E-9.  Articles 1.G.15.a.2., 4.C.3., 5.C.25.e. and 12.B.12.b.2.
3. **Retire in Lieu of Executing Orders (RILO)**
 - a. If a member **receives PCS orders during an assignment year**, is otherwise eligible to retire by his/her departure date, and wishes to retire in lieu of executing orders (RILO), he/she must so advise Commander (CGPC-epm) by message within **15 days** of receiving the PCS orders **in the CGHRMS Airport Terminal, and simultaneously** submit a request to retire with an effective date of retirement **on or before 1 August of that assignment year**. Commander (CGPC-epm) will consider such **requests and assign an effective date of retirement** based on overall Service needs; however, in certain instances, the member may be required to comply with orders.

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- b. **Commanding officers may request that a member's effective date of retirement be delayed based on needs of the Service (i.e., on-site relief needed for a critical billet). Commander (CGPC-epm) will consider such requests based on the overall needs of the Service.**
 - c. Commander (CGPC-epm) will not cancel a retirement so scheduled except to allow disability processing.
4. If it appears a request for retirement or cancellation of transfer orders is warranted even though it does not meet ~~☞~~ Article 12.C.11.a.2. requirements, the member should send the request and full supporting information pertaining to it to Commander (CGPC-epm) for consideration. Such a request will be approved only in those rare instances when in the judgment of Commander (CGPC-epm), departing from subparagraph 2.'s normal rules is justified. If the request is disapproved, Commander (CGPC-epm) will indicate when the member may resubmit a retirement request. Commander (CGPC-epm) will cancel a request approved under this paragraph only for the reasons listed in ~~☞~~ Article 12.C.11.c.
5. Submit retirement requests to Commander (CGPC-epm-1) not more than two years or less than six months before the desired retirement date. **Members desiring a retirement date sooner than 6 months out, may so request; however, the request must be accompanied by a command endorsement stating that the command can, and is willing to, support a vacant billet. Such requests will be approved based upon Service needs.** They will be acknowledged by either approval or disapproval. Include the following statements in all requests:

From: Member
To: Commander, Coast Guard Personnel Command (CGPC-epm-1)
Via: Commanding Officer, [Unit]
Subj: RETIREMENT REQUEST
Ref: Personnel Manual, COMDTINST M1000.6 (series), Article 12.C.11.

1. I request retirement on the first day of [month, year], or as soon thereafter as possible.
2. I understand if this request is approved, I will no longer be eligible for advancement and Servicewide competition, or my name will be removed from present eligibility lists, as appropriate.
3. I further understand if I request to cancel this retirement, Commander, (CGPC-epm) will consider this request based solely on Service needs. If such cancellation is approved, it will not entitle me to reinstatement in the current Servicewide competition or on the existing eligibility list. Further advancement would require recompetition.

Member's Signature

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6. The request must include the zip code of the intended home of selection for cost estimating purposes only; it is not binding, nor does it affect the member's right to choose a home of selection up to one year after the retirement date.
7. Area, district, maintenance and logistics, and unit commanding officers will include the following comments in endorsements to all retirement requests:
 - a. Specific approval or disapproval of the basic request; if disapproval, the full reason for disapproval.
 - b. Whether the member meets the requirements listed in  Article 12.C.11.a.2.
8. Enlisted members who have completed 29.5 or more years of active duty should submit requests for 30-year retirement to Commander (CGPC-epm-1).
9. Enlisted members approaching statutory age are not required to apply for retirement.

12.C.11.b. Scheduling Retirement Orders

1. Final approval of a retirement rests with Commander (CGPC-epm-1) who may specify an effective date later than that requested if, in the best interest of the Service, a delay is necessary to provide orderly relief or, in some cases, completion of the current or ordered tour of duty.
2. If sufficient appropriated funds are not available to permit approving all requests received, Commander (CGPC-epm) will select retirees in order of highest total service computed to the retirement date for which selections are being made.
3. Commander (CGPC-epm-1) will issue retirement orders for enlisted members approaching statutory age approximately six months before the effective retirement date.

