

4.B.4. Assignment Priority

4.B.4.a. Assignment Priorities Considered in Selecting Rated Personnel for Assignments

Assignment priorities are critical in the enlisted assignment process, particularly for arduous or hard-to-fill restricted, afloat and overseas duty assignments. Members who have completed full tours normally receive preference in their next assignment based on these priorities:

ASSIGNMENT PRIORITIES	
1	Members serving at overseas restricted units.
2	Members serving in overseas afloat units, onboard the Polar Class Icebreakers, and Loran Station Shoal Cove.
3	Members serving onboard INCONUS afloat units, LEDETs, HITRON-10 deployment crews, MSSTs; Special Command Aides , Recruit Company Commanders, the International Training Division, Coast Guard Recruiters, and personnel assigned to Stations Neah Bay and Quillayute River and MSD American Samoa.
4	Members serving at overseas ashore units, National Strike Force, Fleet and Afloat Training Groups, Atlantic and Pacific Area Training Teams, UTB and MLB STANTEAMS, MLC Food Services Assistance and Training (FSAT) Team.
5	Members serving at INCONUS ashore units.

Members who extend voluntarily in an afloat **position** will have their assignment priority upgraded to the next higher priority.

4.B.4.b. Reassigning Members due to Position Deletion, Unit Decommissioning or Advancement

1. Position Deletion or Unit Decommissioning. If Service needs dictate an AO must issue PCS orders within one year after a member’s reporting date due to **position** deletion or unit decommissioning, the affected member may retain the assignment priority of their previous unit. However, overall Service needs will determine whether such members will be allowed to compete in the next assignment season or be transferred sooner to fill critical service vacancies.
2. Advancements. When assigning a newly-advanced member, Assignment Officers will follow  Article 4.C.3.e. guidelines regardless of assignment priorities.

4.B.4.c. Losing Assignment Priority

Members who do not have a current **E-Resume** on file will lose their assignment preference.

4.B.4.d. Assignment Priorities for Nonrates, Strikers, and Class “A” School Graduates

The above assignment priorities do not apply to Strikers, Class “A” School graduates, or initial assignment of Nonrates. Service needs take precedence over all other factors in deciding these members’ assignments and transfers.

4.B.4.e. Assignment Priorities for Surfmen (SJ, SK or SM) at Designated Surf Stations

Members serving as surfmen at a designated surf station that must maintain certified surfmen will receive an assignment priority of '3' after they have successfully completed two consecutive tours at those stations. Members are considered to have successfully completed a surf tour only after having been certified on at least one surf-capable boat (30' SRB, 44' MLB, 47' MLB, or 52' MLB) for two or more years.

4.B.5. Sea and Shore Duty

4.B.5.a. Ratio of Sea to Shore Duty

The ratio of sea duty to shore duty billets in each rating largely determines the number of sea and isolated duty tours served compared to the number of shore duty tours served in a career. This ratio varies for each pay grade within each rating. Assignment officers will review previous assignment history and, consistent with Service needs, afford a fair share of sea duty and shore duty to each member.

4.B.5.b. Sea Duty for Advancement

Assignment Officers routinely will assign afloat members lacking the sea duty required to advance to the next pay grade as soon as Service needs permit.

4.B.6. Obligated Service for Assignment

4.B.6.a. INCONUS Reassignments

Unless otherwise indicated, these obligated service (OBLISERV) requirements apply when service members transfer PCS to INCONUS duty stations:

