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## **4.A. Assignment Policies for all Members**

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### **4.A.1. General**

#### **4.A.1.a. Objective**

Coast Guard personnel administration aims to supply authorized numbers of qualified, versatile personnel who can efficiently perform the Coast Guard's varied duties and who, through broad experience, are prepared to assume duties of greater responsibility and authority. To develop the experience and background required to meet this objective, members rotate in assignments within and between Service activities. In managing the Coast Guard's members, personnel administration follows these basic assumptions.

1. In distributing and assigning members, Service needs come first.
2. The fact an enlisted person holds a specific rate means he or she is fully qualified to perform its duties.
3. The billet structure the Commandant authorizes for a specific unit is adequate to execute its mission satisfactorily.

#### **4.A.1.b. Distributing Personnel**

1. The Coast Guard Personnel Command (CGPC) fills authorized allowances by providing personnel capable of performing all necessary tasks so the Coast Guard can properly carry out its mission. To accomplish this task the CGPC exercises directing, guiding, and restraining authority over enlisted and officer assignments.
2. The distribution organization furnishes members to all units equitably by grades, rates, ratings, and total numbers to fulfill authorized allowances. The Commandant's policy is to withhold personnel assignments to units which have no authorized allowance for them.
3. Except under extremely unusual circumstances Commander, (CGPC) does not order members to a unit in anticipation of the issuance of billets. Although the Service may have received Congressional authorization to establish additional billets, the Coast Guard may change priorities or implement new programs which require reallocating those billets before the unit for which they were originally scheduled can issue them.

4. Adding new billets or reprogramming existing billets is a lengthy process. District commanders, commanders of maintenance and logistics commands, and commanding officers expect the CGPC to order members to fill the billets without delay. In most cases, it takes three to six months from when a new billet is issued or reprogrammed until an individual reports for duty. However, if a billet requires extensive training or an incumbent remains in a reprogrammed billet, several additional months may elapse before a qualified person can fill the billet. Additional factors such as the ability to recruit, appoint and train individuals and budgetary constraints may require delaying assignment to the new or reprogrammed billet to a future transfer year. This delay also ensures all who may want to compete for that billet have an equitable opportunity to do so.
5. Commander, CGPC assigns and transfers all non-rated members to units throughout the Coast Guard as required to fill overall allowances. [Chapter 4.D.](#)
6. In emergencies, commanding officers of groups, sections, and administrative units may authorize the temporary distribution and transfer of non-rated members for periods of up to 30 days without notifying Commander, (CGPC-epm). If the period will exceed 30 days, units may transfer personnel to mitigate the emergency and notify Commander, (CGPC-epm) as soon after as practical.
7. CGPC considers Reserve personnel on active duty (other than active duty for training) the same as Regular personnel for assignment purposes.

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#### 4.A.2. Order Issuing Authority

Command or Officer(s)	Transfer Authority
Commander, (CGPC)	May transfer personnel at any time based on Service need.
District Commanders and Commanders of Maintenance and Logistics Commands	<ol style="list-style-type: none"> <li>1. Enlisted personnel for discharge in accordance with <a href="#">Chapter 12.B.</a></li> <li>2. Enlisted personnel to home on transfer to the Reserve or release from active duty.</li> <li>3. May redelegate their transfer authority to section or group commanders and commanding officers. Because centralized transfer authority is desirable; may redelegate only to the extent necessary to administer personnel efficiently.</li> </ol>
Headquarters Units Area Commanders Superintendent, Academy Commanding Officer, Reserve Training Center Yorktown Commanding Officer, Aviation Training Center Mobile Commanding Officer, Training Center Cape May Commanding Officer, Training Center Petaluma	May transfer enlisted members to their home of record or place from which ordered to active duty when they transfer to the Reserve or are released from active duty.  When a physical evaluation board finds an enlisted member unfit to perform the duties

<p>Commanding Officer, Institute                  Commanding Officer, Yard                  Commanding Officer, Aircraft Repair and Supply Center                  Commanding Officer, Electronics Engineering Center                  Commanding Officer, Supply Center                  Commanding Officer, Research and Development Center                  Commanding Officer, Air Station Washington                  Commanding Officer, Telecommunication &amp; Information Systems Command                  Commanding Officer, Coast Guard Headquarters                  Commanding Officer, Aviation Technical Training Center                  Commanding Officer, Facilities Design and Construction Centers                  Commanding Officer, Navigation Center                  Commanding Officer, <b>Human Resources Service and Information Center</b></p>	<p>of his or her rating, at the discretion of the board's convening authority, the member may be transferred to his or her home or place accepted for enlistment, but not beyond the CONUS, to await further disability retirement or separation orders. Since a member signs separation documents before departing on orders placing him or her in an "awaiting orders" status, his or her personnel records remain at the current reporting unit until the Commandant directs the member's final disposition. ☞ Physical Disability Evaluation System, COMDTINST M1850.2 (series).</p>
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### 4.A.3. Transfer Orders

#### 4.A.3.a. General

Transfer orders are not travel orders. They constitute the basic authority to issue travel orders.

#### 4.A.3.b. Transfer Orders Issued by Coast Guard Personnel Command

1. Officers. Commander, (CGPC-opm-2) issues permanent change of station (PCS) transfer orders **through the Coast Guard Human Resources management System (CGHRMS)**. Travel orders are normally issued as set forth in ☞ [Article 4.G.20](#). Transfer orders directing temporary additional duty (TAD) may be issued in letter or message form.
2. Enlisted Personnel. Commander, (CGPC-epm-2) issues PCS transfer orders **through the Coast Guard Human Resources management System (CGHRMS)**.

#### 4.A.3.c. Action on Receiving Transfer Orders

When a command receives orders to transfer enlisted members, the officer issuing travel orders complies with ☞ [Article 4.B.2](#). and immediately screens the member for reassignment eligibility according to ☞ [Article 4.B.1.d](#).

#### 4.A.3.d. Signatures

Officers authorized in ☞ [Article 4.A.2](#). to transfer members and staff or subordinate officers designated in writing to sign transfer orders originating within the command sign transfer orders. Only ETO's issued by CGPC-epm-2 may carry a facsimile signature. Otherwise, facsimile signatures on travel or transfer orders are not authorized.

#### 4.A.4. Using Abbreviations in Messages about Transferring Coast Guard Members

The Personnel and Pay Procedures Manual, **HRSICINST M1000.2** (series) contains a list of approved abbreviated equivalents for certain phrases, sentences, or groups of sentences employed in transfer orders. Commands authorized to issue them should use these and any other abbreviations to the maximum extent possible provided the document retains clarity, an overriding consideration.

#### 4.A.5. Tour Lengths

##### 4.A.5.a. Officers

Tour lengths for officers are listed below. They represent assignment goals which Commander, (CGPC-opm) strives to attain in managing the officer corps. It is not realistic to expect every member will experience these tour lengths with each assignment since CGPC-opm has the authority to adjust individual tour lengths to meet Service needs. While CGPC-opm is responsible for balancing these needs with those of the member, the personnel system's dynamic nature sometimes precludes completing a tour of duty as described below. An individual officer's orders prescribe his or her tour length. CGPC-opm considers extending or reducing tour lengths for officers in billets individually, consistent with Service needs.

1. Afloat (CONUS AND OUTCONUS): Two or three years as follows.

Two-year tours	Cutters, LEDETs, USN Exchange, SDQ Western Hemisphere Group, UNITAS, and CWO WPB CO
Three-year tours	WLB CO; WTGB CO; <b>WIX CO</b> ; WMEC EO; WAGB AEO; and all other CWO's afloat.

2. Ashore (CONUS): Four years except:

a. <b>Aviation Units:</b>	
Three-year tours	O-6 COs; CO AIRSTA Washington; precommand OPS, EO, and XO; and POPDIV Branch Chief.
Two-year tours	O-5 COs and POPDIV duty.

b. <b>Marine Safety Units (MSO, MIO, and MSD):</b>	
Three-year tours	CO and XO; Strike Team Duty, and MSDs.
Two-year tours	CVS Training (O-1, O-2, and CWO).

<b>c. Headquarters, Area, MLC, and District:</b>	
Three-year tours	CO, XO, and OPS; VTS duty; ICC; TACLET; ITD; Training Teams; Non-PHS O-1s and above at Groups; CG Academy Cadet Branch Chief and Company Officers; OCS Staff; CGPC Division Chiefs; CGPC-opm staff; CGPC-epm Branch Chief; Assignment Officers, and CAC Coordinators; O-2s, and OPBAT.
Two-year tours	CG Academy Assistant Superintendent
18-month tours	First tour OCS O-1s and O-2s in staff jobs to rotate to an operational unit, as desired, during the normal summer rotation period.

<b>d. Headquarters, Area, MLC, and District staffs</b>	
Three-year tours	G-CPA staff; G-CC staff; Chief Trial Judge (G-L-4); and Chief, G-CBU-2, O-2s (unless on post graduate/advanced training payback when it will be a four-year tour).
Two-year tours	Area or district Chiefs of Staff, and Area or district Chiefs of Operations; MLC Deputy Commanders; Ethnic and Gender Policy Adviser, Executive Assistants to G-C, G-M, G-O, G-S, G-W; G-CC, G-CP, G-CQ, G-CX, G-CPA, G-CBU, G-MO, G-OP, G-OC, G-SL, G-SC, G-SE, <b>G-H</b> , and G-WR; Deputies to G-CCS, G-CI, G-A, G-H, G-WK, and G-WT.
18-month tours	First tour OCS O-1s and O-2s to rotate to an operational unit, as desired, during the normal summer rotation period.

**e. Medical. Five-year tours: PHS CONUS clinical.**

3. Duty outside a Coast Guard unit or staff (except as previously noted): Two years except:

5 years	Astronaut program.
4 years	CG Motion Picture and TV Liaison.
3 years	Navy Flight School instructor; CG Liaison Officer - White House Communications Agency; CG Liaison Officer - Office of Secretary of Transportation (M-30).
DUINS	As noted in transfer orders.

4. Involuntary extension of tour lengths. Assignment tour lengths may be involuntarily extended if dictated by the needs of the Service. This policy applies only to those members who are currently serving INCONUS ashore and are candidates for another INCONUS ashore assignment. Commander, (CGPC-opm) is the approval authority for officers.

5. Unless assigned to a corresponding CONUS billet as listed above, the following tour lengths (in years) apply:

**OUTCONUS ASHORE TOUR LENGTHS FOR OFFICERS**

LOCATION	WITH DEPENDENTS	WITHOUT DEPENDENTS (1)
Alaska (Anchorage and Juneau)	4	4
Kenai	3	3
Sitka and Kodiak (non-ALPAT)	3	2
Kodiak (HH65 ALPAT)	2	2
All other locations	3	3
Bahamas	3	3
Guam	2	2
Hawaii		
Oahu	4	4
All other locations	3	3
Puerto Rico	3	2
Virgin Islands	2	2
Singapore and Japan	3	2

Note 1: The term “Without Dependents” applies to single members only. Members choosing to accept overseas orders without moving their dependents will complete an accompanied tour length.

**4.A.5.b. Enlisted Personnel**

1. The tour lengths which follow are targets, or goals, which can be met only under ideal conditions. Because it is necessary to transfer many members in certain arduous duty billets; e.g., LORAN stations, sea duty, etc., at the one, two, or three year points, it is difficult to ensure the completion of tours for members serving in non-arduous duty, which are three and four year assignments. The average of all stated tours contained herein is over three years. Because of the dynamic nature of the personnel system, taking into account separations, retirements, officer accessions, organizational change, and other Service requirements, the completion of any tour of duty as described may be precluded.
2. Members on their original enlistment will normally not be transferred from their first permanent duty station regardless of tour length unless:
  - a. The member has been assigned to a ship for two years; advanced to E-5; a minimum of one year remaining on active duty (upon assigned arrival date); and the assignment is recommended by the commanding officer, or
  - b. The member's assignment is necessary to fill independent duty billets or other urgent Service needs.

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3. Commander (CGPC-epm) may grant extensions of **up to one full tour length**, within the needs of the service, to rated enlisted members who request to extend their tour length after completing a normal tour at their current operating facility (OPFAC). Members must compete for tour extensions based on their assignment priority. Commander (CGPC-epm) may grant a second extension provided no other members request assignment to the same billet code number (BCN).
4. Involuntary extension of tour lengths. Assignment tour lengths may be involuntarily extended if dictated by the needs of the Service. This policy applies only to those members who are currently serving INCONUS ashore and are candidates for another INCONUS ashore assignment. Commander (CGPC-epm) is the approval authority for enlisted members.
5. A back-to-back tour is a full tour of duty at the same OPFAC. Commander (CGPC-epm) normally disapproves back-to-back tours of duty since they prevent other deserving members from competing for assignments. However, CGPC-epm may consider approving a back-to-back tour if an incumbent is the only member requesting a billet which traditionally has been difficult to fill.
6. Nonrated enlisted personnel. If at tour completion an individual appears to be within twelve months of striker designation or orders to "A" school, the tour length may be extended until the member is designated or departs to class "A" school. These extensions will minimize disruption to members and their families surrounding PCS moves.
7. Overseas Elective Tour Lengths. Members ordered to overseas commands may request a one year increase to the established overseas tour length (Contained in the tour lengths for enlisted personnel tables) as follows:
  - a. Prior to assignment overseas. During initial assignment negotiations, CGPC assignment officers will provide members the option of electing a 1-year increase in tour length prior to PCS.
  - b. After assignment overseas. Members who do not elect a 1-year increase in tour length prior to departing PCS overseas, may request it within the first 12 months after reporting to the overseas command by submitting an Assignment Data Card (ADC), with endorsement, to CGPC. For example, a member who reports on 1 October 1999 must submit an ADC requesting the increase no later than 1 October 2000.
  - c. Members who elect a 1-year increase prior to departing PCS or within the first 12 months after reporting will not be allowed to change that election, unless service needs dictate otherwise.
  - d. Members desiring to increase their tour length at the overseas command, who do not elect a 1-year increase prior to departing PCS or within the first 12 months after reporting, must compete in the normal assignment process for tour extensions.

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TOUR LENGTHS FOR ENLISTED PERSONNEL

CONUS ASHORE	WITH AND WITHOUT DEPENDENTS (NOTE 1)			
	E-1 thru E-4	E-5	E-6	E-7,E-8,E-9
Executive Petty Officer (XPO) CG Liaisons FTG & ATG Little Creek Mayport Pearl Harbor San Diego	3/3 (All grades E-1 through E-9)			
LORAN Stations	3/3	3/3	4/4	4/4
MEPS	3/3 (All grades E-4 through E-9)			
NSF & Strike Teams	3/3	3/3	4/4	4/4
Recruit Regimental Duty TACLET, LEDET, HITRON-10 & ITD TRATEAMS (PAC & LANT) Norwegian Crewed Boats	3/3 (All grades E-1 through E-9)			
FT, GM, & RD Ratings	3/3	3/3	4/4	4/4
FS Ratings	3/3	3/3	3/3	4/4
All Others	4/4 (All grades E-1 through E-9)			
CONUS SEMI-ISOLATED	WITH AND WITHOUT DEPENDENTS (NOTE 1)			
	E-1 thru E-4	E-5	E-6	E-7,E-8,E-9
ANT Morgan City ANT Cape Hatteras ANT Port Mansfield ANT & STA Port O'Connor	3/3 (All grades E-1 through E-9)			
ANT & STA Venice	3/3 (All grades E-1 through E-9)			
AUXOP STA Apena AUXOP STA Sodus Group Cape Hatteras	3/3 (All grades E-1 through E-9)			
Light Station Boston	2/2 (All grades E-1 through E-9)			
LORSTA Malone LORSTA Nantucket (Note 6) LORSTA Raymondville MSO Morgan City <b>Station Bayfield (Note 6)</b> Station Brant Point (Note 6) Station Grand Isle Station Hatteras Inlet Station Neah Bay (Note 6) Station Ocracoke Station Parramore Beach <b>Station Portage (Note 6)</b> Station Port Aransas Station Port Isabel Station Quillayute River (Note 6)	3/3 (All grades E-1 through E-9)			

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OUTCONUS ASHORE	WITH AND WITHOUT DEPENDENTS (NOTE 1)			
	E-1 thru E-4	E-5	E-6	E-7,E-8,E-9
Alaska				
Anchorage & Juneau	4/4	4/4	4/4	4/4
Kenai	4/3	4/3	4/4	4/4
AIRSTA Kodiak	3/2	3/2	3/3	3/3
HH65 ALPAT				
AIRSTA DET Cordova	3/2	3/2	3/3	3/3
LORSTA Shoal Cove	2/1.5	2/1.5	2/1.5	2/1.5
LORSTA Tok	2/2	2/2	2/2	2/2
Isolated LORSTA'S	X/1	X/1	X/1	X/1
MSD Dutch Harbor	X/1	X/1	X/1	X/1
All Other Locations	3/2	3/2	3/3	3/3
Bahamas	2/2 (All grades E-1 through E-9)			
Cuba (GTMO)	2/2 (All grades E-1 through E-9)			
Europe	3/3 (All grades E-1 through E-9)			
Guam	2/2 (All grades E-1 through E-9)			
Hawaii				
Oahu	4/4	4/4	4/4	4/4
All Other Locations	3/3	3/3	3/3	3/3
Puerto Rico	3/2 (All grades E-1 through E-9)			
Samoa	2/2 (All grades E-1 through E-9)			
U.S. Virgin Islands (3)	2/1.5 (All grades E-1 through E-9)			

CONUS AFLOAT	WITH AND WITHOUT DEPENDENTS (NOTE 1)			
	E-1 thru E-4	E-5	E-6	E-7,E-8,E-9
WPB'S	2/2 (All grades E-1 through E-9)			
WLR	3/3	3/3	3/3	4/4 (OINC only)
All Others	3/3 (All grades E-1 through E-9)			

OUTCONUS AFLOAT (4)	WITH AND WITHOUT DEPENDENTS (NOTE 1)			
	E-1 thru E-4	E-5	E-6	E-7,E-8,E-9
Alaska:				
WPB'S (2)	2/2	2/2	2/2	2/2
Others (2)	3/2	3/2	3/3	3/3
Guam (2)	2/2 (All grades E-1 through E-9)			
Hawaii (2)	3/3 (All grades E-1 through E-9)			
Puerto Rico (3)	2/2 (All grades E-1 through E-9)			

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DESIGNATED SURF UNIT	SURFMAN/TRAINEE (NOTE 5)			
	E-4	E-5	E-6	E-7,E-8,E-9
STA Merrimac River STA Chatham STA Gloucester STA Fire Island STA Shinnecock STA Jones Beach STA Great Egg STA Barnegat Light	4/6 (All grades E-4 thru E-6) <sup>5</sup>			4
STA Hatteras STA Ocracoke (SM)	3/3 (All grades E-4 thru E-6) <sup>5</sup>			3
STA Oregon Inlet STA Humboldt Bay STA Noyo River STA Golden Gate STA Morro Bay STA Coquille (SM) STA Chetco River STA Depoe Bay (SM) STA Siuslaw (SM) STA Cape Disappointment STA Coos Bay STA Grays Harbor	4/6 (All grades E-4 thru E-6) <sup>5</sup>			4
STA Quillayute River	3/3 (All grades E-4 thru E-6) <sup>5</sup>			3
STA Tillamook Bay STA Umpqua River STA Yaquina Bay NMLBS Cape Disappointment	4/6 (All grades E-4 thru E-6) <sup>5</sup>			4

Note 1: The term “Without Dependents” applies to single members only. Members choosing to accept overseas orders without moving their dependents will complete an accompanied tour length.

Note 2: The normal tour of overseas duty for rated members assigned to ships will be three years, except WPB's which are two years, unless the ship is located in an area where the prescribed tour is less, in which case the lesser tour will apply.

Note 3: Public schools in Port Ponce, Puerto Rico, are unsuitable for students who speak only English. Public schools in the Virgin Islands may be considered by Coast Guard members to be undesirable for dependents. Private schooling is available, but the costs are high and must be borne by the Service member. Members with school-aged dependents who desire assignment to these areas will have an entry placed on their PCS orders (CG-5131) acknowledging the financial and personal hardships that may result if they elect private education for their dependents.

Note 4: For travel entitlements in conjunction with Consecutive Overseas Travel (COT) of duty, refer to the Joint Federal Travel Regulations (JFTR), paragraph U7200.

- a. If an advancement creates an over-billet situation, members with one year or more at their present geographic station will be subject to transfer upon acceptance of advancement to pay grades E-7 through E-9. Every effort will be made to minimize the number of transfers upon advancement to E-7 through E-9. Other enlisted members who become excess to unit allowance through advancement may be subject to transfer out of the geographic area after two years on board, or at any time if a billet vacancy exists in the same geographic area. These personnel may be transferred earlier than two years at their request, or if Service needs mandate transfer. Due consideration will be given to special training provided at the unit.
- b. Personnel shortages elsewhere may require transfer of personnel prior to completing three years even though not in excess. Every effort will be made to ensure at least two years between transfers and to discuss the situation with the command prior to issuing any orders.
- c. Prescribed tours may be extended voluntarily or involuntarily based upon Service needs.
- d. Members with less than one year of obligated service remaining on a first enlistment will not normally be eligible for a PCS transfer, with the exception of transferring members from isolated and other OUTCONUS duty to process members for discharge.
- e. OUTCONUS. Additional guidance for transfers to and from OUTCONUS can be found in [Chapter 4.G](#) of this manual.

Note 5: Tour lengths for Surfman at Designated Surf Stations. Surfmen are assigned to surf stations in either a certified status or a trainee status. The tour lengths for each of these statuses are shown below:

- a. Tour lengths for certified Surfmen assigned to designated surf stations are 4-years, with the exception of Station Hatteras Inlet, Station Ocracoke, and Station Quillayute River, which are 3-year tours.
- b. Tour lengths for Surfmen trainees will be 2 years as a trainee and 4 years as a Surfman for a total of 6 years with the exception of Station Hatteras Inlet, Station Ocracoke, and Station Quillayute River, which are 3-year tours. Assignment Officers shall indicate on the members orders what status (certified or trainee) the member will be assuming and the member's tour length.

- c. Surfmen/trainees will remain for the full tour with the exception of personnel advanced to pay grade E-7 or above. Needs of the Service will determine whether personnel advanced to E-7 or above will complete a full tour.
- d. Members assigned as surfmen trainees who do not show satisfactory progress towards qualification will be subject to reassignment.

**Note 6:** Screening Process. Members and dependents must be screened to determine their suitability for assignment to these remote locations. Use the command checklist for overseas screening contained in [Article 4.H.](#) to conduct this screening.

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#### **4.A.6. Members' Availability for Unrestricted Assignments**

##### **4.A.6.a. Commandant's Policy**

It is a long-standing feature of military service and the Commandant's policy that all Coast Guard members be available for unrestricted duty assignment worldwide. To achieve this responsiveness level, each Coast Guard member must make and maintain suitable arrangements to care for dependents. In many cases, a non-military spouse provides adequate care. However, the number of single-parent families and married military couples with dependents is growing.

##### **4.A.6.b. Caring For Dependents**

Caring for children or other dependents (e.g., aged parents, invalids) without a spouse's assistance can be a difficult, demanding task. Duty responsibilities can make this task even more difficult for a single member sponsor or military couple. Because many Coast Guard assignments feature unusual or irregular working hours and calls to immediate duty remain an inevitable possibility, members often encounter difficulties in caring for dependents.

##### **4.A.6.c. Fair Implementation**

It is manifestly unfair to implement the Commandant's unrestricted duty assignment policy differently among Service members. If for any reason a member is not available for unrestricted assignment for an appreciable period, the usual solution is separation from the Service. When it appears the member can resolve the problem, the Commandant grants a reasonable time for the member to return to availability for full duty through a humanitarian assignment (For enlisted members refer to [Article 4.B.11.](#))

**4.A.6.d. Command Expectations**

Sponsors must understand they are responsible for arranging care for their dependents. The Coast Guard has the right to expect sponsors' status will not interfere with performing duty fully. Commanding officers (COs) and officers-in-charge (OICs) should counsel single parents or military couples with dependents who fail to make adequate dependent care arrangements and then request exception from normal job requirements. While COs and OICs should show sympathy and compassion for their members' problems, they also should insist on unrestricted availability for regular duties and watches.

**4.A.6.e. Enlisted Members Unavailable for Short Term**

When enlisted members are not fully available for duty and cannot locally resolve a problem which appears to be relatively short-term in nature, COs and OICs should advise these members to submit a request for a humanitarian assignment and comply with [Article 4.B.11](#). If no clear prospect exists for unrestricted availability in the near future, the CO or OIC should recommend the member separate under [Article 12.D.3](#).

**4.A.6.f. Officers Unavailable for Full Duty**

COs should counsel officers not fully available for duty due to inadequate dependent care arrangements as noted above and grant a reasonable time, not to exceed four months, to resolve their difficulties. If the officer cannot resolve the problem locally, he or she should write to Commander, (CGPC-opm) through the chain of command, outlining the circumstances involved and seeking resolution on grounds acceptable to him or her and the Service. Commander, (CGPC-opm) evaluates the merits of each situation individually and directs appropriate action. If the officer continues to be unavailable for unrestricted assignment after taking the recommended steps, Commander, (CGPC-opm) processes the officer for separation under [Article 12.A.15](#).

**4.A.6.g. Annual Certification**

Single member sponsors and military couples with dependents must **annually certify on Form CG-4170A, in the remarks block, that** they have made adequate, proper dependent care arrangements **and are available for unrestricted worldwide duty**. Not complying with or violating this annual requirement could result in involuntary discharge.

**4.A.6.h. Members Who are Human Immunodeficiency Virus (HIV) Antibody Positive**

**Members who are HIV antibody positive and demonstrate immunologic deficiency, neurologic involvement, progressive clinical or laboratory**

**abnormalities associated with HIV, as well as those diagnosed as having AIDS Related Complex or Acquired Immune Disease are disqualified for retention in the Coast Guard. Listed below are procedures to be followed:**

- 1. Any member who is HIV antibody positive must have an Initial Medical Board, regardless of symptoms or clinical laboratory findings, for appropriate disposition or assignment.**
- 2. Members who are HIV antibody positive but asymptomatic are unfit for worldwide deployment. However, those members may receive an assignment from CGPC to remain on active duty in a non-deployable billet. Asymptomatic HIV antibody positive members of the Selected Reserve may receive non-deployable RPAL unit assignments from their servicing ISC(pf). These members will normally be assigned to a unit within 100 miles of a Military Treatment Facility (MTF) capable of providing evaluation, follow-up and treatment services for those infected with the HIV antibody.**

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#### **4.A.7. Women's Duty Assignments and Rotations**

##### **4.A.7.a. Policy**

Commander, CGPC assigns women to any Coast Guard unit having adequate privacy for each gender in berthing and personal hygiene. Accommodations for women assigned to cutters should be essentially the same as those provided men of similar pay grade or rank. Sleeping quarters must be separate, with privacy provided by rigid bulkheads. Privacy in using head facilities must be assured; access to them should not violate sleeping compartment privacy.

1. All units which meet the requirements above are approved for mixed-gender crews.
2. The Service does not require assigning women officers to a unit to assign enlisted women and vice versa.
3. The Service makes every attempt to assign women to units in groups of two or more for medical and companionship reasons; however, the Service will not arbitrarily deny women an assignment solely due to lack of a second woman.

##### **4.A.7.b. Assignments while Pregnant**

The Service expects a pregnant member to retain a high degree of commitment to fulfilling full professional responsibilities. To afford the member who gives birth to a child the opportunity to make suitable child care arrangements while continuing to fulfill professional responsibilities, these assignment policies apply.

- (2) During pregnancy and for six months after childbirth, the Service defers assigning otherwise eligible pregnant women on CONUS shore duty to shipboard or OUTCONUS assignments, unless they volunteer for earlier rotation to a shipboard or OUTCONUS tour.

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2. The Service transfers pregnant women assigned to OUTCONUS locations with inadequate housing and medical facilities to complete their tour at an alternate location where these facilities exist. The pregnant member's commanding officer determines when to transfer her and so recommends to the Commander, CGPC based on the attending medical officer's advice.
3. Pregnant women assigned to OUTCONUS locations where adequate housing and medical facilities are available remain there until they complete their OUTCONUS tour.
4. The Service does not require or permit pregnant women to perform physical duties that could threaten the pregnancy or assign them beyond the availability of medical attention, for example, to aircraft and boat crews or vessel inspection teams.
5. The Service ultimately reassigns women who become pregnant while assigned to shipboard duty to duty ashore. Upon confirmation of pregnancy, the commanding officer of units afloat coordinates with the attending physician to determine when to reassign the pregnant member ashore, at the latest by the 20th week of pregnancy. The member's and potential child's safety is paramount. Commanding officers must consider any possible effect of a cutter's operational schedule on that safety. Commander, CGPC transfer the member to a unit ashore where adequate housing and medical facilities are available.
6. Commander, CGPC reassigns women assigned to shipboard duty whose pregnancy terminates before childbirth when fit for full duty, as berthing becomes available, generally six months after childbirth unless the member volunteers to return earlier.
7. The Service credits women reassigned to shipboard duty with the time served aboard before transfer due to pregnancy and consequently reassigns them afloat only to complete the balance of their prescribed sea tour.
8. Pregnant members who have orders to any school should not fulfill them unless they can complete training before the third trimester. If the training cannot be completed before the third trimester, CGPC holds the orders in abeyance and reissues them for the next available class after child delivery.
9. Before a pregnant member undertakes any government travel, she should obtain written authorization from the attending physician stating that the pregnancy has been uneventful, that no excessive absences are anticipated, and that the travel will not harm the member or child.

#### **4.A.7.c. Tour Lengths**

Women can expect normal tour lengths under the provisions of [Article 4.A.5](#).

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### **4.A.8. Policy on Assigning Married Couples**

#### **4.A.8.a. General**

This assignment policy offers married active duty members the opportunity to collocate or reside jointly whenever possible. Affected couples must realize the Service may not be able to collocate them throughout their military careers and should allow some separation for professional development while meeting Service needs. This article assumes married couples want to live together throughout their Service careers.

#### **4.A.8.b. Reassignment**

When reassigned, each member receives all authorized PCS entitlements on two separate orders. The Service does not consider a unilateral assignment for a collocated spouse an option for enlisted members, thereby ensuring full PCS entitlements for each. Consistent with geographic stability objectives, married couples should expect two consecutive tours in the same geographic area if at all possible to align their differing tour lengths. If two consecutive tours are not available, assignment officers adjust one member's tour length if the couple's tour lengths are not of equal duration. In these cases, assignment officers generally try to lengthen the shorter tour by one year. However, they extend arduous duty (afloat, overseas, or isolated) tour lengths only with the member's consent.

#### **4.A.8.c. Types of Units to Which Assigned**

The Service does not assign married couples together to the same cutter or a small shore unit of less than 60 members. If a member at such a unit marries another member assigned to the same unit, the Service will reassign one as soon as possible. [Chapter 8.H](#) contains further guidance.

#### **4.A.8.d. Simultaneous Shipboard Duty**

Except for recent Coast Guard Academy graduates, who should expect to complete their first tour afloat, the Coast Guard does not assign members married to Coast Guard members to simultaneous shipboard duty unless they volunteer for it and acknowledge in writing their awareness they potentially may lose BAQ. The Service makes every effort to reassign ashore at the earliest opportunity one member of a recently married couple assigned afloat on different cutters and with dependents, subject to these considerations: the members' desires to remain assigned afloat; on-board relief, if required; and PCS funding constraints. Assignment officers reassign

such members only after consulting with both members and their commanding officer(s).

**4.A.8.e. Collocation with Other Armed Services' Members**

Assignment officers collocate Coast Guard members married to active duty members of other Armed Services whenever possible, assuming successful coordination with that Service.

**4.A.8.f. Overseas Duty**

Regardless of the member's pay grade, these policies govern assigning to an overseas tour of duty a married member whose spouse is also a military service member.

1. Both members assigned to the same overseas location serve the accompanied tour when they maintain a joint residence. If they cannot travel together, assignment officers may adjust the tour of duty of the member arriving later at the same overseas location to conclude when the first member's does, providing the member arriving later serves at least the prescribed "Without Dependents" tour.
2. When a member marries another member while in an overseas area, the original tour length remains the same unless both members voluntarily agree to serve a longer tour there so both can depart from that location together.

**4.A.8.g. Service Needs**

While the Coast Guard attempts to assign affected couples equitably, they must understand assignments ultimately must be made based on Service needs. However, the Service makes every reasonable effort to assign a couple to the same geographic area to permit them to maintain a joint residence. The fact that two enlisted members are married does not alter the assignment priority policy in [Article 4.B.4](#).

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**4.A.9. Administrative Assignments**

**4.A.9.a. Purpose**

Administrative assignments provide for personnel management, disciplinary, and accounting procedures which remove a member's records from a unit when the command determines a member is absent under conditions which mean his or her return is uncertain. Members not on leave or in some other officially recognized status; e.g., unauthorized absence (UA), should be issued TAD orders in all cases (☛ [Exhibit 4.A.1](#) for text to include in TAD orders). This type of administrative action normally is "after-the-fact" and entails no additional costs other than normal entitlements in accordance with the Joint Federal Travel Regulations. (Note: An administrative assignment is not a means to direct a member's physical movement from one command to another, though the two actions may coincide.)

**4.A.9.b. Procedures For Transferring And Receiving Commands**

The commanding officer of the transferring command takes these actions.

1. Requests administrative assignment from Commander, (CGPC-epm) or (CGPC-opm) for members who meet one of the following conditions:
  - a. The member is undergoing medical or dental treatment at a medical facility away from his or her duty station's vicinity, the facility expects the treatment will exceed 60 days, and the ultimate outcome and disposition are uncertain (medical board required).
  - b. The member is temporarily not medically fit for sea duty and requires an ashore assignment until fit for full duty.
  - c. The member, under medical board action, is appearing before a physical evaluation board and the treatment or the board's pending findings preclude return to the unit.
  - d. The member is at another unit and Commander, CGPC directs separation from active duty, excluding transfer for normal expiration of enlistment or active duty obligation or retirement.
  - e. The member is absent, other than on leave or unauthorized absence, when a cutter sails on an extended patrol for more than 45 days.
  - f. The member is confined or on disciplinary status as [Chapter 8.F.](#) prescribes.
  - g. The member is at another command for TAD which is likely to result in an extended period or it is evident the member probably will not return to his or her permanent unit.
2. On receiving authorization from Commander, (CGPC-opm-2) or (CGPC-epm-2) for an administrative assignment, the commanding officers transfer the member's records to the new reporting unit. The authorization from CGPC will specify whether the assignment is PCS or TAD.
3. The commanding officer completes CG-3853, "Personal Effects Inventory and Disposition," as required, and transfers the member's personal effects to the new unit. If the member does not claim his or her personal effects, they should be disposed of as prescribed in [Article 11.A.11.](#)

4. Commanding officers of the transferring and receiving units prepare CG-3312D, "Endorsement on Orders," in accordance with the Personnel and Pay Procedures Manual, PPCINST M1000.2 (series) and provide all the necessary data for personnel accounting transactions. Enter in the "Remarks" block reasons for the administrative assignment, information on disposition of records, estimated duration of absence from duty, and details which have a bearing on the case.
5. When the member can return to full or limited duty, the administrative assignment has served its purpose. Unless previously directed, the unit to which the member is administratively assigned notifies Commander, CGPC and the unit from which the member was administratively assigned of the following information:
  - a. Name, grade or rate, and social security number
  - b. Last permanent unit
  - c. Date reported on administrative assignment
  - d. Recommendations on next duty assignment

**4.A.9.c. Members under Orders to A Certain Assignment**

Commander, CGPC may direct that personnel under orders to certain assignments and planned units not yet in commission be administratively assigned to a district or Headquarters unit for administrative, disciplinary, and accounting purposes. These assignments do not affect the travel and transportation allowances to which travel orders entitle these members. Orders will specify the administrative responsibility described by special instructions in the Personnel and Pay Procedures Manual, PPCINST M1000.2 (series).

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**4.A.10. Transferring Patients between Hospitals**

**4.A.10.a. Transfer To Uniformed Services Medical Treatment Facilities (USMTF)**

At its own expense the Coast Guard transfers its personnel and escorts, if any, from its own units and medical facilities to Uniformed Services Medical Treatment Facilities (USMTF), outpatient clinics, contract hospitals, and other Federal hospitals, even though undertaken on U.S. Public Health Service medical officers' recommendation.

**4.A.10.b. Transfer by USAF Aeromedical Evacuation**

Charge expenses incurred, if any, in transferring Coast Guard members and needed escorts by USAF Aeromedical Evacuation to, from, or between military or civilian health care facilities for required care to Commandant (G-WK).

#### **4.A.10.c. Transfer after Emergency Admission**

Commandant (G-WK) pays to transfer a Coast Guard member and escorts, if any, to another hospital after emergency admission at a non-USMTF facility provided the Service is notified, assumes charge of the case, and decides to transfer the member. It therefore is imperative to notify the medical officer in charge of the USMTF nearest to the member's current hospital of an emergency hospitalization as soon as possible and obtain his or her acknowledgment of the case. Commanding officers must immediately advise the district commander, who informs the appropriate medical officer in charge and requests him or her to assume charge of the case and make any necessary arrangements to transfer the member to a USMTF or authorize the Coast Guard to effect such transfer at its own expense.

#### **4.A.10.d. Transfer For Required Care**

District commanders or commanders of maintenance and logistics commands transfer Coast Guard members and other designated officers and escort(s), if needed, to, from, and between military or civilian health care facilities for required care at the Coast Guard's expense. The patient pays any charges incurred for transfers the Coast Guard accomplishes for his or her convenience or elective care. (👉 [Article 4.G.2](#)).

