

E-Mail ALSPO J/16

Subj: SEPARATION PROCESSING PROCEDURES

- Ref: (a) Coast Guard Pay Manual, COMDTINST M7220.29 (series)
(b) Military Separations, COMDTINST M1000.4 (series)
(c) Personnel and Pay Procedures Manual, PPCINST M1000.2 (series)
(d) Military Personnel Data Records (PDR) System, COMDTINST M1080.10 (series)

Introduction Direct Access (DA) 9.1 has changed the process for entering and approving separations. In accordance with reference (a), the following written procedures must be followed to properly enter and approve separation orders and retention documents/transactions.

Discussion The implementation of DA 9.1 has changed the process for entering and approving separations and retention transactions. In addition, it changed the process for recording terminal leave and any requests for leave to be sold.

Separation orders are not able to be approved if the member has pending leave in DA. Commands must ensure all leave is either approved or denied in DA.

The enclosed checklist is to be used by commands, Unit Level Admin Staffs, and Servicing Personnel Offices to ensure all necessary steps are completed.

If after the SPO data approval cutoff date there are members whose end of enlistment is within the current pay calendar, there MUST be approved retention transaction or separation orders. Otherwise, the members will be removed from payroll and will NOT receive any pay for that pay period.

Commanding Officer Action Ensure all pending leave is approved or denied in DA. Ensure members are counseled in accordance with reference (b) and Career Intention Worksheets are submitted to the Unit Level Admin Staff.

This is crucial to ensuring member continues to receive pay or a separating member getting an accurate final payment.

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Directives Affected The contents of this E-Mail ALSPO message will be incorporated into the applicable sections of reference (c). This E-Mail ALSPO message provides interim guidance which expires one year from the date of issuance unless it is incorporated into an appropriate PPC publication, reissued, or cancelled.

Questions Direct questions regarding the content of this E-Mail ALSPO message to PPC Customer Care at:

 (866) 772-8724/(785) 339-2200
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Released By Internet release authorized.

/s/
G. E. Earling
Executive Director

Encl: (1) Separations Checklist

Separations Checklist		
<p>This checklist is to be used by the member, command, Unit Level Admin Staff, and the Servicing Personnel Office in completing all necessary tasks required for members scheduled to be separated from active duty. It should be used along with the Checklist for RELAD, Checklist for Discharge, Checklist for Retirement or Checklist for Reenlistment or Extension, as appropriate.</p>		
Step	Who Does It	What Happens
1	Unit Level Admin Staff	<p>Within two working days of the beginning of the month, run the CG Unit Roster Report using the Unit Roster procedural guide. Identify all members, own unit and all subordinate units, within six months of their expiration of enlistment and notify commands to complete required counseling in accordance with reference (b) and to complete Career Intentions Worksheet.</p>
2	Commanding Officer / Officer in Charge	<p>Six months prior to expiration of enlistment ensure member meets eligibility requirements in accordance with reference (b) and document the interview on the appropriate Administrative Remarks (CG-3307) (SEP-07A, B, C, or D).</p>
3	Commanding Officer / Officer in Charge	<p>Within two working days of counseling member, route signed Administrative Remarks (CG-3307) to the Local Unit Admin Staff.</p>
4	Unit Level Admin Staff	<p>Within two working days of receipt of Administrative Remarks (CG-3307), scan and email the Administrative Remarks (CG-3307) in accordance with reference (d) and forward the original to the Servicing Personnel Office.</p>
5	Servicing Personnel Office	<p>Within three working days of receipt of Administrative Remarks (CG-3307), file in accordance with reference (c).</p>
6	Member	<p>Three months prior to expiration of enlistment, complete a Career Intentions Worksheet (CG-2030) and route to Command through chain-of-command.</p>

Figure 4-2 Separations Checklist

7	Command	Within two working days of receipt of Career Intentions Worksheet (CG-2030), sign and forward to Unit Level Admin Staff.
8	Unit Level Admin Staff	Within two working days of receipt of Career Intentions Worksheet (CG-2030), ensure it is completed fully and accurately and forward to the Servicing Personnel Office.
9	Servicing Personnel Office	Within three working days of receipt of Career Intentions Worksheet (CG-2030), start process for retention or separation. If unable to approve separation due to pending leave in Direct Access, immediately notify the Unit Level Admin Staff.
10	Unit Level Admin Staff	Upon notification of pending leave, immediately notify command to approve or deny any pending leave. Notify the Servicing Personnel Office when all pending leave has been approved or denied.
11	Command	Upon notification of pending leave, immediately approve or deny leave. CAUTION: This is crucial to ensuring member receives an accurate final payment.
12	Pay and Personnel Center	If applicable, three working days prior to SPO Data Approval Cutoff date, send email (“ SPO ACTION REQUIRED ”) to the Servicing Personnel Office advising of pending separation(s).
13	Servicing Personnel Office	Upon notification of “ SPO ACTION REQUIRED ” email, immediately process the separation(s) transactions. Contact Pay and Personnel Center (SEP) for any complex separation(s) (i.e. awaiting PSC approval or awaiting medical). CAUTION: If after the SPO data approval cutoff date there are members whose end of enlistment is within the current pay calendar, there MUST be approved retention transaction or separation orders. Otherwise, the members will be removed from payroll and will NOT receive any pay for that pay period.

14	Pay and Personnel Center	Process payment. If a member was removed from payroll, PPC (SEP) will send a “[Member Rate and Name} REMOVED FROM PAYROLL” email to SPO(s) advising them of member(s) whose pay was removed from payroll due to no approved retention document or separation order prior to the SPO Data Approval Cutoff date.
15	Servicing Personnel Officer	Immediately after payroll finalization, enter/approve the retention transaction and/or separation orders. Submit trouble ticket to Customer Care notifying PPC (SEP) that the retention/separation has been approved. PPC (SEP) will manually compute pay and pay it out in the next pay calendar.
16	Pay and Personnel Center	Process payment.