1. AOs normally will not transfer Service members E-4 and above, including active duty Reservists, with fewer than six years of active duty unless they reenlist or extend to have enough obligated service for a full tour on reporting to a new unit. **Members normally will not be transferred if they have less than one year of OBLISERV remaining. However, if they elect to extend or reenlist, they may be considered for transfer.** When Commander (CGPC-epm-2) directs a member with less than one year of OBLISERV remaining to transfer, i.e., the member has elected not to obligate additional service, the member signs a statement he or she understands reassignment may be directed on reenlistment or extension for OBLISERV. Commander (CGPC-epm-2) shall be advised immediately when the member re-enlists or extends. This OBLISERV policy has no effect on assignment preference, which is set by completing a prescribed tour of duty. ☞ Article 4.A.5. However, a member must comply with OBLISERV requirements before he or she will be permitted to execute his or her preferred assignment. **Class "A" graduates on their first enlistment will obligate service as required by the ☞ Training and Education Manual, COMDTINST 1500.10 (series).**
2. Personnel E-4 and above with over six years of active duty are considered to be in a career status. Unless otherwise indicated, they are required to have one year of OBLISERV remaining upon reporting to the new unit.

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- (1) National **Search and Rescue** Manual, Volume I, COMDTINST M16120.5 (series)
 - (2) National **Search and Rescue** Manual, Volume II, COMDTINST M16120.6 (series)
 - (3) Aids to Navigation Manual, COMDTINST M16500.1 (series); COMDTINST M16500.3 (series); COMDTINST M16500.7 (series); COMDTINST M16500.13 (series); and COMDTINST M16500.20 (series)
 - (4) Naval Engineering Manual, COMDTINST M9000.6 (series)
 - (5) Civil Engineering Manual, COMDTINST M11000.11 (series)
 - (6) Boat Crew Training Manual; COMDTINST M16114.9 (series)
 - (7) Family Advocacy Program, COMDTINST 1750.7 (series)
 - (8) Command at Sea Orientation Publication, COMDTPUB 1500.17 (**series**)
 - (9) CG Regulations Manual, COMDTINST M5000.3 (series)
 - (10) Manual for Courts-Martial
 - (11) **Coast Guard** Investigations Manual, COMDTINST M5527.1 (series)
 - (12) Ordnance Manual, COMDTINST M8000.2 (series)
- f. Determine the candidate's ability to command and, where appropriate, certify the individual as:
- (1) Qualified to command afloat multi-mission
 - (2) Qualified to command afloat ATON
 - (3) Qualified to command ashore multi-mission
 - (4) Qualified to command ashore ATON
- g. Candidates for command afloat multi-mission or ATON must have an afloat underway OOD letter. (No waivers). Candidates for command ashore multi-mission or ATON must have been qualified as a coxswain on a vessel greater than **40** feet in length. (No waivers).

4.C.6.d. District OIC Review Board Results

1. Results of the District Review Board for each candidate shall be recorded on a District Review Board Evaluation and Reporting Form (CG-5113). All evaluation forms shall be forwarded to the district commander for transmittal under one cover letter to Commander (CGPC-epm-2) no later than 01 May and 01 November each year.
2. Results of the District Review Board shall be made a part of the member's PDR.
3. Each individual considered by the Board shall be apprised of his or her recommendations by letter from the Board via the chain of command. The following minimum remarks are required:

You have been found qualified to command _____ (afloat and/or ashore), _____ (multi-mission and/or ATON), by the recent District Review Board. As a result of this certification, your commanding officer is authorized to assign you qualification code(s)___."

You have been found not qualified for assignment to a certified OIC billet. If you desire to be reconsidered by a subsequent District Review Board, you must submit a request to your district commander on an ADC via your commanding officer.

4. Personnel reporting units shall enter the results of the District Review Board on an Administrative Remarks, CG-3307, and assign appropriate qualification codes.
5. OIC certification remains in effect indefinitely unless removed by Commander (CGPC-epm-2). Those members who have been serving in non-operational billets may be required to appear before a board for confirmation prior to OIC assignment.

4.C.6.e. Assignment as OIC

OIC billets currently exist in the BM, QM, TT, and ET ratings.

1. Assigning enlisted personnel to OIC billets is the responsibility of Commander (CGPC-epm-2).
2. These assignments require a careful screening process because of the high degree of competence and skill required for independent operation. Proven leadership and performance, proper background experience, maturity, dedication, and professionalism are requisite qualifications for command.
3. As a matter of career planning, petty officers who aspire to command should request appropriate executive petty officer (XPO) assignments or other leadership positions in order to gain necessary experience.