#### **4.A.10.e. Transferring Patients Suffering Mental Diseases**

Commandant (G-WK) pays travel costs to transfer a Coast Guard patient suffering from a mental disease who require an escort from one USMTF to another or from a non-Service hospital to a USMTF and any professional personnel detailed to accompany him or her. The responsible Coast Guard officer details escorts, if necessary, to exercise custodial care and authority over the patient en route and charges the cost of the escort's travel to and from the hospital to which the patient is transferred against Coast Guard appropriations.

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### **4.A.11. Returning Patients from Overseas Duty**

#### **4.A.11.a. Information Provided**

When a member serving outside CONUS returns to CONUS for hospitalization, the member's command advises Commander, (CGPC-opm) or (CGPC-epm), as applicable, MLC and the district commander involved of the case's pertinent facts, including this information.

1. Name, grade or rate, and social security number
2. Hospital to which sent
3. Need for replacement
4. Member's rotation status

5. Estimate, if possible, of the expected duration of hospitalization

#### **4.A.11.b. Issuing Orders**

The member's command issues orders to the hospitalized member to report to the MLC and district commanders in which the hospital is located immediately upon his or her release, or to another specified Coast Guard unit for proper endorsement of orders covering in-patient and leave periods and for further orders.

#### **4.A.11.c. Casualty Report**

If not previously submitted, the member's command submits a casualty report as required in [Chapter 11](#).

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### **4.A.12. Transferring Members at Time of Sailing**

#### **4.A.12.a. Personnel Absent At Sailing**

The commanding officer processes members absent at time of sailing for whom administrative assignment is appropriate as prescribed in [Article 4.A.9](#). Those in an unauthorized absence status are processed as prescribed in Chapter 8.C.

#### **4.A.12.b. Members In Receipt Of Orders**

The commanding officer transfers a member who has received orders specifying detachment on a date which will occur while the cutter is under way to one of these locations:

1. Directly to the new permanent duty station if the member is ready in all respects to depart from the area; or
2. An intermediate unit the district commander, commander of maintenance and logistics command, or Commander, (CGPC-opm) or (CGPC-epm) designates for temporary duty pending transfer as the basic orders direct, if there is an urgent need to delay departure from the area.

#### **4.A.12.c. Preparing Endorsements**

The commanding officer should prepare CG-331D, "Endorsement on Orders," according to the Personnel and Pay Procedures Manual, COMDTINST M1000.2 (series). Item 21 (Remarks Section) explains the circumstances requiring detachment other than as basic orders direct.

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#### 4.A.13. Health Services Personnel and Drug Abuse

Members serving in the Health Services (HS) program occupy positions of special trust which frequently require them to control, secure, and issue a wide variety of drugs and other controlled items. Therefore, commanding officers (COs) shall handle all cases of these members' chemical abuse and/or drug trafficking as a security breach. If any CO suspects such a security violation, he or she shall deny that member's access to any controlled substances, except when the member is directly supervised by the CO, officer-in-charge, or an officer or senior petty officer designated as supervisor. The CO submits a full report with recommendations for future retention and/or reassignment to Commander, (CGPC-opm) or (CGPC-epm) and continues to deny the member access until the parent command receives final disposition.

1. Commander, (CGPC-epm) may offer a change in rating to enlisted members who must be removed from the HS rating but not necessarily from the Service.
2. The provisions of [Articles 12.A.15.](#), [12.A.20.](#), or [12.A.21.](#), as appropriate, apply to Coast Guard officers. USPHS officers are processed according to the current regulations for Coast Guard retention or are returned to USPHS.
3. Members will be dismissed from HS "A" School for chemical abuse and/or drug trafficking. Members with a history of drug abuse from any source may not be assigned to any Health Services school.
4. Current active duty or Reserve Health Services members who have a past history of drug abuse, as determined by examining Personnel Data Records or personal admission, may be considered for a one-time waiver of this Article for past offenses or circumstances, provided that member's command concurs and submits a recommendation and complete supporting documents to Commander, (CGPC-opm) or (CGPC-epm).

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#### 4.A.14. Logistics and/or Financial Support Members' Fiscal Improprieties

Members serving in the Logistics, Procurement, and Financial Management programs occupy positions of special trust which frequently require them to control, secure, and issue a wide variety of valuable government property, cash, accountable forms (e.g., credit cards, SF-44s, etc.), and sensitive financial information. Therefore, the commanding officer (CO) shall handle all cases of these members' financial impropriety (personal or professional) as a security breach. If any CO suspects any such security violation, he or she shall deny that member access to cash funds, expensive government property, and accountable forms except when the member is directly supervised by the CO, officer-in-charge, or an officer or senior petty officer designated as supervisor. The CO submits a full report with recommendations for future retention and/or reassignment to Commander,

(CGPC-opm) or (CGPC-epm) and continues to deny the member access until the parent command receives final disposition. This Article specifically includes but is not limited to all CWO (F&S), SKs, and FSs.

1. Commander, (CGPC-epm) may offer a change in rating to enlisted members who must be removed from the FS or SK ratings but not necessarily from the Service.
2. The provisions of [Articles 12.A.15.](#), [12.A.20.](#), or [12.A.21.](#), as appropriate, apply to Coast Guard officers.
3. Member will be dismissed from FS or SK "A" School for serious financial improprieties and/or mismanagement. Members with a history of financial problems from any source may not be assigned to FS or SK "A" School.
4. Current active duty or Reserve Logistics and Financial support personnel who have a past history of financial improprieties, as determined by examining Personnel Data Records or personal admission, an opportunity to be considered for a one-time waiver of this Article for past offenses or circumstances, provided that member's command concurs and submits a recommendation, complete with supporting documents to Commander, (CGPC-opm) or (CGPC-epm).

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## **4.A.15. Sponsor Services**

### **4.A.15.a. General**

Most Coast Guard members (married and single) can safely rely on the community to provide housing and other support services. It is important for members to know enough about the community in advance to make informed decisions on where to look for housing and other services that will adequately satisfy their particular needs. Relocating to a new duty station and getting established in a new community can be a trying experience. Some members require little or no assistance while others have unique requirements a standard information packet just cannot meet. The individualized assistance and support a member and his and her dependents receive from the new command can set the tone for the tour and significantly affect the member's satisfaction or dissatisfaction with Coast Guard life. Positive command interest and sponsor enthusiasm are invaluable at this critical time in attitude formulation. Support at all levels is required to ensure program effectiveness.

### **4.A.15.b. Procedures**

1. It is mandatory for a receiving command to assign a sponsor to all incoming personnel en route.

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2. The command should provide members on initial PCS orders (recruit training, Academy, OCS, and other graduates) additional first-time information on the Coast Guard Housing Program, including descriptions of Government-owned and leased housing, their eligibility requirements, housing referral, basic allowance for quarters concepts, and the sponsor program, all as part of the command's training curriculum. Refer to Item 8 below for additional procedures for units receiving recruit graduates.
3. All assigned sponsors preferably, but not necessarily, should be of similar circumstances to their member. If the new unit cannot feasibly assign a sponsor, it should request assistance from other units in the geographic area.
4. The designated sponsor need not duplicate the efforts of an established Area or Local Housing office. Available housing offices should coordinate sponsor services.
5. At those units which do not have housing offices, a designated sponsor will:
  - a. Contact, preferably by telephone, the incoming member and/or his or her family to determine their needs. In making this connection, using government-owned telephones is authorized wherever available.
  - b. Provide information and assistance which would include at a minimum:
    - (1) Housing availability, e.g., Government-owned or -leased, private rental areas, general costs, etc
    - (2) Temporary lodging arrangements until the member is permanently established.
    - (3) Medical facilities' type and location.
    - (4) Public transportation, car pools, parking, etc.
    - (5) Location or lack of commissary and exchange facilities.
    - (6) Location of dependents' schools and off-duty and special education facilities, as required.
    - (7) General information on recreational facilities.
    - (8) Special clothing requirements.
  - c. Facilitate a job-seeking spouse's employment by providing this information:
    - (1) State and local employment agencies' brochures and telephone numbers.
    - (2) The local newspaper's "Help Wanted" classified advertising section.
    - (3) Chamber of Commerce brochures and other local business information.

- (4) Job fair announcements and related assistance available from community colleges and DoD job information and skill centers.
6. If dependents are not traveling with members, the receiving unit should make special efforts to ensure they are provided this program's benefits when area entry is authorized.
7. Transferring units should complete NAVPERS 1330/2, "Navy Sponsor Notification," and send it to the member's destination as soon as possible after receiving orders to arrange for sponsor services.
8. Units receiving graduating recruits should take these steps.
  - a. On receiving the Recruit Transfer Orders (RTO), provide Training Center Cape May with the following information:
    - (1) A unit sponsor (E-4 or above) who can provide the type of sponsor information contained in this Article and other pertinent information the receiving unit deems necessary; and
    - (2) Unit phone number and best time (EST) for recruit to contact the sponsor.
  - b. Receiving units may not contact recruits at Training Center Cape May because they will have ample time to contact the unit sponsor at the time the receiving unit designates.
  - c. The recruit will give his or her sponsor a leave address where the receiving unit should mail sponsor packages. Sponsor packages shall not be sent to Training Center Cape May.

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## 4.A.16. Dislocation Allowance

### 4.A.16.a. Definition

37 USC 407 entitles a member to one dislocation allowance per fiscal year **at a rate** as prescribed **in chapter 5 of the Joint Federal Travel Regulations (JFTR)** for his or her pay grade as a member with or without dependents, notwithstanding the amount of **BAH** the member receives, to partially reimburse expenses incurred in relocating a household as follows:

1. For a member with dependents whenever dependents relocate their household in connection with a permanent change of station.
2. For a member without dependents when transferred to a permanent duty station where Government quarters are not assigned.

3. The Secretary of Transportation may find Service needs require more than one permanent change of station in the same fiscal year, except for permanent change of station orders to, from, or between courses of instruction of 20 weeks or longer duration conducted, controlled, and managed by the Uniformed Services at a civilian educational institution or elsewhere. These findings are referred to as SECTRANSFIND.
4. The Joint Federal Travel Regulations, Vol. 1, Chapter 5, Part G, contain details and provisions governing paying the dislocation allowance.

**4.A.16.b. Secretary Of Transportation Finding (SECTRANSFIND)**

1. When Obtained.
  - a. Whenever the order issuing authority foresees the need for a SECTRANSFIND, he or she requests the finding before issuing the orders. Commandant (G-W) has been delegated authority to make SECTRANSFINDs if Commander, (CGPC-opm) or (CGPC-epm) so recommends.
  - b. When a command receives an order to transfer members requiring but not indicating a SECTRANSFIND, the command immediately refers the orders to the issuing authority, which explores alternate solutions and if necessary requests a finding. Humanitarian assignments, mutual exchanges of station, and unilateral transfers do not qualify for a dislocation allowance. Members should not execute such orders before receiving a SECTRANSFIND except in urgent circumstances.
  - c. When individual findings by the Secretary of Transportation would be impractical and not serve to reduce the frequency of moves, requests for a SECTRANSFIND may be initiated for groups rather than individuals; e.g., permanent change of station for units, groups, or categories of personnel, such as inactivating a unit or changing its home port.
  - d. When a command issuing authority obtains the necessary finding, it includes this statement in the individual orders, an endorsement to them, or in the certificate of such change when a unit permanently changes its home port.

The Secretary of Transportation has found that this permanent change of station is required by the exigencies of the Service.

2. Submitting Requests for SECTRANSFIND. Submit letter or message request to Commander, (CGPC-opm) or (CGPC-epm) as follows.
  - a. For Individuals. For individuals include this information:
    - (1) Name, grade or rate, and social security number.

- (2) Detachment date from each previous permanent duty station where entitled to a dislocation allowance except those to or from a course of instruction.
  - (3) Present duty station or status.
  - (4) Latest date of presently ordered detachment.
  - (5) Duty assignment or status to which ordered.
  - (6) Necessity for proposed transfer and criteria to select that particular member for such transfer.
  - (7) Other pertinent information, if any. State whether an earlier entitlement to dislocation allowance resulted from a change of home port or unit inactivation.
- b. Unit Change of Home Port or Inactivation. In these cases, state this information.
- (1) The approximate number of enlisted members requiring a SECTRANSFIND.
  - (2) Full name, grade, and social security number of officers requiring a SECTRANSFIND.

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#### **4.A.17. Attending Technical, Professional, Scientific, and Other Similar Organizations' Meetings**

##### **4.A.17.a. General**

This Article applies to meetings which, although concerned with a Coast Guard function or activity, are initiated or sponsored by a non-Coast Guard organization.

##### **4.A.17.b. Policy**

To transmit or acquire information or knowledge about its missions or administrative activities, the Coast Guard may send representatives at Government expense to meetings of scientific or professional societies, municipal, State, Federal or international organizations, congresses, and law enforcement or other groups and pay the representatives' necessary expenses, including travel, per diem, and registration or other necessary fees out of appropriations available for travel. ➡ Joint Federal Travel Regulations, Vol. 1.

##### **4.A.17.c. Attendance Criteria**

Before approving attending a meeting, officers authorized to approve such orders should determine the following information:

1. If attendance will benefit one or more Coast Guard functions or activities.

2. The reasons to attend justify the expense to the travel appropriation and the absence of the representatives from regularly assigned duties.
3. The number of representatives does not exceed the minimum necessary to serve adequately the Coast Guard's interests.
4. When representatives present information about Coast Guard activities, the information must conform with Coast Guard policy and instructions.
5. The travel conforms with other regulations governing travel on official business.

#### **4.A.17.d. Meetings of Federal Agencies Or Under Their Auspices**

Authorized officers may issue routine TAD orders to attend meetings of technical, scientific, professional or other similar organizations sponsored by Federal agencies. The orders must show the name of the meeting and its sponsoring agency. The meeting must meet attendance criteria listed in [☛ Article 4.A.17.c.](#) above.

#### **4.A.17.e. Meetings Under Non-Federal Auspices**

1. Submitting Requests. When a member wishes to attend a meeting under non-Federal auspices at Government expense, he or she should submit a request for orders containing all pertinent information required in subparagraph 3 below to the appropriate approval authority through the chain of command.
2. Delegation. The authority to approve requests to attend meetings under non-Federal auspices is delegated as follows:
  - a. Chief of Directorates for members assigned to Coast Guard Headquarters.
  - b. Area commanders, commanders of maintenance and logistics commands, district commanders, Superintendent of the Academy, and commanding officers of Headquarters units for all members under their command.
  - c. These officers may not redelegate approved signature authority below that of the Executive Assistant level at Headquarters; Deputy Area Commander; Deputy Commander, Maintenance and Logistics Command; Assistant Superintendent of the Academy; district Chief of Staff, or commanding officer levels. In all cases charge travel to field travel funds, subject to [☛ Chapter 4.G.](#) provisions.

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3. Submitting Requests. All requests to approve travel to attend meetings under non-Federal auspices must include the following information:
  - a. The meeting's title and specific objective with official announcement and descriptive literature, if available.
  - b. The meeting's inclusive dates; if a regularly scheduled meeting (e.g., quarterly, annually, etc.) so indicate.
  - c. The sponsoring organization's name and nature (e.g., technical, scientific, professional, educational, etc.).
  - d. Meeting location (city and state).
  - e. Proposed transportation mode (e.g., commercial air, privately owned vehicle, etc.).
  - f. Anticipated Coast Guard benefits from the meeting.
  - g. Itemized estimated cost per person.
  - h. Total number of members for whom requesting approval and identifying information for each: full name, grade, social security number and billet.
  - i. The extent to which each attendee will participate in the meeting (e.g., delivering a paper, observing, taking part in a panel discussion, etc.).
  - j. Required security clearance, if appropriate.
  - k. Inclusive dates of absence from duty station.
  - l. Member's specific duties germane to the meeting; e.g., a particular project, research area, etc.
4. Information to Include in Orders. TAD orders to attend meetings under non-Federal auspices should contain this statement:

\_\_\_\_\_ (name) \_\_\_\_\_ approved this travel on (date) in accordance with Article 4.A.17., Coast Guard Personnel Manual, COMDTINST M1000.6A (series).

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### 4.A.18. NATO Supplemental Orders

#### 4.A.18.a. Agreement

Armed Forces of countries belonging to the North Atlantic Treaty Organization (NATO) use a travel order format which, when such members present their identity cards, exempts them from passport, visa, and immigration inspection and allows them individually and collectively to pass easily from one NATO nation to another. NATO nations are Belgium, Canada, Denmark, France, Germany, Greece, Iceland, Italy, Luxembourg, Netherlands, Norway, Portugal, Spain, Turkey, the United Kingdom, and the United States.

**4.A.18.b. Scope**

The NATO travel order is to be used for both individual and collective movement. When the travel order is issued to parties of 20 or more, detailed arrangements are to be made, as necessary, for movement, reception, staging, etc. The NATO travel order is to be used only for the movement of military personnel and their personal baggage, individual weapons, and official documents..

**4.A.18.c. Issue**

The sending nation's appropriate agency issues a NATO travel order; the receiving nation may require its appropriate representative to countersign the travel order. When frequent passage from one NATO country to another is required, a nation may issue a NATO travel order to individuals for a period of up to one year from the issue date.

**4.A.18.d. Official Documents**

Documents under official seal are exempt from customs inspection, provided the NATO travel order issued to the courier shows the number of dispatches carried and certifies the courier carries only official documents.

**4.A.18.e. Exemption from Civil Regulations**

Personnel traveling under the Agreement's conditions are exempt from the receiving nation's regulations on alien registration and control, but do not acquire any right to permanent residence or domicile there or in its territories.

**4.A.18.f. Languages Used on The Form**

The NATO travel order is published in the receiving nation's language(s), English, and French. Any instructions printed on the reverse of the form are only in the issuing nation's language.

**4.A.18.g. Completing the Form**

It is not necessary to follow exactly the format shown in the Personnel and Pay Procedures Manual, PPCINST M1000.2 (series). However, all required information should appear in the same sequence, paper, and dimensions as prescribed there. The issuing nation completes the NATO travel order in its language.

## **4.A.19. Sole Survivors**

### **4.A.19.a. General**

Policy on sole survivors applies to a father, mother, and one or more of a family's children, including adopted children and half-brothers or -sisters, who, while on active military service:

1. Is killed, or
2. Dies as a result of wounds, accidents, or disease, or
3. Is in a captured or missing in action status, or
4. Is permanently, 100 percent physically or mentally disabled as the Veterans Administration or one of the military Services determines or is hospitalized on a continuing basis and is not gainfully employed due to that disability.

Any of these cases constitutes grounds to assign and retain the survivor outside the combat area. When the survivor is the father either he or his spouse may make such request.

### **4.A.19.b. Assignments**

At the member's or one of his or her parents' request, CGPC will not assign a sole survivor to duty in a combat area. "Parents" includes legal guardians and natural and adoptive parents. This policy includes cases in which other sons or daughters died during service in either current or previous hostilities.

### **4.A.19.c. Once Qualified**

Once a member qualifies as a sole survivor, he or she retains that status permanently even though there is no living family survivor. ➡ *McKart v. U.S.*, No. 403 (U.S. Supreme Court, May 26, 1969).

### **4.A.19.d. Cases Not Covered**

In case a commanding officer believes a situation is within the sole survivor policy's intent, but is not specifically described above, the commanding officer should advise Commander, CGPC of the circumstances and request a decision.



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### REMARKS FOR ADMINISTRATIVE ASSIGNMENT TAD ORDERS

The following remarks should be incorporated into TAD orders as applicable:

1. For members remaining ashore at the homeport of the vessel to which they are assigned and who have quarters ashore from which they normally commute to the vessel, regardless of whether or not quarters allowances are paid, the following entry should be used:

You are being ordered ashore for approximately \_\_\_\_ days while the vessel to which you are assigned, USCGC \_\_\_\_\_ is underway. In accordance with JFTR, PAR. U4102-G, you are not eligible for per diem and no reimbursement for occasional meals is authorized. No overnight lodging; other than the quarters from which you normally commute, are required.

Note: Members commuting to a different duty location in the vicinity of the homeport and able to remain at their quarters, do not require overnight lodging and therefore are excluded from receiving per diem. In other than the homeport, overnight lodging at a BEQ might be required. In that case, this exclusion does not apply.

2. For members remaining ashore at the homeport of the vessel to which they are assigned and who do not have quarters ashore from which they normally commute to the vessel, one of the following entries should be used:

a. For Coast Guard Dining Facility Reasonably Available at which the member can receive meals at the Category 2 cost. Reasonably available includes, but is not limited to, easy walking distance from the work site and lodging or government transportation provided for each meal to the dining facility.

You are being ordered ashore for approximately \_\_\_\_ days while the vessel to which you are assigned, USCGC \_\_\_\_\_ is underway. You are eligible for per diem. Accordingly, you will be authorized reimbursement for lodging but must use adequate government quarters if available. The availability of adequate government quarters must be endorsed on your orders by the command controlling the quarters at the location, not the command, to which you are ordered.

Your meals and incidental expense (M&IE) rate, based on a determination made in accordance with JFTR, PAR. U4135 is zero dollars as long as meals are available to you at the Category 2 meal rate at the Coast Guard Dining Facility. If meals are not available to you at the Category 2 rate at the Coast Guard Dining Facility, your M&IE rate will be determined based on the availability of government messing facilities as endorsed on your orders by the command controlling the mess at the location, not the command, to which you are ordered.

Note: This covers the member in all meal situations, but presumes that a Coast Guard Dining Facility (CGDF) is available for three meals a day, seven days a week. The CGDF "uniqueness covers members who have non-CGDFs available but which charge the Category 1 meal rates. In that case, the "normal" government meals available M&IE rate should be paid.

b. Coast Guard Dining Facility Not Reasonably Available. Reasonably available includes, but is not limited to, easy walking distance from the work site and lodging or government transportation provided for each meal to the government mess.

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You are being ordered ashore for approximately \_\_\_\_\_ days while the vessel to which you are assigned, USCGC \_\_\_\_\_, is underway. You are eligible for per diem. Accordingly, you will be authorized reimbursement for lodging but must use adequate government quarters if available. The availability of adequate government quarters must be endorsed on your orders by the command controlling the quarters at the location, not the command, to which you are ordered.

Your meals and incidental expense (M&IE) rate, will be determined based on the availability of government messing facilities as endorsed on your orders by the command controlling the mess at the location, not the command, to which you are ordered.

Note: This covers the member in all meal situations but presumes that a CGDF is not available for three meals a day, seven days a week. In case a non-CGDF is available, the prospect of charging the Category 2 rate for meals is significantly diminished. The "normal" government meals available, M&IE rate should be paid.

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## **4.B. Assignment Policies for all Enlisted Members**

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### **4.B.1. General**

#### **4.B.1.a. Request for Transfer**

The right of enlisted personnel to submit a request for transfer via proper channels shall not be restricted; however, an intermediate command may return a request to the sender for correction or completion

#### **4.B.1.b. CGPC Assignments**

All rated and nonrated personnel are assigned by Commander, (CGPC-epm-2) and individually issued orders.

#### **4.B.1.c. Assignment Decisions**

The Assignment Officers will continue to ensure members receive the career enhancement and diversity necessary for future advancement. Geographic stability ([☛ Article 4.B.3](#)) does not exempt a member from completing an assignment afloat or ashore, but only that these assignments may be located within the same geographic region when possible. Geographic stability also does not mean a member may fill the same billet for two consecutive tours. Career enhancement, diversity and advancement potential of each member are paramount in the assignment decision.

#### **4.B.1.d. Suitability for Transfer**

In general, personnel with military or civil disciplinary action in progress, excluding probation or unpaid fines, and those with a history of indebtedness, repeated discipline infractions, and other unsuitable characteristics shall normally not be transferred. [☛ Chapter 12.B.](#) for procedures on members unsuitable for transfer. Personnel who receive a characteristic average less than three, NJP, court-martial, or a civil conviction during the last regular semiannual reporting period are normally not eligible for transfer. In addition, any member who receives an unsatisfactory conduct mark will be reviewed by Commander, (CGPC-epm-2) for transfer suitability.

1. If an individual in receipt of orders subsequently receives a characteristic factor average less than three, transfer will not be effected without prior approval of Commander, (CGPC-epm-2).
2. Personnel assigned overseas who are not qualified for transfer because of a characteristic factor average less than three will be transferred to their next duty assignment for evaluation and/or other administrative action as appropriate, unless the member's commanding officer requests a delay in the rotation date.

Commander, (CGPC-epm-2) shall be notified promptly of any ineligible overseas member scheduled for transfer to determine the selection of an appropriate new duty assignment.

**4.B.1.e. Not Physically Qualified**

Personnel who are not physically qualified to perform the duties of their rating will not be transferred on permanent change of station (PCS) orders out of their current geographical area. If not fit for sea duty, commands are required to initiate medical board procedures within 14 days in accordance with the Medical Manual, COMDTINST M6000.1(series). Further reassignment may be directed based on Service needs.

**4.B.1.f. Age Considerations**

Assignment of personnel to duty ashore or afloat shall normally be made without regard to age. However, members 50 years of age or older who are not eligible for voluntary retirement and who are assigned to duty considered beyond their physical capabilities or which places undue physical hardship upon them, may request reassignment by Commander, (CGPC-epm-2) through the chain of command. The request shall describe in detail the conditions which preclude performing assigned duties and the endorsements shall state whether a medical board is recommended.

**4.B.1.g. Other Considerations**

Commander, (CGPC-epm-2) considers these factors when selecting members for transfer:

1. Service need
2. Assignment priority (☞ [Article 4.B.4.](#))
3. Commanding officer's recommendation
4. Performance history
5. Member's desires
6. Time at present unit
7. Time in present geographic area
8. Previous assignment history (isolated, ashore, afloat, OUTCONUS and INCONUS)
9. Advancement or promotion status and leadership potential
10. Service remaining in original enlistment. (For Reservists, remaining obligated active duty time.)
11. Qualification codes
12. Service remaining before approved retirement date
13. Willingness to obligate service for transfer
14. Physical condition

**4.B.1.h. Assignment to Officers' Quarters**

Enlisted personnel may not be assigned to duties in privately occupied public quarters of officers below flag grade unless specifically authorized by the Commandant.

**4.B.1.i. Checkoff List for Transfer and Receipt of Enlisted Personnel**

1. Commanding officers shall ensure the following actions are completed prior to member's departure
  - a. Begin checkout procedures as required by the unit after ensuring the commanding officer has checked the member's and dependents' qualifications for transfer in accordance with [Article 4.B.1](#), and Articles [4.H.2.](#), [4.H.3.](#), and [4.E.5](#), as applicable.
  - b. Verify that members being transferred will have the necessary obligated service as prescribed in the authority for transfer as required by [Article 4.B.6](#). for INCONUS tours, [Article 4.H.6](#). for OUTCONUS tours, and as prescribed in the Coast Guard Training and Education Manual, COMDTINST M1500.10 (series) for training schools. Complete the necessary Administrative Remarks, CG-3307, entry to document the member has been counseled about the obligated service requirements.
  - c. Arrange for a physical examination in the following cases:
    - (1) Before member's transfer to sea, aviation, or overseas duty. ➡ [Article 4.H.7](#). and Medical Manual, COMDTINSG M6000.1 (series).
    - (2) Before member's separation
    - (3) When member needs more than 12 months' obligated service
  - d. Counsel members on applicable portions of the Joint Federal Travel Regulations (JFTR), Volume 1, pertaining to:
    - (1) PCS allowances
    - (2) OUTCONUS station allowances such as COLA
    - (3) Transportation of dependents
    - (4) Shipment of household goods
    - (5) Payment of dislocation allowance
    - (6) Trailer allowance
  - e. Prepare orders per [Article 4.D.20](#). Ensure sponsor from new unit is assigned. ➡ [Article 4.A.4](#).
  - f. If the member occupies government-leased or government-owned quarters, advise the Local Housing Authority to schedule a termination inspection.

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- Ensure the member has cleared quarters in prior to departing on PCS orders. ☛ Chapter 6, Housing Manual, COMDTINST M11101.13 (series).
- g. Ensure the member has transportation request and meal tickets, where appropriate, prior to departing unit and that member has sufficient funds to last until 14 days after arrival at next unit.
  - h. Verify PDR as required by instructions in the Military Personnel Data Records (PDR) System, COMDTINST M1080.10 (series) and ensure all entries and forms necessary for transfer have been completed.
  - i. Obtain Health Record from sick bay and ensure proper entries have been made. Ensure Health Record contains the member's International Certificate of Vaccination, Form PHS 731.
  - j. Ensure DEERS check is complete for member and dependents. Take appropriate action to update information where necessary prior to member's departure, especially if departing on an overseas assignment.
  - k. Ensure member has ample supply of Notice of Change of Address, CG-4646.
  - l. Brief member on type of conduct and behavior expected of all Coast Guard members while en route to new assignment.
  - m. Check to ensure member and dependents have valid identification cards.
  - n. Ensure member has minimum outfit of closing as prescribed by Uniform Regulations, COMDTINST M1020.6 (series).
  - o. Complete personnel accounting actions required upon transfer per instructions in the Personnel and Pay Procedures Manual, PPCINST M1000.2 (series).
  - p. Deliver orders to member for hand carry. (Member's PDR will be handled in accordance with instructions in the Personnel and Pay Procedures Manual, PPCINST M1000.2 (series).)
  - q. Enter loss in daily ration record.
  - r. Make appropriate log entry.
2. Commanding officers shall ensure the following actions are completed when the member reports to the new unit.
- a. Check person in as required by unit.
  - b. Endorse orders. ☛ Personnel and Pay Procedures Manual, PPCINST M1000.2 (series).
  - c. Compare member to the PDR and ID card.
  - d. Check PDR to ensure all entries have been made in accordance with the Personnel and Pay Procedures Manual, PPCINST M1000.2 (series).
  - e. Ensure member has sufficient obligated service.

- f. Ensure member meets all physical and mental prerequisites prior to beginning training. If member does not, report the findings immediately to Commander, (CGPC-epm) and Commandant (G-WTT).
- g. Make appropriate gain entry in daily ration record.

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## **4.B.2. Advance Notice of Transfer**

### **4.B.2.a. Issuing Transfer Orders**

Every attempt will be made to issue transfer orders at least 90 days before the reporting date to INCONUS units, 120 days before the reporting date to OUTCONUS units, and 120 days before the departure date from OUTCONUS units in order to give personnel as much time as possible to attend to personal matters before transfer. These standards do not normally apply for assignment of Class "A" School graduates or Strikers.

### **4.B.2.b. Responsibility of Administrative Commands**

A subordinate or administrative command receiving orders to transfer a member shall inform the member and his or her command as soon as practical, but no more than three days after receipt of the orders. Notice occurs when the responsible administrative command notifies the member's command of the orders in writing or directly by phone, official message, or copy of the written transfer order.

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## **4.B.3. Geographic Stability**

### **4.B.3.a. Central Assignment Control (CAC)**

The Commandant recognizes the undesirability of frequent assignment changes. A succession of short tours imposes hardships on members and their families and fails to provide the stability important to successful, efficient operations. On the other hand, excessive tour lengths may fail to provide the broad experience in a rating necessary to develop a well-rounded Coast Guard member. Central Assignment Control (CAC) of the assignment process removes district boundaries as a constraining factor in assigning personnel, stabilizes tour lengths, and more equitably distributes preferred and less desirable duty throughout the rating and enlisted personnel structure. One exception to the district boundary constraint applies to nonrated members completing their first assignment, who normally are transferred within their geographic area unless Service needs dictate otherwise.

### **4.B.3.b. Achieving Geographic Stability**

Geographic stability can be achieved by the following:

1. Completing full tours of duty.
2. Granting extensions liberally.

3. Providing local stability. Completing two tours of duty (not necessarily at same unit) in a local area without effecting a household goods move.
4. Providing regional stability. Completing two tours of duty within a geographical region minimizing family and Coast Guard PCS transfer costs and family and personal disruption.

#### **4.B.3.c. Assignment Continuum**

1. Assignment priorities are critical in the enlisted assignment process, particularly for arduous or hard-to-fill isolated, afloat, and overseas duty assignments  
☛ **Article 4.B.4.** Assignment priority must continue to be the driving factor in transferring members completing these assignments. However, when assignment priorities are equal, geographic stability should be the major factor. More than 60 percent of the enlisted workforce serves in assignments INCONUS ashore; therefore, geographic stability should be the foremost consideration for most of these assignments. Assignment Officers generally will not assign members back-to-back command afloat billets unless there are too few qualified personnel to fill vacancies. This policy is intended to create and maintain a sufficient pool of qualified personnel and provide a more experienced officer-in-charge.
2. The Assignment Officer (AO) shall consider the following assignment continuum when making any assignment decision:
  - a. Service needs
  - b. Assignment priorities and geographic stability. The AO first will attempt to reassign the member within the local area (local stability). If an appropriate assignment is not available there, the AO next will attempt to reassign the member within the geographic boundaries of the current district (regional stability) where he or she now is stationed. If the district geographic area does not provide an assignment opportunity, then the AO will consider the entire Area (Atlantic or Pacific as appropriate).
  - c. Career enhancement, diversity, and qualification requirements; advancement potential.
3. AOs shall ensure that any member who has completed two consecutive tours at the same location or within a geographic region, shall have an opportunity for an assignment out of the local or regional area, if desired.
4. AOs will continue to ensure members receive the career enhancement and diversity necessary for future advancements. Geographic stability does not mean a member will not complete an assignment afloat or ashore, but rather successive assignments may be located within the same geographic region. Geographic stability also does not mean a member may fill the same billet for two consecutive tours. Each member's career enhancement, diversity, and advancement potential are paramount in the AO's assignment decision.

**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 <b>deployment crews, MSSTs; Special Command Aides</b> , 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.

3. Members recommended for advancement under the striker program and on the striker eligibility list for advancement are required to have two years' obligated service remaining upon reporting to the new unit, unless otherwise directed.
4. Members with less than one year of obligated service remaining on a first enlistment will normally not be eligible for PCS transfer unless they are being transferred from an isolated or OUTCONUS assignment as necessary to be processed for discharge.
5. Personnel who have failed to obligate required service but who have executed orders may be redirected to a different duty station based on Service needs. Receiving commands should notify Commander (CGPC-epm-2) (and info the transferring command) when members report without sufficient OBLISERV.

#### **4.B.6.b. OUTCONUS Reassignments**

1. All personnel ordered to OUTCONUS duty stations shall obligate to complete the full tour as specified in [Article 4.A.5](#). The tour commences on the reporting date.
2. Orders may be canceled after they have been issued if the member requests, in writing, that they be canceled on the basis that the member will not reenlist or extend to meet the OBLISERV requirement. If the member subsequently reenlists or extends, Commander, (CGPC-epm-2) must be notified immediately. In such cases, the member will be reassigned based on needs of the Service.

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### **4.B.7. Recalling and Assigning Retired and Reserve Members to Extended Active Duty Other Than Active Duty for Training**

#### **4.B.7.a. General**

Retired and reserve personnel may be called to active duty (other than ADT) at any time, with their consent, provided their services can be used. They may be recalled to extended active duty involuntarily only in time of war or national emergency or when otherwise authorized by law.

#### **4.B.7.b. Recalling Reserve Personnel to Active Duty**

1. Reserve enlisted personnel applying for active duty shall submit a Request for Extended Active Duty, CG-3472, to Commander (CGPC-epm) via official channels. The signed CG-3472 is required because it is the only document which will establish a legal relationship between the government and the enlisted member requesting active duty.
2. Members who have insufficient obligated service remaining in their current enlistment must re-enlist or execute an Agreement to Extend Enlistment, CG-3301B, to cover the period of extended active duty before

being called to active duty. (☞ Article 1.G.14). Physical examinations shall not be waived. In computing obligated service to meet requirements, the Reservist's active duty status is considered to begin the date he or she must commence travel to report to a designated station for active duty.

3. Appropriate entries shall be made in the Personnel Data Record (PDR) showing action taken on the request.
4. Reserve personnel who have requested extended active duty should normally expect to be ordered to active duty within 15 days from the date they were notified of their request was approved.

#### **4.B.7.c. Recalling Retired Personnel to Extended Active Duty**

The Commandant will direct those retired personnel selected for recall to active duty to report for a physical examination as directed by the district commander nearest their home. If found qualified for active duty, he or she will be assigned as directed by the Commandant. If found not qualified for active duty, **the recall to active duty assignment will be cancelled.**

#### **4.B.7.d. Endorsing Orders**

Endorsements to orders for retired and Reserve personnel shall specify:

1. Date orders were received (signed by member).
2. Date and hour member departed from the address indicated in the orders (signed by member).
3. Date and place of reporting for physical examination, and whether qualified or not qualified (signed by a medical officer of the U. S. Public Health Service or a medical officer of one of the Armed Services).
4. Date and place of reporting for assignment (signed by direction of the district commander). For members found physically not qualified, the endorsement also will specify place, date, and hour of departure for home, signed by the direction of the district commander, and the date and hour of arrival home signed by the member.

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#### **4.B.8. Restoring to Duty and Assigning Personnel Released from Correctional Centers**

Individuals released from confinement of six or more months due to court-martial will be assigned to the nearest Coast Guard unit if the Secretary's action on, or appellate review of, a punitive discharge is pending. If notified by the Commandant that the Secretary's action or appellate review has affirmed the discharge, it will be executed. If the discharge has been disapproved by such action or review and the

individual is restored to full duty, orders will be requested from Commander, (CGPC-epm-2). [☛ Chapter 8.F.](#) for additional policy regarding confinement.

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## **4.B.9. Using Enlisted Personnel in Messes**

### **4.B.9.a. Officers' Mess Responsibilities**

Enlisted members shall not be assigned duties involving the care, maintenance, and orderliness of officers' rooms and personal effects, including bed making. These personal services are the responsibility of the officer assigned to the room.