12.C.11.c. Canceling or Delaying Retirement Orders

1. The decision to submit a retirement letter is a serious one because the projected separation triggers transfer and advancement actions that, if reversed, cause hardship to other members. Therefore, Commander (CGPC-epm-1) normally will not honor a request to cancel or delay an already approved retirement date unless a specific Service need exists and only under these conditions:
 - a. A Service need exists.
 - b. A member has a hardship situation similar or equivalent to those listed in  Article 12.D.3. The Service does not consider a change in civilian employment plans a hardship.

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- c. The retirement physical examination finds the member “not fit for duty” and he or she requests in writing to cancel his or her Service retirement orders and processing for a physical disability retirement; or
 - d. **If** during the retirement processing period, the member is diagnosed with serious diseases or suffering from serious injuries not ratable by the Physical Disability Evaluation System nor disqualifying for separation, **he or she** may request to delay a non-mandatory retirement for a reasonable amount of time to address the problem. Comply with  Physical Disability Evaluation System, COMDTINST M1850.2 (series), Paragraph 2.C.2.b. Submit the request to Commander, (CGPC-epm); support it by **attaching** all relevant medical documents. The member’s command, MLC (k), and Commandant (G-WKH) must endorse the request. A member should schedule a physical examination at least six months before retirement to allow enough time to treat remediable medical problems. If the member does so, physicians can properly treat most non-disqualifying remediable medical problems and it will not be necessary to delay the scheduled retirement date. Commander (CGPC-epm) will not consider delaying retirement for a member who obviously neglected to obtain prompt medical treatment.
2. In canceling a scheduled retirement, the member must agree to remain on active duty for two years from the date the request is approved and indicate this agreement in the basic cancellation request. If a member’s enlistment expires within two years of the request date, he or she must extend his or her enlistment for obligated service within 30 days after Commander (CGPC-epm-1) approves the cancellation.
 3. Submit a request to cancel or delay a scheduled retirement at least three months before the retirement date if at all possible. State the reasons for the request and submit it through the chain of command.

12.C.12. through 12.C.14. VACANT

12.C.15. Grade or Rate in Which Retired

12.C.15.a. General Authority

Every commissioned officer, chief warrant officer, or enlisted member who retires under any provision of 14 U.S.C. retires with the permanent grade or rate he or she held at the time of retirement unless entitled to retire with a higher grade or rate under any provision of this title or any other law (14 U.S.C. 421).

12.C.15.b. Commissioned Officers Other than Commissioned Warrant Officers

1. Any commissioned officer, except a chief warrant officer, who retires under any provision of 14 U.S.C. retires from active service with the highest grade he or she held (**if different from their permanent grade**) for at least six months (**this does not alter the two-year time in grade requirement of  Article 12.C.9.a.1 for requesting**

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voluntary retirement) while on active duty in which, as the Commandant determines, the member performed duty satisfactorily, with retired pay of the grade at which retired (14 U.S.C. 334 (a)).

2. If any commissioned officer, except a commissioned warrant officer, is on an approved list of officers selected for promotion to the next higher grade and retires for physical disability under [12.C.17](#) Chapter 17 provisions before being promoted, he or she retires in the grade to which selected for promotion (14 U.S.C. 294).

12.C.15.c. Chief Warrant Officers

1. Any chief warrant officer retiring under any provision of 10 U.S.C. 580, 1263, 1293, or 1305 retires from active service with the highest commissioned grade above chief warrant officer, W-4, he or she held for at least six months (**this does not alter the two-year time in grade requirement of [12.C.9.a.1](#) for requesting voluntary retirement**) on active duty in which, as the Commandant determines, he or she performed duty satisfactorily, with retired pay of the grade at which retired. However, if the highest grade's rate of pay is less than that of the warrant grade with which the officer would otherwise retire under [12.C.15.g.2.](#) below, the retired pay is based on the higher rate of pay (14 U.S.C. 334(b)).
2. Unless entitled to a higher retired grade under some other legal provision, a chief warrant officer retires, as the Commandant determines, in the permanent chief warrant grade, if any, he or she held the day before the day he or she retired or in any higher warrant officer grade in which he or she served on active duty satisfactorily, as determined by the Commandant, for more than 30 days (10 U.S.C. 1371).

12.C.15.d. Retired Officer Promoted After Recall to Active Duty

If a Regular officer on the retired list recalled to active duty is promoted during that duty to a higher grade under an appointment ([12.C.5.A.8.](#)) and satisfactorily performs duty under that appointment, on relief from active duty he or she shall be promoted on the retired list to the highest grade held while on such active duty (14 U.S.C. 333).