4.C.6.f. Submission of Request

1. Requests for assignment as OIC shall be submitted to Commander (CGPC-epm-2) through the commanding officer on the **E-Resume**. Applications should be submitted one year in advance of desired assignment.
2. **Commands can now review members' performance marks through the Employee Review Summaries in CGHRMS.**
3. The commanding officer or group commander shall endorse the request to include comments regarding the applicant's:
 - a. Performance in leadership positions and overall performance.
 - b. Depth of professional knowledge.
 - c. Ability to demonstrate sound judgment.
 - d. Ability to work harmoniously with others.
 - e. Consistency in presenting a smart military bearing and appearance.

4.C.6.g. Qualifications for Assignment

1. Candidates must have no marks less than four on their enlisted evaluation or a mark of unsatisfactory in conduct for the last two years.
2. Individuals may have no record of civil arrest, court martial, nonjudicial punishment (NJP), alcoholism, drug misuse, indebtedness, etc., for the last two years.
3. Candidates may have no physical impairment that precludes worldwide assignment.
4. Individuals must meet the Commandant's weight standards in accordance with the  **Allowable Weight Standards for Coast Guard Military Personnel**, COMDTINST 1020.8 (series).
5. BMs and QMs not having satisfactorily served afloat in the past seven years or who have not actively maintained certification as coxswain on boats greater than 40 feet within the last **seven** years will not normally be assigned as OIC afloat.

4.C.6.h. Assignment Policy

1. Commander (CGPC-epm-2) will assign personnel to OIC billets based upon:
 - a. Demonstrated leadership and performance.
 - b. Command recommendation.
 - c. Career experience. BMs and QMs who have successfully completed an XPO assignment or have one year deck watch officer experience will have consideration over those who do not have this experience. ETs with recent LORAN experience will have consideration over those who do not have this experience.
 - d. Availability of assignments.
 - e. Personal preference.
2. Reporting dates will be scheduled to provide an onboard relief with a suitable break-in period.
3. OIC tour lengths will be as prescribed in  Article 4.A.5.b. To ensure operational readiness, some flexibility in tour length will be necessary to phase rotations between the OIC and XPO. Otherwise, extensions will not normally be granted.
4. Personnel selected for an OIC assignment overseas or afloat should anticipate attending training nine months prior to their assignment.
5. The removal of an OIC for substandard performance may be effected by the Commandant at the recommendation of the chain of command. If a commanding officer considers a member not qualified due to performance deficiencies or disciplinary action, a request for removal shall be submitted to Commandant (G-WP) via the chain of command. Removal from an OIC position will be in accordance with  Chapter 4.B.

4.C.6.i. Special Duty Assignment Pay (SDAP) and Relief for Cause (RFC) Procedures

1. General. Legislative Authority, 37 USC 307, entitles the Coast Guard to pay personnel Special Duty Assignment Pay (SDAP) "both as a retention incentive to perform extremely demanding duties or duties demanding an unusual degree of responsibility and as an inducement to persuade qualified personnel to volunteer for such duties." In accordance with law, SDAP is paid at the Coast Guard's discretion as prescribed in regulations established by Commandant (G-W).  Special Duty Assignment Pay (SDAP), COMDTINST 1430.1 (series) establishes regulations for managing SDAP.

2. SDAP and RFC procedures. As authorized by law and established in regulation, the Coast Guard may terminate SDAP for a variety of reasons, including when a member is temporarily relieved for cause (RFC). ☞ Special Duty Assignment Pay (SDAP), COMDTINST 1430.1 (series) and Chapter 4.F. of this manual for specific procedures on payment or termination of SDAP during RFC.

4.C.7 Assignment as Engineering Petty Officer (EPO)

4.C.7.a. General

Certain Machinery Technician (MK) billets require exceptionally well-qualified personnel as Engineering Petty Officers (EPO). Only MKs will be assigned. These billets are listed in the ☞ Enlisted Billet Manual, COMDTINST M5320.6 (series).