### **4.B.9.b. Coast Guard Dining Facility (CGDF)**

1. The commanding officer or officer-in-charge may detail mess attendants for CGDF duties when the mess has 10 or more enlisted personnel subsisting there. The number of mess attendants assigned shall not exceed one for each 20 persons or fraction subsisting in the CGDF.
2. As a general rule, rated members shall not be detailed as mess attendants. When an exception must be made to this rule, the Service member shall be relieved as mess attendant as soon as practicable.
3. Generally, no person shall be assigned to mess attendant duties within two months of the completion of a previous detail except for a temporary assignment not to exceed 10 days.

### **4.B.9.c. Request by Individual**

Members shall not be detailed to an officers' mess or a general mess for more than 60 consecutive days unless specifically requested by the individual.

### **4.B.9.d. Documentation**

Details to duty as a mess attendants shall be recorded in the member's PDR.  
[☛ Personnel, Pay and Procedures Manual, PPCINST M1000.2 \(series\).](#)

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## **4.B.10. Mutual Exchange of Station and Unilateral Transfers**

### **4.B.10.a. General**

1. Each member is assigned initially to the duty station where his or her services are most needed. Although individual preferences are carefully considered when making these and all subsequent assignments, it is not possible to match duty station with preference in all cases. Fluctuations in personnel distribution frequently create situations where an individual could be utilized just as effectively in their desired area as in the area currently assigned. Frequently, the

tangible benefits to the Service do not warrant expenditure of official funds to effect a reassignment. However, personnel in such circumstances may be authorized reassignment as requested by the individual(s) and at no expense to the government.

2. Such transfers can improve morale, promote efficiency by alleviating minor hardships, and should be treated as privileges afforded only to personnel whose performance of duty indicates they deserve special consideration.
  - a. Mutual Exchange of Station transfers involve two members of the same rating and pay grade requesting an exchange of duty stations. If the transfer is approved, each member will assume the other's tour completion date for a minimum of one year and a maximum of three and one-half years. The Assignment officer will adjust the rotation dates accordingly.
  - b. Unilateral Change of Station transfers involve a member who is in excess at his or her present unit and who requests a unit or area which has a billet vacancy.

#### **4.B.10.b. Criteria**

An enlisted member must meet these prerequisites to be eligible for transfer under the provisions of this article:

1. Be in pay grade E-3 or above. Nonrated members must be in the same path of advancement; i.e., seamen can mutual only with seamen and firemen only with firemen.
2. Prior to executing the orders, non-rated members must agree to serve aboard the new unit for 12 months irrespective of Class "A" School standing. Prior to executing such orders, individuals must either request cancellation of their Class "A" School Training Request, or request Commander, (CGPC-epm-2) place their name on hold status, so that when the member's name reaches the top of the "A" School waiting list it will remain there until the member completes one year aboard the new unit. Upon completing one year at the new unit, the member will be authorized to attend "A" School when so ordered.
3. Receive favorable command endorsement.
4. Have at least one year of active obligated service remaining upon reporting to the new unit.
5. Have received no unsatisfactory conduct mark or any characteristic average less than three, nor NJP, court martial, or civil conviction for the previous year. This provision will not be waived.

6. Have a minimum of six months aboard present unit prior to executing mutual or unilateral transfer orders.
7. For a unilateral transfer, the member's present unit must exceed unit allowance in his or her rate, or have the favorable endorsement of the commanding officer that no immediate replacement will be required if the request is granted.

**4.B.10.c. Procedure**

1. When two members of the same rate and rating wish to exchange duty stations, each must initiate a written request.
2. An individual who cannot find a partner for mutual exchange of stations may request a unilateral change of station for reassignment in a general area, a particular district, or a specific unit where there are billets available. Based on Service needs, chances of approval are far greater if a district or general area, rather than a specific unit, is requested.
3. Requests shall be submitted on Assignment Data, Form CG-3698A. Forms should be sent directly to Commander (CGPC-epm-2) with unit command endorsement, and in the case of a mutual, a copy to the other member's command.
4. The request must state that the transfer, if approved, will be effected at no cost to the government, and if travel outside CONUS is indicated, that MAC transportation is not authorized. It shall include:
  - a. A transcript of the member's performance of duty marks for the past two marking periods.
  - b. Reason for transfer request.
  - c. Commanding officer's and district commander's endorsements recommending approval or disapproval. Reasons for disapproval should be stated in the endorsement.
5. Orders will specify that proceed time is not authorized, that regular leave is to be used in lieu of travel time, and must contain the following paragraph:

This authorization is issued with the understanding you will not be entitled to reimbursement for mileage or expense in connection with it. If you do not desire to pay this expense, this authorization is cancelled.
6. For consecutive overseas mutual or unilateral transfers, no travel entitlements will accrue.

## **4.B.11. Humanitarian Assignments**

### **4.B.11.a. General**

A Humanitarian Assignment (HUMS) is a special assignment authorized to alleviate a hardship so severe an emergency leave cannot fully resolve it. As a rule, all HUMS are at no cost to the government. However, in some very limited, unusual cases, the Service may decide the overall situation warrants the Service's funding a permanent change of station (PCS) transfer. If so, the member will transfer under regular PCS orders under other sections of this Manual. This Article can be used to document procedures for this special situation.

### **4.B.11.b. Purpose**

Military service includes duty involving forced, prolonged absences that inconvenience Coast Guard families. Occasionally, situations arise when the member's presence is essential to alleviate a hardship the family has encountered other Coast Guard members do not normally encounter. Emergency leave often is sufficient to alleviate the hardship or emergency, but consideration must be given to the advisability of a HUMS or discharge due to hardship before granting extended emergency leave involving excess leave.

1. Members must be aware certain conditions are long term. However, careful personal management of a long-term situation can result in a member once again becoming available for reassignment. The list below shows some long-term conditions normally requiring external intervention to resolve. However, for this article's purposes, a member can employ military, community, state, or federal intervention services to help manage them.
  - a. Visual impairment or blindness,
  - b. Hearing impairment or deafness,
  - c. Learning disability,
  - d. Chronic illness or health impairment, e.g., heart disease, cancer, asthma, kidney disease, multiple sclerosis, epilepsy, diabetes, etc.,
  - e. Emotional or psychological illnesses (spouse and children only), e.g., autism, schizophrenia, etc.,
  - f. Physical handicaps, e.g., cerebral palsy, arthritis, spina bifida, etc.,
  - g. Mental retardation, and
  - h. Multiple handicaps.
2. Commander, (CGPC-epm) considers a situation manageable once the family and member:

- a. Demonstrate the ability to manage the situation.
  - b. Present adequate long-range planning for the situation WITH and WITHOUT the member's presence. For example, a member could elect an unaccompanied tour, allowing his or her dependents to remain in an area where adequate resources are available.
  - c. Demonstrate the situation no longer significantly impedes his or her availability for unrestricted reassignment. [Article 4.A.6.](#)
3. Work-Life staff managers are available to assist a member experiencing a family hardship or emergency.

#### **4.B.11.c. Duration**

Commander, (CGPC-epm) normally authorizes no-cost TAD orders for a maximum of six months for a HUMS because the situation involved is usually temporary. In some cases, if the hardship continues after six months, Commander, (CGPC-epm) may authorize no-cost PCS orders for up to two years for humanitarian reasons. If it appears the member will not be available for unlimited reassignment on completing the HUMS, Commander, (CGPC-epm) considers the hardship a permanent situation and normally will initiate discharge by reason of hardship.

#### **4.B.11.d. Criteria**

These are the criteria for requesting a HUMS:

1. The member has encountered a severe hardship other Coast Guard members normally do not.
2. The hardship has arisen or deteriorated excessively since the member entered his or her current enlistment and the cause is beyond the member's control.
3. The problem affects the Servicemember's immediate family, i.e., husband, wife, son, daughter, step-child, parent, step-parent, or other person acting in loco-parentis, or any bona fide dependents. Normally, this definition does not include in-laws unless they are bona fide dependents, but selected cases may be considered individually.
4. No other relatives capable of providing the necessary assistance are nearby.
5. The member's presence is essential to alleviate the hardship.
6. In addition to meeting these criteria, a Service need normally must exist before a permanent change of station will be authorized; i.e., the receiving unit should have a current or projected billet vacancy. It is important to note consideration for authorizing temporary permissive travel is based on the merits of the hardship

alone but consideration for authorizing PCS permissive travel is based on both the merits of the hardship *and* the needs of the Coast Guard.

7. These additional restrictions apply to non-rated members:
  - a. The Service normally will not authorize PCS HUMS for non-rated personnel. Commander, (CGPC-epm) may authorize an individual TAD HUMS for a maximum of six months for non-rated personnel. Generally, if the member's hardship cannot or does not abate within six months, the member may request either to return to his or her permanent unit or a discharge by reason of hardship.
  - b. Non-rated members serving on HUMS must first present clear documentation the hardship situation is completely resolved and they are available for worldwide assignment in accordance with Service needs before Commander (CGPC-epm) will permit them to attend "A" School training.

#### **4.B.11.e. Urgent Hardship Cases**

Commanding officers should authorize emergency leave for all urgent hardship cases. Message requests for a HUMS normally are inadvisable because they do not contain enough information to evaluate and determine properly. Commanding officers should advise members if the emergency leave granted is insufficient to resolve the hardship, they should consult the nearest Coast Guard unit, which will assist them to submit a request to extend leave or, if appropriate, for a HUMS.

#### **4.B.11.f. Restrictions on HUMS**

1. Members serving on HUMS first must present clear documentation the hardship situation is completely resolved and they are available for unlimited reassignment in accordance with Service needs before Commander, (CGPC-epm) will permit them to reenlist or extend beyond the HUMS termination date or attend Class "A" School training. Members advanced to pay grades E-7 through E-9 are required to obligate for 2 years of active duty from the date of advancement; however, discharge shall still be initiated if, upon completion of the HUMS, they are unavailable for unlimited assignment.
2. Members who desire to extend their enlistment shall send their request to Commander (CGPC-epm) via the chain of command 60 days before they complete their enlistment. Unless the hardship that generated the HUMS has improved, Commander (CGPC-epm) will authorize an extension only to the end of the HUMS. Therefore, requests should contain documentation to substantiate the hardship has improved or ended if the requested extension is longer than the HUMS.
3. Members serving on a HUMS normally may not attend a resident Service course of instruction. Commander (CGPC-epm) may waive this restriction.

4. Commanding officers shall report members ineligible to reenlist due to a still-existing hardship to Commander (CGPC-epm) 60 days before enlistment expires and ensure members separated while serving on HUMS receive their appropriate reenlistment code.
5. Commander, (CGPC-epm) must approve extending members on active duty in advance. When Commander (CGPC-epm) has authorized a HUMS, the member's commanding officer shall ensure an Administrative Remarks, CG-3307, entry is prepared for the member's Personnel Data Record to document this prohibition. Such entry does not permanently bar a member's reenlistment or extension of enlistment, but is intended to require reevaluating those cases involving hardships of sufficient duration to jeopardize the member's future unrestricted assignment.
6. Members may not serve two humanitarian assignments for the same hardship but may serve multiple HUMS for subsequent, unrelated hardships.

#### **4.B.11.g. Preparing Requests**

1. Each basic request must contain:
  - a. A brief statement outlining how the HUMS will alleviate or resolve the hardship.
  - b. The requested HUMS locale and location of the nearest Coast Guard unit.
  - c. Dependents' current address.
  - d. Names of both the member's and spouse's family members, listing their age, marital status, and address, with a statement about each adult family member's ability to assist.
  - e. This statement or a full justification of the member's financial situation:

This unsolicited request is made for my own convenience. I realize no expense to the Government will be authorized in connection with any travel authorization that may be issued incident to this request.
  - f. A statement as to whether the member intends to request a discharge by reason of hardship if the requested HUMS is not approved. [👉 Article 12.D.3.](#)
2. Include these enclosures with the basic request:

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- a. A current BAH/Dependency/Emergency Data and SGLI Validation, CG-4170A.
- b. Statements from two or more persons personally knowledgeable about the situation.
- c. If feasible, a statement from the dependent concerned about the nature of the hardship and why the member's presence is necessary.
- d. If illness is involved, the attending physician's written statement. It is important this statement include the dependent's diagnosis, prognosis and, if applicable, life expectancy described so an average person can ascertain the illness's cause and determining factors.

### **4.B.11.h. Submitting Requests While in a Leave Status**

While in a leave status members may submit requests for a HUMS to their district commander, maintenance and logistics commander, or commanding officer, Headquarters unit, as appropriate. The nearest commanding officer should assist such members. A copy of all documentation and message traffic should be forwarded to the commanding officer of the member's permanent unit. Granting permissive travel authorization for a temporary HUMS during an emergency while gathering the documentation necessary for a permanent change of station HUMS request is appropriate. In addition to the information [Article 4.B.11.g.](#) requires, include also this information:

1. Leave address and telephone number.
2. Date and place leave expires.
3. Estimated departure date and time from leave address to return from leave on time.

### **4.B.11.i. Command Endorsement**

**The commanding officer's endorsement shall contain this information:**

1. A recommendation for approval or disapproval. If the commanding officer believes a HUMS will not resolve the problem, he or she shall recommend a proper course of action.
2. Any pertinent information the commanding officer has learned by personal interview or contact which the request does not contain.
3. Date enlistment expires or eligible for release from active duty.
4. Current earned leave credit and amount of leave taken in connection with the hardship.

**4.B.11.j. Request to Extend a HUMS**

This article applies to all TAD or PCS HUMS authorized for less than two years. If warranted, submit requests to extend a HUMS in these cases in as follows:

1. At least one month before the current HUMS expires.
2. The command to which the member is assigned TAD should endorse the extension request and send a copy to the member's permanent unit.
3. Current information on the status of the hardship, including the attending physician's new statement with current diagnosis and prognosis in the case, and any new facts or reasons why the extension is necessary.

**4.B.11.k. Reporting HUMS Completion**

1. The commanding officer of the unit to which a member is attached for a HUMS shall become familiar with the member's situation, assist as practical in resolving the hardship, and keep informed about the case.
2. When the conditions that caused the HUMS cease to exist or the HUMS period has expired, the command of the unit to which the member is attached shall promptly have the member submit a letter requesting termination of his or her HUMS to Commander, CGPC via the member's administrative chain of command. The termination letter must contain documentation, e.g., counselor's statement, court documents demonstrating final judgment, etc., showing the reasons causing the humanitarian assignment have been resolved and the member is available for worldwide assignment. In case of death, no additional documents other than the termination letter are needed. At least one month before the HUMS expires, the member should request either an extension if the original HUMS was granted for less than two years or HUMS termination as described here.
3. After Commander (CGPC) has approved, in the report of HUMS completion, include this statement on an Administrative Remarks, CG-3307, entry or letter as appropriate for the member's Personnel Data Record:

I have been counseled on the requirement of Article 4.B.11., CG PERSMAN, COMDTINST M1000.6 (series), about my availability for unrestricted worldwide assignment. I further certify the situation that caused my original request, described in my letter 1326 of [insert date] has been completely alleviated and I am now available for unrestricted worldwide assignment.

4. Because a TAD HUMS is short-term, it is not necessary to request termination. However, the member's permanent command should report the member's

completion of the TAD HUMS and his or her return to the unit to Commander, CGPC via message traffic.

**4.B.11.I. Special Instructions**

1. Commander (CGPC-epm) will normally issue members assigned under this article either temporary or permanent permissive travel authorization. Permanent means the member's permanent duty station changes to the new unit.
2. Members issued permissive travel authorization are so authorized at their own request and for their own convenience.
  - a. Before accepting this permissive travel authorization, the member shall sign an Administrative Remarks, CG-3307, entry or letter as appropriate stating he or she understands he or she is not entitled to reimbursement for any expenses including:
    - (1) Transportation or HHG,
    - (2) Dislocation allowance, and
    - (3) Per diem.
  - b. Members will travel in a leave status. The permissive travel authorization shall not authorize proceed or travel time and shall contain this statement:

This authorization is issued with the understanding you will not be reimbursed for mileage or any other expense in connection with it. If you do not desire to bear this expense, consider this authorization canceled.
  - c. When Commander (CGPC-epm) grants a PCS HUMS, the member's command shall prepare an Administrative Remarks, CG-3307, entry or letter as appropriate for the member's Personnel Data Record stating the member must first present clear documentation the hardship is completely resolved and he or she is available for unrestricted reassignment in accordance with Service needs before Commander (CGPC-epm) will permit that member to reenlist.
3. Members may be entitled to basic subsistence and housing allowances if government messing and quarters are not available.

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## **4.C. Assignment Process for Rated and Designated Members**

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### **4.C.1. Overview**

#### **4.C.1.a. General**

Commander, (CGPC-epm-2) will make assignments using a standardized process. The assignment process is commonly referred to as S.P.E.A.R., an acronym for the five separate and distinct phases during the year, Strategize, Publish, Engage, Act, and Review. A definition of each phase, and the specific actions taking place during them will be provided in [Article 4.C.1.b](#). The S.P.E.A.R. process is designed to provide the following benefits:

1. Members have a greater number of billet choices. Members can apply for billets that are expected to become vacant during the entire year;
2. All ratings are managed by a standard process. Non-routine transfers (such as those caused by retirements, releases from active duty (RELADs), billet restructuring, medical cases, humanitarian assignments (HUMs), etc.) are handled on a case-by-case basis and given special consideration;
3. Routine transfers occur in the spring, summer, and early fall months, typically, **March through** September. This allows the majority of members to move during a time when it is more convenient for members and dependents; i.e., school concerns. Unit continuity and staggering issues will be closely monitored;
4. Assignment officers (AOs) are provided with a dedicated time to communicate with members, or their unit's point of contact (Unit POC) regarding their next assignment, before and while assignment decisions are made;
5. AOs, after having received member input through the Assignment Data Card (ADC), CG-3698A, and telephone, have a larger pool of candidates to select from and have dedicated time to make logical and equitable decisions without interruption;
6. Expectations, roles and responsibilities of the member, command and AOs are clearly identified and communicated; and
7. A dedicated time is set aside for review of the assignment process (measurement and analysis).

**4.C.1.b. S.P.E.A.R.**

The following are the explanations for the various phases of the standardized enlisted assignment process, with approximate timelines and deadlines. Commander, (CGPC-epm-2) will issue message traffic during the course of the year with the current timeline and deadlines.

1. "Strategize" PHASE ONE (June and July): This phase involves strategic planning for the assignment season, during which AOs identify Service needs, members who will be tour complete, billets added or deleted, projected billet vacancies, and fiscal limitations. Members who are tour complete during the period 01 January through 31 December of the following year should start discussing their assignment interests and desires with their family members, supervisors, and mentors. Commands should review unit rosters and confirm tour completion dates, and then ensure Commander, (CGPC-epm-2) is aware of projected RELADs, retirements, and any other concerns
2. "Publish" PHASE TWO (August): This phase is primarily oriented to AOs publishing a "Shopping List" of all expected vacancies in the coming year. The list is published via E-mail and voice mail FAX. Members continue to consider assignment options in light of known available billets.
3. "Engage" PHASE THREE (September **through** November): This phase provides all those involved in the assignment process the opportunity to communicate information. ➡ [Article 4.C.2](#). Each element - member, command, and Commander, (CGPC-epm) - has specific roles and responsibilities which should be accomplished at this time. Members who are tour complete between 01 January and 31 December of the upcoming year must submit an ADC during this phase to Commander, (CGPC-epm-2) with command endorsements. Members who do not have a current ADC on file prior to 15 November will lose their assignment priority. ➡ [Article 4.B.4](#). During this phase:
  - a. Members should submit all ADCs to Commander, (CGPC-epm-2) not later than 15 November. Those members desiring consideration for Special Duty Assignments (➡ [Chapter 4.E](#)) must have their ADCs to Commander, (CGPC-epm-2) no later than 01 October.
  - b. Members should review the "Shopping List" with their mentors, supervisors and unit POC, then communicate their desires and goals to their AO using the ADC. The ADC is the primary mode of communicating the member's desires (and special concerns) to their AO. They should fully explain any specific issues in the comments section. After submitting an ADC, members may contact their AO if

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their personal situation changes. Members should ensure the unit POC is also aware of these changes. ➡ [Article 4.C.2.](#)

- c. Members who desire confirmation that a hard copy of their ADC has been received by Commander, (CGPC-epm-2), shall submit an Acknowledgment Referral Card (CG-4217) with the ADC.
  - d. Commands should appoint a unit POC. The POC is normally at the middle and senior management level, such as a leading chief, Command CEA, XPO, XO, or OIC. Their knowledge of the unit's operational needs, expected changes, understanding of the local housing situation, and knowledge of their members is invaluable to the transfer process. POCs can also provide career counseling. Their direct involvement allows the command to have positive influence in the assignment process.
  - e. AOs and Central Assignment Coordinators (CACs) should:
    - (1) Review each member's ADC. Discuss with the unit POC the command concerns, member's desires and career needs, and Service needs.
    - (2) Not issue or promise routine orders during this phase.
4. "Act" PHASE FOUR (December through March): This phase is designed to allow the AOs to act on all the input developed and provided in previous phases. It will provide them the opportunity to develop assignment slates and issue orders uninterrupted. As a courtesy, AOs will attempt to contact a member or the unit POC if orders cannot be issued to any choices on the member's ADC. During this phase, it is essential that members and commands do not attempt to call Commander, (CGPC-epm-2) for "routine" assignment matters. Under bona fide emergency conditions, unit POC's may contact the AO's supervisor. The "normal" assignment season closes at the end of this phase.
5. "Review" PHASE FIVE (April and May): This phase allows AOs to review the assignment season and make necessary adjustments to assignments. Commander, (CGPC-epm-2) analyzes measurements,

including customer feedback, and adopts process changes for the next assignment season.

#### **4.C.1.c. Non-Routine Assignments**

It becomes necessary sometimes to make assignments outside the normal standardized enlisted assignment process as a result of billet changes and unplanned or unexpected billet vacancies throughout the year. The AOs will take into consideration all factors, issues and inputs; e.g., command concerns, member's desires and career development, and the needs of the Service, to assign members to these billets. ➡ [Article 4.C.1.](#)

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### **4.C.2. Communicating with Assignment Officers**

#### **4.C.2.a. The Assignment Data Card (ADC), CG-3698A**

1. The Assignment Data Card (ADC), CG 3698A, is the primary method for members to communicate their assignment desires. The importance of an enlisted member keeping his or her ADC current is critical. Members should submit a new ADC anytime they need to update information. Accurate and timely submission of this data provides Commander, (CGPC-epm-2) with important information when considering assignments. Requests for certain duty; i.e., recruiting, National Strike Force, executive petty officer, officer in charge, etc. must have appropriate endorsements. ➡ [Article 4.E.1.](#)
  - a. Members must submit an ADC within six months of arriving at their new duty station. The purpose of this ADC is to ensure all personal data (i.e., address, phone number, family status, etc.) is updated and to provides valuable information for the AOs on the member's next desired assignment or type of duty.
  - b. Members should submit an ADC during Phase Three of the assignment process when they will become tour complete in the next calendar year. (➡ [Article 4.C.1.b.](#)) Members who do NOT have a current ADC on file will lose their assignment priority.
  - c. Command endorsements on ADCs are critical to the efficient and effective reassignment. Individual qualities and traits should be addressed in command endorsements in order to enhance the enlisted assignment process.
2. The ADC is also the primary method for "A" School students and strikers to communicate their assignment desires. "A" Schools will ensure that

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each student submits an ADC at least five weeks prior to graduation. School chiefs are authorized to endorse the student's ADC in place of the command, if the training command so delegates.

3. Commands with Strikers assigned will ensure that each striker upon designation submits an ADC to Commander, (CGPC-epm-2). Upon designation, members are considered available for transfer regardless of their proximity to tour completion.

### **4.C.2.b. Letter Correspondence**

Letter correspondence, although not required nor encouraged from a member, will be accepted by the AO and considered when making assignments.

### **4.C.2.c. FAX or Express Mail**

Electronic facsimile (FAX) or Express Mail of ADC's will NOT be accepted, unless specifically requested by the member's AO when quick receipt is required.

### **4.C.2.d. Electronic Mail (E-Mail)**

Electronic mail (E-Mail) directly from members to AOs is prohibited and will NOT be acknowledged. E-Mail to Commander, (CGPC-epm-2) will be accepted from the unit POC. Response via E-Mail is often impossible due to system constraints; therefore the unit POC's name and phone number should be included on all correspondence.

### **4.C.2.e. Telephone Calls**

1. Telephone calls from members directly to AOs should be made only during phase three of S.P.E.A.R. (☛ [Article 4.C.1](#)). In most cases, it is only necessary for the unit POC to call Commander, (CGPC-epm-2) (AOs or CACs).
2. Telephone calls from "A" School students to AOs are NOT authorized. School chiefs can make any necessary calls on behalf of their students.

### **4.C.2.f. Unit POCs**

1. Each command should appoint a unit Point of Contact (POC). The unit POC is normally at the middle or senior management level, such as a leading chief, Command CEA, XPO, XO, or OIC. Their knowledge of the unit's operational needs, expected changes, understanding of the local

housing situation and knowledge of their members is invaluable to the transfer process. In addition, the unit POC should provide career counseling and general assignment information.

2. If a member's situation does not fit into one of the above scenarios, or the member has a non-assignment related question, the member must receive local counseling before contacting Commander, (CGPC-epm-2). The designated unit POC should try to resolve the member's concerns using existing available resources; e.g., Command CEA, Career Information Specialist, Training Officer, publications, directives, etc. If it is absolutely necessary for Commander, (CGPC-epm-2) to become involved, the unit POC will notify them of the situation, then Commander, (CGPC-epm-2) will contact the member.
3. "A" School chiefs are authorized and expected to assume the role of unit POC for all students and provide appropriate career counseling.

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### **4.C.3. Assignment policy upon advancement**

#### **4.C.3.a. Service Needs**

When a member advances and desires to remain in his or her current assignment, every effort will be made to retain the member until tour completion, unless Service needs dictate otherwise. If a member desires reassignment upon advancement, AOs will consider, on a case-by-case basis, the reassignment of the member based on the needs of the Service. Every effort will be made to minimize the number of transfers upon advancement, but personnel should not compete for advancement unless they are prepared to be transferred to fill an authorized billet in the next higher pay grade.

#### **4.C.3.b. Billet Vacancies**

Enlisted advancements occur when a vacancy is created in the higher pay grade. This means that a need exists for a member in the higher pay grade to fill a higher pay grade billet. Although every effort will be made to minimize unscheduled, unplanned, and transfers prior to tour completion, these may be required to meet Service needs. While the Senior Enlisted Assignment Policy (SEAP) (☛ [Article 4.C.3.d.](#)) and Petty Officer Assignment Policy (POAP) (☛ [Article 4.C.3.g.](#)) provide flexibility for members and Commander, (CGPC-epm-2), some unscheduled transfers will be necessary. A member who advances to E-7 should expect to be reassigned to an E-7 billet as soon as possible, usually within one year after advancement. (☛ [Article 4.C.3.e.](#))

**4.C.3.c. Assignment Officer Priorities for Assignments**

AOs will fill vacant billets with a member in the identified pay grade, when available within other Service needs. If there are no tour complete members in the pay grade available for transfer to fill a vacant billet, the AO will use the following ordered priority:

1. Members on current advancement eligibility list above the cutoff.
2. Members in the identified pay grade who are tour complete within the next assignment season or year.
3. Using SEAP or POAP:
  - a. Members qualified for the next higher pay grade SWE.
  - b. Members with a favorable commanding officer's written endorsement.

**4.C.3.d. Senior Enlisted Assignment Policy (SEAP)**

1. AOs will fill vacant billets with the identified pay grade; i.e., E-9 to E-9 billet, E-8 to E-8 billet, etc. However, if there are no available personnel in the pay grade to fill a vacant billet, the following procedures will be used by the AO based on Service needs:
  - a. A newly advanced E-7 may fill only E-7 billets and must remain three years in grade before becoming eligible for an E-8 billet. This requirement is non-waiverable.
  - b. An E-7 with three or more years in grade and a favorable command endorsement may fill an E-8 billet (except an Officer in Charge afloat billet), when there are no qualified E-8s available for assignment.
  - c. An E-8 may fill any E-7 or E-9 billet (except exclusive E-9 assignments) when there are no qualified E-7s or E-9s available for those assignments. For E-9 assignments, members must receive a favorable command endorsement. In a situation where there are no E-8s available for an E-8 assignment, E-9s will have assignment priority over E-7s.
  - d. An E-9 may fill any E-8 or E-9 billet. Billets which will be exclusively filled by E-9s are: Command **Master Chiefs** (CMCs); Senior Servicewide Examination (SWE) writers; and CPO Academy School Chief.

2. When considering assigning a member to a higher or lower pay grade billet, the AO will first contact the receiving command for their input to be weighed in the assignment decision.
3. Members in an out-of-pay-grade assignment should anticipate returning to a billet in their pay grade upon tour completion.
4. When a member requests assignment to a higher pay grade billet, commands shall provide a written endorsement on the member's ADC. When recommending a member for a higher pay grade billet, commands should consider whether they would favorably recommend the member for advancement to the next higher pay grade. This endorsement shall include a recommendation for assignment to a higher pay grade and a statement indicating completion of performance factors for the higher pay grade.

#### **4.C.3.e. Assigning Newly Advanced Personnel E-4 to E-9**

**Advancements recognize the member's accomplishments and reaffirm the Service's faith and confidence in the member to assume positions of increased leadership and responsibility. It is important for members and commands to remember advancements are possible only because billet vacancies exist somewhere in the Service, so transfers to fill those vacancies are likely to occur. Assignment Officers (AO) consider these factors when members advance:**

1. **"Service Need" is the main criterion in determining when or where to assign a newly advanced member.**
2. **A member advanced while filling a Special Assignment billet normally remains in that billet until tour-complete.**
3. **Newly advanced members considered for Command Cadre assignments are still required to meet those assignments' qualifications and screening requirements. Fleeting up or transferring to a Command Cadre billet is not automatic**
4. **Newly advanced E-7s normally transfer to an E-7 billet within one year of their advancement.**
5. **Assignment Officers follow these procedures when assigning newly advanced E-4s to E-9s:**
  - a. **The AO uses the Senior Enlisted Assignment Policy (SEAP) or Petty Officer Assignment Policy (POAP) to determine whether the newly advanced member can continue to occupy his or her current BCN.**

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- b. If a member cannot continue to fill his or her current BCN, the AO attempts to allow him or her to fleet up at the same command if a vacancy exists and there is not a greater Service need elsewhere.**
- c. If the current unit has no vacancy, the AO attempts to assign the member to a vacancy in the same geographic area.**
- d. If the geographic area has no vacancy, the member should expect transfer to a billet out of the area.**

**4.C.3.f. Projected Advancement to Chief Petty Officer**

A member projected for advancement to E-7; i.e., above the cut, on the advancement eligibility list, must submit an ADC within 30 days of his or her name appearing on the list indicating the member's desired E-7 billets. The ultimate decision on an assignment will be based on:

- 1. Service needs
- 2. Member's desires
- 3. Billet availability
- 4. Job experience
- 5. Further advancement opportunity
- 6. Proximity to tour completion
- 7. Training qualifications
- 8. Unit needs

**4.C.3.g. Petty Officer Assignment Policy (POAP)**

- 1. AOs will continue to make every effort to fill vacant billets with the identified pay grade; i.e., E-4 to E-4, E-5 to E-5, and E-6 to E-6. However, if there are no tour complete members available for transfer in the respective pay grade to fill a vacant billet, the following procedures will be used by the Assignment Officer:
  - a. E-4s with less than two years time in grade shall not be assigned to an E-5 independent duty billet.
  - b. Available E-4s may be assigned to vacant E-5 billets when there are no qualified E-5s available for the assignment.

- c. Available E-5s may be assigned to vacant E-4 or E-6 billets when there are no qualified E-4s or E-6s available for the assignment. E-4s will have priority over E-6s for vacant E-5 assignments to enhance career growth.
  - d. An E-6 is not intended to fill an E-5 billet. However, an E-6 may be assigned to an E-5 billet based on Service needs.
  - e. Billets which will be filled exclusively by the designated pay grade are: Officer in Charge (OIC), Executive Petty Officer (XPO), and Engineer Petty Officer (EPO), unless Service need dictates otherwise.
2. A member will submit an ADC within 30 days of his or her name appearing above the cutoff on the advancement eligibility list. Obviously, some members may want to remain in their current billet; other members will request reassignment. AOs will carefully consider the member's desires in making these assignments.
  3. When a member advances, every effort will be made to maintain geographic stability for the benefit of the member and the Coast Guard. Any assignment action will be dependent upon:
    - a. Service needs
    - b. Member's desires
    - c. Billet availability
    - d. Job experience
    - e. Further advancement opportunity
    - f. Proximity to tour completion
    - g. Training qualifications
    - h. Unit needs
  4. When a member's command feels the rationale provided for reassignment is inadequate, the commanding officer or his or her representative should seek further explanation from Commander, (CGPC-epm).
  5. When considering candidates for a higher pay grade billet, the AO will use the following ordered priority:
    - a. Members on current advancement list
    - b. Members qualified for the next higher pay grade SWE

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- c. Members with a favorable command endorsement
- d. Tour lengths for E-5s filling E-6 billets INCONUS ashore will be four years. Tour lengths for E-6s filling E-5 billets INCONUS ashore will be four years.
- e. When considering assigning a member to a higher pay grade billet where the member will be the senior member of that rating on board the unit, the AO will first contact the receiving command for their input to be weighed in the assignment decision.
- f. When a member is not on the current advancement list and requests assignment to a higher pay grade billet, he or she shall submit an ADC with higher pay grade billets and the command's endorsement. This endorsement shall include a recommendation for assignment to the higher pay grade and a statement indicating completion of performance requirements for the higher pay grade.

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### **4.C.4. Assignment of Strikers and “A” School Graduates and Disenrollees**

#### **4.C.4.a. General**

1. Service need is the primary factor in assigning designated strikers and “A” School graduates. Commander, (CGPC-epm-2) will assign these members to third class petty officer (E-4) billets throughout the Coast Guard.
2. PERSRUs shall notify Commander, (CGPC-epm-2) by message of those personnel placed on the striker advancement list. Mere placement of members' names on the striker advancement list does not necessarily imply that a transfer is forthcoming.
3. Advance notice of transfer and assignment priority do NOT apply to these members. (☛ [Articles 4.B.2.](#) and [4.B.4.](#))

#### **4.C.4.b. Reassignment of Class “A” School Disenrollees**

1. Regardless of the reason for disenrollment, each training center shall send a message stating the circumstances of the case to the member's previous unit, Commander, (CGPC-epm-2), and the previous unit's chain of command. This message should also include the information outlined in [Article 4.F.5.a.](#) All Class "A" School training commands shall request assignment of disenrollees by message to Commander, (CGPC-epm-2) within 72 hours of a member's disenrollment. The message shall include the following information:
  - a. Disenrollee's name and social security number

- b. Reason for disenrollment (i.e., ineligibility, member's request, fault due to member's own actions, academic, or other - explain)
  - c. Date disenrolled
  - d. Date reported to training command
  - e. Type of orders under which member was directed to attend school (PCS/TEMDUINS, PCS/DUINS, or TEMADDINS)
  - f. Number of dependent(s)
  - g. Location of dependent(s)
  - h. At least four assignment choices
2. Commander, (CGPC-epm-2) will utilize the following guidelines when responding to a disenrollment message:
  3. For a no-fault disenrollment, which includes academic failure despite member's best efforts to succeed, injuries in the line of duty, or bona fide family emergencies, Commander, (CGPC-epm-2) will normally transfer the member to a unit near the training center based on Service needs. The member may resubmit another Class "A" School Training Request (CG-5286) immediately upon disenrollment. After two no-fault disenrollments, the member is prohibited from reapplying to any "A" School for one year from the date of second disenrollment.
  4. For a fault disenrollment, which includes cheating, misconduct, injuries not in the line of duty, non-judicial punishment, individual not petty officer material, or voluntary disenrollment, Commander, (CGPC-epm-2) will transfer the individual to meet Service needs. The member is prohibited from reapplying to any "A" School for one year from the date of disenrollment.
  5. For a failure to meet eligibility requirements, which includes failure to meet the requirements of Article 4.C.1.d, weight standards (☛ Allowable Weight Standards for the Health and Well-Being of Coast Guard Military Personnel, COMDTINST M1020.8 (series)), obligated service requirements (☛ [Article 4.B.6.](#) and Training and Education Manual, COMDTINST M1500.10 (series)); or minimum training prerequisites, Commander, (CGPC-epm-2) will normally transfer the member back to his or her previous unit. **In cases where a member reports to "A" school exceeding allowable weight standards, all PCS costs associated with the member's transfer to "A" School and subsequent transfer will be charged to the previous unit's AFC 30 account.** In those cases where the member arrived directly from a completed tour aboard an afloat or OUTCONUS unit, Service needs will dictate the member's assignment.

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## **4.C.5. Duties of Medical Personnel and Geneva Convention**

### **4.C.5.a. Primary Duties Other than Medical**

Members trained for medical duties such as Health Services Technicians who are assigned primary duties by Commander, (CGPC-epm-2) other than medical, are not considered medical personnel for the purposes of the Geneva Convention. These primary duties may include, but are not limited to, Special Agent, Recruit Company Commander, and Ceremonial Honor Guard. Members so assigned will not have any exemptions or protections provided for medical personnel by the Geneva Convention.

### **4.C.5.b. Utilization of Medical Personnel**

Commanding officers are authorized to assign medical personnel whose primary duties are health care, to general duties, except as noted below:

1. Medical personnel are not to be utilized for duties that require the bearing of arms (except for the limited purposes allowed by the Geneva Conventions for their own defense or protection of the wounded and sick in their charge), even though the bearing of arms may be purely ceremonial.
2. Medical personnel are not to be utilized for combat duties that are not related to medical care or administration.