12.C.15.e. Enlisted Members

1. Any enlisted member who retires under any provision of 14 U.S.C. retires from active service with the highest grade or rate he or she held while on active duty in which, as Commander (CGPC-epm-1) or the Commandant, as appropriate, determines he or she performed duty satisfactorily, but not lower than his or her permanent grade or rate with retired pay of the grade or rate at which retired (14 U.S.C. 362).
2. In cases where a member has been reduced in grade by a court-martial, the highest grade satisfactorily held shall be no higher than the grade to which the member has been reduced by the court-martial, unless the member subsequently advances or is again reduced. Where a member subsequently advances or is again reduced following a reduction by a court-martial, the highest grade satisfactorily held shall be no higher than the pay grade to which the member advanced or was reduced to following the court-martial.

12.C.15.f. Grade on Retiring for Physical Disability

Unless entitled to a higher grade under some other provision of law, any Coast Guard member who retires for physical disability or is placed on the temporary disability retired list (TDRL) under 10 U.S.C. 61 is entitled to the grade or rate equal to the highest of:

1. The grade or rate in which the member served on the date his or her name was placed on the TDRL or, if his or her name was not carried on that list, on the date when the member retires.
2. The highest grade or rate in which the member served satisfactorily, as the Commandant determines.
3. The permanent regular or Reserve grade or rate to which the member would have been promoted had it not been for the physical disability for which he or she retired and which was found to exist as a result of the member's physical examination for promotion.
4. The temporary grade to which the member would have been promoted had it not been for the physical disability for which he or she retired, if eligibility for that promotion was based on cumulative years of service or years of service in grade and the disability was discovered as a result of his or her physical examination for promotion (10 U.S.C. 1372).

12.C.15.g. Procedure to Certify Highest Grade or Rate on Retirement

1. Commander (CGPC-epm) or (CGPC-opm) will administratively review the record of each individual scheduled to retire to determine the highest grade or rate in which his or her Coast Guard service is satisfactory.
2. Service will be considered satisfactory and the member will be certified to the highest grade if he or she served on active duty for at least six months in a commissioned officer grade or 31 days in a chief warrant officer or enlisted grade and his or her official records indicate overall satisfactory performance for the entire period served in the higher grade.
3. When an officer reverts from a higher grade due to approval of a board which recommended such reversion, his or her service in the higher grade will not be considered satisfactory unless he or she was later promoted again to the higher grade and meets the requirements of  Article 12.C.15.g.2. above.
4. If the administrative review described in  Article 12.C.15.g.1. does not result in a determination of satisfactory service, the determination will be referred to a special board of officers who will review the member's official records and make its recommendation to the Commandant. The board acts in an advisory capacity and its recommendation shall be considered as such. The Commandant makes the final determination of satisfactory service.

12.C.16. Computing Retired Pay

Commanding officers should encourage members applying for retirement to become familiar with the following helpful information.

12.C.16.a. Electing Retirement for Service

1. For Members Who First Became a Member of a Uniformed Service on or Before 7 September 1980: If a member retires for service, determine his or her pay by multiplying two and one-half percent (2.5%) times the number of years and full months of active service to get a "multiplier"; multiply that by the member's basic pay on the retirement date (for chief warrant officers, on the day before retirement) to derive gross monthly retired pay. ☞ Figure 12.C.16.1. Members who had previous drilling Reserve service are entitled to an additional day of active duty for each Reserve point earned. An enlisted member may be eligible for 10 percent additional pay for extraordinary heroism or good conduct. ☞ Article 12.C.16.d. After retirement, the individual may obtain a disability rating from the Department of Veterans Affairs (VA) and receive disability compensation from that agency. If so, the member must waive an amount of the Coast Guard retired pay equal to the disability compensation.
2. **For Members Who First Became a Member of a Uniformed Service on or After 8 September 1980 and before 1 August 1986 and Members Who First Became a Member of a Uniformed Service After 1 August 1986 Who Elected NOT to Receive the Career Status Bonus** : If a member elects to retire for service, determine his or her pay by multiplying two and one-half percent (2.5%) times the number of years and full months of active service to get a "multiplier"; multiply that by his or her high 36-months' average of basic pay, whether or not consecutive, to derive gross monthly retired pay. ☞ Figure 12.C.16.1. Members who had previous drilling Reserve service are entitled to an additional day of active duty for each Reserve point earned. After retirement, the individual may obtain a disability rating from the VA and receive disability compensation from that agency. If so, the member must waive an amount of the Coast Guard retired pay equal to the disability compensation.
3. **For Members Who First Became a Member of a Uniformed Service on or After 1 August 1986 and Who Did Elect to Receive the Career Status Bonus**: If a member elects to retire for service, determine pay by multiplying two percent (2%) times the number of years of active service (up to 20 years) and three and one-half percent (3.5%) for each year and full month of active service after 20 years; multiply that times the high 36-months' average of basic pay, whether or not consecutive, to derive gross monthly retired pay. ☞ Figure 12.C.16.2. Members who had previous drilling Reserve service are entitled to an additional day of active duty for each Reserve point earned. After retirement, the individual may obtain a disability rating from the VA and receive disability compensation from that agency. If so, the member must waive an amount of the Coast Guard retired pay equal to the disability compensation.
4. Members who retire for service who have served satisfactorily in a higher permanent or temporary grade or rate, as Commander, (CGPC-opm-1), (CGPC-epm-1), or the Commandant, as appropriate, determines, compute their retired pay on that grade's or rate's basic pay. ☞ Article 12.C.15.