1. The assignment of enlisted personnel to these billets is the responsibility of Commander (CGPC-epm-2)
2. EPO assignments require a special selection procedure because of the particularly high degree of leadership, performance, professional competence, and skill required for the job. Proper background experience, maturity, dedication, and professionalism are requisite qualifications for EPO.

4.C.7.b. Submission of Request

1. Requests for EPO assignment shall be submitted to Commander (CGPC-epm-2) through the chain of command on the ADC.
2. The CO or OIC shall endorse the member's request to include comments regarding the applicant's:
 - a. Leadership required for independent duty
 - b. Technical competence required for the job
 - c. Maturity
 - d. Dedication
 - e. Professionalism
 - f. Military bearing and appearance

4.C.7.c. Selection Procedure

1. Commander (CGPC-epm-2) shall review all requests for EPO assignments. Only those with the appropriate endorsement will be considered. If the total number of EPO billets available exceed the number of requests on file, Commander (CGPC-epm-2) will make assignments based on Service needs using the best qualified personnel available.
2. Commander (CGPC-epm-2) will assign personnel to EPO billets based on:
 - a. Individual's past performance
 - b. Commanding officer's endorsement
 - c. Qualification codes
 - d. Career experience
 - e. Personal preference

4.C.7.d. Assignment Policy

1. Personnel who have served satisfactorily as EPO and possess the appropriate qualification code are considered eligible for subsequent EPO assignments based on that qualification code.
2. Tour lengths for EPO assignments are prescribed in  Article 4.A.5.
3. **Relief for Cause of an EPO will be conducted in accordance with the procedures outlined in  Article 4.F. Commander (CGPC-epm) orders permanent Relief for Cause for EPOs.**

4.C.8. Assignment as Executive Petty Officer (XPO)

4.C.8.a. General

Certain enlisted billets require qualified members as Executive Petty Officers (XPOs).

1. Commander (CGPC-epm-2) assigns enlisted personnel to these billets.
2. These assignments require a special selection process due to the high degree of technical competence, leadership, and managerial ability required of the position.

4.C.8.b. Qualifications for Assignment

1. Candidates must have no marks less than four on their enlisted evaluations and no mark of unsatisfactory in conduct for the last two years.
2. Candidates may have no record of civil arrest, court martial, nonjudicial punishment (NJP), alcoholism, drug misuse, indebtedness, etc., for the last two years.
3. Candidates may have no physical impairment that precludes worldwide assignment.
4. Candidates must meet the Commandant's weight standards listed in the  **Allowable Weight Standards for Coast Guard Military Personnel**, COMDTINST 1020.8 (series).

4.C.8.c. Submission of Request

1. Submit requests for assignment as XPO to Commander (CGPC-epm-2) through the commanding officer or OIC on the ADC.
2. The commanding officer or OIC shall endorse the request addressing whether the applicant meets the requirements of  Article 4.C.8.c.2., and include comments on these characteristics:
 - a. Performance in leadership positions and overall performance
 - b. Depth of professional knowledge
 - c. Ability to demonstrate sound judgment
 - d. Ability to work harmoniously with others
 - e. Consistency in presenting a smart military bearing and appearance

4.C.8.d. Selection and Assignment Procedure

1. Commander (CGPC-epm-2) shall review all XPO assignment requests but consider only those with appropriate endorsements. Assignments will be based on Service needs using the best qualified personnel available.
2. Commander (CGPC-epm-2) will assign personnel to XPO billets based upon:
 - a. Demonstrated leadership and performance;
 - b. Command recommendation;
 - c. Career experience and qualifications;