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## **4.C.6 Assignment as Officer In Charge (OIC)**

### **4.C.6.a. General**

Currently, OIC billets exist in the boatswain's mate (BM), quartermaster (QM), telephone technician (TT), and electronics technician (ET) ratings. All members assigned to OIC billets require certification that they are OIC qualified. BMs and QMs must be certified by a District Review Board. TTs and ETs are certified by a Headquarters screening of Personnel Data Records (PDRs) and command recommendations conducted by Commander, (CGPC-epm-2) and appropriate program managers. For information purposes, all OIC billets are published and annotated in the Enlisted Billet Manual, COMDTINST M5320.6 (series). Boards may ask questions to determine if a candidate is suitable for an OIC assignment Coast Guard wide. Questions should be based on Coast Guard wide operations and not limited to particular district's procedures. Written tests and questions which are graded elsewhere are discouraged. Boards should ask open-ended questions to determine a candidate's leadership, ethics, and professionalism. Topics covered should include, but not be limited to:

1. Professional or technical knowledge for the certification desired
2. Fraternalization and unprofessional relationships
3. Personal ethics
4. Command ethics
5. Safety
6. Welfare and support of dependents
7. Minorities and women in the Coast Guard
8. Drug or alcohol use and symptoms of alcohol abuse
9. Knowledge of family programs and abuse
10. Financial management practices
11. Small unit budgeting
12. General mess operations
13. Small unit training programs

Note 1. BMs are required to be certified ashore and afloat, multi-mission or ATON for advancement to BMCS and BMCM. QMs, ETs, and TTs currently have no requirement to be OIC certified for advancement to E-8 or E-9.

Note 2. BMs, unless previously certified for both ashore and afloat OIC, should request to be scheduled for an OIC review board within one year of advancement to BMC. BM1s with over two years time in grade, and QMCs, QMCSs, and QMCMs may be scheduled for the review board. BM1's who have less than two years' time in grade but who have served satisfactorily for 12 consecutive months in a designated XPO billet may also be scheduled for the review board. QMs in **paygrades, E-6 thru E-9**, may be certified for command afloat **for both ATON and** multi-mission. **QM1 candidates must meet the same time grade criteria as BM1's.** Board certification of a BM's capability to serve as OIC ashore and afloat will be mandatory prior to participation in the BMCS SWE. No waivers will be given. BMs

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who are already in pay grade E-8 and do not hold an OIC ashore and afloat certification; i.e., certification rescinded after advancement to E-8, may not compete in the BMCM SWE until they receive certification. BMCs or BMCSs who lose certification because of a relief for cause may not compete in the SWE for the next pay grade until they are recertified.

Note 3. All members who have had their certification removed for cause must wait a minimum of two years after removal to be eligible for recertification

### **4.C.6.b. Request to Appear Before the District OIC Review Board**

1. Prior to 15 March and 15 September of each year, the area, district, and maintenance and logistic commanders (MLCs) or Headquarters' unit commanding officers shall direct their respective units to submit a list of qualified BM and QM candidates to appear before the Board. Candidates assigned to Headquarters, area or MLC units shall be considered by Review Boards convened at the district in which their unit is geographically located.
2. Commanding officers and OICs shall submit by letter their evaluations of candidates via the OIC Review Board. The evaluation shall consist of Performance Evaluation Forms (CG-3788C), along with command recommendations and comments. For candidates attempting to recertify after a relief for cause, command endorsements should specifically address improvements in the areas identified as problems at the time of relief.
3. Overweight candidates or those on probation for weight in accordance with Allowable Weight Standards for the Health and Well-Being of Coast Guard Military Personnel, COMDTINST 1020.8 (series) will not be permitted to appear before the Board.

### **4.C.6.c. District OIC Review Board Procedures**

1. District commanders, except Commanders, Fourteenth and Seventeenth Coast Guard Districts, shall convene a District Review Board semiannually during April and October to consider enlisted members for OIC certification. Fourteenth and Seventeenth Coast Guard Districts shall convene a Review Board as deemed necessary. The Board shall consist of:
  - a. A senior officer with prior command experience

- b. A CWO (ENG) either currently serving or with recent experience as a group engineer
  - c. CWO, BMCM, BMCS, QMCM or QMCS either currently serving or with recent command afloat multi-mission experience
  - d. District Command Enlisted Advisor
  - e. CWO or BMCM or BMCS either currently serving or with recent command ashore multi-mission experience
  - f. A family program advocate (FPA)
  - g. A CWO or BMCM or BMCS either currently serving or with recent ATON command afloat experience (for candidates screening for ATON)
2. In screening OIC candidates, the Board shall:
- a. Require the candidate to appear before the Board.

NOTE: Members should be advised to review materials listed in subparagraph (e) pertaining to the professional knowledge of the BM and QM ratings prior to appearance before the Review Board.

- b. Ensure that records available to the Board include the candidate's PDR, health record, training record, and the command's recommendation. Candidates may submit a letter to the President of the Board and include any attachments they feel the Board should consider.
- c. Ensure candidate's PDR is carefully reviewed to evaluate his or her capabilities and that the candidate has no enlisted evaluation characteristic average below four for any factor in each marking period for the previous two years, and has no marks less than four on the last regular evaluation.
- d. Ensure the candidate has met current Rules of the Road requirements in accordance with the Cutter Training and Qualification Manual, COMDTINST M3502.4 (series). Those not in compliance will not receive OIC certification of any type until this requirement is met.
- e. Review and utilize the following publications, manuals, or directives as references in the evaluation of the selectees:

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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.

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## **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.**

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**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.**

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#### **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.

**4.C.9.b. Qualifications**

1. Be in pay grade E-4 or higher having completed at least one rated tour afloat and have at least three years', or if on an overseas without dependents tour, at least two years' obligated service remaining upon reporting for VTS duty.
2. Have a current physical examination on record which must be reviewed before assignment to ensure the member meets all applicable physical standards. Pay particular attention to ensure the member possesses the following attributes:
  - a. Good hearing and acceptable visual acuity (member must comply with current CG medical standards);
  - b. Normal color perception;
  - c. No speech impediments.
3. Not be in Medical Board status when assigned to VTS duty.
4. Have no documented drug or alcohol abuse history within one year of assignment.
5. Satisfactory performance. Members with a history of demonstrated unsatisfactory or marginal performance as defined in [Articles 4.C.1.](#), [5.C.38.](#), and [12.B.9.](#) within the past two years are not eligible for assignment to VTS duty.
6. Satisfactory conduct. A documented history of courts-martial, multiple nonjudicial punishments, or a civil conviction for any charge other than a minor one; e.g., traffic violations, in the past two years are not eligible for assignment to VTS duty.
7. Eligibility for a Secret security clearance.

**4.C.9.c. Commanding Officer's Endorsement**

1. Due to the nature of this unique assignment, the member's commanding officer must make a definitive recommendation on the member's Assignment Data Card (ADC), CG-3698A, about the member's qualifications, capabilities, and suitability for assignment to VTS duty as [Article 4.C.9.b.](#) describes.
2. A commanding officer can forward the member's ADC even if the member has not met the minimum qualifications, provided the commanding officer's remarks justify the requested exception. Commander (CGPC-epm-2) will consider all requests sent in this manner on a case-by-case basis.

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## **4.C.10. Assignment to National Strike Force Duty**

### **4.C.10.a. General**

The Strike Teams respond to oil and hazardous material discharges and plan for integration into on-scene operations by participating in regional contingency planning. This includes establishing and maintaining liaison with personnel in all levels of government (federal, state, and local) and industry; training Coast Guard personnel and other personnel from other agencies to engage effectively in response activities; participating in the testing programs associated with Coast Guard development of pollution removal hardware. In addition to training others, Strike Team personnel undergo extensive training at formal schools and at the unit level in order to safely and effectively transport, operate, maintain, and refurbish specialized oil and hazardous chemical response equipment. Strike Teams staff must be carefully selected personnel of the highest caliber to carry out these important functions. The enlisted billet structure includes personnel in the BM, DC, EM, HS, MK, MST, YN, and SK ratings. Strike Team duty involves strenuous, hazardous work with frequent TAD, constant recall status, cross-training to perform the duties of other ratings, extensive training in the various aspects of the National Strike Force mission, frequent contact with other federal agencies, industry, and the general public.

### **4.C.10.b. Qualifications**

1. Three years' obligated service remaining on reporting.
2. **Consistently exhibit mature judgement, even temperament, tact, diplomacy, and discretion.**
3. **Possess the ability to correspond with and address the public professionally and confidently.**
4. **Ability to speak and write clearly.**
5. **No court-martial or felony convictions (federal, state or local) in the past six years.**
6. **No non-judicial punishment or misdemeanor convictions (federal, state or local) in the past three years.**
7. **No alcohol incident during the past four years.**
8. **No unsatisfactory conduct mark or characteristic factor average less than 3 during the past three years.**
9. **No individual factor average less than 4 during the last two years.**
10. **Eligibility for the security clearance required for the assignment requested.**
11. **Qualify to operate a motor vehicle, hold a valid state operator's license, and no history of repeated traffic violations.**
12. **A history of demonstrated sound financial management; no record of excessive indebtedness or indication of non-payment of just debts.**
13. **Members may not be pregnant at the time of assignment.**

14. **Members must be clean-shaven; however a neatly trimmed mustache is allowed. Those with approved waivers for folliculitis are not eligible for National Strike Force duty assignments.**
15. **Good health with no record of physical problems requiring frequent treatment or precluding strenuous and continuous physical activities and no record of psychological problems precluding flying, swimming, and assuming responsibility. Members must successfully meet preassignment physical qualifications outlined in the ☛ Medical Manual, COMDTINST M6000.1 (series).**
16. **Have sharp military bearing and a smart appearance. Must comply with weight standards contained in the ☛ Allowable Weight Standards for the Health and Well-Being of Coast Guard Military Personnel, COMDTINST M1020.8 (series).**

#### **4.C.10.c. Training**

Previous attendance at any of these courses or schools is desirable:

1. Marine Safety Petty Officer course or similar training from previous marine safety schools.
2. Hazardous material and/or oil response training.
3. Instructor Training.
4. For MK's: Hydraulic Systems and Equipment Operation and Maintenance and Outboard Motor Maintenance Training (MK-23).
5. Tractor-trailer driver's training.
6. **Safety and Occupational Health Training.**
7. **Emergency Medical Technician Training.**
8. **For SK's: LUFs training, contracting warrant.**
9. For BM's: Coxswain's School.
10. **For DC's: Welding School.**

#### **4.C.10.d. Submitting Requests**

1. Submit requests via commanding officer on an Assignment Data Card, CG-3698A. Commanding officers shall interview applicants to determine they fully understand the personal impact associated with being assigned to a unit requiring a continuous recall status and frequent, unplanned TAD for extended periods. The endorsement shall include the commanding officer's statement of the applicant's understanding and whether the applicant meets the qualifications of ☛ Article 4.C.10.b. If the applicant is considered a good candidate but is not qualified in some specific requirement, the commanding officer may recommend consideration of a waiver.
2. **Each rating Assignment Officer will review requests for assignment to the National Strike Force to ensure members meets the minimum requirements described above. If the minimum requirements are met, the AO will develop a list of potential candidates for each available billet. The AO will forward this list**

**to the commanding officer of the applicable strike team. The commanding officer will then prioritize this list based upon information gathered from the member, their spouse (if applicable), the member's current unit, etc. The strike team commanding officer will then forward this prioritized list to the cognizant AO to complete the assignment process.**

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## **4.C.11. Assignment to Polar Icebreaker Duty**

### **4.C.11.a. General**

Polar icebreaker duty is a unique assignment involving extended deployments, long separations from family, and operations in extremely remote areas of the world. As a result, assigned personnel and their dependents must be carefully screened.

### **4.C.11.b. Qualifications**

When a member receives orders to icebreaker duty, his or her commanding officer shall ensure the member complies with the following:

1. Medical. Members and their dependents must be screened for any documented medical problems which would preclude or complicate assignment. The member must complete an overseas transfer/sea duty deployment physical.
2. Dental. Normally, dental defects do not preclude assignment to icebreaker duty. The member should have no dental defects that are likely to require extensive or prolonged treatment. The member must have a type 2 dental exam. Only in those extreme cases when personnel are unable to perform assigned duties due to dental conditions will they be considered unsuitable for icebreaker duty.
3. Alcohol. Personnel with a documented history of unresolved alcohol abuse are considered unsuitable for icebreaker duty. Those who successfully complete an alcohol rehabilitation program and have experienced no alcohol involvement for one year after completing the program are suitable for icebreaker duty. Those who complete the alcohol rehabilitation program while assigned to an icebreaker will be returned to icebreaker duty unless the rehabilitation facility indicates that such return would be detrimental to recovery.
4. Performance. Members with a history of demonstrated unsatisfactory or marginal performance as described in [Articles 4.C.1., 5.C.38, and 12.B.9.](#) in the previous two years are unsuitable for icebreaker duty.
5. Disciplinary. Members with a history of courts-martial, multiple nonjudicial punishments, or involvement with civil authorities in the previous two years are not qualified for icebreaker duty, nor are members with any one-time, major offense; i.e., a felony, in their current enlistment
6. Single Parents. Single parents are not disqualified from serving on icebreakers. [Article 4.A.12.](#)
7. Indebtedness. Members with serious financial problems or indebtedness which has not been reconciled with the creditor(s) or interested parties, or a documented

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history of indebtedness over a three-year period are not qualified. ➡ Article 8.F. for policy on processing cases of indebtedness.

8. Defense Enrollment Eligibility Reporting System (DEERS). Members and their dependents must be enrolled in DEERS.
9. Active Obligated Service. Members must have enough active obligated service to complete the tour of duty. The receiving command shall contact the transferring command's administrative officer, executive officer, or commanding officer within 45 days after notice of the member's assignment to determine if the member and his or her dependents are qualified and advise all concerned if any problems are noted or suspected.
10. Sponsor. The receiving command must assign a sponsor for incoming members.
11. Documentation. If a member is considered suitable in all respects for icebreaker duty, his or her commanding officer shall ensure the following Administrative Remarks, CG-3307, entry is entered in the member's Personnel Data Record:

[Date]: I have read and understand Article 4.C.11., Coast Guard Personnel Manual, relating to suitability for icebreaker duty. Neither I nor my dependents possess any physical or mental abnormalities, except as indicated, which might result in a determination that I am disqualified for such duty: [State disqualifications or indicate "None to my knowledge."] I consider myself fully qualified for icebreaker duty.

---

Member's signature

(Member's full name) has complied with Article 4.C.11, Coast Guard Personnel Manual and is considered suitable in all respects for assignment to icebreaker duty.

---

Commanding officer's signature

**4.C.11.c. Required Action if Member Not Qualified**

The member's unit must notify Commander, (CGPC-epm-2) as soon as possible if the member does not meet the qualifications for assignment to icebreaker duty.

## **4.C.12. Assignment to Law Enforcement Detachment (LEDET) Duty**

### **4.C.12.a. General**

Unique in the Coast Guard, Law Enforcement Detachment (LEDET) duty is full-time law enforcement duty. LEDET personnel primarily conduct maritime law enforcement operations and training while deployed on United States and foreign naval ships. Extended deployments and frequent recalls are common. Because LEDET duty is particularly demanding, applicants must be screened carefully. Previous operational and shipboard experience, family situation, duty performance, and personal qualifications are all selection considerations.

### **4.C.12.b. Qualifications**

To be considered for LEDET duty, petty officers must fulfill these criteria:

- 1. Law Enforcement Experience.** Have been assigned to an afloat unit or shore station as an E-4 or above or have previous civilian or DOD law enforcement experience. Exceptions may be granted for highly-motivated strikers serving afloat or at a shore station who desire LEDET duty for their first petty officer assignment.
- 2. Boarding Team Qualification.** Should have been Boarding Team Member (BTM) or Boarding Officer (BO) qualified at his or her current unit or within the last three years. Exceptions may be granted for highly-motivated personnel serving at units not requiring BTM or BO qualification.
- 3. Physical Fitness.** Must meet the Commandant's minimum physical fitness standards for BO/BTM.
- 4. Medical.** Members selected for LEDET duty must successfully complete an overseas/sea duty screening examination prior to departing current assignment.
- 5. Security Clearance.** Must be eligible for a SECRET security clearance.
- 6. Indebtedness.** Members with serious financial problems, indebtedness they have not reconciled with creditor(s) or interested parties, or a documented history of indebtedness over a three-year period are not qualified.
- 7. Documentation.** When a member is considered suitable in all respects for TACLET/LEDET duty, the member's commanding officer shall ensure the following statement is placed in the comments section of the their Assignment Data Card, CG-3698A:

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**I have read and understand Article 4.C.12, Coast Guard Personnel Manual, relating to suitability for TACLET/LEDET duty. Neither I nor my dependents possess any physical or mental abnormalities, except as indicated, which might result in a determination that I am disqualified for such duty: (state disqualifications or indicate “None to my knowledge.”) I consider myself fully qualified for TACLET/LEDET duty.**

### **4.C.12.c. Interview**

- 1. Their commanding officer shall interview members requesting LEDET duty to ensure that they are fully qualified in accordance with this Article.**
- 2. Members requesting LEDET duty shall also contact the TACLET commanding officer, executive officer, or specific officer-in-charge where they desire assignment, for an interview that will help determine whether there are any factors which could potentially disqualify the member for LEDET duty.**

### **4.C.12.d. Submission of Requests**

**Requests for LEDET duty may be submitted to Coast Guard Personnel Command at any time. Requests shall be submitted on form CG-3698A to CGPC via the member’s commanding officer. The commanding officer’s endorsement shall provide the following:**

- 1. A definite recommendation.**
- 2. Statement that member has read and complies with article 4.C.12, Coast Guard Personnel Manual.**
- 3. Comments regarding the member’s performance as a Boarding Team Member or Boarding Officer, if previously qualified.**
- 4. Performance.**

### **4.C.12.e. Training**

**The receiving TACLET will coordinate initial or refresher training for Boarding Team Members and Boarding Officers.**

### **4.C.12.f. Assignment**

- 1.  Article 4.A.5. states the general policy on tours of duty.**
- 2. CGPC will inform the respective TACLETs of members desiring LEDET duty. The TACLET command representative will indicate to CGPC the members recommended for LEDET duty after their TACLET interviews.**
- 3. CGPC-epm-2 assigns personnel to and from LEDET duty.**



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## 4.D Assignment Policies for Nonrated Members

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### 4.D.1. General

#### 4.D.1.a. Assignments

The Enlisted Assignments Branch, Commander (CGPC-epm-2) will make assignments for all nonrated personnel.

#### 4.D.1.b. Issuance of Orders

Because of the fluid and steady nature of nonrate accessions and advancements, the nonrated assignment process does not lend itself to distinct phases found in the rated assignment system. Consequently, orders for nonrated personnel will be issued throughout the year.

#### 4.D.1.c Assignment Priorities

Assignment priorities do not apply to **initial assignment of nonrates** (☛ [Article 4.B.4.](#)) Needs of the Service take precedence over all other factors. **Generally, in determining service need, CGPC-epm shall assign nonrated personnel using the following prioritized categories of unit types:**

<b>Category 1</b>	<b>All afloat units.</b>
<b>Category 2</b>	<b>Those ashore operational units where nonrates either deploy or stand duty (small boat stations, ANTs, LORAN Stations).</b>
<b>Category 3</b>	<b>Operational Support Units (Groups, Activities, MSOs).</b>
<b>Category 4</b>	<b>General Support Units (ISCs, Districts, COMMSTAs, Training Centers).</b>

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### 4.D.2. Recruit Assignment Policy

#### 4.D.2.a. Initial Assignment

Upon successful completion of recruit training, or upon initial entry into the Service, nonrated members can expect assignment to various types of units located both INCONUS and OUTCONUS. Commander (CGPC-epm-2) assigns all nonrated members based on Service needs and the member's Assignment Data Card (ADC), Form CG-3698A. Recruits should list at least four desired districts on their ADC and Commander (CGPC-epm-2) will attempt to match their geographical desires with Service needs.

#### 4.D.2.b. Successful Completion of Recruit Training

Commander (CGPC-epm-2) is responsible for the distribution and assignment of all nonrated members who successfully complete recruit training. The needs of the Service will determine the types of units or billets that will be filled by each graduating company.

1. To meet seaman or seaman apprentice (SN/SA) and fireman or fireman apprentice (FN/FA) levels, Commander, (CGPC-epm-2) will designate approximately 30 percent of all members from each recruit graduating class as FAs. Recruits ordered to fill FN billets shall be designated as FAs upon graduation.
2. Training Center (TRACEN) Cape May will provide an ADC in accordance with instructions in the Personnel and Pay Procedures Manual, **HRSICINST M1000.2** (series) to Commander (CGPC-epm-2) not later than four weeks prior to recruit graduation. TRACEN will ensure that a unit POC is designated at the training center for recruits. Recruits are not authorized to contact their Assignment Officer (AO).
3. For members entering the Service from the open rate list, recruiting offices will fax an ADC or E-mail the member's ADC, to Commander (CGPC-epm-2). The Recruiter in Charge will act as the member's POC. Prospective members are not authorized to call their AO.
4. Members who, upon enlistment in the Coast Guard, are guaranteed a geographic district will be assigned to that district upon successful completion of recruit training. Members who have a guaranteed district, but desire a different district may waive their guarantee by signing the following statement on an Administrative Remarks, CG-3307:

I hereby waive my guaranteed district as shown on my Enlistment Contract, CG-3301. I understand this will enable me to select orders in conjunction with normal recruit order selection procedures. I fully understand this cancellation of my guaranteed assignment is final.
5. Members who, upon enlistment in the Coast Guard, are guaranteed a Class "A" School will be assigned to the appropriate training center awaiting training upon successful completion of recruit training. The actual location of the assignment depends on both Service need and on the length of time between the recruit's graduation and the convening date of his or her guaranteed school.
6. Only nonrated members who possess normal color vision will be assigned to small boat stations.
7. In those cases when a recruit is reverted, TRACEN will notify Commander (CGPC-epm-2) to determine if a delay in reporting or cancellation of orders is warranted. When recruit orders are canceled, the unit to which that recruit was ordered will receive a replacement from the next graduating recruit company.

8. Units receiving recruits will comply with the sponsor responsibilities outlined in [☞ Article 4.A.15.](#)
9. Advance notice of transfers does not apply to recruits ([☞ Article 4.B.2.](#))

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### **4.D.3 Nonrated Tours of Duty**

Nonrate tours of duty shall be as per [☞ Article 4.A.5.b.](#)

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### **4.D.4. Communications Between Nonrated Members and Assignment Officers**

#### **4.D.4.a. Assignment Data Card (ADC)**

The Assignment Data Card (**CG HRSIC-2002**) is the primary method by which members communicate their assignment desires to Commander, (CGPC-epm-2). Commands will ensure each member submits an ADC in accordance with instructions in the [☞ Personnel and Pay Procedures Manual, HRSICINST M1000.2](#) (series). It is very important that each member maintains a current ADC on file with Commander, (CGPC-epm-2). Members should submit a new ADC anytime to communicate new or changed information. Accurate and timely submission of this data provides Commander, (CGPC-epm-2) with important information when considering assignments.

1. Nonrated members should submit an ADC upon advancement to E-3 to ensure all personal data is updated. In addition, members should specifically note their career intentions, including "A" School or striking intentions, etc., on the ADC.
2. Nonrated members must submit an ADC within six months of their normal tour completion date if OUTCONUS and within four months if INCONUS. This ADC serves primarily to communicate the member's next desired assignment or type of duty.
3. Command endorsements on ADCs are critical to the efficient, effective reassignment of our personnel. Individual qualities and traits should be addressed in command endorsements in order to provide the AO with a larger perspective of assignment issues particular to the member.

#### **4.D.4.b. Telephone Calls**

Telephone calls from nonrated members directly to AOs are prohibited. In most cases, a nonrated member's questions or concerns can be adequately addressed at the unit POC level. [☞ Article 4.C.2.f.](#)

#### **4.D.4.c. Other Communication Methods**

[☞ Article 4.C.2.](#)

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## **4.E. Assignment Policies for Special Duty Billets**

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### **4.E.1. General Policy**

#### **4.E.1.a. Overview**

This chapter describes types of Special Duty assignment, screening, and relief procedures. The Special Duty assignment screening process requires the member to meet standard minimum qualifications, submit an application with command endorsement, be reviewed by the rating and special duty assignment officers and the command or program manager, and be selected for the specific special duties desired. As explained below, many of the policies described in this chapter are waived or do not apply to this type of duty and assignment. All members are expected to remain current in their rating.

#### **4.E.1.b. Assignment Priority**

In recognition of the arduous duty that some of our members must serve based on Service needs, assignment priority is a primary factor in routine enlisted assignments for rated personnel. However, it is not a major factor in Special Duty assignments which are driven primarily by Service need for individuals with special skills, knowledge or abilities outside those expected of members of the same rate and rating.

#### **4.E.1.c. Geographic Stability**

Members requesting Special Duty assignments must be aware that assignments are based on the qualifications of the member for the particular Special Duty requested, not on the specific location of that duty. Geographic stability should not be the primary reason for requesting such duty. If selected for Special Duty, members must be available for assignment to that duty regardless of geographic location.

#### **4.E.1.d. Tour Length**

The tour lengths for various Special Duty assignments are included elsewhere in this chapter under the appropriate heading for specific assignments. Members in Special Duty assignments can expect to serve one full tour. On completing a full tour, members normally are reassigned to duties in rating. Assignment officers will consider granting requests for a one-year tour extension if the command favorably endorses the request and Service has no need for the member to return to duty in his or her rating. Additional extensions may be approved; however, the maximum time served at one unit or in the same billet is six years. Under unusual situations; e.g., Special Agents, additional tours may be permitted. Members who request additional tours must repeat the Special Duty Assignment Screening Process.

**4.E.1.e. Collateral Duties**

Commanding officers (COs) have the authority to assign such collateral duties as appropriate to members assigned to their command. COs further have the authority to assign or reassign duties within their command as appropriate. Procedure for reassignment of members unsuited for special duty are specified in [☛ Article 4.E.4.](#)

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**4.E.2. Qualifications**

**4.E.2.a. Minimum Standards For All Special Duty Assignments**

Members must possess standard minimum qualifications for all Special Duty assignments. Additional requirements which may apply are included elsewhere in this chapter under the appropriate heading for the specific type of assignment. Commands will ensure the member, during the application process and also before executing his or her orders, meets the standard minimum qualifications. Commander (CGPC-epm) will review the Discriminator Identification and Tracking System (☛ Chapter 8.O) to determine the candidate's eligibility. If an applicant becomes ineligible anytime after applying for a Special Duty assignment, his or her command shall send a message to Commander, (CGPC-epm).

The standard minimum qualifications are as follows:

1. Must consistently exhibit mature judgment, even temperament, tact, diplomacy, and discretion.
2. Have the abilities to correspond with and address the public pleasantly and confidently and to speak and write clearly.
3. No court-martial or felony convictions (federal, state or local) in the past six years.
4. No non-judicial punishment or misdemeanor convictions (federal, state or local) in the past four years.
5. No alcohol incident during the past four years.
6. No unsatisfactory conduct mark or characteristic factor average less than three during the past four years.
7. No individual factor average less than four during the last two years.
8. Must be eligible for the security clearance required for the assignment requested.
9. Have more than four years' active duty in the Coast Guard.

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10. Qualify to operate a motor vehicle, hold a valid state-operating license, and have no history of repeated traffic violations.
11. A history of demonstrated financial responsibility; no record of excessive indebtedness or indication of non-payment of just debts
12. Men must be clean-shaven; however, a neatly trimmed mustache is allowed. Those with approved waivers for folliculitis are not eligible for Special Duty assignments.
13. Have sharp military bearing and a smart appearance. Must comply with weight standards contained in  Allowable Weight Standards for the Health and Well-Being of Coast Guard Military Personnel, COMDTINST M1020.8 (series). Must not have been on probation for exceeding maximum allowable weight or body fat standards anytime in the past two years.
- 14. Must obligate service for a full tour in billet assigned.**
- 15. Must serve at least 2 years in billet commencing on the reporting date prior to voluntary retirement.**

### **4.E.2.b. Career Pattern**

Although not considered mandatory, a good career pattern is very desirable. Special Duty Assignments members should have a wide knowledge of the many duties and activities of the entire Coast Guard. A recent tour of sea or restricted duty also is desirable, but is not required.

### **4.E.2.c. Applications and Command Endorsement**

Members should use the Assignment Data Card, CG 3698A, to request a special duty assignment. COs shall use discretion in recommending applicants for Special Duty assignments. Before endorsing a candidate's request, the CO shall interview an applicant to determine if he or she fully meets the standard qualifications in  [Article 4.E.2.a.](#) and any special requirements listed elsewhere in this chapter. Besides a statement of opinion of the applicant's potential to perform the duties of the requested Special Duty assignment, the CO's endorsement also shall include:

1. A definite recommendation stating the member meets the qualification requirements and addressing the member's potential to perform the duties required of the assignment requested.
2. A statement on any request for waiver if the member does not meet all qualification requirements,
3. A statement on any pronounced accent or speech defect.
4. The member's Navy Battery test scores.

### **4.E.3. Rating Assignment Officer Application Review for Members Desiring Out of Rate Assignments**

1. Each rating AO will review the applications for Special Duty assignment to determine the following:
  - a. Is the member tour complete or available for transfer?
  - b. Has the member met or will this assignment lead to difficulties in meeting rating and career requirements; e.g., sea duty requirements for advancement, High Year Tenure, etc.?
  - c. Is the rating staffed sufficiently to support the member being assigned out of rate? The AO will consult with the Workforce Forecasting and Analysis Staff, Commandant (G-WP-1), for this determination.
2. If the applicant does not meet these criteria, the rating AO will send the application to the Special Duty AO, who will retain the application for one year and if a special or critical Service need arises, the member's application may be reconsidered.
3. Once the member is released by their rating AO for a special duty assignment, the Special Duty AO will ensure the applicant meets the minimum requirements for the desired assignment as specified in this chapter.
4. If the member meets the minimum requirements, the Special Duty AO will give the program manager or receiving command the member's application, the command endorsement, and review of the member's assignment and evaluation history.
5. The program manager or receiving command will review the application package and in some instances may decide to convene an informal, special screening panel to rank the applications to assist the Special Duty AO in identifying the best-qualified members.
6. If the program manager or receiving command chooses to interview the applicant, they will follow these procedures:
  - a. They will document the interview on Recruiter Interview Sheet, CG-5115, regardless of the assignment for which the member applied. Interviewers should not ask questions outside the areas listed on this form. Interviewers do not have to write the questions and answers verbatim; however, they should summarize the questions and answers.

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- b. The program manager or receiving command conducting the interview will specify the interview location and method and bear the expense and any travel in connection with the interview.
- c. The interview should be conducted by at least two people, one of which should be a chief petty officer or higher.
- d. The interviewers will make a definite recommendation on the applicant's selection for assignment to Special Duty. All interviewers will sign the form.
- e. The interview form will be distributed by the program manager or receiving command as follows:
  - f. Original to Commander, (CGPC-epm-2), Attn: Special Duty AO.
  - g. Copy to member to serve as his or her official notice of recommendation for Special Duty assignment.
  - h. Copy to member's command.
  - i. During the interview process the program manager or receiving command conducting the interview will not comment or indicate assignment to specific duty stations and ensure the applicant understands Commander, (CGPC-epm-2) will make the final decision on his or her assignment
7. If the command and program manager decide not to conduct an interview, they will review the information provided by Commander, (CGPC-epm-2) and definitely decide whether or not to recommend a member for assignment to Special Duty. Commander, (CGPC-epm-2) will neither solicit nor accept unofficial information about the applicant. Only official, documented information will be exchanged and used in the decision making process.
8. Normally, the "best qualified" member, as determined by the AO, including input from the program manager or receiving command, is assigned to the available billet. If more than one member of similar qualifications applies for the assignment then the following factors are considered:
  - a. Command endorsement
  - b. Assignment priority
  - c. Geographic stability
  - d. Performance evaluations

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#### **4.E.4. Reassigning Members Unsited for Special Duty**

##### **4.E.4.a. Screening Procedures**

Screening procedures for Special Duty assignment selection are designed to select only the highest caliber of individuals. Despite the most stringent screening process, isolated cases of assignment of individuals who are unsited for such duty will occur. Members considered unsuitable (as identified and determined by the command, program manager or CGPC-epm-2) for such duty fall into one of two distinct categories indicated below:

1. Those members considered unsuitable for continued duty through no fault of their own; e.g., a physical defect or speech impediment, lack of confidence or inability to project in front of audiences, or other deficiencies which would hamper effective performance.
2. Those members considered unsuitable for continued duty as a result of their own actions; e.g., poor performance, lack of leadership, misconduct, lack of interest, poor attitude, or other similar reasons.

##### **4.E.4.b. Recommendation for Reassignment**

When a member is considered unsuitable for Special Duty, he or she shall be advised and required to sign an CG-3307, "Administrative Remarks" entry. A recommendation letter (or message in time-critical, operational situations) for reassignment from such duty shall be submitted to Commander, CGPC via the chain of command, and must include this information:

1. Name, rating, and pay grade
2. Expiration of active obligated service
3. Reporting date to current unit
4. Number of and location of dependents and household effects
5. Specific, detailed reasons, to include all documentation; e.g., command counseling remarks on CG-3307, a special performance evaluation on Form CG-3788 indicating in which category the member is considered unsuitable, along with any other useful information to determine the next assignment.
6. For members judged unsuitable through no fault of their own, in addition to documentation required above, also comment on the member's ability to perform in another capacity; e.g., professional knowledge, ability, and initiative.

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7. When the reason for reassignment is due to the member's own action, report any disciplinary or administrative action taken or pending. ➡ [Articles 5.C.38.](#), [12.B.9.](#), [12.B.12.](#), and [12.B.18.](#)
8. When members are considered unsuitable for continued duty due to their own actions, a statement of rebuttal from the individual concerned is required. If the member desires not to make a statement, so indicate in writing.
9. Member's duty preferences listed on an ADC.

### **4.E.4.c. Reassignment Procedures**

Reassignment as a result of unsuitability shall be made in consideration of the following factors:

1. The availability of billets for member's rating at the current unit or at other nearby units.
2. The amount of time remaining on member's current assignment.

### **4.E.4.d. Commanding Officer Responsibilities**

If reassignment is directed, the CO shall:

1. Complete the appropriate performance evaluation on CG-3788.
2. Complete a CG-3307 entry to indicate reassignment from the specific duty and a brief explanation of the circumstances.
3. Revoke qualification codes if applicable.
4. Advise the member that he or she may be ordered to an interim unit for a special evaluation prior to reassignment. ➡ [Article 4.E.4.](#)
5. Advise members that upon reassignment, the member may be ordered to another unit for a special evaluation in accordance with ➡ [Article 4.E.5.](#)

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## **4.E.5. Special Evaluation Resulting from Reassigning Members Unsited for Special Duty**

### **4.E.5.a. General**

This article establishes guidelines for conducting special evaluations for enlisted personnel who have been reassigned due to unsuitability for special duty under the provisions of ➡ [Article 4.E.5.](#)

1. When directed by Commander, (CGPC-epm-2), enlisted members may undergo a special evaluation to determine suitability for rate retention, retention in the

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Service, and for future independent duty after being relieved under  [Article 4.E.5](#).

2. Commander, (CGPC-epm-2) will determine the type and duration of the evaluation and will include such information in the member's original message orders. Members will be assigned in excess of the units normal complement pending reassignment.

### 4.E.5.b. Conducting the Evaluation

When the member reports for special evaluation, he or she should sign a CG-3307 entry acknowledging he or she understands the scope and nature of the evaluation and has read and understands this article, [Article 5.C.38.c.](#), [Article 12.B.9.](#), and any other articles specified by Commander, (CGPC-epm-2).

1. Rate Retention Evaluation. Except for the three-month period,  [Article 5.C.38](#). provisions and these additional provisions apply.
  - a. Review the Enlisted Qualifications Manual, COMDTINST M1414.8 (series), to determine those specific qualifications the unit is capable of accomplishing. Devise a schedule to complete all the practical factors for the individual's rate within the time frame prescribed, give a copy to the evaluatee, and file one in his or her PDR. Use this schedule to document the evaluatee's progress. Requiring demonstration of lower rate practical factors is authorized should the unit determine it is warranted.
  - b. In addition, assign normal work tasks consistent with the member's rate and rating.
  - c. Counsel the member every 30 days, and document the content of these sessions on a CG-3307 entry.
  - d. Submit a performance evaluation on Form CG-3788 a minimum of three times during the evaluation period.
2. Retention in the Service. The procedures to discharge unsatisfactory performers in  [Article 12.B.9](#). apply here except for the 180-day period. These additional procedures apply:
  - a. Counsel the member every 30 days, and document the content of these sessions on a CG-3307 entry.
  - b. Submit a performance evaluation on Form CG-3788 a minimum of three times during the evaluation period.

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3. Suitability for Future Leadership or Independent Duty Assignments. Since certain assignments require special qualities, this evaluation must focus on those qualities, not solely rate specific knowledge.
  - a. Perform regular interval counseling sessions outlined in [Article 4.E.5.b.](#) and be sure to address and comment on these areas when conducting scheduled counseling:
    - (1) Leadership qualities.
    - (2) Performance and overall knowledge of rating.
    - (3) Professionalism.
    - (4) Conduct.
    - (5) Ability to get along with others.
    - (6) Motivation.
    - (7) Stamina.
    - (8) Attitude.
  - b. On completing the member's evaluation , the commanding officer must execute a statement addressing whether the member is capable of serving in the type of assignment from which previously removed for cause.