5. Determining which retired pay formula described in 1., 2., and 3. above applies depends on **the member's "Date of Initial Entry into Military Service" (DIEMS)**. **A member's DIEMS is the earliest date they joined a Uniformed Service either through the Delayed Entry Program, a service academy, their enlistment, induction or appointment.** Service Academy cadets and persons in the Delayed Entry Program are considered "members of the Uniformed Service" while they serve in such status. **Neither Delayed Entry nor Service Academy time are creditable for computing any member's retired pay multiplier, except that** Service Academy time is creditable for enlisted personnel. Service time while attending a Service Academy may not be counted in computing, for any purpose, the length of service of an officer.

12.C.16.b. Physical Disability Retirement

A member with at least eight years' service who **receives a physical disability** retirement may receive retired pay based on monthly basic pay (entered service on or before 7 September 1980) or high 36-month average (entered service on or after 8 September 1980) at retirement based on the following formulas:

1. Multiply by the Percentage of Disability. The retired pay of a member placed on the temporary disability retired list is at least 50 percent of the pay on which compensation is made, or
2. Multiply Number of Years by two and one-half percent (2.5%) and full months of service by one-twelfth of 2.5 percent to obtain the "multiplier"; multiply that by the monthly basic pay or high 36-months' average to derive gross monthly retired pay. An enlisted member may qualify for 10 percent additional pay for extraordinary heroism. An enlisted member with 20 years' or more service may qualify for 10 percent additional pay for good conduct. ☞ Article 12.C.16.d.
3. For a Member Who First Joined a Uniformed Service on or Before 24 September 1975: That part of the retired pay of a member retired for physical disability based on the percentage of disability is not considered as income for Federal Income Tax.
4. For a Member Who First Joined a Uniformed Service on or After 25 September 1975: That part of the retired pay of a member retired for physical disability based on the percentage of disability is considered as income for Federal Income Tax unless caused by a combat-related injury, defined as personal injury or sickness incurred in any of the following circumstances:
 - a. As a direct result of armed conflict.
 - b. While engaged in extra hazardous service.
 - c. Under conditions simulating war.
 - d. Caused by an instrument of war.

12.C.16.c. Submitting Election

If a physical disability retirement is directed, Commanding Officer, Human Resources Information and Service Center (HRSIC) sends the necessary forms to use in electing the method on which to compute retired pay.

12.C.16.d. Extra Retired Pay for Enlisted Personnel

1. Heroism. Any Regular enlisted member voluntarily or involuntarily retired for 20 years' service who was cited for extraordinary heroism in the line of duty, determined by the Secretary's final, conclusive determination, is entitled to have his or her retired pay increased by an amount equal to 10 percent of the active duty pay and permanent additions thereto of the grade or rate at which retired (14 U.S.C. 357).
2. Good Conduct. Any Regular enlisted member serving in the Coast Guard on or before 6 September 1963 who retires for 20 years' service and whose average Service marks in conduct are at least 97.5 percent of maximum (i.e., 3.9) is entitled to have retired pay increased by an amount equal to 10 percent of the active duty pay and permanent additions thereto of the grade or rate at which retired. After 30 June 1983, the commanding officer will assign an eligible member a supplemental conduct mark on the 4.0 scale under  Article 10.B.2.c. in addition to the conduct mark assigned using the enlisted marking system implemented 1 July 1983. An enlisted member retired for physical disability on or after 10 August 1956 who has completed 20 years' active service and elects to use the length-of-service formula to compute retired pay if otherwise qualified is also entitled to this 10 percent additional pay for good conduct (14 U.S.C. 357).