- d. Availability of assignments;
 - e. Personal preference.
3. Every effort will be made to allow each XPO an on site relief with a suitable break-in period.
 4. Tour lengths for XPO assignments are prescribed in [☞ Article 4.A.5](#). To ensure operational readiness, some flexibility in tour lengths may be necessary to phase rotations between the CO or OIC and XPO. Otherwise, extensions will not normally be granted.
 5. **Relief for Cause of an XPO will be conducted in accordance with the procedures outlined in [☞ Article 4.F](#). Commander (CGPC-epm) orders permanent Relief for Cause for XPOs.**

4.C.9. Assignment To Vessel Traffic Service (VTS) Duty

4.C.9.a. General

Vessel Traffic Service (VTS) duty is a unique duty involving receiving, processing, analyzing, and disseminating navigation and maritime traffic safety information. Members assigned to a VTS use state-of-the-art market equipment, e.g., radar, computers, radio communications, and closed circuit television, in performing their duties. The VTS training program represents a considerable investment in time and personnel resources. The public expectations and mission requirements of the VTS program demand assigned members interact with maritime pilots, port officials, and other maritime professionals. Accordingly, members assigned to VTS duty must possess a high degree of maturity and stability and exercise sound judgement in performing their duties.

work with others under the most demanding and dangerous conditions. Instructors must be highly motivated, possess exceptional interpersonal skills, and have the ability to communicate effectively with personnel in all paygrades, as well as in front of groups.

4.E.19.b. Additional Qualifications

In addition to the minimum standards outlined in  Article 4.E.2.a., a member applying for Surfman Instructor duty must:

1. Have held certification as a MLB Surfman within the previous 4 years.
2. Have a minimum of 4 years experience serving in the capacity as a Surfman.
3. Have the ability to effectively deliver training under extremely adverse weather conditions, as well as in the classroom.
4. Demonstrate an interest in teaching.
5. Be able to work harmoniously with others.
6. Possess sound judgment.
7. Meet the requirements for instructor per  Article 4.E.6.

4.E.19.d. Surfman Instructor Training

New Surfman Instructors will receive extensive On the Job Training (OJT).

4.E.19.e. Evaluating Surfman Instructor Applicants

New Surfman Instructor applicants may be requested to attend an informal interview with the Commanding Officer and Senior Surfman Instructor at the National Motor Lifeboat School (funded by NMLB School). Once assigned, new members will be evaluated for suitability as Surfman Instructor, by the qualified Surfman Instructor staff, as early as possible. Those members who are found unsuitable shall be reassigned, as necessary, under the provisions of  Article 4.E.4

4.E.20. USCGC Barque EAGLE Non-Rate Assignments

4.E.20.a. General

As the Coast Guard's preeminent major afloat training command and only square rigged sailing ship, service aboard EAGLE involves dangers not found on more conventional afloat units. Inherent in EAGLE's mission of seamanship training are the hazards associated with having large numbers of inexperienced cadets and officer candidates working aloft, far above the deck in her rigging, often during severe weather. Unlike other afloat units, the responsibility for the critical first line instruction and safety supervision of embarked trainees falls to the junior enlisted. In order to maximize safety, prospective crewmembers must be thoroughly screened before being assigned.

4.E.20.b. Screening Process

In addition to the minimum standards outlined in  Article 4.E.2.a., potential candidates must be screened for suitability using the following criteria:

1. **Military Bearing.** Must display exceptional military bearing and adherence to core values. EAGLE crewmembers are usually the first and often only exposure future officers have with our enlisted workforce. Therefore, it is essential that these crewmembers make positive, lasting impressions on their trainees.
2. **Volunteers.** All candidates must be well-informed volunteers. Performance as an instructor/safety supervisor requires a personal desire and interest in doing the best job possible.
3. **Working Aloft.** Volunteers must be made fully aware of the demanding and unique nature of regularly working up to 147 feet above deck in the ship's rigging. Therefore, it is extremely critical that candidates have no abnormal fear of heights.
4. **Assignment Preference.** Special consideration will be given to qualified candidates interested in striking either BM or MK. Individuals that successfully advance to petty officer through the striker program can expect to complete a three-year tour.