### 4.E.5.c. Final Disposition

Send copies of all CG-3307 entries and the final performance evaluation, CG-3788, to Commander, (CGPC-epm-2) within 15 working days after the evaluation period. The command must attach a command recommendation clearly stating whether the member is suitable for retention in rating, retention in the Service, or future leadership positions. Additionally, the command should attach the member's rebuttal statement, if applicable, and updated Assignment Data Card (ADC).

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## 4.E.6. Instructor Duty

### 4.E.6.a. Billet Locations

Personnel are assigned to **in rate and out of rate** instructor duty in accordance with authorized allowances. Instructor duty billets are located at these types of activities:

1. U.S. Coast Guard Class "A" and "C" Schools
2. U.S. Navy Class "A" and "C" Schools
3. Training Center Cape May, **Training Center Petaluma, Reserve Training Center Yorktown**
4. Atlantic and Pacific Area Training Teams

5. District Training Teams
6. U.S. Navy Fleet Training Groups and Units
7. Miscellaneous training activities which have billets designated as Instructor Duty by the Personnel Allowance System

#### **4.E.6.b. Additional Qualifications**

In addition to the minimum standards outlined in [Article 4.E.2.a.](#), a member applying for instructor duty (**in-rate and out-of-rate**) should:

1. Demonstrate an interest in teaching.
2. Be able to work harmoniously with others.
3. Possess sound judgment.
4. **Possess relevant expertise in the training field to which applying.**

If the member is considered a good candidate but is not qualified in some specific requirement, the commanding officer may recommend a consideration for waiver.

#### **4.E.6.c. Instructor Training**

The CO will indicate whether a candidate who has not previously attended instructor training school will be available to attend training before reporting for duty.

#### **4.E.6.d. Evaluating Instructors**

Instructors shall be evaluated as early as possible. Those who are found unsuitable shall be reassigned, as necessary, under [Article 4.E.4.](#)

#### **4.E.6.e. Qualification Codes**

After a member has served satisfactorily as an instructor for one year, the training command's commanding officer shall assign the appropriate qualification code following the Enlisted Qualifications Manual, COMDTINST M1414.8 (series).

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### **4.E.7. Recruiting Duty**

#### **4.E.7.a. Recruiting Mission**

The Coast Guard's recruiting mission is "To meet the Commandant's military recruiting goals by enhancing public awareness and maintaining the best qualified, diverse applicant pool with an innovative trustworthy team of professionals." Recruiting qualified personnel for the Coast Guard is a complex, highly competitive

task. The Coast Guard competes directly with the Department of Defense Services and private industry for the new personnel resources required each year.

#### **4.E.7.b. Key Element to Providing Human Resources**

The recruiter is the key element in providing human resources for the Coast Guard. The recruiter is the first contact with the Service for the vast majority of Coast Guard military members. The selection, motivation, and training of a recruiter is a top priority to the success of the Coast Guard's mission.

#### **4.E.7.c. Additional Qualifications**

In addition to the minimum standards outlined in [Article 4.E.2.a.](#), a member applying for recruiting duty should:

1. Have served at least one enlistment.
2. Although not considered mandatory, a good career pattern of general duty is very desirable because a recruiter should have a wide knowledge of the Coast Guard's many duties and activities. A recent afloat or isolated duty assignment also is desirable.

#### **4.E.7.d. Submitting Requests**

1. Applications for recruiting duty shall not be made earlier than one year prior to completion of member's present tour of duty. Requests shall be submitted on an ADC to Commander, (CGPC-epm-2) via the CO.
2. In addition to the requirements of [Article 4.E.2.c.](#), the CO's endorsement shall include the member's Navy Battery Test scores.

#### **4.E.7.e. Training**

Personnel selected for their first and subsequent tours in recruiting duty will attend formal indoctrination at Recruiter's School.

#### **4.E.7.f. Assignment**

After a recruiting assignment, members normally transfer to duties within their rating. On completing duty in their rating, members may be considered for another recruiting tour depending on Service needs. Members with more than 10 years of service may request consecutive recruiting assignment. Commander, (CGPC-epm-2) controls assigning personnel to and from recruiting duties.

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## 4.E.8. Recruit Regimental Duty (Including Company Commander)

### 4.E.8.a. Battalion Commander and Company Commander Duties

Battalion **Commander (BC)** and Company Commander (CC) duties are some of the most important, demanding in the Coast Guard, requiring the highest degree of leadership **and exemplification of our core values of honor, respect, and devotion to duty.** The **BC** is in charge of the CCs, whose impact on recruits at this initial stage in their career is critical. **Senior CCs share in supervising junior CCs.** Members assigned to **BC** and CC duty must be physically and emotionally qualified to train recruits, capable of maintaining control of their emotions in stressful situations and ready to handle the job's physical demands.. The normal tour of duty is three years.

### 4.E.8.b. Additional Qualifications

In addition to meeting the minimum standards outlined in [Article 4.E.2.a.](#) **and completing the Company Commander qualification process,** a member applying for recruiting regimental duty must:

1. Be an E-8 **or E-9** for assignment to **BC**.
2. Be an E-7 with at least six years of Coast Guard service for assignment as a Lead Company Commander.
3. Be an E-4, E-5, **or E-6** with at least three years of Coast Guard service for assignment as a Company Commander.
4. Have a high level of maturity and even temperament. **A staff psychologist will conduct psychological and personality screening of prospective CC's.**
5. Have no physical limitations which would preclude progressive participation in a physical fitness program including among other activities, running, swimming, push-ups, and sit-ups, culminating in a physical fitness test administered by the Training Center staff on reporting and semi-annually thereafter.
6. Have an exceptional personal appearance.
7. Have demonstrated an interest in teaching.
8. Although not considered mandatory, a good career pattern of general duty is very desirable for all of these assignments. **A recent tour of sea duty is also desirable.**

#### **4.E.8.c. Submitting Requests**

Members desiring assignment to duty as a BC or CC should submit an Assignment Data Card, **CG HRSIC-2002, in accordance with instructions in the Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series)**. The required commanding officer's endorsement should include the following information:

1. A definite recommendation.
2. Comments on any pronounced accent or speech defects.
3. Comments on the member's ability to lead and train junior personnel.
4. Comments on the member's performance.
5. Marital status and number of dependents.

#### **4.E.8.d. Interview**

1. When a member requests assignment to BC or CC duty, his or her commanding officer shall interview the member to determine if the candidate is fully qualified as described in this article.
2. Once Commander, (CGPC-epm) has screened a member as meeting the profile desired for such assignment, the member will normally be issued TAD orders to Training Center Cape May for assessment. When the member is being considered for assignment to CC duty upon rotation from a remote area, the assessment may be conducted at another location as determined by the Training Center staff.
3. Commanding Officer, Training Center Cape May shall designate appropriate personnel to coordinate with Commander, (CGPC-epm) to assess each application. The assessment results will be used to determine if the applicant possesses the high standards of personal conduct, moral integrity, and professional skills necessary to serve as a role model for recruit trainees. The assessment process will include, at a minimum, a psychological screening test, physical fitness assessment, personal interview, and the member's brief (five minute) oral presentation. The Training Center staff will make recommendations for assignment to Commander, (CGPC-epm) based on the results of the assessment.
4. Training Center Cape May will provide funding to cover the TAD costs associated with the assessment.

#### **4.E.8.e. Training**

Members selected for CC duty will receive formal training at the Training Center Cape May CC School upon reporting for PCS assignment.

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## 4.E.9. Special Agent

### 4.E.9.a. Coast Guard Investigative Service (CGIS)

Coast Guard Investigative Service (CGIS) is comprised of carefully selected, professionally trained and educated Special Agents who assist Coast Guard commands in maintaining internal security, integrity, and good order and discipline. In addition, Special Agents conduct investigations external to the Coast Guard, addressing issues such as drug and alien smuggling, environmental crimes, and crimes against the government in general. Special Agents also conduct background investigations and national agency checks to ensure the national security and the security of the Coast Guard. Special agents receive their initial training at Federal Law Enforcement Training Center, Glynco, GA, and receive further training at various colleges, institutions, and schools. **Applicants are carefully screened and evaluated at their local command as well as by the Regional CGIS office. The final selection is made by the Director, Coast Guard Investigative Service based on all information available regarding the applicants. The selections are on a “best qualified” basis. The following qualifications are the minimum qualifications to be eligible for Special Agent duty.** The initial tour of duty is four years, with subsequent assignments dependent upon program and Service needs; however, there is no guarantee of subsequent assignments.

### 4.E.9.b. Minimum Qualifications

1. Be in pay grade E-6 or higher.
2. Have completed a minimum of one year of college (30 credit hours), verified by college transcript. **A waiver to this requirement will be considered if special circumstances warrant a waiver.**
3. Be serving on active duty in the regular Coast Guard with at least six years active military service, two of which must be Coast Guard service, before selection for training. Before transferring for training, members must agree to reenlist or voluntarily extend for a period of at least four years from the convening date of the class.
4. Be at least 21 years old.
5. Have completed at least one year of sea duty. Commander, (CGPC-epm) may waive this requirement.
6. Be a United States citizen.
7. Have no record of mental illness, alcoholism, or offenses involving moral turpitude.

8. Possess a valid state motor vehicle operator's license.
9. On application be in excellent physical condition.
- 10. Be eligible for a Top Secret Security Clearance and maintain eligibility throughout assignment to CGIS.**

#### **4.E.9.c. Submitting Requests**

Prior to 1 July each year, Commander (CGPC-epm-2), in coordination with CGIS, will solicit applications by ALCGENL message for the upcoming SPEAR season. This message will contain submission criteria.

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### **4.E.10. Intelligence Duties**

#### **4.E.10.a. Intelligence Team**

Intelligence Team (Analyst and Watchstander): The Coast Guard Intelligence Program needs experienced, trained members in many billets. Members selected for these HK-designated Intelligence Specialists billets must be able to perform a number of duties, including composing detailed intelligence documents; assisting in intelligence analysis; assessing, preparing and presenting briefs; familiarity with and interacting with members of the National Intelligence Community; and using various clerical and computer skills in preparing intelligence products.

#### **4.E.10.b. Additional Qualifications**

In addition to the minimum standards outlined in [Article 4.E.2.a](#), to qualify for an HK-designated billet, a member should:

1. Have completed at least one year's Coast Guard service on active duty or in the Selected Reserve at any of the following Coast Guard intelligence activities:
  - a. Commandant (G-OCI)
  - b. Area (Ai/Pi)
  - c. District (ole), when assigned to operational intelligence duties as determined by Commandant (G-OCI)
  - d. Intelligence Coordination Center (ICC)
  - e. Joint Task Force (JTF) Fusion Center or J2
  - f. Law Enforcement Support (LESUP) Team Miami

- g. Pacific Intelligence Team (PIT)
  - h. C3I Centers East and West, when assigned to intelligence duties
  - i. El Paso Intelligence Center (EPIC)
2. Or have completed one of these courses:
- a. USCG Basic Intelligence Course, Reserve Training Center, Yorktown, VA
  - b. Joint Military Intelligence Course, Defense Intelligence College, Washington, DC
  - c. Appropriate course at the Navy and Marine Corps Intelligence Training Center, Dam Neck, VA
  - d. Equivalent training as approved by Commandant (G-OCI)
3. Be eligible for a Top Secret security clearance.

**4.E.10.c. Assignment**

Although there is no intelligence rating, enlisted members E-6 and above with more than 10 years of service may request consecutive assignments to intelligence duty. Commander, (CGPC-epm-2) controls intelligence duty assignments.

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**4.E.11. Ceremonial Honor Guard**

**4.E.11.a. General**

Located at the Telecommunication and Information Systems Command (TISCOM) in Alexandria, VA, the U. S. Coast Guard Ceremonial Honor Guard is the official Coast Guard representative at various Armed Forces events and functions. In

addition to performing Presidential support duty, the Ceremonial Honor Guard performs hundreds of ceremonies annually for many international leaders and other dignitaries.

#### **4.E.11.b. Additional Qualifications**

In addition to the minimum standards outlined in [Article 4.E.2.a](#), a member applying for Ceremonial Honor Guard duty should:

1. Background Investigation. Must have a favorable Single Scope Background Investigation (SSBI) completed within the last two years and been serving on continuous active duty with the Coast Guard since completion of the SSBI. Members will not perform Presidential support duty until the completed SSBI has been received and screened. A denial or revocation of a security clearance disqualifies a member for assignment to the Ceremonial Honor Guard.
2. Personal Qualities. Must be stable, of excellent character and discretion, and unquestioned loyalty to the United States.
3. Family Requirements. The member and adult, living members of his or her immediate family must be either native born or naturalized citizens of the United States. (“Immediate family” includes the current spouse; natural or foster parents or guardians; sisters and brothers by birth, adoption, or marriage of the parents; and children by birth, adoption, or marriage.) The Secret Service may grant waivers, through Commandant (G-OCI), on a case-by-case basis.
4. Loyalty to the United States. The individual’s family members and those persons to whom he or she is bound by affection or obligation should neither be subject to physical, mental, or other forms of duress by a foreign power nor advocate using force or violence to overthrow the government of the United States or altering the form of government of the United States by unconstitutional means.
5. Commandant (G-OCI) will make a name check on member’s spouse through the Federal Bureau of Investigation General Indices.
6. Interaction with High Government Officials. Since this duty may involve contact with the President of the United States, the First Family, and other individuals in high government positions, applicants must present a clean-cut, smart, pleasant appearance and possess a sufficient degree of intelligence, maturity, and literacy to respond to casual conversation with these officials.
7. Characteristics Evaluated for Selection. Applicants must be aware assignment to this Special Duty involves more than ceremonial or glamorous duty. If selected, members must not only maintain a flawless appearance, but also expect arduous work, long hours, and demands for expertise. Applicants should possess an

enthusiastic attitude with confidence and motivation to meet the challenge of the assignment. Characteristics which will be evaluated during the selection process include maturity; self-control; objectivity; forthrightness; sincerity; attitude toward the Service, others, and themselves; cooperation; and motivation.

8. Physical Requirements. The following additional physical requirements apply:
  - a. Men must be 6 feet 0 inches to 6 feet 4 inches and women 5 feet 10 inches to 6 feet 4 inches.
  - b. Must be proficient in basic drill requirements.
  - c. Must have visual acuity not requiring glasses (contact lenses may be worn).
  - d. Must not have visible tattoos, unsightly scars, birthmarks, or severe acne.
  - e. Must not have a history of serious back or knee injuries.
  - f. No beards or mustaches are permitted; the face must be clean shaven at all times. Those with approved waivers for folliculitis are not eligible for assignment to the Ceremonial Honor Guard.

#### **4.E.11.c. Unsuitability for Assignment**

Members with any serious derogatory information in the following categories are not suitable for assignment to the Ceremonial Honor Guard:

1. Criteria set forth in the Personnel Security Program, COMDTINST M5520.12 (series).
2. Record of courts-martial or indication of consideration for administrative separation in lieu of courts-martial.
3. A history of serious involvement with civil or military law enforcement agencies. Records of frequent minor involvement with law enforcement agencies shall be assessed to determine whether the individual has a tendency toward irresponsibility.
4. Record of neglect or substandard performance of duty or evidence of poor attitude or lack of motivation toward responsibilities.
5. Evidence of any other personal habits, characteristics, activities, or associations which would reasonably place doubt on the member's reliability or which would warrant a determination that a member is not suitable for assignment to Presidential support duties. Activities which may be considered as disqualifying under this paragraph include, among others, any record of:

- a. Recent serious indebtedness.
- b. Drunkenness or alcoholism.
- c. Serious family or marital problems.
- d. Mental ailments or psychological disorders.
- e. Involvement with narcotics, marijuana, or dangerous drugs.
- f. Aggressive tendencies or record of illegal use or possession of weapons.

#### **4.E.11.d. Submitting Requests**

1. Applicants must attach these items to the Assignment Data Card (Form 3698A) when requesting assignment to the Ceremonial Honor Guard:
  - a. Two photographs (full length and side views)
  - b. Statement of Personal History (DD-398) (four copies)
  - c. CG Intelligence Agency Check Request (CG-2765)
  - d. Police Record Check (DD-369)
  - e. Request for Personnel Security Investigation (CG-6\5044)
2. The CO's endorsement shall evaluate the member in detail and state the member's Personal Data Record and Health Record have been checked and show no derogatory information in any category in [Article 4.E.11.c.](#) above.
3. On receiving the request, district commander (ap) will carefully review the supporting papers for completion and accuracy and arrange for district commander (ole) to interview the applicant. The officer conducting the interview shall set forth in detail an estimate of the applicant's potential for assignment to the Ceremonial Honor Guard. Any adverse information discovered during the interview or in reviewing the applicant's record must be included and fully explained. On completing the interview, district commander (ole) will complete an Evaluation Form (Exhibit 4.E.1.) and send it, the completed interview, and member's application procedures to district commander (ap).

#### **4.E.11.e. Assignment Procedures**

1. On receiving applications, Commander, (CGPC-epm) will check to ensure all required forms and supporting documentation are in order. If so, Commandant (G-OCI) will be requested to initiate a background investigation, which takes 60 to 90 days. Commandant (G-OCI) is the final screening authority in all cases.

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2. When the background investigation has been completed, Commander, (CGPC-epm) will advise district commander (ap) or the commanding officer of a Headquarters unit concerned whether the member meets the criteria for this special duty.
3. Commanding officers shall ensure that all travel orders assigning personnel to duty with the Ceremonial Honor Guard indicate transfer to the basic receiving unit and annotate them:

For duty in accordance with Article 4.E.11., Personnel Manual, COMDTINST M1000.6A (series).

4. Commanding Officer, Telecommunications and Information Systems Command (TISCOM), shall ensure that personnel are not assigned to Presidential support duties until their final clearance has been received.
5. The Commandant will assign quotas to Training Center Cape May for selecting qualified recruits for assignment to the Ceremonial Honor Guard. While desired, volunteers are not mandatory to fill assigned quotas. Commanding Officer, Training Center Cape May, shall ensure strict compliance with the screening requirements outlined in this chapter, including all applicable enclosures. All supporting documents shall be reviewed carefully for completion and accuracy before sending directly to Commandant (G-OCI). Since selection quotas will be issued to the training center, Commander, (CGPC-epm) need not receive the applications for recruit personnel.

### **4.E.11.f. Assignment to Class “A” School**

In view of the special training and security requirements necessary for assignment to the Honor Guard, non-rated personnel assigned will not be eligible for assignment to Class “A” School until they complete a two-year tour.

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## **4.E.12. Command Enlisted Advisor**

### **4.E.12.a. General**

The Command Enlisted Advisor (CEA) functions as an intermediate communication link between the command and its enlisted personnel. To stimulate communication among all levels of command and enhance sensitivity to the goals and needs of all personnel, CEA billets have been established at all Area, MLC, and district offices, training centers, and some other major commands. Assignment to CEA duties is reserved for those truly outstanding master chief petty officers who can accomplish the goals enumerated above and are genuinely motivated to serve in such a billet regardless of geographic location. The tour of duty depends on the flag officer’s or training command CO’s tour of duty.

**4.E.12.b. Eligibility Criteria**

1. Must serve in pay grade E-9 or pay grade E-8 if above the cutoff on the E-9 Advancement Eligibility List or number one on the E-9 Advancement Eligibility List where the cutoff is zero. ➡ [Article 4.C.3.d.](#)
2. Must be within two years of normal tour rotation. A member currently serving in a CEA billet who desires consideration for another similar assignment must be within one year of normal tour rotation.
3. Must have completed one of the Senior Enlisted Academies.
4. Must possess the highest standards of personal integrity, devotion to duty, and financial responsibility.

**4.E.12.c. Duties and Responsibilities**

The duties and responsibilities listed below are not intended to be all-inclusive or compulsory, but are furnished as a medium by which to communicate ideas and recommendations between enlisted personnel and the command. Generally, the CEA shall:

1. Assist and advise the district commander or commanding officer of existing or potential situations pertinent to the morale and general well-being of enlisted personnel and their dependents.
2. Remain informed on current personnel policies, including pay and allowances, morale, welfare, housing, and incentive programs and serve as a source of information about them to individual Coast Guard enlisted personnel, thus fostering a mutual appreciation of their joint interests on the part of the individual and the command.
3. Communicate periodically with the Master Chief Petty Officer of the Coast Guard to provide input and exchange ideas regarding all enlisted personnel.
4. Provide articles of interest to enlisted members via district bulletins or newsletters addressing current enlisted programs, opportunities, and policies.
5. On invitation, act as the district commander's or commanding officer's enlisted representative in community and civic functions, and accompany either officer to official functions, inspections, and ceremonies in which enlisted members participate.

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6. Endeavor to frequently visit units within the district and meet informally with enlisted personnel to exchange ideas and disseminate information affecting the enlisted community.
7. Assist in ensuring that lines of communication, both written and oral, are available to all enlisted personnel of the command.
8. Provide the district commander or commanding officer with an evaluation of the impact on enlisted personnel of proposed policy changes.
9. Assist in receiving official enlisted visitors to the command.
10. Attempt to increase the desirability of a Coast Guard career by recommending action to correct adverse conditions and improve the lot of Coast Guard enlisted personnel within the assigned area of responsibility.

### **4.E.12.d. Authority**

The CEA will not be in the chain of command, and authority shall not extend beyond that of the CEA's pay grade. The CEA will be authorized unrestricted contact with all members of the district commander's or commanding officer's staff and with field commanding officers in performing duty and report to the district commander, chief of staff, or commanding officer as applicable.

1. Enlisted personnel and their dependents may direct correspondence on personal matters to the CEA. The CEA will reply personally and directly to the person who made the inquiry.
2. Individual official correspondence nature on matters requiring the traditional, appropriate mode of redress shall continue to be processed normally via the chain of command. The CEA's existence shall not be permitted to derogate the effective, necessary communication between enlisted personnel and their respective superior officers.
3. When visiting a command, the commanding officer shall provide assistance to facilitate the visit and accomplish its purpose. In this connection, individual members of the command wishing private consultation with the CEA shall be afforded the appropriate time and place for such an interview.

### **4.E.12.e. Application Procedures**

Qualified members desiring assignment as a CEA must submit an application package to Commander, (CGPC-epm-2) for consideration. The package should include at least these items:

1. ADC requesting desire for assignment to CEA duty.
2. The member's statement agreeing to an active duty commitment for three years if selected.
3. Command endorsement indicating the member's current security status and comments on his or her ability to perform a CEA's duties.
4. Two 8" x 10" color photos, one front view (with combination cap) and one profile view (without cover) showing left sleeve with rating badge and hash marks. Photos must be full length with member in Service Dress Blue Bravo.
5. Any additional information appropriate to help in the selection process.

#### **4.E.12.f. Selection Procedures**

On receiving the application package, Commander, (CGPC-epm-2) will:

1. Determine the applicant's eligibility.
2. Review eadquarters records to screen for overall career performance, variety of unit assignments, educational or civic achievements, and any other information which may be used to determine suitability for assignment as a CEA.
3. Obtain comments from the candidate's respective assignment officer on availability for release from his or her rating and any overall impact such release would have.
4. On successful screening, the applicant's package will be included in the CEA pool maintained by Commander, (CGPC-epm-2). At least four months before an upcoming vacancy, CGPC-epm-2 will send all packages for review to the area or district commander or commanding officer of the unit where the vacancy will occur. They may consider only those packages CGPC-epm-2 provides. After final review, the area or district commander or commanding officer will notify CGPC-epm in writing of the top three recommended candidates and return all packages to CGPC-epm-2. On receiving the recommendations, CGPC-epm-2 will issue orders to the selected candidate. Selection will be based on the candidates' assignment preference as outlined in this chapter and the recommendations and desires of the area or district commander or commanding officer of the unit where the vacancy will occur.

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### 4.E.13. Collateral Duty Command Enlisted Advisor

1. District and MLC commanders may designate specific units under their jurisdiction which are not covered in [Article 4.E.12](#) above but which may assign collateral duty CEAs.
2. Each MLC or district commander shall promulgate guidelines for authority, duties, and responsibilities of authorized collateral duty CEAs as prescribed in [Articles 4.E.12.](#) above.
3. Designated collateral duty CEAs normally serve in pay grade E-7 or higher. Written designation of assignment as a collateral duty CEA is required. Place a copy of the written designation in the member's permanent and unit PDR.
4. Those serving as collateral duty CEA may wear the CEA badge only while serving in such capacity. The Uniform Regulations, COMDTINST M1020.6 (series), describes how to wear this badge.

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### 4.E.14. Drug and Alcohol Abuse Representative

#### 4.E.14.a. Selection Factors

To ensure Drug and Alcohol Abuse Program objectives are implemented, qualified members are encouraged to submit requests for assignment to Drug and Alcohol Abuse Representative (D&A Rep) duty. Submit requests on CG-3698A, "Assignment Data Card (ADC)," with a copy to Commandant (G-WK). This duty's importance and sensitivity demand a mature individual knowledgeable about situations common to Coast Guard personnel. Selection factors of prime importance are motivation and ability to effectively communicate with a wide variety of people. [Chapter 20](#) of this Manual contains further information on D&A Rep billet responsibilities.

#### 4.E.14.b. Additional Qualifications

In addition to the minimum standards outlined in [Article 4.E.2.a](#), a member applying for D&A Rep duty should:

1. Be in pay grade E-6 or above serving on second or subsequent enlistment.
2. Have a minimum GCT or VE of 55.
3. Be mature and possess sound judgment.
4. Be able to work with minimal supervision.

5. Have a broad career pattern.
6. If a recovering alcoholic, have at least two years of continuous sobriety.

#### **4.E.14.c. Interview**

1. Commanding officers shall interview members who request duty as a D&A Rep to ensure they meet all qualifications. If not completely satisfied a member does so, the commanding officer shall state the reasons in the endorsement to the member's ADC. If the member is considered to have some outstanding qualities for assignment but is not qualified in some specific requirement, the commanding officer may recommend the consideration of a waiver; however, waivers will not be considered for GCT/VE scores, performance marks, or length of sobriety.
2. CGPC-epm-2 normally assigns individuals being considered for assignment to D&A Rep duty TAD to a district office for an interview by the district commander (ap) and the district D&A Rep. The interviewers will evaluate the member and comment on the member's sincerity, motive for seeking D&A Rep assignment, and potential as a dependable, responsible representative of the Drug and Alcohol Abuse Program. Also required is an interview by an Alcohol Treatment Specialist (ATS) at a U. S. Navy Alcohol Rehabilitation Center (ARC), Alcohol Rehabilitation Service (ARS), or Counseling and Assistance Center (CAAC). The interviews and recommendations are to be sent to Commandant (G-WK).

#### **4.E.14.d. Training**

Personnel selected for D&A Rep duty attend training as required by Commandant (G-WK). This normally consists of the Navy Alcohol Administration, Training, and Advisor School (ATA) followed by other specialized training as deemed necessary by Commandant (G-WK). After completing all required training, personnel assigned to this duty are encouraged to update their training annually.

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### **4.E.15. Alcoholism Treatment Specialist and Drug and Alcohol Abuse Counselor Duty**

#### **4.E.15.a. General**

In accordance with current Memorandums of Agreement with the U. S. Navy, the Coast Guard coordinates with the Navy on those personnel to be trained and assigned to duty as Alcohol Treatment Specialists (ATS) and Drug and Alcohol Abuse Counselors (DAC). The importance and sensitivity of these duties require mature, non-judgmental individuals. Motivation and communication skills are prime factors for selection. The normal tour of duty is four years.

#### **4.E.15.b. Additional Qualifications**

In addition to the minimum standards outlined in [Article 4.E.2.a](#), a member applying for ATS or DAC duty should:

1. Be in pay grade E-5 or above serving in second or subsequent enlistment
2. Have a minimum combined VE/AR score of 105 or a previous GCT/ARI score of 105.
3. Be mature and possess sound judgment
4. If a recovering alcoholic, have at least two years of continuous sobriety

#### **4.E.15.c. Interview**

1. Commanding officers shall interview members who request duty as an AST or DAC to ensure they meet all qualifications. If not completely satisfied a member meets all qualifications, the commanding officer shall state the reasons in the endorsement to the member's ADC. If the member is considered to have some outstanding qualities for assignment but is not qualified in some specific requirement, the commanding officer may recommend considering a waiver.
2. CGPC-epm-2 normally assigns individuals being considered for assignment to AST or DAC duty TAD to a district office for an interview by the district commander (ap) and the district D&A Rep. The interviewers will evaluate the member and comment on his or her sincerity, motives for seeking D&A Rep assignment, and potential as a dependable, responsible representative of the Drug and Alcohol Abuse Program. An ATS or DAC also must interview the member at a U. S. Navy Alcohol Rehabilitation Center (ARC), Alcohol Rehabilitation Service (ARS), Counseling and Assistance Center (CAAC), or Navy Drug Rehabilitation Center (NDRC). Send the interviews and recommendations to Commandant (G-WK).

#### **4.E.15.d. Training**

1. Before receiving PCS orders to ATS duty, the selected applicant must satisfactorily complete the Institute in Alcoholism (IAS) Course at the Naval Alcohol Rehabilitation, San Diego, CA. Commandant (G-WK) will obtain the quota for this 10-week course.
2. Before receiving PCS orders to DAC duty, the selected applicant must satisfactorily complete the Naval Drug and Alcohol Abuse Counselor School, Naval Drug Rehabilitation Center, NAS Miramar, San Diego, CA. Commandant (G-WK) will obtain the quota for this 10-week course.

3. After completing all required training, personnel assigned to this duty are encouraged to update their training annually.

#### **4.E.15.e. Duties**

Personnel assigned to an ATS or DAC perform these duties:

1. Counseling duties as assigned by the Navy Treatment Facility.
2. Liaison between the Coast Guard and the Treatment Facility. Direct liaison with Commandant (G-WK) on Coast Guard issues is authorized.
3. Assist Coast Guard personnel assigned to the Treatment Facility as patients or in solving any problems that may be unique to the Coast Guard.

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### **4.E.16. Military Entrance Processing Station (MEPS)**

#### **4.E.16.a. General**

Personnel selected for assignment to U.S. Military Entrance Processing Stations (MEPS) billets must be mature individuals with sufficient military experience and personal stability to perform independently with a minimum of supervision and leadership. The normal tour of duty is **three** years

#### **4.E.16.b. Additional Qualifications**

In addition to the minimum standards outlined in [Article 4.E.2.a.](#), a member applying for MEPS duty should:

1. Be in pay grade E-5 or above with at least three years' time in service.
2. Be able to read and speak English clearly.
3. Possess a valid state motor vehicle operator's license.

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### **4.E.17. Military Civil Rights Counselor/Facilitator Duty**

#### **4.E.17.a. Civil Rights Mission**

The Coast Guard's civil rights mission is to ensure that all in the Service are treated fairly with dignity and compassion. The military civil rights program serves to ensure the equal and just treatment of all personnel; to identify, correct and eliminate illegal discrimination. The Military Civil Rights Counselor/Facilitator's (MCRC/F) efforts directly affect the adequacy, effectiveness and efficiency of the Coast Guard's military Equal Opportunity (EO) programs and civil rights for all military personnel.

#### **4.E.17.b. MCRC/F Duties**

The MCRC/F trains, administers and advises superiors, peers and subordinates regarding the Coast Guard's Military Civil Rights program. The position requires thorough knowledge of Coast Guard civil rights policies and programs; instructive, administrative, management and consulting skills, and knowledge of Coast Guard military personnel policies and regulations. The MCRC/F independently coordinates and conducts military human relations training, conducts inquiries into informal complaints of discrimination, counsels complainants, and facilitates mediation and resolution of informal complaints. He or she also assists complainants with formal complaints of discrimination; advises individuals and commands on military civil rights issues; provides information on cultural programs, and manages a human relations training and travel budget. The MCRC/F serves as the field-level expert for military civil rights and equal opportunity for a geographically dispersed military workforce. He or she is responsible for military equal opportunity and civil rights within the same Coast Guard area of responsibility (AOR) established for his or her commander or Commanding Officer. MCRC/F duty requires frequent travel by car and Coast Guard vessels and/or aircraft throughout the assigned AOR to all work sites for training and counseling and travel outside the AOR as a certified mediator. MCRC/F duty is complex and demanding, requiring the member's full-time commitment. Therefore, collateral duties will not be assigned to the MCRC/F unless those extra duties are approved by Commandant (G-HI). The normal tour of duty is four years.

#### **4.E.17.c. Additional Qualifications**

In addition to the minimum standards outlined in [Article 4.E.2.a](#), a member applying for MCRC/F duty:

1. Must be in pay grade E-6 or above.
2. Must be interviewed and approved for MCRC/F duty by Commandant (G-HI), or designee. Commandant (G-HI) is the Director of the Military and Civilian Internal Programs Directorate, Civil Rights Directorate, Coast Guard Headquarters.
3. Must be sponsored by a current MCRC/F prior to the Commandant, (G-HI) interview. Ideally, the MCRC/F's AOR should include the applicant's unit. The primary purpose of the sponsorship is to ensure applicants are capable and know the requirements of the job.
4. Must be a graduate of the Defense Equal Opportunity Management Institute (DEOMI) Equal Opportunity Advisor Course prior to assuming full-time MCRC/F responsibilities.

5. Should have a thorough knowledge of Coast Guard mission responsibilities, organization and management structure, chain of command and workforce composition.
6. Must have demonstrated public speaking skills. The MCRC/F briefs all levels of the chain of command on vital Civil Rights issues.
7. Must have demonstrated written communications skills. Experience writing letters, point papers and decision briefs is highly desirable and recommended. Must also be skilled in fact finding and negotiation.

#### **4.E.17.d. Submitting Requests**

**Members desiring MCRC/F duty should submit their request on an Assignment Data Card (CG-3698A) to Commander (CGPC-epm-2) via their commanding officer no earlier than one year prior to completion of their present tour of duty.**

#### **4.E.17.e. Training**

1. Members selected for their first tour in MCRC/F duty will attend the Defense Equal Opportunity Management Institute (DEOMI) 15-week Equal Opportunity Advisor Course prior to assuming full-time MCRC/F duties.
2. Members who have not completed the Coast Guard Basic Instructor and Course Design courses should anticipate attending these courses. Members should also anticipate attending Equal Employment Opportunity, Alternate Dispute Resolution and Mediation training.

#### **4.E.17.f. Assignment**

**Commander (CGPC-epm-2) controls the assignment of enlisted personnel to and from MCRC/F duties. After an MCRC/F assignment, members may transfer to duties within their rating or to another MCRC/F assignment upon re-release from their assignment officer. On completing duty in their rating, members may be considered for another MCRC/F tour depending on Service needs.**

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### **4.E.18. Standard Boat Standardization Team (STANTEAM) Duty**

#### **4.E.18.a. General**

Standard Boat STANTEAMS travel throughout the Coast Guard to assess the operational readiness of standard boats & crews. These STANTEAMS provide valuable procedural and technical information to station and group staff; track boat and crew performance trends; provide data and policy recommendations to COMDT; and evaluate prototype equipment for standard boats. Assignment to STANTEAM duties is reserved for those individuals who have intimate knowledge and experience with a specific standard boat, i.e., 41' UTB, 47' MLB, etc., and who exhibit the

maturity and confidence to professionally converse with personnel of all paygrades (E-1 to O-6). Those assigned to the STANTEAM staff should expect an extensive travel schedule with frequent family separations.

#### **4.E.18.b. Assignment**

Personnel are assigned to STANTEAM duty in accordance with authorized allowances. STANTEAM billets are currently located in Ilwaco, WA (MLB) and Yorktown, VA (UTB).

#### **4.E.18.c. Additional Qualifications**

**In addition to the minimum standards outlined in [☛ Article 4.E.2.a.](#), a member applying for standard boat STANTEAM duty must:**

1. Hold certification as boat coxswain (for Boatswain's Mates) or boat engineer (for Machinery Technicians) on the applicable standard boat type within the previous 4 years.
2. Have a minimum of 4 years experience with the applicable standard boat type.
3. Be able to interpret boat drawings and blueprints (MKs).
4. Have a qualification code "01" (MKs).
5. Meet the requirements for Instructors per [☛ Article 4.E.6.](#)
6. BMs requesting assignment to the MLB STANTEAM must hold qualification as SK or SM (Surfman) of MLBs.

#### **4.E.18.d. STANTEAM Member Training**

New STANTEAM members will receive On the Job Training (OJT).

#### **4.E.18.e. Evaluating STANTEAM Members**

New STANTEAM members will be evaluated for suitability as STANTEAM members as early as possible. Those who are found unsuitable shall be reassigned, as necessary, under the provisions of [☛ Article 4.E.4.](#)

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### **4.E.19. Surfman Instructor Duty, National Motor Lifeboat School**

#### **4.E.19.a. General**

Duty as a Surfman Instructor at the National Motor Lifeboat School is extremely unique. Instructors must be highly proficient in all aspects of MLB heavy weather operations, present a physically fit and smart military appearance, and be able to work with others under the most demanding and dangerous conditions. Instructors

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

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### **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.

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### 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.**

**EVALUATION OF APPLICANT FOR SPECIAL DETAILS**

DATE \_\_\_\_\_

NAME \_\_\_\_\_

RATE \_\_\_\_\_

**YES**      **NO**

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Creates favorable impression in appearance, bearing and manner. Dresses neatly and cleanly.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Verbal expression is adequate for public contact work. Education is sufficient.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Character consistent with Coast Guard Standards.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Self-confident, but not overbearing.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Possesses maturity required for assignment.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Has unquestionable loyalty to the United States.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Free of any foreign connections. Applicant and his or her immediate family are U.S. citizens.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Member appears to control his or her personal affairs. No record of indebtedness or domestic problems were revealed.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Disclaims any incidents which would reflect adversely on him- or herself. Denies any use and/or possession of narcotics or dangerous drugs. Indicates no arrests or detention by law enforcement officials, except for minor traffic violations. |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. Medical records reveal no record of immaturity, emotional instability, neurotic tendencies, or other disqualifying medical history. Appears to be physically qualified for assignment.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. Reviewed military personnel records reveal no unfavorable information. All forms for BI have been reviewed for accuracy and completeness.   |

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REMARKS (use additional sheets if necessary)

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RECOMMENDATION

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\_\_\_\_\_  
Chief, Intelligence and Law Enforcement Branch

\_\_\_\_\_  
Special Agent

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## **4.F. Relief for Cause of Commanding Officer and Officer-in-Charge**

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### **4.F.1. General**

#### **4.F.1.a. Definition**

Relief for Cause (RFC), the administrative removal of a commanding officer (CO) or officer in charge (OIC) from his or her current duty assignment before the planned rotation date, normally consists of a two-step process:

1. The flag officer in the unit's chain of command orders a temporary RFC; and
2. Commandant (G-WP, G-W, G-CCS, G-CV, or G-C) orders a permanent RFC after reviewing the case.