12.C.16.e. Maximum Retired Pay

The maximum retired pay of any member is 75 percent of the basic pay of the grade or rate in which placed on the retired list.

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Multipliers for Members Who First Became a Member of a Uniformed Service on or Before 31 July 1986 or for Members Who First Became a Member of a Uniformed Service after 31 July 1986, but did not elect the 15 Year Career Status Bonus (REDUX) Plan.

(Effective Table Date: 1 October 1983)

Yrs/Mos		%									
20	0	50	23	0	57.50	26	0	65	29	0	72.50
	1	50.20		1	57.70		1	65.20		1	72.70
	2	50.43		2	57.93		2	65.43		2	72.93
	3	50.63		3	58.13		3	65.63		3	73.13
	4	50.83		4	58.33		4	65.83		4	73.33
	5	51.05		5	58.55		5	66.05		5	73.55
	6	51.25		6	58.75		6	66.25		6	73.75
	7	51.45		7	58.95		7	66.45		7	73.95
	8	51.68		8	59.18		8	66.68		8	74.18
	9	51.88		9	59.38		9	66.88		9	74.38
	10	52.08		10	59.58		10	67.08		10	74.58
	11	52.30		11	59.80		11	67.30		11	74.80

Yrs/Mos		%	Yrs/Mos		%	Yrs/Mos		%	Yrs/Mos		%
21	0	52.50	24	0	60	27	0	67.50	30	0	75
	1	52.70		1	60.20		1	67.70			
	2	52.93		2	60.43		2	67.93			
	3	53.13		3	60.63		3	68.13			
	4	53.33		4	60.83		4	68.33			
	5	53.55		5	61.05		5	68.55			
	6	53.75		6	61.25		6	68.75			
	7	53.95		7	61.45		7	68.95			
	8	54.18		8	61.68		8	69.18			
	9	54.38		9	61.88		9	69.38			
	10	54.58		10	62.08		10	69.58			
	11	54.80		11	62.30		11	69.80			

Yrs/Mos		%	Yrs/Mos		%	Yrs/Mos		%
22	0	55	25	0	62.50	28	0	70
	1	55.20		1	62.70		1	70.20
	2	55.43		2	62.93		2	70.43
	3	55.63		3	63.13		3	70.63
	4	55.83		4	63.33		4	70.83
	5	56.05		5	63.55		5	71.05
	6	56.25		6	63.75		6	71.25
	7	56.45		7	63.95		7	71.45
	8	56.68		8	64.18		8	71.68
	9	56.88		9	64.38		9	71.88
	10	57.08		10	64.58		10	72.08
	11	57.30		11	64.80		11	72.30

FIGURE 12.C.16.1.

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Multipliers for Members Who First Became a Member of a Uniformed Service on or After 1 August 1986 and did elected to receive the 15 Year Career Status Bonus (REDUX) Plan. (Effective Table Date: 1 August 1986)											
Yrs/Mos		%	Yrs/Mos		%	Yrs/Mos		%	Yrs/Mos		%
20	0	40	23	0	50.50	26	0	61	29	0	71.50
	1	40.29		1	50.79		1	61.29		1	71.79
	2	40.58		2	51.08		2	61.58		2	72.08
	3	40.88		3	51.38		3	61.88		3	72.38
	4	41.17		4	51.67		4	62.17		4	72.67
	5	41.46		5	51.96		5	62.46		5	72.96
	6	41.75		6	52.25		6	62.75		6	73.25
	7	42.04		7	52.54		7	63.04		7	73.54
	8	42.34		8	52.84		8	63.34		8	73.84
	9	42.63		9	53.13		9	63.63		9	74.13
	10	42.92		10	53.42		10	63.92		10	74.42
	11	43.21		11	53.71		11	64.21		11	74.71

