

Discharge

Overview

Introduction This guide provides all the details regarding a Discharge Separation, including the procedures to Discharge an enlisted member or terminate an officer's appointment.

** For instructions on a Discharge to Immediate Enlistment please use the Accessions User Guide. **

Contents

Topic	See Page
Guiding Principles	2
The Discharge Process	4

Guiding Principles

Introduction This section provides the guiding principles for Discharging a member from the United States Coast Guard.

References The following references provide additional information about Discharges.

- [Military Separations, COMDTINST M1000.4 \(series\)](#)
- [Joint Federal Travel Regulations, Volume 1](#)
- [Personnel and Pay Procedures Manual, PCINSTMI000.2\(series\)](#)
- [Reserve Policy Manual, COMDTINST M1001.28 \(series\)](#)
- CG Separation Program Designator Handbook & [ALCOAST 125/10](#)

Discharges with Separation Requests Coast Guard Personnel Service Center (PSC) must authorize Discharges for Active Duty officers, officers on Extended Active Duty (EAD) and enlisted members within their mandatory service obligation. Approved discharges will be posted to the Airport Terminal under the member's department ID.

The status of a Discharge request/authorization can be viewed in Direct Access using the Separation Summary Report from the Separations pagelet. The Separation Authorization can now be printed directly from the Separation Details tab of the Separation Orders.

For all PSC (epm/opm) approved separations, the Separation Orders will be automatically generated and contain pre-filled values for **Separation Type**, **Termination Date** and **SPD Code**. If **Separation Pay** was authorized by PSC (epm/opm), the appropriate fields will be pre-filled on the Additional Info tab. If the Termination Date needs to be changed, contact PPC (SEP). If any of the other fields listed above need to be changed, contact PSC (epm/opm). SPOs cannot edit the separation authorization data.

The SPO submitting the discharge from the Reserve or Active Duty component is also responsible for completing the enlistment transaction for those being immediately accessed into a new component of the Coast Guard. This shall be accomplished prior to forwarding the SPO record. For officers who are being discharged from the Active Duty component of the Coast Guard to be immediately accessed into the Reserve component of the Coast Guard as an officer or vice versa, the servicing SPO losing the member **MUST** submit this transaction.

Continued on next page

Guiding Principles, Continued

Discharges for End of Enlistment

Normal Expiration of Enlistment type separations do not require prior authorization from PSC, and will not appear on the airport terminal. For all Normal Expiration of Enlistment type separations, the SPO will start the Separation Orders.

Direct Access no longer automatically adds a Travel Order Number (TONO)/Line of Accounting (LOA) to Separation and Retirement orders. TONOs/LOAs are now added by DCMS-831 (PCS TONO Funds Manager) if the member elects to relocate upon separation/retirement to their Home of Record/Home of Selection. This change will ensure that the Coast Guard only allocates funds to members who are actually moving/incurred costs. Refer to the latest Sep/Ret TONO Process Change message.

Entitlements

Pay entitlements for a member who is being discharged will automatically be stopped on the effective date of separation. SPOs do not need to manually stop pay entitlements for a member who is separating, unless the entitlement is to stop on a day other than the date of separation or the member will be performing long-term Active Duty in the Reserve component immediately following the discharge.

Corrections and Deletions

See the Amending and Cancelling Separation Orders User Guides.

The Discharge Process

Introduction This section provides an overview of how the Discharge process works.

Process This table lists the events that take place in connection with a Discharge. This table is not meant to be all-inclusive; it merely provides an overview of the process to aid in understanding the events that must take place in order for the separation transaction to be completed.

Stage	When	Then
1	PSC (epm/opm) is notified of Immediate and Priority Separations	Then PSC enters the Request in Direct Access, which will create: 1. Separation Authorization 2. Separation Orders Note: The transaction is 'built' by the system but additional data entry and approval is required before it is complete.
2	Member receives the Separation Authorization from their unit (via the Airport Terminal)	The member submits a Career Intentions Worksheet (CIW) (CG-2045).
3	Member's Command receives the CIW	The Command endorses the CIW and forwards it to the Servicing Personnel Office (SPO).
4	SPO-Data Entry Technician (CGHRS) receives the CIW	The SPO tech completes the separation orders, entering delay en route (terminal leave), dependent data, mode of travel, etc.
5	SPO tech completes the orders	The SPO tech routes the orders for approval. They also complete the DD-214 and print it for review by the SPO Supervisor.

Continued on next page

The Discharge Process, Continued

Process,
continued

Stage	When	Then
6	SPO tech submits the order	<p>The SPO Supervisor (CGHRSUP) goes into “View My Requests” and audits and approves the separation orders</p> <p>Note: Orders should be approved no later than the date the member departs unit.</p> <p>The SPO Supervisor approves the DD-214 by going into the DD-214 component, checking the final button and printing the DD-214. This will electronically send the DD-214 to DMDC.</p>
7	The SPO Supervisor approves the Separation Orders	The system shuts down the member’s pay account in Global Pay.

*Note: [ALCOAST 125/10](#) (CGWEB/Intranet link) announced revisions to the SPD and RE codes in the Coast Guard Separation Program Designator Handbook.