#### **4.F.1.b. Discussion**

1. The need to Relieve for Cause may arise when a CO's or OIC's performance or conduct adversely affects his or her unit's morale, good order and discipline, and/or mission performance. One of the most severe administrative measures taken against a member in command, an RFC usually has a significant adverse impact on the member's future Coast Guard career, particularly on his or her promotion, advancement, duty and special assignments, and selection for schools. Therefore, the relieving officer must carefully consider the circumstances' gravity and the potential outcome's total implications before initiating the process.
2. Relieving authorities must perform a temporary RFC and required follow-up actions as expeditiously as possible, so the Commandant can quickly determine if permanent RFC is warranted.
3. It is not mandatory to temporarily relieve a member for cause if he or she is under investigation. The command has three options: maintain the status quo during the investigation, reassign the CO or OIC in a temporary duty status, and/or temporary RFC while the investigation continues. The command should carefully consider and affirmatively exclude the first and second options before exercising the third. Factors to consider in reaching this decision include: the severity of the alleged misconduct or unsatisfactory performance, the allegations' credibility, and their impact on the unit's morale, good order and discipline, and mission performance. A CO or OIC subject to a temporary RFC normally does not return to his or her command.

## **4.F.2. Authority for Relief for Cause**

### **4.F.2.a. Temporary Relief**

Director chiefs (for Headquarters units under their program), area commanders, district commanders, and commanders of maintenance and logistics commands have the authority to temporarily relieve a CO or OIC in their chain of command for cause. This RFC authority is personal to these officers' positions; it does not delegate to those who serve as acting office chief or commander. A temporary RFC normally does not exceed 90 days.

### **4.F.2.b. Permanent Relief**

Only Commandant, (G-C), (G-CV), (G-CCS), (G-W), and (G-WP) can order permanent Relief for Cause.

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## **4.F.3. Basis for relief**

### **4.F.3.a. Misconduct**

Any act of civil or military misconduct may form the basis for RFC. Only in unusual instances will the Commandant approve RFC by reason of misconduct without disciplinary action taken or in progress. If the command takes none, he or she must attach an explanation of why disciplinary action is not warranted to the required documents accompanying the recommendation for permanent RFC action.

### **4.F.3.b. Unsatisfactory Performance**

One or more significant incidents resulting from gross negligence or substantial disregard of duty may provide the basis for RFC. Substandard performance of duty over an extended period of time may also provide the basis for RFC, but only after the command has taken corrective action such as command counseling, guidance, training and appropriate use of performance evaluations which have proved unsuccessful.

### **4.F.3.c. Loss of Confidence**

It is imperative his or her immediate superiors have full confidence in a member's judgment and ability to command due to the unique position of trust and responsibility he or she occupies; his or her role in shaping morale, good order, and discipline in the command; and his or her influence on mission requirements and command readiness. An articulated, fact-supported loss of confidence is a sufficient basis for RFC.

#### **4.F.3.d. Inappropriate Personal Relationships**

The existence of inappropriate relationships, including fraternization, that adversely affect the unit's morale, good order and discipline, and its mission performance may provide the basis for an RFC. [Chapter 8.H.](#) contains further guidance.

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#### **4.F.4. Procedures to Effect Relief for Cause (RFC)**

Office chiefs, area commanders, district commanders, and commanders of maintenance and logistics commands have these responsibilities when initiating RFC action. Before doing so, they must take care to ensure they have not set expectations and standards unreasonably high. When instituting these procedures, they must make every effort to maintain the member's self-worth. The Coast Guard must do everything possible to ensure that, whether or not the member returns to his or her command, the RFC process does not excessively undermine his or her effectiveness and future contributions to the Service. After deciding to institute the temporary RFC process, the relieving authority must:

1. Notify the member in writing of:
  - a. The RFC action being taken and the reason for it;
  - b. His or her right to submit a statement in writing on his or her behalf within five working days of the temporary RFC action;
  - c. The temporary duty station where the relieving authority will assign the member while the RFC action pends.
2. Remove the CO or OIC from the unit's rating chain of all members and determine an interim rating chain for those crew members affected by this action.
3. Notify Commander, (CGPC-epm) or (CGPC-opm) and Commandant (G-WP), (G-W), (G-CCS), (G-CV), or (G-C) as appropriate, of the action taken, the events that caused it, the circumstances of any current or proposed investigation, and the expected completion date of any further action.
4. After reviewing the case's circumstances, the relieving authority may take these actions.
  - a. If grounds for permanent RFC are not substantiated, terminate the temporary RFC process, return the CO or OIC to command, and notify Commander, (CGPC-epm/opm), Commandant (G-WP), (G-W), (G-CCS), (G-CV), or (G-C) as appropriate, of action taken; or

- b. If grounds for permanent RFC are not substantiated, but as a result of the temporary RFC process the CO's or OIC's reinstatement would not be in the Service's and/or his or her best interest, terminate the temporary RFC process but recommend to Commandant (G-WP), via Commander, (CGPC-epm) or (CGPC-opm), the CO's or OIC's PCS transfer, and fully document the circumstances surrounding the initiation of the temporary RFC process; or
- c. Where grounds for permanent RFC appear substantiated, recommend the CO's or OIC's permanent RFC and send appropriate documentation to the Commandant and Commander (CGPC-epm) or (CGPC-opm), as appropriate..

---

#### **4.F.5. Documentation Accompanying Permanent RFC Request**

1. Name, rating/rank/rate, social security number
2. Expiration of active obligated service
3. Retirement eligibility date
4. Date reported to current assignment
5. Detailed statement describing the facts and circumstances surrounding the request
6. All completed investigations
7. UCMJ action taken or proposed, or reasons no action is warranted
8. Police reports (if applicable)
9. Copy of member's acknowledgment of receiving the permanent RFC request per [Exhibit 4.F.1](#).
10. Identity of attorney who provided counsel or member's statement declining the advice of counsel
11. Original of member's statement or member's statement he or she declined to submit a statement

---

#### **4.F.6. Miscellaneous**

1. The command must send all permanent RFC requests to Commandant (G-WP) via Commander, (CGPC-epm) or (CGPC-opm).
2. Do not send a request for permanent RFC to the Commandant until the member has had the opportunity to make a statement on his or her behalf (normally five working days). If the member fails to submit a statement within the allowed time, he or she waives the right to make such a statement.

COAST GUARD PERSONNEL MANUAL CHAPTER 4.F.

3. The command must afford the member the advice of counsel within the meaning of UCMJ Article 27(b)(1) during the temporary RFC process and in preparing any statement he or she submits about the permanent RFC request. If he or she declines counsel, the permanent RFC request must note the member so declined.
4. The command should encourage the member to submit an Assignment Data Card (CG-3698A).
5. The command should promptly complete a performance evaluation (CG-5311, 5312, 5313 for officers or CG-3788 for enlisted members) of the member and submit it within 30 days of the Commandant's final action on the permanent RFC request.
6. Do not include administrative letters of censure or reprimand when submitting the RFC request to the Commandant. The command may use the facts on which an administrative letter is based to justify adverse marking or comments in the next evaluation.

**Exhibit 4.F.1.**

1001  
(date)

From: (Member)

To: (Relieving Authority)

Subj: ACKNOWLEDGEMENT OF RECEIVING A COPY OF THE LETTER REQUESTING  
PERMANENT RELIEF FOR CAUSE

1. I have received the letter requesting my permanent relief for cause. I (do/do not) desire to make a written statement. I further understand I have five (5) working days from this date to submit my statement. If I so elect, the statement I submit in response will describe only the pertinent facts and not impugn others' motives or make countercharges.

---

(Member's signature)

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## **4.G. Travel Orders; Proceed and Travel Time**

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### **4.G.1. General Information**

#### **4.G.1.a. General**

Commands authorize sufficient time to perform the travel involved to every member directed to perform travel under orders. In addition, the traveler may be entitled to proceed time and delay to count as leave before the reporting date directed. The order writing authority determines whether the traveler is entitled to leave, proceed time, and/or travel time and must correctly state in the orders the time and date the traveler is due to report at the new unit.

#### **4.G.1.b. Financial Limitations**

Under no circumstances may commands authorize travel which will result in expending an excess of allotted funds. As a necessary economy measure, officers issuing travel orders as a function of command must determine the travel is not only desirable but necessary.

1. Competent Orders. A competent travel order is a written instrument issued or approved by the Secretary of the department concerned, or such person or persons to whom authority has delegated or redelegated to issue travel orders, directing a member or group of members to travel between designated points.
  - a. Verbal Orders. A verbal order given before travel and subsequently confirmed in writing giving date of verbal orders and approved by competent authority meets the requirement for written orders.
  - b. Telephonic Orders. A competent authority who issues travel orders by telephone subsequently must confirm in writing orders written in the field which quote or refer to orders received by telephone from him or her.
  - c. Reimbursement for travel expenses under verbal or telephonic orders may not be made until such confirmation is obtained.
2. Wording and Phraseology. Ordinarily a command should not direct members to perform official travel unless it furnishes necessary transportation and words the orders to provide reimbursement of transportation expenses. Using restrictive statements when describing only the member's travel and not dependents' travel or household goods transportation has resulted in hardships since individuals may be entitled to transportation of dependents and household goods.

3. Restrictive statements for authorization to travel are prescribed for:
  - a. Permissive orders. ➡ [Article 4.G.2.e.](#)
  - b. Mutual exchanges of station and unilateral transfers. ➡ [Article 4.B.10.](#)
  - c. Humanitarian transfers. ➡ [Article 4.B.11.](#)
4. Authorization for Excess Baggage on Aircraft. In all airlift services (military or commercial) using a weight rate, the normal free baggage allowance for all passengers is 66 pounds. All other commercial service is on a piece rate. If the officer issuing the travel order believes authorizing excess baggage is warranted, include such authority in the original basic order or an endorsement to it, stating the number of pounds or pieces in excess of that normally authorized.

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## **4.G.2. Types of Travel**

### **4.G.2.a. Permanent Change of Station (PCS)**

Orders that are silent about the permanency of the assignment, i.e., do not specify further assignment or return to the old duty station, also are permanent change of station (PCS) orders. Consequently, exercise caution in issuing orders of that type in view of entitlements that accrue.

1. An order which directs a member to "report to (appropriate command) for duty: and is silent as to any further disposition of the member concerned constitutes a permanent change of station.
2. An order which directs a member to "report to (appropriate command) for further assignment." even though the final destination is not stated places the member in a temporary duty status en route to an ultimate permanent duty station.

### **4.G.2.b. Temporary Additional Duty (TAD)**

1. Prepare travel orders for temporary additional duty (TAD), CG-5131, so they do not penalize the traveler by requiring him or her to defray necessary, proper expenses from personal funds, but also so they prevent unnecessary expenditures of Government funds. Officers who direct performing temporary additional duty travel shall consider the following in connection with TAD:
  - a. Do not issue members TAD orders that interfere-with weekly drug testing as stated in ➡ [Article 20.C.2.a.](#)

- b. Direct travel by Government transportation where available, unless other transportation modes are necessary and in the Government's best interest. - Do not authorize travel by POC unless careful study shows travel by that mode actually is more advantageous to the Government and is not for the traveler's convenience.
  - c. If possible, prescribe a definite itinerary. Whenever practical avoid the terms "authority to visit additional places" and "authority to revisit."
  - d. Limit the duration of the TAD in each case to the minimum required to accomplish the mission.
  - e. Exercise discretion in issuing TAD orders involving travel for short distances, such as when the TAD is at a place to which a member commutes daily from permanent quarters. Local travel and/or occasional meals may be reimbursed in accordance JFTR provisions. However, if the temporary additional duty is sufficiently distant from the permanent duty station to justify reimbursement for travel, prepare orders so they assure the traveler proper reimbursement.
2. Temporary additional duty orders automatically expire when the individual returns to his or her duty station, except when such return depends on necessary changes of train or plane en route to the next temporary additional duty station and the member takes no unnecessary delay making such change or returns for personal reasons in a liberty or leave status.

#### **4.G.2.c. Temporary Duty (TD)**

Although such orders are intended for a member who normally will not return to the unit, TD as defined in [exhibit 4.G.1.](#) does not preclude such return for assignment to duty. (👉 [Article 4.G.2.a.2.](#))

#### **4.G.2.d. Blanket or Repeated Travel**

1. Do not normally issue blanket or repeated travel orders for more than one month's duration. Process monthly orders promptly at the end of the period to achieve timely reimbursement to members while preserving command flexibility.
2. In those few instances of frequent, short-notice, recurring, or unpredictable operational travel which justify annual travel orders, district chiefs of staff, commanders of maintenance and logistics commands, commanding officers of Headquarters units, or Commandant (G-A, G-H, G-L, G-M, G-O, G-S, and G-W) for Headquarters staff may authorize them.

#### **4.G.2.e. Administrative Absences**

Commanding officers may authorize administrative absences (☛ [Article 7.A.10.](#)) to officers or enlisted members in accordance with the Personnel and Pay Procedures Manual, PPCINST M1000.2 (series), subject to the following:

1. All orders will be routine in nature and not require discretion of higher authority.
2. The orders shall contain this paragraph:

This authorization is issued with the understanding that you will not be entitled to reimbursement for mileage or expense in connection herewith. If you do not desire to bear this expense consider this authorization canceled.

#### **4.G.2.f. Foreign Travel**

1. Officers authorized to issue orders shall carefully assess proposed foreign travel by members of their command and consult Commandant (G-CI) to determine the advisability of the proposed travel, clearance and notification procedures, and passport and visa requirements.
2. In planning official travel to foreign countries within the jurisdiction of another command, officers authorized to issue such orders shall provide the appropriate Coast Guard command and Commandant (G-CI) with an information copy of the planned travel before executing the orders.
3. The Department of Defense has a clearance and notification procedure requiring as many as 45 days lead time for all DoD-sponsored personnel who travel to foreign countries on official business. Follow this procedure when Commandant (G-CI) determines that the Coast Guard travel in question either has a material impact on DoD programs or requires the support of or visits to DOD personnel at the destination. Commandant (G-CI) will assist TD and TAD issuing authorities in initiating these procedures when required.
4. Travel advisories to the appropriate American Embassy and DoD officials are required for foreign official travel by flag officers and for other Coast Guard officials in certain instances, depending on the nature of the visit and the foreign government parties to be contacted. Commandant (G-CI) will coordinate the issuance of these advisories.
5. Coast Guard Regulations, COMDTINST M5000.3 (series) further require Area and district commanders and commanders of maintenance and logistics commands to obtain authority from Commandant (G-C) before visiting units on foreign soil.

### **4.G.3. Officers Authorized to Issue and Approve Travel Orders**

#### **4.G.3.a. GENERAL**

Officers listed in this article are authorized to issue and approve travel orders with travel funds available to them and subject to the limitations prescribed here.

#### **4.G.3.b. JFTR Limitations on TD and TAD Orders**

Temporary duty and temporary additional duty assignments for officers and enlisted members shall not exceed six months unless Commandant (G-WP) so authorizes under the conditions set forth in the Joint Federal Travel Regulations, Vol. 1, U2145. This authority may not be redelegated.

#### **4.G.3.c. Commandant**

The Commandant may issue and approve all types of travel orders.

#### **4.G.3.d. Area Commanders**

Area commanders are authorized to issue or approve travel orders within these limitations:

1. Temporary additional duty orders to themselves or any officer or enlisted member under their command as necessary to properly conduct official Coast Guard business, within the limitations of [Article 4.G.3.b.](#)
2. Temporary additional duty orders to officers and enlisted personnel, under these circumstances:
  - a. Personnel attached to any district or Headquarters unit within their area in the course of disaster operations, including aerial support for survey in connection with disaster operations, for districts which maintain no permanent aviation establishment.
  - b. Between districts within the area when their services are required to properly conduct official Coast Guard business under the cognizance or of special interest to the area commander.
3. Temporary additional duty orders for any of the reasons set forth in [Article 4.G.3.e.4.a., e. through i., k., and l.](#)
4. Permissive travel orders to officers and enlisted members under their command subject to the provisions of [Article 4.G.2.e.](#)

5. Orders to transfer enlisted members for discharge in accordance with [Chapter 12.B.](#)
6. Orders to transfer Reserve enlisted members to their homes on release from active duty.

**4.G.3.e. District Commanders and Commanders of Maintenance and Logistics Commands**

District commanders and commanders of maintenance and logistics commands may authorize or direct subordinate commands to issue orders to members by name or by designated number of persons, for specific assignments or for travel. For such orders to qualify for reimbursement, they must always refer to the letter or directive of the district commander or commander of the maintenance and logistics command which authorized such orders. The district commander or commander of the maintenance and logistics command is authorized to issue or approve travel orders within the limitations prescribed here.

1. For officers and enlisted members of the Coast Guard Reserve to perform active duty for training.
2. For transferring enlisted members for discharge in accordance with [Chapter 12.B.](#)
3. For transferring Reserve enlisted members to their homes on release from active duty.
4. Temporary additional duty orders as follows:
  - a. Temporary additional duty assignments which are not a normal function of the permanent assignment of enlisted rated members.
  - b. To himself or herself or any officer or enlisted member attached to his or her district for temporary additional duty (including repeated travel) within the limits of his or her district as necessary to properly conduct official Coast Guard business within the limitations of [Article 4.G.3.b.](#)
  - c. To himself or herself or any officer or enlisted member attached to his or her district for temporary additional duty (including repeated travel) subject to the following:
    - (1) All travel shall be chargeable to district travel funds.
    - (2) All orders shall be routine in nature and not require discretion of higher authority.

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- (3) When such duty directs the members involved to report to unit(s) in another district, the other district commander(s) must approve it. Issue orders only after obtaining such approval.
    - (4) Copies of all orders shall be mailed to the commander of the district in which travel will be performed.
  - d. To officers and enlisted members to and from units temporarily absent from the district (special missions, ice patrol, cadet cruises, repairs and overhaul at the Coast Guard Yard or elsewhere, etc.).
  - e. To the crews of aircraft engaged in authorized operational and training flights on official Coast Guard business when the aircraft must remain overnight and not at a greater distance than that authorized in current directives.
  - f. To officers and enlisted members (and attendant(s), if needed) to, from, and between military or civilian health care facilities for observation, evaluation, and treatment. (☞ [Article 4.A.10.](#))
  - g. For Coast Guard escorts detailed to accompany mental patients when required by ☞ [Article 4.A.10.e.](#)
  - h. For guards detailed to return or deliver absentees, deserters, and escaped military prisoners or deliver prisoners to brig, correctional centers, or prisons in accordance with approved court-martial sentences.
  - i. For Coast Guard escorts detailed to accompany the body of a deceased officer or enlisted person who dies while on active duty in the Coast Guard to the place of interment.
  - j. For a member assigned to a designated Coast Guard command for disciplinary action in accordance with the Military Justice Manual, COMDTINST M5810.1 (series) using district TAD funds.
  - k. To officers and enlisted members (and dependents) for travel in connection with emergency leave in accordance with ☞ [Article 7.A.7.](#)
  - l. To family members of a seriously ill or injured member under the provisions of Joint Federal Travel Regulations, par. U5246.
5. Permissive travel orders to officers or enlisted members attached to his or her district subject to the provisions of ☞ [Article 4.G.2.e.](#)

**4.G.3.f. Superintendent, U.S. Coast Guard Academy**

The Superintendent, Academy, is authorized to issue or approve travel orders within these limitations:

1. Permanent change of station orders to enlisted members selected for appointment as Cadet, U.S. Coast Guard.
2. Temporary additional duty orders to himself or herself or any officer or enlisted member under his or her command as necessary for official Coast Guard business.
3. Temporary additional duty orders for any reasons set forth in [Article 4.G.3.e.4. f., g., h., i., k., and l.](#)
4. Orders to Coast Guard Academy cadets within these limitations.
  - a. To proceed to, from, and between hospitals for observation and treatment.
  - b. To perform temporary additional duty in connection with cadet procurement activities limited to places considered a reasonable distance from New London, Connecticut.
  - c. On separation other than by commission.
5. Permissive travel orders to officers and enlisted members under his or her command subject to the provisions of [Article 4.G.2.e.](#)
6. Orders to transfer enlisted members for discharge in accordance with [Chapter 12.B.](#)
7. Orders to transfer Reserve enlisted members to their homes on release from active duty.

**4.G.3.g. Commander, Coast Guard Personnel Command**

Commander, Coast Guard Personnel Command, is authorized to issue or approve travel orders within these limitations:

1. Permanent change of station orders to officers and enlisted members.
2. Temporary additional duty orders to himself or herself or any officer or enlisted member under his or her command as necessary for official Coast Guard business.

3. Temporary additional duty orders for any reasons set forth in [Article 4.G.3.e.4. f., g., h., i., k., and l.](#)
4. Orders for travel of officers and enlisted members (and dependents) in connection with funded environmental and morale leave under the provisions of the JFTR, par. U7207.
5. Permissive travel orders to officers and enlisted members under his or her command subject to the provisions of [Article 4.G.2.e.](#)
6. Orders to transfer enlisted members for discharge in accordance with [Chapter 12.B.](#)
7. Orders to transfer Reserve enlisted members to their homes on release from active duty.
8. Orders for travel of student dependents under the provisions of JFTR, par. U5243.

#### **4.G.3.h Commanding Officers of Headquarters Units**

Commanding Officers of Headquarters units are authorized to issue or approve travel orders within the limits prescribed herein:

1. Temporary additional duty orders to themselves and any officer or enlisted member under their command as necessary to properly conduct official Coast Guard business.
2. Temporary additional duty orders for any reason set forth in [Article 4.G.3.e.4. f., g., h., i., k., and l.](#)
3. Permissive travel orders to officers or enlisted members attached to their commands subject to the provisions of [Article 4.G.2.e.](#)
4. Orders to transfer enlisted members to their homes on transfer to the Reserve or release from active duty.

#### **4.G.3.i. Other**

1. Convening authorities of physical evaluation boards may issue or approve travel orders for enlisted members whom a physical evaluation board has found unfit to perform their rate's duties to their home or location accepted for enlistment, as they may elect, but not beyond the CONUS to await further orders on disability retirement or separation. ([Physical Disability Evaluation System, COMDTINST M1850.2 \(series\).](#))

2. All commanding officers, when given a travel allocation, may issue temporary additional duty orders to themselves or any officer or enlisted member under their command as necessary to properly conduct official Coast Guard business.
3. All commanding officers are authorized to issue permissive travel orders to officers and enlisted members under his or her command subject to the provisions of [Article 4.G.2.e](#).

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#### **4.G.4. Signing Travel Orders**

Officers authorized to issue or approve travel orders and staff or subordinate officers designated in writing to sign travel orders originating within the command sign travel orders and extensions and modifications to them. Commanding officers, officers in charge, or officers acting in these officers' absence are authorized to sign or endorse orders issued to comply with an order from the Commandant or other competent authority. Facsimile signatures on travel orders are not authorized.

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#### **4.G.5. Action on Receiving Orders Indicating Detachment Without a Specific Date**

When used in orders interpret these terms as indicated:

1. Hereby Detached. If possible, the commanding officer detaches the member within 24 hours after receiving the orders.
2. Detached on or About. The commanding officer has a discretionary period of 10 days on either side of the given date. The commanding officer detaches the individual concerned during these 20 days. In addition, commanding officers may, without referring to the order issuing authority, adjust an enlisted member's departure date 30 days on either side of the given date, provided the transferring and receiving commands mutually so agree and the adjusted departure date is in the same fiscal year.
3. Detached when Directed. Orders should ordinarily be endorsed to detach the member within the limits the orders specify or 10 days after his or her arrival if the orders do not specify limits.
4. Detached when Relieved. Orders should ordinarily be endorsed to detach the individual within 10 days after his or her relief reports.
5. Proceed. Report within four days, exclusive of travel time and proceed time, after detachment date.
6. Proceed Without Delay. Report within 48 hours, exclusive of travel time and proceed time, after receiving orders.

7. Proceed Immediately. Report within 12 hours, exclusive of travel time, after receiving orders.
8. Proceed on or About. Begin travel within the 10-day discretionary period on either side of a given date in the orders. This phrase applies only to temporary additional duty orders.
9. Proceed in Time to Report on a Certain Date. Begin travel and complete it in time to ensure reporting on the specified reporting date no matter whether this allows four or fewer days' proceed time or the member takes proceed time before or after travel.

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## **4.G.6. through 4.G.9. Vacant**

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### **4.G.10. Proceed Time**

#### **4.G.10.a. General**

This Article authorizes proceed time, defined in [exhibit 4.G.1.](#) for permanent change of station or temporary duty. The commanding officer should minimize the unnecessary time a member is in a transient status. Therefore authorize proceed time only to the extent the amount granted under these guidelines will ease any hardship in having to make personal arrangements either before detaching or after reporting.

1. The maximum amount of proceed time to be authorized shall be:
  - a. Four days for orders indicating no haste in reporting.
  - b. Two days for orders directing the traveler to "proceed without delay."
2. Do not construe proceed time as authority to miss the reporting dates and times the orders specify. A modification or cancellation of the unexecuted portion of the original orders received at any point between the old and the new permanent stations does not entitle the traveler to additional proceed time.
3. Base entitlement on the cutter's homeport, regardless of the cutter's location at time of transfer.

#### **4.G.10.b. When Authorized**

Unless otherwise prohibited as indicated in paragraph c. below, authorize proceed time to the maximum extent possible as follows (☛ [exhibit 4.G.2.](#)):

1. In connection with a permanent change of station without temporary duty en route, the member should use proceed time between detaching and reporting if any of these conditions are met:

- a. Member with dependents whenever dependents are relocated or the member transfers to or from a duty station where he or she does not use Government quarters, or
  - b. Personnel without dependents in pay grade E-4 with over two years' service (☛ exhibit 4.G.1) and higher pay grades whenever these members transfer to or from a duty station where they have maintained or will maintain other than Government quarters, or
  - c. Personnel without dependents who must use non-Government quarters.
2. Authorize only one consecutive period of proceed time in executing orders directing a member to proceed to one or more temporary duty stations en route to a permanent duty station, whether or not the member uses all or part of the total authorized proceed time. If he or she elects to use proceed time before reporting to a temporary duty station, the orders shall so indicate and not authorize proceed time on detachment from the temporary duty station. If the member elects to use proceed time on detachment from the temporary duty station, enter this statement on his or her orders:

MBR ELECTED PROCEED TIME ON COMPLETING TEMDU.

**4.G.10.c. When Not Authorized**

Regardless of other considerations, proceed time is not authorized in conjunction with:

1. Orders issued for these assignments:
  - a. First permanent duty station.
  - b. Active duty for training.
  - c. A training center conducting recruit training and subsequent transfer to first permanent duty station or school, or
  - d. From home to temporary duty under instruction of less than 20 weeks at one location.

2. Orders to a permanent change of station when the member does not relocate his or her household and will use Government quarters permanently at the new duty station, including personnel who do not relocate their household goods on a permanent change of station and will continue to commute to the same residence after reporting to the new duty station (☛ exhibit 4.G.2.):
3. Orders for temporary additional duty.
4. Orders for unilateral or mutual transfers.
5. Orders for transfer between two units located or homeported within 25 miles of each other.
6. Orders issued for separation processing or retirement.
7. Orders expressing haste (“proceed immediately;” and the issuing authority does not authorize leave).
8. Group travel.

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## **4.G.11. Determining Modes of Transportation**

### **4.G.11.a. General**

Determining the mode of transportation used for each travel order depends on the orders’ exigency, the availability of transportation to meet mission requirements, economy, consideration of the member’s needs, and the travel issuing officer’s judgment. Follow these instructions for the stated circumstances in conjunction with the requirements of the CG Supplement to Joint Federal Travel Regulations, Volume 1, COMDTINST M4600.17 (series) and the local transportation officer’s advice.

### **4.G.11.b. Travel by Government Conveyance**

Direct travel by Government conveyance wherever available, particularly for travel outside CONUS except when it may be in the Government’s best interest to use other transport modes. Include additional authority in the orders for travel by commercial transportation whenever Government transportation is not available or commercial transportation is more advantageous to the Government.

### **4.G.11.c. Travel by Commercial Carrier**

When Government conveyance is not available, direct travel by commercial carrier where available. When travel orders are silent about the particular commercial transport mode (rail, bus, air, etc.) the member should travel at his or her own expense, subject to reimbursement.

**4.G.11.d. Travel by Privately Owned Motor Conveyance (POC)**

The officer issuing transportation requests authorizes, as distinguished from directed, travel by POC when he or she determines that mode may be in the Government's best interest and/or in consideration of the needs of the member, and where Service exigencies do not dictate otherwise. These conditions apply:

1. In the absence of instructions to the contrary in travel orders and except as prescribed in [Articles 4.G.11.e.](#) and [4.G.14.](#), a member may elect to travel by POC in carrying out PCS orders.
2. Commanding officers shall ensure the member meets these requirements before authorizing travel by POC on PCS:
  - a. The member intends to travel by that mode, rather than being authorized travel by POC as a means to obtain additional travel time.
  - b. A member desiring to travel in a vehicle owned by another traveler is entitled to travel time for a POC as allowed by [Article 4.G.13.d.4.](#)
  - c. Commanding officers should interview personnel returning from overseas duty and may authorize travel by POC from the vehicle's present location to the new station, provided that such travel does not exceed the distance from the port of arrival in CONUS to the new station. Base travel from the port of entry to the vehicle's location on the travel mode the member will use for such travel.
  - d. The member shall have sufficient funds to defray all travel and other expenses.
  - e. The commanding officer has advised the member to plan the trip to allow ample time at safe driving speeds to ensure safe, timely arrival at the destination.
  - f. The commanding officer informs the member that if on arrival at the destination it is determined the member did not perform the travel as authorized by POC, the issuing officer will charge the excess travel time to his or her leave account, since he or she is entitled to this extra travel time only if he or she performs travel as authorized ([Article 4.G.13.a.3.](#))

**4.G.11.e. PCS Travel between Alaska and CONUS**

1. Service needs will dictate the travel/transportation mode between Alaska and CONUS. If using commercial means, select them in accordance with the criteria in the CG Supplement to Joint Federal Travel Regulations, Volume 1, COMDTINST M4600.17 (series), normally via commercial air from Seattle direct to new duty station in Alaska with privately owned vehicle shipped commercially from Seattle.
2. The order issuing officer may authorize members eligible to ship a POC under PCS to travel overland (ALCAN Highway) by POC, provided:
  - a. The member is not assigned to restricted duty.
  - b. The member's orders do not indicate an urgent need to report to the assignment.
  - c. The member meets requirements outlined in [Article 4.G.11.d.2.](#)
  - d. The Coast Guard expects the member to have sufficient funds to defray necessary expenses. Canadian customs and immigration officials may require members traveling there to prove they have sufficient funds while transiting through Canada. This amount varies with point of departure, destination, and family size. As a guideline, however, on leaving CONUS or returning from Alaska, the member should have readily available an amount equal to his or her own and dependents' mileage for that portion of the trip, plus the amount to ship the vehicle on ferries, plus an appropriate amount for emergencies. It is suggested any such traveler have at least \$1,000 in a negotiable form such as traveler's checks.
3. Personnel who meet the requirements for POC travel and desire this means may submit a request through the chain of command to the appropriate entry approval area authorized by the CG Supplement to Joint Federal Travel Regulations, Volume 1, COMDTINST M4600.17 (series): ISC Ketchikan, Air Station Sitka, or ISC Kodiak. Commander, Seventeenth Coast Guard District handles requests for all others. If the entry approval authority denies the request, the entry approval area notifies the member by message stating the reasons and furnishes the receiving command a copy of each decision. In a request to authorize POC travel include:
  - a. Name, grade or rate, and social security number.
  - b. TONO for officers or ETO and TONO for eligible enlisted members.
  - c. Departure date from present duty station.
  - d. Estimated arrival date at new duty station.
  - e. Make and year of automobile.

- f. Transferring command's certification that member meets POC travel requirements.
4. Travel by Alaska Marine Highway System.
    - a. The order preparing authority may authorize members traveling via POC to certain duty stations in Alaska to use the Alaska Marine Highway System (ocean-going car ferry). If the order preparing authority so authorizes, travel orders must specifically authorize using this ferry. The member's and dependents' reimbursement for travel is limited to what the Joint Federal Travel Regulations authorize.
    - b. During the summer months, reservations on the Alaska Marine Highway System are almost non-existent and commands should advise personnel requesting authority to travel by this mode of this situation.
  5. Mobile Homes. Commanding officers should discourage personnel from moving mobile homes to Alaska due to the high transportation costs involved, the possibility of damage during shipment via barge, and the State of Alaska's strict requirements for construction.
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#### **4.G.12. Circuitous Travel**

##### **4.G.12.a. Circuitous Travel to PCS Station**

Members may use circuitous travel (by an indirect route and/or with leave en route at other than old or new duty station) to travel to a permanent change of station, subject to these and any local regulations that may be effective in the route to be traveled. Circuitous travel costs to the Coast Guard shall not exceed those for the direct route.

##### **4.G.12.b. Leave Policy**

Time spent traveling in excess of that normally required for the direct route counts as leave. A member must request permission to visit foreign countries independently of any action which may be required for circuitous travel.

##### **4.G.12.c. Travel Outside conus**

The district commander and/or commander of the maintenance and logistics command must approve enlisted members' request for circuitous travel outside the CONUS. Commander, (CGPC-opm) approves officers' requests. Submit requests through the chain of command and:

1. Include countries to be visited and number and age of children, if applicable.

2. Certify funds are available for commercial transportation if space available transportation on government aircraft cannot be obtained.
3. Certify the member has applied for required passports or give passport numbers.
4. If circuitous travel is authorized, commands must endorse the traveler's orders to show:
  - a. Points between which transportation is authorized at Government expense.
  - b. Points between which transportation is authorized on space available basis.
  - c. The authorized space-available travel is incident to leave granted in basic orders.
  - d. Transportation which would have been available when detached to next duty station by the shortest route usually traveled. (Specify the expected arrival date in CONUS.)

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#### **4.G.13. Travel Time During Execution of Orders**

##### **4.G.13.a. General**

1. The Coast Guard does not allow travel time on orders directing a change of station where both stations are located within the same corporate limits and, therefore, do not require traveling. However, in instances involving cutters, Commander, (CGPC) uses the unit(s)'s location on the member's detachment date to determine entitlement to travel time, regardless of homeport (JFTR, U5120).
2. Use the distances determined from the Official Table of Distances (AR-55-60 for CONUS, Alaska, etc., or AR-55-61 for foreign travel) to compute travel time. If a table of distance does not contain the complete distance between duty stations or points, compute the distance as described in paragraph 6, AR-55-60 or AR-55-61, as appropriate. In determining distances, drop fractional parts of miles. Exercise caution in estimating distances. When doubt exists about the proper distance in a specific case, request information Commandant (G-WPM-2).
3. Any travel time exceeding that to which entitled, as constructed for the actual mode (Government, POC, or commercial land or air) used as excess travel time and charged it as leave unless disciplinary action is indicated. However, when commercial carrier is delayed and the traveler states the travel time allowed was insufficient, travel time may be adjusted accordingly when the member's statement of the circumstances or the transportation company certifies the

commercial carrier was delayed. Delays for personal preference or convenience do not meet the criteria to adjust travel time. When POC travel is authorized and the traveler signs a statement on the orders he or she could not travel for a specific time period due to inclement weather (snow storm, icy roads, etc.), driving was impossible and/or gas was not available, travel time shall be adjusted accordingly when his or her new commanding officer confirms the member's statement of the circumstances (JFTR, U5160-B.2).

4. When permanent change of station orders are canceled or modified while the member is en route, travel time will be allowed between the same points used to determine travel allowances as indicated in the Joint Federal Travel Regulations and computes it as follows:
  - a. If orders are canceled, travel time is allowed for a round trip to cover the distance traveled from the old duty station to the point where the member received the cancellation. This distance must not exceed the round trip distance from the old duty station to what the new station would have been, via any temporary duty station(s).
  - b. If orders are modified to a new permanent duty station or temporary duty station(s), allow travel time for the distance traveled from the old duty station to the point where the member received the change and thence to the last-named new duty station. This distance must not exceed the distance from the old station to the first-named new duty station via temporary duty station(s), thence to the last-named new duty station.
5. Orders directing a member to proceed by Government transportation also may authorize the member to proceed by some other transport mode or other route of his or her own selection, but the member must arrive on or before the specified reporting date and on or before the scheduled time Government transportation would have. Though unforeseen delays may occur in using Government transportation, the person traveling by selected transportation is not permitted to include such delays in his or her own travel time.
6. In all cases, when the elapsed travel time is less than the authorized time, allow the former.

#### **4.G.13.b. Travel in CONUS**

1. When orders direct travel by government or commercial air and the member actually uses that mode for the entire travel, allow one day's travel time for travel in the continental United States.

2. When air transport is not available and the member travels partly by air and partly by another mode, compute travel time for the particular mode as prescribed in this Article for the applicable portions of travel.