Yrs/Mos		%	Yrs/Mos		%	Yrs/Mos		%	Yrs/Mos		%
21	0	43.50	24	0	54	27	0	64.50	30	0	75
	1	43.79		1	54.29		1	64.79			
	2	44.08		2	54.58		2	65.08			
	3	44.38		3	54.88		3	65.38			
	4	44.67		4	55.17		4	65.67			
	5	44.96		5	55.46		5	65.96			
	6	45.25		6	55.75		6	66.25			
	7	45.54		7	56.04		7	66.54			
	8	45.84		8	56.34		8	66.84			
	9	46.13		9	56.63		9	67.13			
	10	46.42		10	56.92		10	67.42			
	11	46.71		11	57.21		11	67.71			

Yrs/Mos		%	Yrs/Mos		%	Yrs/Mos		%
22	0	47	25	0	57.50	28	0	68
	1	47.29		1	57.79		1	68.29
	2	47.58		2	58.08		2	68.58
	3	47.88		3	58.38		3	68.88
	4	48.17		4	58.67		4	69.17
	5	48.46		5	58.96		5	69.46
	6	48.75		6	59.25		6	69.75
	7	49.04		7	59.54		7	70.04
	8	49.34		8	59.84		8	70.34
	9	49.63		9	60.13		9	70.63
	10	49.92		10	60.42		10	70.92
	11	50.21		11	60.71		11	71.21

FIGURE 12.C.16.2.

12.C.17. Retired Members' Privileges

Retired members not on active duty are entitled to wear the prescribed uniform of the grade or rate held on the retired list when wearing the uniform is appropriate. They may enjoy the privileges of the commissary stores, ship's service stores, small stores, officer clubs as appropriate to their grade, and armed services exchanges subject to the availability of facilities. Subject to the availability of space and facilities and staff capabilities, retired members and their dependents may receive medical care in Uniformed Services medical facilities (e.g., the Public Health Service, Army, Air Force, and Navy) and the benefits of the Uniformed Service Health Benefits Program as applicable. Retired members and dependents may receive one round trip per year on a space-available basis on an MSC vessel if they pay the applicable MSC charges for space-available travel. Retired members and their accompanying dependents are eligible to travel on scheduled AMC flights on a stand-by basis only. Retired members may use their military titles in connection with commercial enterprises.

12.C.18. Retired Members' Obligations

12.C.18.a. Regulatory Requirements

Retired members are subject to Coast Guard and Uniform Code of Military Justice regulations. They may be ordered to active duty in time of war or national emergency at the Secretary's discretion, but may be so ordered in time of peace only with their consent.

12.C.18.b. Wearing the Uniform

Retired members are forbidden to wear the uniform while engaged in non-military, personal, civilian, or business enterprises. Retired members not on active duty residing or visiting in a foreign country shall not wear the uniform except when attending ceremonies or social functions by formal invitation at which the terms of the invitation or the regulation or customs of the country require wearing it.

12.C.18.c. Notification of Address

All retired members must inform the Commanding Officer, Human Resources Service and Information Center, HRSIC (RAS) of their address.

12.C.18.d. Clearing Published Materials

Retired members are not required to submit for review materials they have prepared for publication. However, if the topic touches upon a national security issue, it is advisable for the author to submit it for clearance. Consult the  Public Affairs Manual, COMDTINST M5728.2(series), or contact Commandant (G-IPA) for guidance.

12.C.18.e. Foreign Visits

Retired members desiring to visit foreign countries and places outside the United States continental limits shall comply with instructions listed in  Chapter 16.

12.C.18.f. Foreign Employment

Retired members contemplating employment by a foreign government or a company owned by a foreign government **must** submit a written request to Commandant (G-WPM), for retired regular members, or Commandant (G-WTR) for retired Reservists, **before accepting such employment. The request process and information required are described in  Chapter 16.L.**

