

**ACTIVE DUTY ENLISTED WORKFORCE MANAGEMENT  
EPM-1 FAQ's**

**1. Who is eligible?**

Answer: Everyone in the Coast Guard is eligible to apply for early separation IAW ALCOAST 165/10 and ALCGENL 046/10.

**2. How long is this program available?**

Answer: This temporary policy is effective until 30 December 2010.

**3. What is this policy really saying?**

Answer: This policy allows any member wanting to separate early from the Coast Guard to request to do so before their normal end of enlistment.

**4. If my command won't positively endorse my request, does it still come to EPM?**

Answer: Yes, all members have the right to request separation under this policy. A negative command endorsement does not stop the process. The request shall be forwarded.

**5. Is this an early retirement opportunity?**

Answer: *No, this is not an early retirement.* Members wanting to retire must still have 20 or more years of creditable service; however, time in grade (TIG) requirements may be waived.

**6. How do I request this early voluntary separation?**

Answer: All requests must be submitted via standard CG memo with a command endorsement addressing unit impact and/or ability to gap the position.

**7. What is the approval or processing timeline?**

Answer: 7 days.

**8. Is there a memo template available?**

Answer: Yes, it is found on the EPM-1 webpage under the memo sample link.  
<http://www.uscg.mil/psc/epm/EPM1default.asp>

**9. What if I recently transferred and had to obligate service?**

Answer: Obligated service requirements may be waived based on needs of the service.

**10. What if I had to obligate service to transfer benefits to my dependents?**

Answer: Obligated service from Post 9-11 GI Bill benefits transfer to dependents is not waivable.

**11. Can I request a discharge date?**

Answer: Yes; however, discharge dates will be based on service needs taking into account unit impact and the ability to absorb a gap in the position. If approved, discharge date will be 30 days from approval.

**12. What if I have completed less than 90% of my service obligation? What are my travel entitlements?**

Answer: Members who complete less than 90% of their service obligation will incur travel allowances IAW JFTR par U5125-A5.

**13. Will this be an honorable discharge?**

Answer: Yes, this is an honorable discharge under article 12.B.12.A.6, Convenience of the Government under various authorized programs and circumstances. Members will receive a reenlistment code of RE-1; eligible for reenlistment, allowing affiliation with another service, if otherwise eligible.

**14. How will this affect bonuses?**

Answer: All reenlistment, enlistment, critical skills, and career status bonuses will be recouped for any unearned active duty obligation which is waived or not served due to an early separation.

**15. Will I get to keep my Post 9-11 education benefits?**

Answer: Yes, a percentage of all MGIB/Post 9-11 education benefits that have been paid into will be retained based on creditable active service performed. 36 months of creditable service is needed to retain 100% of the benefits.

**16. What if I transferred my education benefits to my children or spouse?**

Answer: The Coast Guard will revoke any approved request to transfer educational benefits to dependents under the Post 9-11 GI Bill for all members approved for early separation.

**17. Is separation pay authorized?**

Answer: No, enlisted member approved for voluntary separation under this temporary policy change will not be entitled to transition assistance.

**18. If I request separation and it is approved, can I return to the CG at a later time like a temp sep program?**

Answer: No, members requesting separation under this temporary policy change are not eligible to return to active duty without going to a recruiter for re-entry. The temp separation program detailed in Article 12.F of the Personnel Manual allows for guaranteed return to active duty after 24 months; this program does not.

**19. Is this the beginning of High Year Tenure?**

Answer: HYT is NOT at the forefront of options being considered at this time.

**20. If I am on an 8 year contract, 4 active/4 reserves, and I have completed 3 years of active duty and decide to take advantage of this voluntary separation, how would this affect my 1 year remaining?**

Answer: If approved for early separation, any remaining active duty and reserve obligation will be waived.

**21. Can I join the reserves after separation?**

Answer: Yes; however, affiliation is not automatic. Members wanting to join the reserves should contact CG RC before requesting separation to avoid a break in service. **A break in service will impact education benefits.**