#### **4.G.13.c. Travel Outside CONUS**

Travel time for transoceanic travel by aircraft or vessel shall be the actual time required for such travel by the normal direct routing. Include that portion of the embarkation or debarkation day at the port awaiting transportation in the actual time for ocean or transoceanic travel regardless of the hour of embarkation or debarkation.

#### **4.G.13.d. Travel for Permanent Change of Station (PCS)**

1. Count travel time under PCS orders including temporary duty in whole days and compute it based on travel over a usually traveled route by a transport mode affording through service when available. The day the member detaches from the permanent duty station in all cases is a day of duty and the reporting hour under orders involving travel time normally is by 2400 of the reporting date, unless the orders need to specify otherwise.
2. Travel Time When Using Government Conveyance. When executing permanent change of station orders which do not specifically direct travel by air (☛ [Articles 4.G.13.b. and c.](#)), travel time for travel by government conveyance is the actual time necessary to perform the travel over a direct route.
3. Travel Time When Government Procured Transportation Is Issued. When Government Procured Transportation is used to obtain transportation over the direct route to execute a permanent change of station, allow travel time for the actual time necessary to perform the travel including necessary delays incident to the transport mode used as follows:
  - a. When using one commercial transportation mode, base travel time in full days on the allowable time used for travel.
  - b. When using mixed modes of commercial transportation, base travel time in full days on the cumulative actual time used for travel.
4. Travel Time by POC. When the member travels by POC, allow one day of travel time for each 350 miles of the official distance of the ordered travel. Allow one additional travel day for any distances in excess of multiples of 350 miles, provided the excess is 51 miles or more. When the total official distance is 400 or fewer miles or less, allow one day's travel time.

5. Travel Time for Common Carrier or Mixed Transportation Modes.

- a. When a member travels by common carrier or mixed transport modes or when he or she obtains a Transportation Request (TR) at a leave point and travels by mixed modes, apply these rules when determining travel time:
  - (1) Compute travel time in the order of POC, commercial surface, and commercial air regardless of the order in which traveled.
  - (2) Compute travel time for the total POC travel in whole days as Article [4.G.13.d.4.](#) prescribes.
  - (3) Allow one hour of travel time for each 40 miles traveled by commercial surface (bus or rail) transportation.
  - (4) Allow one hour of travel time for each 500 miles traveled by commercial air transportation.
  - (5) For commercial transportation 18 hours total travel equals one day of authorized travel time; count any fraction over a multiple of 18 as an additional day of authorized travel time.
  - (6) Regardless of the transport modes used, allow only one day of travel time if the official distance between duty stations is 400 or fewer miles.
  - (7) The maximum allowable travel time is limited to the amount allowed had all travel been performed by POC ([☛ Article 4.G.13.d.4.](#))
- b. Follow these procedures in computing travel time by mixed modes ([☛ Example 1](#)):
  - (1) Determine the official distance between authorized points of travel;
  - (2) Compute travel time for the total number of miles traveled by POC in accordance with [Article 4.G.13.d.4.](#);
  - (3) Determine the total number of miles traveled by surface common carrier and divide by 40, computed to one decimal point;
  - (4) Determine the total number of miles traveled by commercial air and divide by 500, computed to one decimal point;

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- (5) Add the number of hours required for surface common carrier and those required for air travel and divide the result by 18 hours to determine the number of days of allowable travel time by common carrier, rounding any fraction of a day to the next higher day; and
- (6) Add the number of days allowed for travel by POC to the surface common carrier and/or air travel days to determine the total number of days of authorized travel time.

Example 1: Computing Actual Travel Time

Member transferred from Washington, DC to San Francisco, CA; official distance 2,812 miles.

<u>Travel Itinerary:</u>	Washington, DC to Detroit, MI	522 miles (POC)
	Detroit, MI to St. Louis, MO	533 miles (rail)
	St. Louis, MO to San Diego, CA	1,855 miles (air)
	San Diego, CA to Los Angeles, CA	120 miles (bus)
	Los Angeles, CA to San Francisco, CA	379 miles (air)

<u>Computing Travel Time:</u>	<u>Travel Time</u>
Official distance	2,812 miles
POC travel	- 522 miles; divide by 350 miles = 2 days
	2,290 miles

Commercial surface (bus and rail) travel 553 miles; divide by 40 miles = 16.3

Balance for commercial air travel 1,637 miles; divide by 500 miles

\*Cumulative commercial travel time 19.6 hours, or at 18 hours per day, 2 days

Total Travel Time Authorized:

POC	2 days
Commercial carrier	<u>2 days</u>
Total	4 days

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- c. Use this procedure to compute constructive travel time by mixed modes for that portion of the distance traveled equal to or less than the official distance between duty stations (☛ Example 2):
- (1) Determine the official distance between authorized points of travel;
  - (2) Determine the miles traveled by POC, commercial surface, and commercial air;
  - (3) Compute the travel time for the maximum distance traveled by POC and commercial surface (bus or rail) (☛ subparagraph b.(2) and (3) above); then
  - (4) Compute the travel time for the remaining distance by commercial air (☛ subparagraph 5.b. above).

Example 2: Computing Constructive Travel Time

Member traveled 800 miles by POC; 600 miles by rail; 900 miles by air; the official distance is 1,500 miles

Travel performed by POC	800 miles; divide by 350 miles/day = 3 days
Travel performed by rail	700 <u>-600</u> miles; divide by 40 miles= 15.0 hours <sup>1</sup>
Travel allowed by air	100 miles; divide by 500 miles = 0.2 hours <sup>*</sup>

<sup>\*</sup>Cumulative commercial carrier travel time is 15.2 hours; travel allowed 18 hours per day = 1 day

- d. For circuitous travel under ☛ [Article 4.G.12.](#) provisions, compute constructive travel time as indicated in subparagraph 5.c. above, based on the member's itinerary, but not to exceed the official distance authorized between the duty stations.
- e. Travel Time in Connection With Temporary Additional Duty (TAD). A member ordered to TAD will use the travel mode which more nearly meets the orders' requirements and is more economical to the Government.

(1) Travel Time When Common Carrier or Government Air Used.

Compute travel time on a schedule which most nearly coincides with required departure and arrival times to carry out the purpose of the ordered travel. When computing travel by air, allow up to 2 hours for each trip for the actual or estimated time required to travel to and from the air terminal(s). Consider these factors in selecting schedules:

- (a) Duty requirements, duty hours, availability of lodging, onward transportation, and the traveler's personal comfort and well being.
- (b) Normally, do not require a traveler to begin the travel and/or arrive at his or her destination between the hours of 2400 and 0600.

(2) Travel Time When POC Authorized. Travel by POC may be authorized when this mode is acceptable to the member and determined to be more advantageous to the Government. Do not grant such authorization unless the order issuing authority determines POC travel is clearly more advantageous to the Government: such travel would accomplish Government business more efficiently, economically, or expeditiously or involves short trips over routes where commercial transportation is non-existent or would be time-consuming and unduly delay public business.

- (a) When travel orders specifically state that travel by POC is more advantageous to the Government, travel time is computed for the actual time based on the time allowable for POC in accordance with paragraph d.4. above.
- (b) When travel by POC is authorized but not certified as more advantageous to the Government, travel time is computed for the constructive time over a usually traveled route by common carrier (☛ paragraph d.5. above), and any time which exceeds the authorized travel time shall be charged as leave.

(3) Travel Time on Temporary Additional Duty Without Leave En Route.

Compute travel time on temporary additional duty orders, including repeat travel orders, from departure time to reporting time; the time may not exceed that based on actual schedules of available common carriers which most nearly meet the orders' requirements and would be most economical to the Government.

(4) Leave and Travel Time on Temporary Additional Duty. The departure day from the permanent duty station is a day of duty and the reporting day to the permanent duty station from leave is also a day of duty if return is at or before 0900. The departure day from the TAD station is a travel day. Do not charge leave for any day on which official travel is performed or a

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per diem allowance is payable. Compute delay in conjunction with TAD as indicated below, and charge as leave any days on which a per diem allowance is not payable.

NOTE: The departure date as recorded on the orders may reflect the constructive departure and/or return dates, in accordance with the authorized transport mode, when the member either departs for and/or returns from TAD while in an authorized regular liberty status. Thus, for a member actually departing on Friday at 1600 who could have departed on Sunday at 1300, do not charge leave for Saturday. However, if the orders are endorsed as Friday at 1600, charge Saturday as leave.

- (a) When the member departs from the permanent duty station for the TAD station, charge as travel time in whole days the period immediately preceding the reporting date. (☛ Examples 1 and 2.)
- (b) When departing between TAD stations, charge as travel time the period immediately after detachment from the TAD station. (☛ Example 4.)
- (c) When departing a TAD station to return to the permanent duty station, charge as travel time the period immediately after departure. (☛ Examples 2 and 5.)

Example 1. Member ordered from Washington, DC to Raleigh, NC for TAD to report not later than 0800, 16 May. He or she departs Washington, DC on 13 May. Count the period as follows:

13 May	Departed	Day of duty
14 May		Day of leave
15 May		Day of travel. Constructive schedule shows the member could have departed Washington, DC at 1945 on 15 May and complied with his or her orders. Per diem is payable from 1945 on 15 May.

Example 2. TAD at Raleigh, NC, terminated at 1500 on 30 May; the member reports for duty before 0900 on 1 June. Count the period as follows:

30 May		Day of travel. Constructive schedule shows the member could have arrived back at 1807 on 30 May. Per diem terminates 1807 on 30 May.
31 May		Day of leave
1 June		Day of duty. Member reported at or before 0900.

Example 3. Member ordered from Washington, DC to Pittsburgh, PA for a period of TAD, to report by 1100 on 12 July; on completion, member ordered to New York, NY for further TAD; and on completion, to return to Washington, DC. Orders authorize 2 days DELKEP at NY. The member departs Washington, DC on 11 July. Count the period as follows:

11 July	Departed	Day of duty
12 July		Day of travel. Constructive schedule shows the member could have departed at 0620 on 12 July and complied with his her orders. Per diem commences at 0620 on 12 July.

Example 4. TAD at Pittsburgh, PA, terminated at 1100 on 18 July. The member departs at 1200 on 18 July for TAD with 2 days' DELREP and reports before 0900, 21 July. Count the period as follows:

18 July		Day of travel. Constructive schedule shows the member could have departed at 1310 on 18 July and complied with his or her orders.
19-20 July		Days of leave.
21 July		Day of duty. Member reported before 0900.

Example 5. TAD at New York, NY, terminates at 1500 on 26 July; the member departs at 1700 on 26 July. He or she reports at 0800 on 27 July. Compute the travel time as follows:

26 July		Day of travel. Constructive schedule shows the member could have arrived back at 1755 on 26 July. Per diem terminates at 1755 on 26 July.
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## **4.G.14. Travel Time for Coast Guard Reserve Members**

### **4.G.14.A. General**

Base travel time in reporting from or to home of record or place from which ordered to active duty to first duty station on call to active duty and from last duty station on release from active duty on actual schedules of commercial transportation, except as indicated below.

### **4.G.14.b. Travel Time by Privately Owned Conveyance (POC)**

When a Reserve member is ordered to active duty for a period of 90 days or more, travel by POC may be specifically authorized in reporting to and release from active duty. If the member uses private conveyance, compute travel time in accordance with [Article 4.G.13.d.4](#). When the total distance is 176 miles or less, compute travel time in accordance with subparagraph a. above. If a member reports to his or her first duty station after 0900, treat that day as a travel day; if he or she reports at or before 0900, treat that day as a duty day.

#### 4.G.15. Delay En Route During Execution of Orders

Count as leave any authorized delay in reporting from one station to a new one, other than compensatory absence, proceed time, and travel time authorized in the orders.

1. If the person reports for duty at the new duty station before the stipulated reporting date, first deduct compensatory absence, proceed time, and/or travel time and then charge him or her with leave only for the time he or she actually used. (☛ Examples 1 through 4.)
2. When only proceed and travel time are involved (leave is not authorized or used), deduct the allowable travel time and charge the days remaining (if any) as proceed time.
3. These examples should aid in determining reporting dates, inclusive leave dates, and amount of leave used:

Example 1. Orders authorize 4 days proceed time, 3 days travel time, and 10 days leave and departure date is 1 August.

If the person reports before the maximum time allowed, treat the period as follows:

If reported 15 August (any time) the computation is:

Total time en route (2-15 August)	14 days
Travel time	1 day
Proceed time and leave	11 days (7 leave and 4 proceed time)

Compute as follows:

1 August	Detached (day of duty)
2 to 8 August	Leave (7days)
9 to 12 August	Proceed time
13 to 15 August	Travel time (3 days)

If the member reports on the day of detachment, that day is a day of duty; treat it as though the member has used only necessary travel en route.

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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)

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**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).

## GLOSSARY OF TERMS

This exhibit defines certain terms used in this chapter. The terms here apply unless the term in question is otherwise qualified or defined in the pertinent section where used.

Acquired Dependent. A military member's dependent acquired through marriage, adoption, or other action during the course of a member's current tour of assigned duty. The term does not include the member's dependents or children born of a marriage that existed before the current overseas tour began.

Active Duty. Full-time duty in the active service (37 USC 101(18)) of a Uniformed Service including duty on the active list, full-time training duty, annual training duty, and while in the active Service, attendance at a designated school, or a Service school, including while traveling and on authorized leave.

Active Duty for Training. Full-time training duty in the active military service for the express purpose of training Ready Reserve members to acquire or maintain required military skills, including initial basic training, advanced individual training, annual training duty, and full-time attendance at Service schools.

Command Sponsored Dependent. A dependent entitled to transportation at government expense (☛ [Article 4.H.9.](#)) and whom the appropriate military commander has approved to be present in a military dependent's status even though:

1. Actual travel to the duty station outside CONUS was performed at personal expense.
2. The member was not entitled to dependent transportation on the effective date of orders to duty outside CONUS.
3. The dependent was acquired after the effective date of orders to duty outside CONUS.

CONUS. The contiguous 48 states and the District of Columbia.

Dependency. A dependent status existing for travel outside CONUS applicable to:

1. A member's spouse who is not on active duty (☛ 9. below).
2. A member's unmarried legitimate child under 21 years of age (including an infant born after the effective date of orders when Service regulations precluded the mother's travel).
3. A member's unmarried stepchild (includes the member's spouse's illegitimate child) or adopted child under 21 years of age who in fact depends on the member if the member contributes a substantial portion of the child's support (residence in the member's household does not of itself establish dependency).

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4. A member's unmarried illegitimate child under 21 years of age whose parentage has been admitted in writing or whose alleged member-father has been judicially decreed to be the child's father or ordered to contribute to the child's support by other than a foreign court and who, in fact, depends on the member for more than one-half of his or her support.
5. A member's unmarried child, as defined in 2. through 4. above, who is over 21 years old and incapable of self-support because of mental or physical incapacity and who, in fact, depends on the member for over one-half of his or her support.
6. For transportation purposes, a member's unmarried child who was transported at government expense to a station outside the United States incident to the member's assignment there and who attains 21 years of age while the member serves at that station.
7. A member's parent (including step-parent, parent by adoption, former step-parent, or other person who continuously has stood in loco parentis to the member at any time for at least a 5-year period before the member becomes 21 years of age) who is a member of the household and who, in fact, depends on the member for over one-half of his or her support.
8. A member's former spouse, dependents, and/or dependent children for purposes of return transportation to the United States when these current or former dependents are located outside the United States, even though divorce or annulment terminated the marital relationship with the member before he or she was eligible for return transportation (JFTR, U5240-E).
9. For entitlement purposes under this chapter:
  - a. A member's spouse who also is a member on active duty is not considered a dependent.
  - b. A child is not considered a dependent for the same allowances of both parents who are active duty members.
10. A member's unmarried child who is under 23 years of age (includes a child described in items 3 and 4) who is enrolled in a full-time course of study in an institution of higher learning and is, in fact, dependent upon the member for more than one-half of his or her support.

Effective Date of Orders - In the case of separating or retiring members, the effective date to determine entitlement to Travel and Transportation Allowances (authorized weight of household goods, eligibility for dependents' travel, etc.) is the last day of active duty. This does not apply to separating Reservists and recalled retired members who continue in an active duty status during the time allowed for return travel home. For those members, and members except for those separating or retiring, it is the date a member is required to begin travel from his or her old permanent duty station, home or place from which called to active duty, or last temporary duty station, whichever applies, to arrive at his or her new permanent duty station, home, or place from which called to active duty on the date authorized by the authorized and/or used

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transportation mode. When orders are modified, canceled, or revoked before the normally computed effective date, the orders are considered effective when the member receives them (see JFTR, U2140). In computing orders' effective date, subtract the travel time used from the reporting date and add one day (the departure day is a day of duty).

Example 1. Member is authorized and uses maximum travel time of 7 days.

Authorized reporting date	10 June
Subtract travel time used, 7 days =	3 June
Add one day = effective date of order	4 June

Example 2. Member is authorized 7 days travel time, but changes mode of travel and uses less time. (Authorized reporting date 10 June.)

Actual reporting date	9 June
Subtract travel time used, 1 day	8 June
Add one day = Effective date of orders	9 June

Last Duty Station - For purposes of computing a member's own travel allowances on separation, the term "last duty station" at time of separation means the last permanent, temporary, or temporary additional duty station where the member was, in fact, on duty or a hospital if he/she was undergoing treatment there.

Military Commander - For purposes of this chapter, the appropriate military commander is the command authorized to approve entry into the areas listed in Exhibit 4.G.4.

1. For those areas where Exhibit 4.G.4. indicates concurrent travel is authorized, i.e., prior approval is not required for dependents' entry, the authority directing the member's transfer is considered the appropriate military commander.
2. For personnel requesting entry approval of dependents after reporting to the overseas duty station, the overseas commanding officer is the appropriate military commander, unless the district commander has issued supplemental instructions to the contrary.

### Orders

1. A transfer order is one from a superior command to a lesser requiring issuance of a particular type of travel order for the members or rates indicated in it.
2. A travel order is a written order to an individual or the senior member of a group to carry out the duty indicated in it under these categories:
  - a. Permanent Change of Station. The assignment or transfer of a member or unit to a different duty station under competent orders which do not specify the duty as temporary, further assign the member(s) to a new station, or direct return to the old duty station,

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including the change from home or the place from which ordered to active duty to the first permanent duty station and also from the last permanent duty station to home, on:

- (1) Enlistment, appointment, or reappointment to the Regular service from civilian life or a Reserve component.
  - (2) Call to active duty or active duty for training of 20 or more weeks.
  - (3) Recall to active duty from retirement (including temporary disability retirement).
  - (4) Retirement (including temporary disability retirement), discharge, resignation, or separation from the Service under honorable conditions.
  - (5) Release from either active duty or active duty for training of 20 or more weeks.
- b. Temporary Duty. Duty at one or more locations, other than a permanent station, where a member performs temporary duty under orders which provide for further assignment, or pending further assignment, to a new permanent station or return to the old permanent station on completing the temporary duty. It also includes time spent at a station while processing for separation from the Service, release from active duty, placement on the temporary disability retired list, or retirement whenever the last permanent duty station is different from that which processes the orders.
- c. Temporary Additional Duty. Duty involving one journey away from the member's duty station to one or more places and direct return to the starting point on completing such duties. Personnel on temporary additional duty remain assigned to the station from which they departed on temporary additional duty.
- d. Blanket Travel. Orders issued to a member to make regular, frequent trips within certain geographical limits away from the permanent duty station to perform regularly assigned duties.
- e. Repeated Travel. Orders issued to allow any number of separate round trips from the permanent duty station to or between specified locations which may require a stopover for duty at one or more places before returning to permanent duty station. Travel must not be solely between the places of duty and lodging.
- f. Group Travel. An order the issuing authority specifically designates as a "group travel order" which requires three or more members to travel in a group either on permanent change of station or temporary additional duty, for which government conveyance or Transportation Request will furnish transportation from the same point of origin to the same destination. The issuing authority also may designate a group travel status between any points en route, provided the orders specifically indicate the points between which a group travel status applies.

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- g. Recruit Travel. Orders for any recruits' travel from place of enlistment to recruit training and to first duty station or from recruit training to petty officer training.
- h. Release from Active Duty or Separation. Any orders which separate personnel from active Coast Guard duty.
- i. Training Duty. Orders which assign Coast Guard Reserve personnel on inactive duty to active duty for training.
- j. Temporary Active Duty. Orders (first set) which assign Reserve personnel on inactive duty to temporary active duty for a limited or unspecified time and direct release to inactive duty on completion.

Over Two Years Service. Service to be included in computing "over two years Service" is any service authorized to be credited in computation of basic pay. (37 U.S.C. 205)

Overseas Duty. Duty performed at units located outside the contiguous 48 states and the District of Columbia.

### Overseas Tour

1. Accompanied Tour. A prescribed length of duty outside CONUS for personnel accompanied by command-sponsored dependents.
2. All Others. A prescribed tour outside CONUS for personnel without dependents, those not eligible for dependent travel, those whose dependents are not eligible for dependent travel, or with dependents but who elect to serve overseas unaccompanied by eligible dependents.

Permanent Duty Station. The post of duty or official station, including a ship (for purposes of personal travel and transporting a member's personal effects located on board the ship) and a vessel's or a ship-based staff's home port (insofar as transporting dependents and shipping household goods is concerned), to which a member is assigned or attached for duty other than "temporary duty" or "temporary additional duty." The limits of such post of duty or official station are the ship or city's or town's corporate limits where the member is stationed. However, if the member is not stationed on a ship or in an incorporated city or town, the official station is the reservation, station, or established area, or, in the case of large reservations, an established subdivision having definite boundaries within which the designated post of duty is located. When a member is ordered to attend a course (or courses) of instruction at a school or installation whose scheduled, cumulative duration is 20 or more weeks, the school or installation is that member's permanent station regardless of the terms of the orders involved. A course's "scheduled duration" comprises the actual period, including weekends, during which the students receive instruction. Intervening holiday periods, e.g., Christmas recess, and incidental time spent before or after course conclusion are not part of the scheduled course duration. (53 Comp. Gen. 218 (1973). When a member attends a course (or courses) of instruction whose scheduled

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cumulative duration originally was less than 20 weeks and then is assigned additional or extended instruction, the school or installation is the member's permanent station provided the scheduled, cumulative duration of the instruction is 20 or more weeks measured from the date of the order directing the additional or extended duty (☛ MS Comp. Gen. B5-143017, 17 June 1960, and 46 Comp. Gen. 852).

Permissive Travel. Permissive travel orders are authorizations to members to permit them to perform travel in a duty status at no expense to the government when the Service will benefit by the travel, but not to the extent of expending government funds.

Privately Owned Conveyance (POC). Any mode of transportation other than a government conveyance or a common carrier actually used to move persons from place to place.

Privately Owned Motor Vehicle (POV). Any self-propelled, wheeled motor conveyance owned by the member, in his or her possession, and used by the member and/or his or her dependents primarily to provide personal transportation, excluding trailers, airplanes, or any vehicle intended for commercial use.

Proceed Time. A period of delay in addition to authorized leave or travel which may be granted to facilitate necessary personal arrangements in disestablishing and/or establishing a residence, etc., inherent in a permanent change of station. However, do not use proceed time to accomplish the military check-out and check-in procedures with the military personnel officer, security and pass offices, billeting offices and public quarters clearance, and the like, which are military administrative requirements which should be appropriately accomplished during normal working hours.

Restricted Area. Any area where dependents' entry has been temporarily or permanently prohibited by order of competent authority.

Sea Duty. An assignment to a floating unit; a unit listed in Operating Facilities (OPFAC) of the U.S. Coast Guard, COMDTINST M5440.2 (series); a unit 65 feet or longer; and all tugs (excluding barges) during which the member is entitled to sea pay in accordance with the CG Pay Manual, COMDTINST M7220.29 (series).

Unaccompanied Member. A member whose dependents have not accompanied him or her or, having joined the member at his or her own expense, are not command-sponsored.

**PROCEED TIME**

If member on PCS	and	Then proceed time is
A	B	C
Has dependents	Dependents are relocated (Note 1)	Authorized
	Dependents are not relocated and member will be provided Government quarters permanently at new duty station	Not authorized
	Dependents are not relocated but member utilized non-Government quarters at the new duty station location (Note 1)	Authorized
Has no dependents and is in pay grade E-4 (over 2 years' service) or <b>higher</b> pay grade	Maintains non-Government quarters at the old duty station which will be terminated (Note 1)	Authorized
	Will maintain non-Government quarters at the new duty station (Note 1)	<b>Authorized</b>
	Utilizes Government quarters at both the old and the new duty stations	Not authorized
Has no dependents and is in pay grade E-4 (under 2 years' service) or lower pay grade	Is required to utilize non-Government quarters at either the old or the new permanent duty stations	Authorized
	Utilizes Government quarters at both the old and new duty stations	Not authorized

Note (1) - Means the movement of a household (dependents and/or place of residence) from one residence to another. This includes dependents who do not relocate at the time personnel report to the new duty station due to children in school, home selling, etc. But dependents will relocate after completion of a specific act. This includes dependents who are relocated in connection with permanent change of station orders prior to detachment.



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## **4.H. Overseas Duty and Moving Dependents and Household Goods Outside CONUS**

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### **4.H.1. General**

#### **4.H.1.a. Overseas Service**

Overseas service is defined as military duty performed while assigned to a military installation or activity permanently based outside the 48 contiguous United States and the District of Columbia.

#### **4.H.1.b. Required Prior Service for Assignment Overseas**

**10 USC 671 states:**

**(a) A member of the armed forces may not be assigned to active duty on land outside the United States and its territories and possessions until the member has completed the basic training requirements of the armed force of which he is a member.”**

**(b) In time of war or a national emergency declared by Congress or the President, the period of required basic training (or its equivalent) may not (except as provided in subsection (c)) be less than 12 weeks.**

**(c)(1) A period of basic training (or equivalent training) shorter than 12 weeks may be established by the Secretary concerned for members of the armed forces who have been credentialed in a medical profession or occupation and are serving in a health-care occupational specialty, as determined under regulations prescribed under paragraph (2). Any such period shall be established under regulations prescribed under paragraph (2) and may be established notwithstanding section 4(a) of the Military Selective Service Act (50 USC App. 454(a)).**

**(c)(2) The Secretary of Defense, and the Secretary of Transportation with respect to the Coast Guard when it is not operating as a service in the Navy, shall prescribe regulations for the purposes of paragraph (1). The regulations prescribed by the Secretary of Defense shall apply uniformly to the military departments.**

**Congressional intent is that no service member should be assigned to any unit in a combat zone with fewer than 12 weeks of basic or equivalent training; travel time on a Coast Guard cutter qualifies as such training. To conform to this policy, the first duty assignment of members ordered overseas with fewer than 12 weeks of basic or equivalent training shall be to duty at units within a United States State or Territory, including units under Greater Antilles Section. Trust Territories are not Territories of the United States.**

#### 4.H.1.c. Assigning A Sponsor

Past experience has shown members and their families often lack information about the area to which PCS orders have been issued. Positive command interest and sponsor enthusiasm are invaluable at this critical time in attitude formulation, and support at all levels is required to ensure effectiveness and continued success of the sponsor program. To overcome the problems associated with a PCS transfer to duty outside CONUS, commanding officers shall ensure compliance with [Article 4.A.15](#).

#### 4.H.1.d. Members' Return for Separation or Retirement

1. [Article 12.C.1](#) or [Article 12.B.46](#), as appropriate, contain the procedures for processing a member serving at a duty station outside CONUS when he or she is due for retirement or separation due to expiration of enlistment or release from active duty and who is not re-enlisting or extending at that duty station. If transferred for separation processing, the member will be detached in time to permit him or her to report to the processing activity between 12 and 15 working days before the retirement or separation date.
2. When retirement or separation is scheduled in close proximity to rotation, transfer will be as indicated below:
  - a. Transfer members serving in non-restricted assignments outside CONUS who have requested voluntary retirement for a date after normal rotation date as follows:
    - (1) If requested retirement is within six months of rotation, retain the member on board the unit and later transfer him or her to the nearest debarkation point in accordance with [Article 12.C.1](#)
    - (2) If requested retirement is more than six months after rotation, the member may be transferred to CONUS for routine assignment to a unit subject to Service needs.
  - b. Retain overseas until separation members serving assignments for a tour of 24 or more months and who on completing the prescribed tour will have six or fewer months' active obligated service remaining after rotation. If a member agrees to extend his or her period of active obligated service to have 12 months of active service remaining on completing the tour overseas, transfer him or her on normal rotation eligibility.
  - c. Routinely transfer personnel serving in restricted assignments outside CONUS to CONUS on their normal rotation dates and assign them in accordance with Service needs.

**4.H.1.e. Glossary of Terms**

☞ [Exhibit 4.G.1.](#) contains definitions of terms used in this article.

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**4.H.2. Determining Members' and Dependents' Suitability for Overseas Duty**

1. Within ten days after receiving authority to transfer a member to overseas duty, his or her commanding officer must interview the member and spouse to determine their and any dependents' suitability for overseas duty.
2. Use the Command Checklist for Overseas Screening (☞ [Exhibit 4.H.2.](#)) for the interview.
  - a. Ensure a copy of the Command Checklist for Overseas Screening (☞ [Exhibit 4.H.2.](#)) and the Financial Assessment Checklist (☞ [Exhibit 4.H.2.a.](#)) is provided to the member.
  - b. In determining suitability, the commanding officer shall ascertain whether the member or dependents possess character traits which reflect favorably on the United States and any medical, moral, financial, or physical attributes which would preclude their conducting themselves as worthy representatives of the United States abroad. Besides reviewing the members' Personnel Data Record, the commanding officer must ascertain the members' and dependents' medical fitness.
  - c. **In the case of members assigned PCS to a service school**, the training school command is responsible for reviewing members' training records and interviewing them **and their dependents** to determine their overall suitability for overseas duty.
  - d. Commanding officers are to ensure a copy of the completed Checklist for Overseas Screening is faxed to the commanding officer of the receiving unit and the command responsible for entry approval, within 5 days after completion of the overseas interview process.
  - e. Overseas Orders for Cape May Recruits. Training Center Cape May will make every attempt to forward the Checklist for Overseas Screening, along with the entry approval message, to the appropriate entry approval source no later than 10 days prior to the departure of Cape May recruits who are assigned to overseas billets. However, due to the nature of recruit assignments and processing, it may be difficult to meet the 10 days prior to departure requirement on a consistent basis. In these cases, Training Center Cape May will forward the Checklist for Overseas Screening, along with the entry approval message, to the appropriate entry approval source

prior to the departure of Cape May recruits who are assigned to overseas billets.

- f. At the commanding officer's request, a chaplain also may assist in determining overseas suitability.

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### **4.H.3. Suitability Decision Factors**

#### **4.H.3.a. Medical**

Any service member's or dependent's documented medical problem that would preclude assignment to overseas duty or which assignment overseas would complicate to the extent medical evaluation or early return would be necessary is considered disqualifying. If only dependents are disqualified for medical reasons, urgent Service needs may require the member to serve an unaccompanied tour.

#### **4.H.3.b. Dental**

Normally, dental conditions do not preclude overseas assignment. Members ordered to isolated overseas stations with limited dental facilities should have no dental defects likely to require extensive, prolonged treatment. Only in extreme cases where members are unable to perform assigned duties due to dental conditions will they be considered unsuitable for overseas duty. Dependents' dental problems do not usually disqualify a member in determining suitability for overseas transfer to activities where dental facilities exist. The commanding officer may request a dental screening examination from the nearest dental facility in determining if a dependent's dental condition is disqualifying. However, if dependent dental problems disqualify a member for transfer to an overseas area, urgent Service needs may require the member to serve an unaccompanied tour. Dependents who will accompany members transferring to activities where routine dependent care is authorized should not postpone needed dental care in anticipation of having the new duty station meet all their dental needs. Providers of routine dependent care at activities where routine dependent care is authorized will attempt to meet dependents' urgent dental requirements, but must give priority to Service needs to ensure the highest state of personnel readiness.

#### **4.H.3.c. Alcohol**

Members with a documented history of unresolved alcohol abuse will be considered unsuitable for overseas duty. Members who successfully completed an alcohol rehabilitation program and have experienced no alcohol involvement for one year after completing the program are judged suitable for overseas duty. Members who complete alcohol rehabilitation while assigned overseas may return to their permanent OUTCONUS unit unless the rehabilitation facility indicates such return would jeopardize full recovery.

**4.H.3.d. Performance**

A member's history of demonstrated unsatisfactory or marginal performance in the previous two years renders him or her unsuitable for overseas assignment

**4.H.3.e. Discipline**

A history of courts-martial, non-judicial punishment, or involvement with civil authorities in the previous two years may disqualify a member for overseas duty. A one-time major offense; i.e., a felony, in the current enlistment disqualifies the member.

**4.H.3.f. Pregnancy**

The fact that an active duty service member is pregnant does not, in itself, disqualify her for overseas assignment. However, **dependent upon medical approval**, transferring pregnant members to overseas assignment will be done on a voluntary basis for the period prior to and extending to six months after delivery.

**4.H.3.g. Single Parents**

The unique situation of single parents with dependents does not in itself disqualify them for overseas duty. ➡ [Article 4.A.6.](#)

**4.H.3.h. Indebtedness**

1. **Financial Assessment Checklist, ➡ [Exhibit 4.H.2.a.](#) This checklist is used by the member to assess his/her financial status.**
2. Members with serious financial problems or indebtedness which have not been resolved with the creditor(s) or interested parties, or a documented history of indebtedness over the last three years will be considered unsuitable for overseas duty. ➡ [Chapter 8.L.](#) for policy on resolving indebtedness.

**4.H.3.i. Dependent Screening**

**Members choosing to accept overseas orders without moving their dependents will complete the "with dependents" tour length as outlined in ➡ [Article 4.A.5.](#) If the member elects to not move his or her dependent and then at some later date desires to move them, then the member's previous command must ensure the required screening occurs. If the dependents are not within reasonable proximity (i.e., dependents moved to a different city or state) of the member's previous command, then the closest Coast Guard command can perform the required screening. All costs associated with traveling to and from the closest Coast Guard command will be borne by the member/dependents. The overseas command will not approve dependent entry until it receives certification of suitability.**

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#### 4.H.4. Additional Procedures

##### 4.H.4.a. Clearance Before Detachment

On receiving orders to an area for which entry approval is required, the transferring command shall ensure that approval is requested and received prior to detachment per [Exhibit 4.H.3](#).

##### 4.H.4.b. Administrative Processing

When the member and his or her dependents are considered suitable in all respects for duty overseas and the member meets the active obligated service requirements for the prescribed tour, the commanding officer shall ensure the required entries are made on a CG-3307, Administrative Remarks. [Personnel and Pay Procedures Manual, HRSICINST M1000.2 \(series\)](#).

##### 4.H.4.c. Member Unsited for Overseas Duty

When for any reason a commanding officer considers a member or any of his or her dependents unsited to duty overseas, he or she shall withhold executing the orders and immediately report the circumstances to Commander (CGPC-opm or epm) in sufficient detail to enable proper disposition. If long-term in nature, non-availability for worldwide assignment may be grounds for separation.

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#### 4.H.5. Member's/Dependents' Early Return from Overseas

##### 4.H.5.a. Reassigning Member Before Tour Completion

1. **Member.** When the commanding officer (or area commander) of any overseas area considers it necessary to reassign a member for suitability reasons before normal tour completion, he or she shall submit a request to Commander (CGPC-opm/epm) stating his or her reasons and all factors requiring reassignment. Such reassignment is restricted to specific cases for which transfer is the only feasible solution. Transfer is not a substitute for appropriate disciplinary or administrative action.
2. **Dependents.** Various reasons may necessitate the need to return dependents early. The guidelines that must be met before requesting funding for an early return of dependents are contained in the Joint Federal Travel Regulations (JFTR), Section U5240D. Request for early return of dependents should be sent, via message, to CGPC-opm-2 or CGPC-epm-2 as appropriate.

##### 4.H.5.b. Reassignment at Member's Request

If a member requests reassignment, he or she must base the request on a hardship, and the request must conform to [Article 4.B.11](#).

## 4.H.6. Selecting Enlisted Members for Overseas Duty

### 4.H.6.a. Obligated Service Requirements

Enlisted personnel selected for transfer outside CONUS must have sufficient obligated active duty service as of date of departure from CONUS as follows:

1. Personnel must have required service to complete the prescribed tour for the area, re-enlist, or extend enlistment, unless Commander, (CGPC-epm) authorizes otherwise. ➡ Article 1.G.2.
2. The Commandant may direct members with 18 months remaining to non-restricted duty or 13.5 months remaining to restricted duty.
3. For entitlement to command sponsorship for dependent travel overseas and payment of overseas station allowances which may be authorized. ➡ Articles 4.H.9. and 4.H.10.

### 4.H.6.b. Family Size Guideline

Commanding officers shall ensure enlisted personnel are aware adequate housing at reasonable costs may be in short supply or non-existent in overseas areas for members with large families. Of particular concern are those married members ineligible for overseas allowances and government quarters due to the lack of command sponsorship. To avoid hardships on members and preclude an administrative burden to overseas commands, the following is a guide in determining assignment to overseas duty:

Pay Grade	Number of Dependents
E-7, E-8, E9	4
E-6	3
E-5	2
E-1, E-2, E-3, E-4	1

Although assignment officers make every effort in the assignment process to avoid ordering personnel with large families to an overseas area, the parent command must be alert and ensure it detects any problem making a member ineligible for an overseas assignment and reports it immediately to the Commander (CGPC-epm).

**The overseas commander can grant a waiver for entry approval to a member with more dependents than shown above, based on the member's overseas screening and the needs of the unit.**

## 4.H.7. Preparing Members for Duty Outside CONUS

Before transferring members to duty overseas, commanding officers shall ensure the instructions contained in this article are completed.