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- b. Upon return to active duty, an enlisted member who's name was above the initial cut on the enlisted advancement list prior to separation:
 - (1) Will be placed back on the enlisted advancement list at the same relative position held prior to separation, if that list is still in effect and the member's name has not been reached or bypassed.
 - (2) Will be reenlisted in the higher grade, if the member's name has been reached or bypassed on the current or a previous list.
 - c. Upon return to active duty, an enlisted member who affiliated with the Reserves and was advanced to the next higher grade off of the Reserve enlisted advancement list:
 - (1) Will not be reenlisted in the higher regular grade. The member will be reenlisted in the grade that was held prior to separation.
 - (2) May request to return to active duty on an extended active duty (EAD) contract at the higher grade. Enlisted members are not guaranteed an EAD contract under this program. Needs of the Service determine the number of EAD contracts that may be offered to Reserve personnel. If an enlisted member receives an EAD contract, then that member will have to complete the integration process in order to remain on active duty beyond the EAD contract.
 - d. If not appointed or advanced to a higher grade, as described above, on return to Active Duty or affiliation with the Reserve, a member receives credit for time served in grade before the temporary separation. **This credit will also apply for any necessary continuous active duty requirements for advancement (See Article 5.C.5).**
4. If member affiliates with the Reserve during the up to 2 years separation under temporary separation, the member may receive pay for drills, ADT, ADSW, and SELRES affiliation bonus. Members will accumulate time in service while affiliated with the Reserve. Members will also receive qualifying service time creditable for Reserve retirement provided they meet the minimum points outlined in the  Reserve Policy Manual, COMDTINST M1001.28 (series).
5. Temporary separation options See  Figure 12.F.2.1.:
- a. Officer and Enlisted: No Reserve Affiliation. For career members who do not desire to affiliate with Reserve during the temporary separation and desire guaranteed return to Active Duty within two years of discharge.

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b. Officer: From Active Status to Reserve Status.

- (1) An officer may join the Reserve during the up to 2 years separation under temporary separation with a guarantee to return to Active Duty as a permanent Regular officer with a modified DOR.
- (2) Officers who choose to join the Reserve are subject to Reserve mobilization call-ups.
- (3) While serving in the Reserves, the officer may request extended Active Duty with no loss of numbers based on the needs of the Service; however, this action will terminate the temporary separation agreement.
- (4) An officer's date of rank would not change for officers who immediately affiliate with the Reserve upon separation from active duty. Thus, the date of rank would transfer from the Inactive Duty promotion list (IDPL) to the Active Duty promotion list (ADPL) for officers recalled to Active Duty via an extended Active Duty contract.

6. This policy is another significant element in the continuum of options available to our members in caring for newborn children, including adopted newborns.

- a. Maternity Leave: Any female member may be granted up to 30 days cumulative prenatal sick leave without Headquarters approval. In addition, postnatal sick leave may be granted for up to 42 cumulative days. All sick leave must be certified as necessary by a physician. These periods of sick leave are for the member's care and convalescence.
- b. Maternity Leave Plus Regular Leave: Any female member may be granted 42 days postnatal sick leave plus 60 or more days (at the command's discretion) regular leave. This provides potential opportunity for over three months authorized absence from duty.
- c. Officer Resignation from Regular Status to Reserve Status: Now available to officers, but with no guarantee of a Selected Reserve Billet, or recall to active duty. The member could be called to extended active duty as a Reserve officer with no loss of numbers.
- d. Separation from Enlisted Status Due to Hardship: Now available to enlisted members based on providing evidence they are experiencing a bona fide hardship. A guarantee of reenlistment is not provided.
- e. Separation for Care of Newborn: For career members who desire guaranteed return to active duty after discharge.

16.I. Mortgage Insurance for Service Members

This program is no longer available for new subscribers. Members already in the program should contact Commandant (G-WPM-4) for assistance.

1. Officers. When appropriate, an officer found fit for duty on the TDRL shall be ordered to active duty as a retired officer, with his or her consent. Commander (CGPC-opm-1) shall also initiate action to reinstate the officer's commissioned or warrant status. For an officer found fit for duty who originally was to be retired, discharged, or released to inactive duty under some other provisions of law or regulations, that action shall be completed expeditiously.
2. Enlisted Members. An enlisted member on the TDRL who is found fit for shall be afforded the opportunity to reenlist and shall be notified of the following by Commander (CGPC-epm-1):
 - a. Upon presentation of the notification of the fit for duty finding to any Coast Guard recruiting office within 15 working days, the member shall be reenlisted, provided the member is qualified. There will be no further physical examination for the impairments for which temporarily retired.
 - b. Reenlistment will be effected in the grade and rating in which the member served on the date prior to retirement. If placed on the TDRL in a grade higher than that held on the day prior to retirement, the member shall be reenlisted in the lower grade.
 - c. Status on the TDRL and disability retirement pay shall be terminated either on the day prior to reenlistment or on the 15th day from the date the letter of notification is postmarked, if the evaluatee does not reenlist.
 - d. If the member has a Reserve obligation and does not reenlist, the member shall be transferred to or retained in the Reserves to complete such obligation. All time during which the evaluatee's was on the TDRL shall be counted toward the completion of the Reserve obligation.