4.E.20.c. Assignment Procedures

Commanding Officer, CGC EAGLE, shall provide screening criteria to Commander (CGPC-epm). Commanding Officer, Training Center Cape May shall coordinate with CGPC-epm to ensure strict compliance with the screening requirements.

4.E.20.d. Assignment to Class "A" School

As a result of the specialized training and experience necessary to serve in these critical billets, non-rated personnel assigned will not normally be eligible for assignment to Class "A" School until they have completed a two-year tour.

4.E.21. Rating Force Master Chief

4.E.21.a. General

The Rating Force Master Chief (RFMC) is the principal advocate for their specialty and is responsible for the overall health of the rating. RFMCs will manage the structure of their workforce and ensure that personnel are prepared to meet current and future missions to coincide with Program goals. RFMCs will have a crucial role in unit staffing and communicating Rating and Program

issues within the organization. They shall serve as a role model while exemplifying and promoting the Coast Guard's Core Values of Honor, Respect and Devotion to Duty.

4.E.21.b. Eligibility Criteria

1. **Have attained the rank of E-9, or are above the cutoff on the advancement eligibility list.**
2. **Have demonstrated superior leadership abilities and broad management skills.**
3. **Possess effective communication abilities (oral and written) and proven administrative capabilities.**
4. **Have demonstrated effective counseling skills.**
5. **Have a sharp military appearance and bearing.**
6. **Have an outstanding performance record.**
7. **Have a broad perspective of the rating.**
8. **Be a graduate of the Chief Petty Officer Academy, or a DOD Senior Enlisted Academy.**
9. **Be within two years of normal tour rotation.**

4.E.21.c. Duties and Responsibilities

The duties and responsibilities listed below are not intended to be all-inclusive, or compulsory. Generally, the RFMC shall:

1. **Develop New, Analyze Existing, and Maintain Training Requirements: Review curriculum for resident and nonresident training material. Project future training and course quota requirements. Manage annual training quota usage.**
2. **Manage Training Allowance Billets (TABS): Coordinating prioritization of TABS, ensuring curricula matches needs, work with providers on curricula, provide Program input to selection panel, oversee application process, and liaison with students and detailers.**
3. **Develop Enlisted Performance Qualifications (EPQs): Maintain currency of enlisted performance qualifications. Coordinate Occupational Analysis, rating review, and publication of new EPQs.**

- 4. Monitor Enlisted Rating Structure: Monitor body to billet match and staffing standards to ensure alignment of pyramid structure with program missions. Forecast impacts on rating and recommend solutions/options.**
- 5. Liaison with G-W: Provide Programmatic input on enlisted workforce initiatives including, but not limited to:**
 - a. Open rate list**
 - b. Selective Reenlistment Bonus**
 - c. Rate determination packages**
 - d. Enlistment bonus**
 - e. Advancement initiatives**
 - f. Special Pay initiatives**
 - g. Waiver Requests**
 - h. Upon invitation, and approval of the respective commander/commanding officer, participate in Headquarters and CGPC convened boards, panels, and studies that impact enlisted members.**
- 6. Communicate with the Workforce:**
 - a. Communicate periodically with the Master Chief Petty Officer of the Coast Guard to provide input and exchange ideas regarding all enlisted personnel.**
 - b. Provide articles of interest to enlisted members via Force Notes and CG Intranet addressing current enlisted programs, opportunities, and policies.**
 - c. Endeavor to frequently visit units and meet informally with rating members to exchange ideas and disseminate information affecting all rating personnel.**
 - d. Assist in ensuring that lines of communication, both written and oral, are available to all rating personnel.**
 - e. Attempt to increase the desirability of a Coast Guard career by recommending action to improve the quality of work and life for Coast Guard enlisted personnel within their rating.**

4.E.21.d. Application and Selection Procedures

Those desiring assignment to an active duty RFMC billet will submit an application package to Commander, (CGPC-epm-2) via their chain of command according to the following guidelines.