**4.H.7.a. General**

1. Members and their dependents are in all respects qualified for overseas duty.  
☛ Articles 4.H.2 and 4.H.3.
2. Members have valid identification cards and International Certificates of Vaccination, PHS-731, where required.
3. Arrangements have been made to obtain passports, if required.  
☛ Article 16.J.4.a.
4. Before detachment, members with dependents assigned to duty from a station outside CONUS to a dependent-restricted or unaccompanied tour may be authorized to receive station allowances if the dependents remain at the old duty station or any other designated location outside CONUS authorized by Commandant (G-WPM-2). Members with dependents who are assigned to duty from a station in CONUS to a dependent-restricted or unaccompanied tour outside CONUS may be paid station allowances if they elect and Commandant (G-WPM-2) authorizes moving dependents to a designated place in accordance with JFTR, U9301.
5. Ensure members or dependents do not have a history of or indication of-going alcohol abuse. Successfully resolved alcohol problems are not a bar to overseas assignment. However, **members must be made aware of a possible lack of on-going treatment and counseling facilities at overseas units.**

**4.H.7.b. Physical Fitness for Overseas Duty**

1. The member shall complete a physical examination before transfer when required in accordance with ☛ Article 3-A-7, Medical Manual, COMDTINST M6000.1 (series). The physical may be administered up to six months before scheduled reporting. Completing the required physical examination early will preclude requests for cancellation of orders. When initial information indicates the member is unqualified for any reason, the member's commanding officer shall immediately submit a message report to Commander (CGPC-opm/epm), as applicable.
2. Complete all necessary preventive immunizations. ☛ COMDTINST 6230.4 (series).
3. Complete all essential dental treatment.
4. A duplicate pair of eyeglasses shall be issued to members requiring glasses to correct refractive errors whose uncorrected distant visual acuity is worse than 20/40.

**4.H.7.c. Orders**

- 1. The member is to be notified of orders contained in the Enlisted Transfer Order (ETO) within 5 days of receipt of the ETO. Orders shall be issued as early as possible to allow for sufficient time for processing of household goods, shipment of privately owned vehicles, etc.**
2. Prepare travel orders and distribute copies of travel orders using instructions in the  Personnel and Pay Procedures Manual, **HRSICINST M1000.2** (series).
3. If required, prepare NATO supplemental orders.  [Article 4.A.18](#).

**4.H.7.d. Enlisted Members**

1. Enlisted members in pay grades E-2 through E-6 shall have a valid motor vehicle operators license unless Commander (CGPC-epm) waives this requirement.
2. Commanding officers shall comply with  [Article 4.B.1.i](#).
3. Commanding officers shall advise enlisted members of the appropriate uniform in accordance with uniform regulations.

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**4.H.8. Tours of Duty Outside CONUS**

**4.H.8.a. General**

Tours of duty set forth in  [Chapter 4.A.5](#). shall be adhered to as closely as possible within the limitations imposed by availability of relief and special considerations. When a tour length has been shortened, members currently on board shall not be considered for rotation until a replacement has been provided or the member completes the tour prescribed on transfer to the station, whichever is earlier. When a tour is lengthened, members presently on board shall be rotated upon completing the tour as was prescribed upon transfer to the station unless the member desires the longer tour length and it is consistent with Service needs.

- 1. Personnel transferring overseas should expect to complete the prescribed tour of duty even if they advance to the next higher enlisted pay grade. Early transfers from overseas based solely on a member's advancement will be based on Service needs. If a member must be transferred due to advancement, then the Assignment Officer shall follow the procedures outlined in  [Article 4.C.3.E.5](#). All other requests for a member's early return from overseas shall conform to criteria in  [Article 4.H.5](#).**
2. Credit for overseas duty begins the date the member departs from a CONUS port and terminates the date he or she returns to a CONUS port on PCS. If a member takes leave en route outside CONUS, the departure or return date is the constructive date for direct travel.

3. Orders to members transferring to overseas pre-commissioning details for further transfer to units when commissioned will specify tour length.
4. Normally, members will not be assigned consecutive overseas tours of duty against their wishes unless Service needs dictate otherwise.
5. From time to time the Commandant may direct changes in lengths of duty tours. Individual tours will be abbreviated or extended as necessary to avoid excessive turnover. The basic criterion for tour lengths is the successful, efficient accomplishment of the specific unit's missions.

**4.H.8.b. Member Married to Active Duty, Coast Guard Member**

In the case of a married member whose spouse is also an active duty Coast Guard member, the tour of duty is established as follows:

1. When an accompanied assignment is made and both members' reporting dates coincide, both members will serve the with dependent tour as outlined in [☛ Article 4.A.5](#). However, if one member's duty station has a shorter prescribed tour, they both are entitled to rotate upon completing the shorter tour unless the member eligible for the earlier rotation desires an extension.
2. If the members' reporting dates do not coincide and the second member transfers at government expense ([☛ Article 4.A.8.](#)), the tour length of the member arriving last may be adjusted to coincide with the rotation date of the member arriving first provided the accompanied assignment will last at least 12 months. The spouse who arrives first may elect to extend his or her tour to coincide with the second member's.
3. When a member marries an active duty member while both are on duty outside CONUS, the original rotation eligibility will be maintained unless both members agree to serve a longer with dependent tour. If enlisted members choose to be reassigned independently, the following Administrative Remarks, CG-3307, entry will be made:

I understand that neither my spouse nor I will be considered for reassignment under the provisions of Article 4.A.8. Personnel Manual. COMDTINST M1000.6 (series) until eligible for normal rotation.

Signed: (Member's full name)

4. The provisions of [☛ Article 4.A.8.](#) also apply to officers, and the above statement will be forwarded by letter to Commander (CGPC-opm).

#### 4.H.8.c. **Extending Overseas Tours**

Members may request extensions of overseas tours as prescribed here. Forwarding endorsements must indicate that the member **still meets the qualifications to remain overseas** (See [Article 4.H.3.](#)) Extensions will be granted only in cases deemed to be in the Service's best interests. Submit requests for extensions on an Assignment Data Card (ADC), CG-3698A.

#### 4.H.8.d. **Transferring from one Overseas Unit to Another Overseas Unit**

1. Overseas unit in same geographical location. An overseas screening does not need to be completed when a member is transferred to a unit within the same geographical area (i.e., ISC Kodiak to AIRSTA Kodiak).
2. Overseas unit not within the same geographical location. Overseas screening should be completed when a member is transferred from one overseas command to another overseas command not within the same geographical area, i.e., ISC Kodiak to ISC Ketchikan.

#### 4.H.8.e. **Overseas Tour Lengths When Marital Status Changes**

1. Personnel who marry while overseas may request that their tour length be increased to the "with dependent" tour length unless needs of the Service dictates otherwise. If the member requests and receives command sponsorship for their newly acquired dependent, then their tour length will be increased to the "with dependent" tour length. Commands must notify Commander (CGPC-opm) for officers and CGPC-epm for enlisted personnel when they grant command sponsorship for a newly acquired dependent. Upon notification, CGPC will adjust the member's tour length to the "with dependent" tour length.
2. Personnel who were stationed overseas when married and their marital status changes (i.e., divorce) will keep their "with dependents" tour length. However, upon tour completion, if the member is transferred to another overseas command, then the member can elect a "without dependent" tour length if it is applicable to the new assignment.
3. Personnel who marry en route to the new duty station:
  - a. Effective date of orders and travel and transportation entitlements are calculated in accordance with Appendix A, Joint Federal Travel Regulations.
  - b. Dependent(s), desiring to accompany the member, must complete the overseas screening process and receive entry approval from the overseas command.

c. Tour lengths.

- (1) Personnel who marry en route will have their tour length adjusted to the “with dependent” tour length if dependents receive command sponsorship/entry approval and accompany the member to the new overseas duty station.
- (2) Personnel who marry en route will keep their “without dependent” tour length if dependents do not receive command sponsorship/entry approval and do not accompany the member to the new overseas duty station. If command sponsorship/entry approval is granted at a later date, then the member’s tour length will be adjusted to the “with dependents” tour length.

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## **4.H.9. Moving Dependents and Household Goods Outside CONUS**

### **4.H.9.a. Entry of Dependents and Household Goods**

The transferring command initiates requests for entry of dependents and shipment of household goods. [Exhibit 4.H.3.](#) lists areas outside CONUS which do and do not require entry approval for dependent travel and shipment of household goods and privately owned vehicles.

### **4.H.9.b. Command Sponsorship of Dependents**

“Command Sponsorship” includes both authorized entry (permission granted before travel) and approval of dependents (after-the-fact confirmation of authority to be present in the area) and may entitle the member to dependent transportation to and/or from the overseas area and any station allowance which may be payable for the area. Command sponsorship should not be effective until the receiving command (command granting entry approval) has an opportunity to submit a list of questions covering specific topics it knows from experience are typical or recurring problem areas. (Sample message [Exhibit 4.H.1.](#)) The transferring command then must ask the member and his or her family those questions. Once the transfer is complete, the receiving command may provide feedback to the transferring command on the adequacy of the overseas screening the transferring command conducted.

1. Request for entry approval must be sent no later than 6 weeks prior to the member’s departure from the transferring command. Ten days notification is sufficient for nonrated personnel graduating from recruit training.
2. A member who does not have 12 months remaining in his or her tour of duty shall not be granted command sponsorship and is NOT entitled to station allowances and dependent travel. The member becomes eligible for dependent travel only on his or her next PCS assignment and then only for the port of entry to the new duty station.

3. Authorization for dependents' entry may be granted when dependents are not prohibited from being in the area and the member is eligible for dependent travel from CONUS. [Article 4.H.9.c.](#)
4. For personnel ordered to areas where authorization for entry of dependents is not required, local commanding officers are authorized to issue appropriate certification and pay orders.
5. In cases of newly acquired dependents or when dependents arrive in the overseas station's vicinity in a "tourist" status and the member and dependents take up residence there with evident intent to establish a permanent household, the member may request and the overseas commander may grant approval of dependents. In all such cases, a bona fide dependent status must exist and members must have complied with all local regulations and appropriate immigration requirements.
6. Command sponsorship (authorized entry or approval of dependents) is effective from the date of determination. The determination is a valuable part of validating payments or substantiating dependents' transportation. When the overseas commander has approved determination, it shall be noted by an appropriate entry on an Administrative Remarks, CG-3307, in the enlisted member's Personnel Data Record and by letter for an officer.

#### **4.H.9.c. Transporting Dependents to an Overseas Area**

1. To be eligible for dependent travel from CONUS:
  - a. The member must meet the greater of this required obligated service:
    - (1) Have sufficient service remaining to complete the "**with dependent**" tour effective on dependents' arrival and computed from the date the member began his or her tour for the area unless Commander, (CGPC-epm) grants an exception, and
    - (2) Have a minimum of 12 months of his or her "**with dependent**" tour remaining after dependents' arrival.
  - b. Dependency must exist on the effective date of orders.
2. Requests for entry authorization, when required, must state the member is in all respects eligible for dependents' transportation to the overseas area at government expense.
3. Unless command-sponsored, dependents' transportation to an overseas station where entry approval is required will not be authorized at government expense.

4. When concurrent travel is planned, it is of paramount importance the member has sufficient obligated service to complete the particular area's prescribed "with dependent" tour. The member cannot gain retroactive eligibility for dependent travel already performed through any subsequent extension or reenlistment.
5. In no event will a member's dependent(s) be transported overseas at government expense unless at least 12 months remain on the applicable overseas tour after the date the dependent(s) arrive overseas.
6. Enlisted members with more than 17 years of active duty must sign an Administrative Remarks entry, CG-3307, agreeing to remain on active duty for the time required to complete the applicable overseas tour. Any extension for this purpose may be conditional because it is subject to cancellation if dependents' entry is not approved.
7. If a member's request for entry authorization and/or transportation of dependents is temporarily denied for reasons the appropriate military commands may deem pertinent, the member must promptly apply for dependents' entry after he or she arrives at the overseas station.
8. A member who is not entitled to dependents' transportation at government expense and who is not authorized to have dependents present in the vicinity of the overseas duty station will not be furnished space-available transportation for his or her dependents incident to travel to the overseas duty station.

#### **4.H.9.d. Transporting Dependents from an Overseas Area**

1. A member is eligible for dependents travel to CONUS provided the dependents have met the requirements for command sponsorship in [Article 4.H.9.b.](#), or
2. Dependents who are not approved to be present in the area may be transported on a space-available basis in conjunction with the member's PCS from the overseas area provided:
  - a. The member complies with command regulations pertaining to their acquisition, and
  - b. The dependents meet any applicable U.S. Immigration and Naturalization Service requirements for entry into the United States.

#### **4.H.9.e. Household Goods**

The pamphlet "It's Your Move," COMDTPUB P4050.5, contains guidance for members proceeding overseas. It is in the public interest to avoid spending public funds unnecessarily in shipping privately owned household goods to and from overseas. Additionally, it is in the member's interest to prevent unneeded wear and tear on his or her goods resulting from such shipments. Members receiving orders to

an overseas duty station are strongly encouraged to seek counselling from their local transportation officer regarding overseas entitlements, restrictions on POV size, and communicate with their new command well in advance of transfer date. A timely information exchange between the member and his or her new command about the member's housing requirements (family size and composition, heavy appliances owned, approximate arrival date, etc.) compared to what is available to satisfy them should permit intelligent choices about what to ship and what to store. Certain restrictions on shipment of household goods apply to areas where public quarters are fully furnished. The district commander indicates these restrictions when the member applies for assignment to family housing, which he or she must do before detaching from the previous duty station within CONUS.

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#### **4.H.10. Monetary Allowances**

Station allowances outside the United States are payable in accordance with JFTR, U9000 and the  Pay Manual, COMDTINST M7220.29 (series).



**Exhibit 4.H.1. SAMPLE MESSAGE ON OVERSEAS TRANSFER**

FM COGARD RECEIVING COMMAND  
TO COGARD TRANSFERRING COMMAND  
INFO COMCOGARD PERSCOM WASHINGTON DC//EPM-2//  
SUBJ MKI R. U. READY (last 4 of SSN only) 6789, USCG  
A. HQ ETO XX-XX  
B. COMDTINST MI000.6A, CHAPTER 4.H

1. REF A ORDERED SNM TO DUTY AT LORSTA OVERSEAS. REF B REQUIRES AN INTERVIEW AND SCREENING TO DETERMINE MBR'S AND DEPNS' SUITABILITY FOR OVERSEAS DUTY. THIS COMMAND AND SUBORDINATE UNITS HAVE EXPERIENCED SIGNIFICANT, COSTLY ADVERSE IMPACT ON NUMEROUS OCCASIONS WHEN MEMBERS AND/OR DEPNS WERE NOT PROPERLY SCREENED BEFORE OVERSEAS ASSIGNMENT. THIS MSG PROVIDES SUPPLEMENTARY INFO FOR SCREENING OFFICIALS TO USE TO ASSIST IN DETERMINING SUITABILITY.
2. ALTHOUGH LORSTA OVERSEAS IS RESTRICTED DUTY, DEPNS OR FAMILY SITUATIONS MUST BE CONSIDERED IN DETERMINING SUITABILITY. CONDITIONS THE MEMBER'S PROLONGED ABSENCE MAY AGGRAVATE; E.G., DEPNS' HEALTH OR FINANCIAL HARDSHIP, MAY ADVERSELY AFFECT THE MBR'S PERFORMANCE AND MAY PRECLUDE AN ISOLATED ASSIGNMENT AT THIS TIME.
3. STRONGLY RECOMMEND THAT THE SCREENING OFFICIAL BE AN OFFICER WITH OVERSEAS OR FOREIGN EXPERIENCE OR THE SCREENING OFFICIAL CONSULT SOMEONE WITH SUCH EXPERIENCE. IF MARRIED, REQUIRE THAT THE MEMBER AND SPOUSE BE INTERVIEWED TOGETHER. BRIEF SPOUSE ON CG FAMILY ADVOCACY PROGRAM, HOW TO CONTACT THE COAST GUARD OMBUDSMAN, RED CROSS, AND HOW TO HANDLE FUNDS.
4. ADDITIONAL INFO ON SUITABILITY FACTORS TO SUPPLEMENT REF B.
  - A. MEDICAL. LOCAL HEALTH CARE FACILITIES ARE PRIMITIVE; ROUTINE MEDICAL CARE INVOLVES AT LEAST 3 DAYS' TVL/TAD. CONDITIONS REQUIRING ADVANCED OR FREQUENT CARE ARE DISQUALIFYING FACTORS. RECOMMEND RELAYING THIS INFORMATION TO MEDICAL FACILITY PERFORMING THE OVERSEAS PHYSICAL. A SUBSTITUTE OVERSEAS PHYSICAL IS NOT ACCEPTABLE FOR PERSONNEL ASSIGNED TO LORSTA OVERSEAS. ENSURE HIV TESTING IS COMPLETED WITHIN THE LAST 6 MONTHS AS REQUIRED BY DOD AREA COMMANDER.

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- B. DENTAL. SAME AS MEDICAL. ENSURE DUPLICATE DENTAL PANORAL RADIOGRAPH IS ON FILE WITH DEFENSE MANPOWER DATA CENTER.
  - C. ALCOHOL. NO ENGLISH-SPEAKING ALCOHOLICS ANONYMOUS GROUPS ARE AVAILABLE. RECOMMEND ONLY RECOVERING ALCOHOLICS WITH MULTI-YEAR HISTORY OF SOBRIETY FOR OVERSEAS ASSIGNMENT.
  - D. STABILITY AND MATURITY. LORSTA OVERSEAS CAN IMPOSE HIGH STRESS DUE TO ISOLATION, WEATHER, SECURITY ENVIRONMENT, AND CULTURAL DIFFERENCES. IMMATURE PERSONS MAY EXPERIENCE DIFFICULTY IN ADJUSTING TO LIFE AT THIS STATION.
  - E. A PASSPORT IS NOT NECESSARY FOR MBR'S ENTRY, NOR FOR TVL IN/FROM NATO COUNTRIES. A BLUE TOURIST PASSPORT IS REQUIRED FOR TRAVEL IN NON-NATO COUNTRIES AND IS RECOMMENDED FOR SECURITY AND CONVENIENCE FOR ALL TRAVEL. THE COST OF A PASSPORT IS NOT NOW A REIMBURSABLE EXPENSE.
  - F. RECOMMEND MEMBER OBTAIN A U.S. PHONE CARD BEFORE DEPARTING CONUS TO SAVE APPROXIMATELY 30 PERCENT COMPARED TO EUROPEAN RATES FOR CALLS TO CONUS.
  - G. SECURITY CLEARANCE. IF THE LAST NAC IS MORE THAN 10 YEARS OLD, INITIATE PAPERWORK FOR AN UPDATE AS APPROPRIATE. MEMBER WILL REQUIRE A SECRET CLEARANCE.
  - H. HHG. ENSURE MEMBER IS FAMILIAR WITH DOD PAMPHLET "IT'S YOUR MOVE" AND WITH INFORMATION ON HHG AND UNACCOMPANIED BAGGAGE (UB) BEFORE DEPARTING.
  - I. DIRECT DEPOSIT. DIRECT DEPOSIT TO ENSURE RECEIVING PAYCHECK PROMPTLY IS HIGHLY RECOMMENDED DUE TO EXCESSIVE TRANSIT TIME FOR STATESIDE MAIL.
  - J. GOVERNMENT TRAVEL CHARGE CARD. ENSURE ALL MBR'S WITH DEPENDENTS (E-2 AND ABOVE) ARE ENROLLED AND POSSESS A VALID CHARGE CARD TO OFFSET DELAYS IN RECEIVING REIMBURSEMENT FOR INITIAL EXPENSES COVERED BY TEMPORARY LODGING ALLOWANCE (TLA) ENTITLEMENT.**
5. IF MBR AND DEPNS SCREEN SUCCESSFULLY, REQUEST MBR'S ENTRY APPROVAL FROM COGARD RECEIVING COMMAND. ENTRY REQ MUST CONTAIN THIS DATA:

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- A. HIV TEST DATE.
  - B. DATE HIV TEST RESULTS FWD TO REPORTABLE DISEASE DATA BASE.
  - C. DATE DUPLICATE DENTAL PANORAL RADIOGRAPH FWD TO DEFENSE MANPOWER DATA CENTER.
  - D. HAS MBR HAD ANY ALCOHOL-RELATED INCIDENTS? IF SO, PROVIDE DETAILS VIA FOUO AUTODIN MSG.
  - E. DATE OF MBR'S LAST WEIGH-IN. IF NOT IN COMPLIANCE, EXPLAIN.
  - F. DATE OF LAST NAC OR BI. IF OVER 10 YRS, INDICATE DATE UPDATE WAS INITIATED AND INCLUDE COPY OF UPDATE PAPERWORK IN PDR.
  - G. IF APPLICABLE, DATE OF DEERS CHECK AND DATE DEPENDENCY EXPIRES.
  - H. DOES MBR HOLD VALID DRIVER'S LICENSE? IF NO, STATEMENT THAT MBR WILL OBTAIN ONE BEFORE TRANSFER.
  - I. DATE MBR COUNSELED ON HHG/UB/STORAGE.
  - J. ANTICIPATED DETACH DATE AND EST ARRIVAL DATE.
  - K. AMOUNT OF CASH/TVL CHECKS MBR WILL CARRY TO COVER DELAYS AND INITIAL EXPENSES. RECOMMEND AT LEAST \$1000.
  - L. IF MARRIED, STATE IF SPOUSE HAS BEEN COUNSELED ABOUT CO-RESPONSIBILITIES DURING UNACCOMPANIED ASSIGNMENT.
6. LORSTA OVERSEAS WILL PROVIDE SPONSOR FOR SNM.
7. ADVISE WITHIN 10 DAYS OF ALL CLASS C TRNG AND QUAL CODES MBR WILL COMPLETE BEFORE DEPARTING.
8. COMMAND IS REMINDED TO EFFECT TRANSFER AT MOST COST-EFFICIENT MEANS TO THE GOVT.



**Exhibit 4.H.2. COMMAND CHECKLIST FOR OVERSEAS SCREENING**

**Instructions for Checklist:** This checklist is to be placed in the member’s personnel record as a page seven (page 6 of this checklist). **A COPY OF THE COMPLETED CHECKLIST IS TO BE SENT TO THE RECEIVING COMMAND.** This checklist consists of two parts. Part one is filled out by the member and spouse (if applicable). Part two is filled out by the unit. Part one should be given to the member upon receipt of orders. Ten days after receipt of orders, the member and spouse must fill out applicable sections and then meet with the command designated representative to discuss overseas assignment issues.

**PART ONE – MEMBER AND SPOUSE (if applicable). This checklist must be filled out by both the member and spouse (if applicable).**

Assignments overseas can be a rewarding opportunity for the whole family. However, they can impose special hardships in language, culture and availability of some services taken for granted in the United States. Outconus assignments typically result in limited community services and high costs to the members. Because of the expense to the government and the member’s and family’s significant effort and commitment in preparing for an overseas assignment, careful screening is required to identify possible problems before a member is transferred overseas.

**You and your spouse (if applicable) are required to fill out the below questionnaire.** Failure to provide truthful responses may result in disciplinary action for the member under the UCMJ and may also prevent the family from accompanying the member to the new overseas assignment.

	<b>Member</b>	<b>Spouse (if applicable)</b>
<b>Name (First, MI, Last)</b>		
<b>Rank</b>		
<b>Unit</b>		
<b>Work Phone Number</b>		
<b>Home Phone Number</b>		

**CHILDREN**

<b>AGE</b>	<b>GENDER</b>	<b>AGE</b>	<b>GENDER</b>

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Please place your initials (member and spouse (if applicable)) in the appropriate box (YES or NO) when responding to the below questions. If a question is not applicable then enter N/A under the NO block. Provide amplifying information in the remarks section for questions answered YES.

		YES	NO
1.	Are you a single parent or married to another service member? Have dependent care requirements been met in accordance with Article 4.A.6, Personnel Manual?		
2.	Have you ever had an Early Return of Dependents from a previous overseas assignment or a Humanitarian Assignment? If yes, have the reasons for the early return or humanitarian assignment been resolved? Explain in remarks section.		
3.	Do you, your spouse, or any dependent(s) have knowledge of any on-going medical, dental, psychological, physical, or educational problem(s) or treatment the medical examination or screening did not address? If YES, you and your spouse/dependent(s) must return to the medical screening authority to include these problems in the screening.		
4.	Are you aware of the climate and isolation constraints (darkness, cold, etc.) at the proposed duty station?		
5.	a. Are you aware of the housing availability and constraints on pets, vehicles, household goods? b. Have you been counseled on overseas pay, allowances and travel and household goods entitlements?		
6.	Have you, your spouse or any dependent(s) previously been reassigned before normal tour completion due to individual unsuitability? If YES, does the reason for previous reassignment still exist? (Explain in "Remarks" section.)		
7.	a. Have you completed the Financial Assessment Check-list ( <a href="#">Exhibit 4.H.2.a.</a> , Personnel Manual) to determine the financial impact of an overseas assignment? b. Based on your assessment, do you consider yourself financially stable to transfer overseas? <b>c. Are you currently enrolled in the Government Travel Charge Card Program?</b> <b>Note: If no, all members (E-2) and above) with dependents must possess a Government Travel Charge Card prior to reporting OCONUS in order to offset delay in reimbursement of initial Temporary Lodging Allowance Expense entitlements.</b>		
8.	Do you or your spouse have serious problems of indebtedness, credit loss or other financial problems which have not been resolved with the creditor(s) or interested parties?		
9.	Have you, your spouse, or dependent(s) been convicted for any civilian felonies or misdemeanors within the last 24 months (include pre-service time); e.g., crimes of violence, larceny, driving under the influence of alcohol, and/or assault?		

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		YES	NO
10.	Do you, your spouse, or dependent(s) have a record of any involvement with illegal drugs, record of unresolved alcohol abuse or chemical dependency within the past 24 months?		
11.	Have you, your spouse, and/or dependent(s) been treated for alcohol abuse and/or chemical dependency within the last six months? (Include pre-service time.)		
12.	Do you have a spouse or dependent(s) with long-term special medical, dental, psychological, or physical needs and/or is enrolled in special education?		
13.	Do you or a family member have specialty or recurring medical needs, prescriptions, etc., that may not be readily available overseas? If yes, explain.		
14.	Have you, your spouse, or dependent(s) had any family violence incident(s) within or outside of family in past two years?		
15.	Was your spouse previously a member of the armed forces? If so, what was the character of separation? (Explain in "Remarks" section if other than honorable.)		
16.	Do you or your spouse have legal custody of other dependents (parents, siblings) and are they residing in the home with or without special needs?		
17.	Are any of the member's dependents covered in a custody agreement? If "NO," go to question 18.		
	a. Does the agreement prevent removal of dependents from CONUS without prior court approval or agreement between the interested parties? If NO," go to question 18.		
	b. Have you obtained prior court approval or requisite agreement from other interested party to remove dependents from CONUS if required by state law?		
18.	Do school aged children have any special educational needs?		
19.	Have you contacted your new overseas command to discuss items such as housing, schools, job opportunities for your spouse, etc.?		
20.	Have you listed any additional questions or concerns that you may have in the remarks block?		
21.	Do you and your spouse possess a valid state driver's license?		

A check in any "YES" box to these questions may disqualify you for overseas assignment depending on (a) the reason for the "YES" and (b) the nature of the overseas assignment.

Remarks:

**PART TWO- UNIT REVIEW**

Schedule a meeting with the member and spouse to discuss the overseas screening process. Prior to meeting with the member and spouse research the below: (1) complete a local record's check to determine if any disqualify factors are contained in the member's record and (2) (if applicable), research the following:

		YES	NO
1.	Complete a local record's check.		
	a. Is there evidence of any family problems (i.e., early return of dependents, HUMS, etc.) that have not been resolved?		
	b. Is there any evidence of financial irresponsibility?		
	<b>c. Is member currently enrolled in the Government Travel Charge Card Program?</b> <b>Note: If no, all members (E-2 and above) with dependents must possess a Government Travel Charge Card prior to reporting OCONUS in order to offset delay in reimbursement of initial Temporary Lodging Allowance entitlements.</b>		
	c. Is there any evidence of or has the member been treated for alcohol abuse or chemical dependency?		
d. Is there evidence of unsatisfactory or marginal performance? Does the member have less than a 4.0 overall evaluation average?			
2.	(Single sponsors of dependents or military couples with dependents). Have dependent care requirements been met in accordance with <a href="#">Article 4.A.6.</a> , COMDTINST M1000.6A.  NOTE: While the unique situation of a single sponsor with dependents is not in itself disqualifying, point out this fact when submitting message certification of screening per COMDINST M1000.6A.		
3.	Does the member have a record of military offenses within the last 24 months which would preclude overseas assignment; e.g., two or more NJPs, several minor unexcused absences, a lengthy unauthorized absence? (One-time major offenses in the current enlistment are considered disqualifying as well.)		
4.	Are all eligible dependents enrolled in DEERS?		
5.	If member is being assigned a <u>consecutive overseas tour</u> does he or she have less than a 4.0 overall evaluation average during current overseas tour?		
6.	Does the member have a spouse or dependent(s) with long-term special medical, dental, psychological, or physical needs and/or is enrolled in special education?  If "YES" the member must be screened by the Coast Guard's Special Needs Program. Ensure that a Coast Guard Special Needs Enrollment Form is submitted with relevant documentation.  NOTE: Command must contact the Regional Area Family Program Administrator (FPA) to determine status of member's enrollment for questions 5, 6 and 7.		
7.	Has the member, spouse, or dependent(s) had any family violence incident(s) within or outside of family in past two years?		

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		YES	NO
8.	Is the member enrolled in the Special Needs Program or is there an active Family Advocacy Program Case?		
9.	Has a complete review of the member's and dependents medical records been completed?		
10.	Does the member meet the family guidelines as outlined in <a href="#">Article 4.H.6.b.</a> If not, has a waiver been granted by the overseas receiving command?		
11.	Is the member in compliance with current weight standards?		
12.	For enlisted personnel assigned to duties involving flying: Upon reporting overseas, will the member's qualification in the 9D5 Dunker have less than 36 months remaining?		
13.	<p>If the member is single, does he/she plan to get married in route to the overseas assignment. If yes, inform the member that:</p> <ul style="list-style-type: none"> <li>a. His/her spouse must be screened for overseas assignment.</li> <li>b. His/her overseas tour length may be increased to the "with dependents" tour length.</li> <li>c. Entitlement to any overseas travel allowances is based on the effective date of the orders (<b>Note: As calculated using Appendix A, Joint Federal Travel Regulations</b>).</li> </ul>		

Review Part 1 with member and spouse present. A check in any "YES" question box on the member or unit section of this check list can disqualify the member depending on (a) the reason for the "YES" and (b) the nature of the overseas assignment. Interviewer will comment below to explain any "YES" boxes.

Ensure the member, spouse and command sign the **COMMAND CHECKLIST FOR OVERSEAS SCREENING CERTIFICATION**.

REMARKS:

**COMMAND CHECKLIST FOR OVERSEAS SCREENING CERTIFICATION**

**MEMBER'S/DEPENDENT(S) CERTIFICATION.**

I \_\_\_\_\_, am aware that failure to provide information or providing incorrect information on the COMMAND CHECKLIST FOR OVERSEAS SCREENING (☛ Exhibit 4.H.2., Personnel Manual, COMDTINST M1000.6(series)) may result in disciplinary action punishable under the UCMJ and may result in my having to serve an unaccompanied tour.

**I understand that I must inform my command if information that I have provided on this checklist:**

- a. Changes prior to my departure; or**
- b. Will change prior to reporting to my overseas assignment.**

**I understand that I must obligate \_\_\_\_\_ months of service to meet the obligated service requirements for this overseas tour.**

Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I, \_\_\_\_\_, am aware that failure to provide any information or providing incorrect information on this checklist may result in me not being able to receive command sponsorship and transferring overseas with my spouse.

Spouse's (or Family Member's) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**COMMAND'S CERTIFICATION.**

On the basis of all available information, I  endorse  
 do not endorse (check one)  
the member's orders to the overseas assignment. (Send a copy of this completed checklist to the receiving command.)

\_\_\_\_\_  
COMMANDING OFFICER or  
OFFICER-IN-CHARGE (Signature)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
COMMANDING OFFICER or  
OFFICER-IN-CHARGE  
(Name and Rank)

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**Exhibit 4.H.2.a. FINANCIAL ASSESSMENT CHECKLIST**

The purpose of this check-list is to assist you in determining the financial impact of an overseas assignment.

<b>Monthly Income</b>	<b>Current income</b>	<b>Estimated income at desired overseas assignment area.</b>
Basic Pay		
Sea/Hardship Duty Pay for Location/FSA		
SDAP/Proficiency Pay/Flight Pay		
BAH		
Subsistence Allowance		
Cost of Living Allowance (COLA)		
Clothing Allowance		
Spouse's Income		
Part Time Income		
Other Income (rental income, etc.)		
Total Income:		

<b>Regular Monthly Expenses</b>	<b>Current Expenses</b>	<b>Estimated expenses at desired overseas assignment area.</b>
Rent or Mortgage Payment		
Food		
Clothing		
Utilities (Gas, Electric, Water)		
Life and/or other Insurance		
Monthly Credit Card Payments		
Monthly Loan Payments		
Transportation Expenses		
Automobile Payments		
Dependent Support/Care (i.e., child, parents)		
Private Schooling		
Other expenditures not listed		
Total Expenses:		

	<b>Current Unit</b>
Total Income	
- Total Expenses	
Difference	

	<b>Desired Overseas Unit</b>
Total Income	
- Total Expenses	
Difference	

Compare the difference between the current unit and the desired overseas unit blocks to determine the financial impact an overseas assignment will have on your financial status.



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**Exhibit 4.H.3.**  
**AREAS OUTSIDE CONUS REQUIRING ENTRY APPROVAL FOR  
 DEPENDENT TRAVEL, SHIPMENT OF HOUSEHOLD GOODS AND  
 PRIVATELY OWNED VEHICLES**

<u>Area/Unit</u>	<u>Submit Request to (via message)</u>	<u>Information Copy to unit which ordered and</u>
<b><u>Alaska:</u></b>		
Ketchikan/Shoal Cove/ Petersburg	COGARD INTSUPRTCOM KETCHIKAN AK	CCGDSEVENTEEN JUNEAU AK
Kodiak, LORSTA's Attu, LORSTA's Attu, St. Paul and Port Clarence Unalaska (Dutch Harbor)	COGARD INTSUPRTCOM KODIAK AK	CCGDSEVENTEEN JUNEAU AK
Sitka	COGARD AIRSTA SITKA AK	CCGDSEVENTEEN JUNEAU AK COGARD INTSUPRTCOM KETCHIKAN
AK		
All Other Locations JUNEAU AK	COGARD INTSUPRTCOM KETCHIKAN AK	CCGDSEVENTEEN
<b><u>Cuba:</u></b>		
All locations	COMNAVBASE GUANTANAMO BAY CU COGARD LO REP GAUNTANAMO BY CU	CCGDSEVEN MIAMI FL
<b><u>Germany:</u></b>		
(USCINCEUR billets) NL	USCINCEUR VAHINGEN GE	COGARD MIO ROTTERDAM
<b><u>Greater Antilles:</u></b>		
Air Station Borinquen	COGARD AIR STATION BORINQUEN RQ	COMCOGARD GANTSEC SAN JUAN RQ COGARD BASE SAN JUAN
RQ		CCGDSEVEN MIAMI FL
Patrol Boat Support Det. USCGC MONHEGAN USCGC NUNIVAK USCGC OCRACOKE USCGC VASHON USCGC NANTUCKET CG REP, Naval Hospital, Roosevelt Roads	COGARD PATBOATRON TWO DET ROOSEVELT ROADS RQ	COMCOGARD GANTSEC SAN JUAN RQ COGARD BASE SAN JUAN RQ CCGDSEVEN MIAMI FL
MSD St. Thomas RIO St. Croix	COGARD MSD ST THOMAS VQ	COMCOGARD GANTSEC SAN JUAN RQ COGARD MSO SAN JUAN RQ CCGDSEVEN MIAMI FL
All other units in Puerto Rico	COMCOGARD GANTSEC SAN JUAN RQ	COGARD BASE SAN JUAN RQ CCGDSEVEN MIAMI FL
<b><u>Guam:</u></b>		
	COMCOGARD MARSEC GQ	CCGDFOURTEEN HONOLULU HI
<b><u>Hawaii:</u></b>		
	COGARD INTSUPRTCOM HONOLULU HI	CCGDFOURTEEN HONOLULU HI

**Exhibit 4.H.3.**  
**AREAS OUTSIDE CONUS REQUIRING ENTRY APPROVAL FOR  
 DEPENDENT TRAVEL, SHIPMENT OF HOUSEHOLD GOODS AND  
 PRIVATELY OWNED VEHICLES**

<u>Area/Unit which and</u>	<u>Submit Request to</u>	<u>Information Copy to unit (via message) ordered</u>
<b><u>Iceland:</u></b> Keflavik NL	PERSUPP DET KEFLAVIK IC	COGARD MIO ROTTERDAM
<b><u>Japan:</u></b>	PERSUPP DET YOKOSUKA JA	CCGDFOURTEEN HONOLULU HI
<b><u>Netherlands:</u></b> MIO Europe	COGARD MIO ROTTERDAM NL	
<b><u>Sweden:</u></b> World Maritime Instructor NL	USDAO STOCKHOLM SW	COGARD MIO ROTTERDAM
<b><u>United Kingdom:</u></b> RAF Woodbridge	67SOS RAF WOODBRIDGE UK	COGARD MIO ROTTERDAM NL
Cornwall (Exchange Pilot)	COGARD MIO ROTTERDAM NL	
Lossiemouth, Scotland (Exchange Pilot)	COGARD MIO ROTTERDAM NL	
London Activities Europe (IMO Billet)	COGARD MIO ROTTERDAM NL	