17.B.5. Final Action When Not Fit for Duty

1. If an evaluatee is found "not fit for duty" because of a condition which is not a disability (☞ Physical Disability Evaluation System, COMDTINST M1850.2 (series)), the evaluatee will be separated without benefits.
2. If an evaluatee has both a condition that is not a disability, and also a ratable disability, the evaluatee is entitled to benefits only if the ratable disability, considered alone, is determined to render the evaluatee not fit for duty.
3. If an evaluatee meets the provisions of the Physical Disability Evaluation System, COMDTINST M1850.2 (series), orders shall be issued for the evaluatee's separation with severance pay or retirement, as applicable. ☞ U.S. Coast Guard Pay Manual, COMDTINST M7220.29 (series).

17.B.6. Effective Date of Disability Retirement or Separation

17.B.6.a. Date of Separation or Retirement

1. When temporary or permanent disability retirement or disability separation is directed, the effective date of such retirement or separation normally is 20 working days following the date of Commander, Coast Guard Personnel Command's action. **If every effort has been made to meet the separation date within the 20 working day period, but it proves impossible to complete the separation processing (shipment of household goods, OUTCONUS to CONUS transfer, etc.) within that timeframe, then retention of the member beyond the mandatory date for a period which is absolutely necessary to complete the separation processing may be authorized by Commander (CGPC-epm) for enlisted or Commander (CGPC-opm) for officers. Commanding Officers must submit a request, via message, for an extension of the separation date and must outline the additional time needed and the reason(s) for the extension.**
2. The separation or retirement date may be delayed for not more than 24 months if a member has requested, retention on active duty in accordance with the provisions of [☞](#) Article 17.A. and the member's request has been approved. In all other areas in which requests for retention on active duty have been approved, final action will be held in abeyance until there has been final reconsideration of recommended findings and disposition as provided for in [☞](#) Article 17.A.1.g.

17.B.6.b. Retaining Commissioned Officers

In the case of commissioned officers, the Coast Guard must make every effort to evaluate a member's physical disability prior to a mandatory retirement or discharge date. However, except as provided in [☞](#) Article 12.C.6.b. for chief warrant officers, if every effort has been made to meet the mandatory date, but it proves impossible to complete physical disability processing then retention of the member beyond the mandatory date for a period which is absolutely necessary to complete the physical disability determination may be authorized by Commandant (G-W).

17.B.6.c. Retention Beyond Expiration of Enlistment

Enlisted members, whose enlistment expires prior to completion of the evaluation of their physical status, may be retained with their consent for a period not to exceed six months in accordance with the provisions of [☞](#) Article 12.B.11.f.(1)(a). They may be retained without their consent for a period not to exceed 30 days in accordance with the provisions of [☞](#) Article 12.B.11.i.

17.B.6.d. Request for Retirement or Discharge

Whenever evaluatees for personal reasons desire retirement or discharge at the earliest possible date, they may submit a written request to do so to Commander (CGPC-opm-1) or (CGPC-epm-1), as appropriate. In such a case an evaluatee shall request retirement or discharge be effected without delay on completing review and final action on the record of proceedings of the CBEB or FPEB, as applicable. ☞ Physical Disability Evaluation System, COMDTINST M1850.2 (series). Commanding officers of evaluatees shall advise Commander (CGPC-opm-1) or (CGPC-epm-1), as appropriate, by message immediately on receiving the evaluatee's request.

17.B.7. Retirement or Separation for Other Reasons

Evaluatees who meet all qualifications for physical disability retirement but also qualify for retirement or separation for other reasons may, prior to the effective date of retirement, request the Commandant to take no action on the record of proceedings of the Physical Evaluation Board in their case so they may request and retired or be separated for reasons other than physical disability. ☞ Articles 12.A. and 12.B.