

DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD System Generated		<b>SEPARATION AUTHORIZATION</b>		
Emplid: 1190945	Name: Hill, Jessica E.	Rank: LT	Effective Date: 02/25/2007	Member Submit: 04/21/2006
Deptid: 000796	Dept Name: CGC HEALY	Last Day of Active Duty: 02/25/2007		
Request Type: Voluntary Separation		Request Status: Approved	Request Source: Member	
Entered By: ██████████			Date: 05/18/2006	

**SEPARATION INFORMATION**

Article/Law: 12-F Temporary Separation - Both CNC and Unspecified	
Sep/Ret Type: Officer Resignation under Temporary Separation policy	
DD 214: FBK Completion of required active service	
Character of Service: Honorable	Pay Type Code:

The separation herein is authorized pursuant to CGPC-opm decision and the law/policy cited. This electronic separation action has been approved and released by ██████████, USCG - Chief, Officer Separations Section - By direction of Commander, Coast Guard Personnel Command.

Your resignation under the Temporary Separation program is approved. Your resignation must now be accepted by the Secretary of the Department of Homeland Security on behalf of the President of the United States. During the acceptance phase, you are authorized to effect separation travel and transportation entitlements against the accounting data provided herein. Your CO is authorized to effect your separation.

You indicated in your resignation request you do desire a commission in the Coast Guard Reserve. Accepting a Reserve commission is a condition of approval of this resignation pursuant to 14 U.S.C. 182 and 10 U.S.C. 651. You are encouraged to contact CGPC-rpm at 202-493-1702 without delay to learn the impacts of your choice on a variety of entitlements and the impacts of delaying acceptance of a Reserve commission beyond 24 hours from your separation date and to learn about the application and selection process.

Per COMDTINST 1500.24 (Coast Guard Tuition Assistance Program) you are obligated to one year of service from the date you complete a course paid for (in any portion) by the Coast Guard Tuition Assistance program. If your separation date on these orders is earlier than your obligated service end date, you are required to repay the Government any assistance that was paid within the previous year of the separation date. Consult COMDTINST 1500.24 and the Coast Guard Institute on repayment procedures. Repayment is not necessary if you are transitioning directly into the Selective Reserve as long as you remain in a drilling status through the obligation period.

Allowances, including travel for dependents, are authorized in accordance with Joint Federal Travel Regulations, Volume 1. Proceed time is not authorized under these orders.

The accounting data associated with this separation is effective immediately. Accounting data and TONO information can be downloaded from the unit airport terminal in Direct Access.

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Comply immediately with the Personnel Manual (article 12.A.10 for separations, article 12.C.3 for retirement) and Chapter 3 of the USCG Medical Manual concerning physical examinations.

Per JFTR, Vol 1, personal property (HHG/UB) must be turned over to your appropriate Transportation Officer no later than 180 days from the date of your separation or RELAD.

The character of your service has been Honorable. Your Commanding Officer/PERSRU will complete your Honorable Discharge Certificate.

Your Commanding Officer shall recover and destroy any government sponsored personal credit card held by you and make all reasonable efforts to ensure any account balance is resolved prior to your last day on active duty. Your CO should notify your unit credit card coordinator who shall cancel your account. Final travel expenses are not to be charged against a government sponsored personal credit card.

Your leave granting authority may grant any portion of leave to which you are entitled after considering the service needs of your unit. Do not submit requests for leave to CGPC-opm.

Ensure you review Section 10-A, CG PERSMAN to understand your OER responsibilities upon separation or retirement. For resignations, submission of a regular OER, NOT for continuity purposes is strongly encouraged if you desire future affiliation with the Coast Guard Reserve as it will insure continuity of performance documentation used as a basis for future selection board decisions.

If eligible, and you later desire to submit a request to amend or cancel this authority, your request will be evaluated strictly against a Service need to do so. Because of the impact an amendment or cancellation could have on other promotion and assignment actions, ensure you provide sufficient advance notice for any request to change or cancel this authority. For canceling a voluntary retirement or voluntary resignation you will incur a two-year active duty obligation. Involuntary separations and retirements may not be voluntarily extended or cancelled. Requests to amend your separation date or cancel these orders should be made in writing with a command endorsement.

Ensure all required security briefings and forms are completed prior to departing your unit.

Ensure you provide your official mail forwarding address to your command prior to departure so they may forward official letters, memos, and other official mail after you've already departed your command.

You are encouraged to participate in the Coast Guard Career Intention Survey program. Your participation will provide the data which will help shape the future of the organization. Log on to <http://cgweb.uscg.mil/g-w/hrsystems/survey/cover-intro.html>. Thank you for taking a moment to provide the Coast Guard with this important information.

This separation order will become a part of your official record and should be filed in

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your PERSRU PDR. The action and information this order represents is available to any future Coast Guard board.

If you desire to review your official HQ record prior to separation, fax a request to the Records Branch, CGPC-adm-3, at 202-493-1676. Include an address to mail the copies to. Electronic copies of your records are not available.

Questions concerning this separation authority may be addressed to [REDACTED] at 202-493-[REDACTED] or [REDACTED]@ballston.uscg.mil and also to YN2 [REDACTED] at 202-493-[REDACTED] or [REDACTED]@ballston.uscg.mil. Questions concerning separation entitlements, requirements, or transition benefits should be addressed with your command, PERSRU, and transition staffs. Opm-1 fax number is 202-493-1618.

Thank you for your many contributions to the U.S. Coast Guard and the sacrifices you have made for your country. Best wishes for future success.

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