

On 22 August 2011, PSC released the results of the Commander Selection Board via ALCGPSC 112/11. US Code may mandate the retirement of those Lieutenant Commanders twice non-selected for Commander. After a thorough review of our records, we have determined that you are required by law to retire. We are extremely grateful for your selfless service and devotion to duty over the years and we recognize that this can be a very difficult time. The following information is provided to summarize the administrative action OPM will take to process your retirement and to assist you with retirement planning. If you feel that we have made an error in the determination of your status, please do not hesitate to contact the OPM-1 Separations Section at 202-493-1622.

Timeline - Mandatory Separation Processing at OPM

- Immediately following report of the board: OPM-1 Separations compiles necessary elements of each officer's record for review of applicable law/policy. Per COMDTINST M1000.6, Officers faced with mandatory retirement, for any reason, need not request retirement. OPM will issue the separation authorization in accordance with this timeline.
- Week 2: Finalize preliminary research on each officer non-selected.
- Weeks 4-6: Final OPM approval of all mandatory retirements.
- Weeks 6-8: Issue Retirement Authorization via personalized email to you. In conjunction with the email, your SPO will receive a copy of the retirement authorization through Airport Terminal in Direct Access. You will work with your SPO to execute the authorization with PPC.

Pertinent Law/Policy: These are the references most commonly employed by OPM in managing Lieutenant Commander separations

- (a) 14 USC 285 - Regular lieutenant commanders and commanders; retirement for failure of selection for promotion
- (b) 14 USC 287 – Separation for failure of selection for promotion or continuation; time of.
- (c) COMDTINST M1000.6, 12.A.13 - Failing Selection for Promotion or Continuation
- (d) COMDTINST M1000.6, 12.C.5.e - Retirement of Commanders and Lieutenant Commanders for Failure of Selection for Promotion
- (e) COMDTINST M1000.6, 1.B.2.d – Reserve Officer Retention Standards
- (f) COMDTINST M1001.28A, 7.A.8.d – Failure of Selection
- (g) COMDTINST 1000.6, 5.B.10.d – Reversion
- (h) ALCOAST 204/11 – Interim Policy Change to the Reserve Policy Manual

Summary of Lieutenant Commander Mandatory Separation Law/Policy:

Regular Officers:

1. In accordance with reference (a), Lieutenant Commanders twice non-selected for Commander in PY 2012, shall be mandatorily separated.
 - a. Those Lieutenant Commanders who have completed at least 20 years of active service on 30 June 2012 shall be retired on that date.
 - b. Lieutenant Commanders who have not achieved 20 years of active service shall be retired on the last day of the month in which they reach 20 years of service.
 - c. Those Lieutenant Commanders described paragraph (b), will continue to be considered for promotion by subsequent promotion boards so long as they are still on active duty when the Commander Selection Board convenes.
2. In accordance with reference (b), Lieutenant Commanders mandatorily separated for non-selection for promotion shall not be separated less than six months from approval of the report of the board. This affects Lieutenant Commanders who were previously twice non-selected for promotion who have not achieved 20 years of active service.
 - a. Example – A regular LCDR, commissioning source OCS, was commissioned on 15 October 1991. The LCDR had multiple non-selections prior to being considered by the PY 2012 Commander Selection Board. The report of the board was approved and published on 22 August 2011 and the LCDR was, again, non-selected. The officer will become retirement eligible on 1 November 2011 but will not be mandatorily retired until 1 March 2012.
3. Lieutenant Commanders completing a Continuation Agreement, who are non-selected for Commander, will be separated upon completion of the Continuation Agreement. Continuation Agreements are not being offered to Lieutenant Commanders in PY 2012. LCDR's may be continued by law until 24 years of service subject to service need.
4. Your Separation Program Designator (SPD) or DD-214 code will be RBD – Sufficient Service for Retirement.
5. Regular Officers wishing to retire prior to 30 June 2012, who have 20 years of active service, may request to do so subject to service need. In this instance, submit a retirement memo thru your chain of command to OPM-1. Have your command specifically address assignment gap implications in the endorsement.