1. The application package must contain:

(a) A one page letter requesting assignment to the Rating Force Master Chief position which should include a statement of why the applicant requests assignment to a RFMC billet and what experience the applicant would bring to the position. Two enclosures should also be included with the letter as follows:

(1) A one-page resume listing assignment history.

(2) Biographical Information submitted on U.S. Coast Guard Form CG-4035 (Rev. 10-84) (page one only).

(b) Commanding officer's endorsement. The endorsement should address the following:

(1) Security. Indicate the applicant's current security status and ability to gain and hold a secret clearance.

(2) Core Values. Address applicant's demonstrated commitment to the Coast Guard's Core Values of Honor, Respect and Devotion to Duty.

2. Screening. Commander, (CGPC-epm-2) working closely with the specific resource management staffs along with the incumbent RFMC and the appropriate Assignment Officer will screen active duty application packages and provide recommendations to Commander, (CGPC-epm).

3. Selection and Assignments. Commander, (CGPC-epm-2) will provide anticipated active duty RFMC openings and issue orders to those selected. A RFMC will be given an Assignment Priority of Three when the member has successfully completed a full tour of duty in the RFMC assignment.

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Example 2. Orders authorize 10 days leave, no proceed time, no travel time, and date of detachment is 1 August.

If the member uses maximum time allotted, count the periods as follows:

1 August	Detached (day of duty)
2 to 11 August	Leave period (10 days)

The member must report for duty by 0900 on 12 August.

Under orders involving leave only, when the member reports determines whether the reporting date is a day of duty or a day of leave. If the member reports at or before 0900, the day would be a day of duty; if he or she reports after 0900 the day is a day of leave.

Example 3. Member detaches from duty outside CONUS. Orders authorize 4 days proceed time, 3 days travel time, 30 days compensatory absence, and 30 days leave, and departure date from the port of debarkation in CONUS is 31 May.

If the member uses maximum time allotted count the periods as follows:

31 May	Day detached (day of duty)
1 to 30 June inclusive	Period of leave (30 days)
1 to 30 July inclusive	Period of compensatory absence (30 days)
31 July to 3 August inclusive	Proceed time (4 days)
4 to 6 August inclusive	Travel time (3 days)

The member must report for duty by 2400 on 6 August.

Example 4. If the member reports on any day *before* 6 August; for example, 22 July, count the period in this manner:

31 May	Day detached (day of duty)
1 to 15 June inclusive	Period of leave (15 days)
16 June to 15 July inclusive	Compensatory absence (30 days)
16 to 19 July inclusive	Proceed time (4 days)
20 to 22 July inclusive	Travel time (3 days)

4.G.16. - 4.G.19. VACANT

4.G.20. Military Travel Orders

4.G.20.a. Forms of Orders

1. Standard Travel Order for Military Personnel (CG-5131).
2. A properly authenticated original message. Messages on teletype type paper are not valid as original orders; however, messages on such paper may be photocopied onto standard 8½x 11 inch paper for authentication. Valid message orders are on 8½ x 11 inch paper only.
3. **A properly authenticated Coast Guard Human Resources Management System (CGHRMS) travel order. To be valid these orders must be printed and signed by an order-approving official (see  Article 4.G.4). All necessary information/amendments (modes of travel, advances, etc.) must be recorded on the orders, or be attached as an endorsement to the orders.**
4. Issue travel orders in letter form when the Standard Travel Order for Military Personnel is inadequate for directing the required travel and duty to be performed.

4.G.20.b. Individual Orders Required

These situations require individual original orders to submit claims. In these circumstances do not include travel in any group travel order:

1. The member is entitled to transportation for dependents and/or household goods.
2. The member has permission to perform travel at his or her own expense subject to reimbursement.
3. The member has authority to travel by POC.

4.G.20.c. Military Travel Orders

Prepare and dispose of Military Travel Orders according to the instructions in the  Personnel and Pay Procedures Manual, **HRSICINST M1000.2** (series).