Reserve Officers

1. Per reference (g), Reserve officers with fewer than 18 years active service who twice fail selection for promotion to a given grade are ineligible for further promotion or retention on active duty. The Service releases them from active duty on 30 June 2012 or when they complete their current active duty agreement, whichever is earlier. The Service considers these separations involuntary. Reserve officers with greater than 18 years of

active service may remain on active duty until they complete 20 years of service if OPM approves a retention request.

- a. Per reference (h), once released from active duty, Reserve Officers shall be afforded the opportunity to affiliate with the Ready Reserve or transfer to the Retired Reserve if qualified. In any promotion year in which a Regular-to-Reserve Board is convened, a Ready Reserve Affiliation Board will be convened to consider Reserve Officers twice non-selected for promotion on the ADPL. A Reserve Affiliation Board will be convened in PY 2012.
 - b. A Reserve Officer who has compiled 20 years of active service will receive an active duty retirement. Your Separation Program Designator (SPD) or DD-214 code will be RBD – Sufficient Service for Retirement.
2. Reserve Officers wishing to retire or be released from active duty prior to 30 June 2012, who have 20 years of active service, may request to do so subject to service need. In this instance, submit a request memo thru your chain of command to OPM-1. Have your command specifically address assignment gap implications in the endorsement.

Temporary Officers

1. Each temporary Lieutenant Commander twice non-selected for Commander who has reached 20 years of active service on 30 June 2012 shall be retired on that date unless:
 - a. Per reference (i), Officers serving in temporary appointments may elect to revert to their permanent grade if twice non-selected for promotion. If reverted from temporary Lieutenant Commander to a permanent Warrant grade, the officer incurs two years of obligated service.
2. Temporary Officers wishing to retire prior to 30 June 2012, who have 20 years of active service, may request to do so subject to service need. In this instance, submit a request memo thru your chain of command to OPM-1. Have your command specifically address assignment gap implications in the endorsement.
3. Your Separation Program Designator (SPD) or DD-214 code will correspond to your permanent status (CWO, Enlisted, etc.)

Planning Checklist

- Confirm your final OER requirements with OPM-3.
<http://www.uscg.mil/psc/opm/Opm3/opm-3.asp>
- Physical – Schedule your retirement physical as early as possible to allow processing time for any claims you may make with the Department of Veterans Affairs.

- Make a copy of your health record prior to retirement.
- Complete the Career Intentions Worksheet (CG-2045). This worksheet helps to capture important medical, leave, and final move data. The worksheet can be found at: http://www.uscg.mil/forms/cg/cg_2045.pdf
- The Pay and Personnel Center (PPC) Separations Entitlements Service (SES) branch monitors your final active duty payments. If you have questions concerning your final active duty pay, LES or W-2, the PPC Customer Care numbers are (785) 339-2200 or (866) 772-8724.
- PPC's Retirement and Annuity Services (RAS) establishes your pay account. Complete form CG-4700 as soon as possible to avoid delays. http://www.uscg.mil/forms/cg/cg_4700.pdf This form must be witnessed and notarized. RAS can be reached at: (800) 772-8724 or (785) 339-3415.
- An estimate of your pay in retirement can be calculated here: <http://www.uscg.mil/ppc/ras/retirementEst.asp>
- PPC's Travel branch processes your final travel claim once received. You can reach them at (785) 339-2200 or (866) 772-8724.
- Retirement Certificates and Pin – Will be mailed by PPC (RAS) to your unit up to 6 months prior to your retirement date. Contact (785) 339-3415 to confirm.
- Survivor Benefit Plan (SBP) – The only way a retiree's survivor can receive any monthly annuity payment from the Coast Guard is if the retiree purchases coverage under (SBP). Visit PPC's RAS website for greater detail. <http://www.uscg.mil/ppc/ras/retpack.pdf>

Useful Links

1. SPO Checklist for Retirements: <http://www.uscg.mil/ppc/pppm/CHAP03.pdf>
2. PPC RAS Retirement Package: <http://www.uscg.mil/ppc/ras/retpack.pdf>
3. OPM-1 Separations: <http://www.uscg.mil/psc/opm/Opm1/opm-1Separations.asp>
4. OPM-3 OER Requirements: <http://www.uscg.mil/psc/opm/Opm3/opm-3.asp>