

## **Chapter Overview**

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**Introduction**      The objective of this chapter is to provide a concise, user friendly job aid for completing administrative remarks, recording medals and awards, reporting completion of NJP or courts-martial proceedings, reporting unauthorized absence or deserter status and reporting return from unauthorized absence or deserter status. This chapter provides checklist, guides, and information required to complete these tasks.

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**In this chapter**

<b>Section</b>	<b>Description</b>	<b>See Page</b>
A	<a href="#">Performance</a>	10-A-1
B	<a href="#">Discipline</a>	10-B-1

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## Section Overview

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**Introduction** This section will help you to locate the policies and procedures for completing an administrative remark entry, guide you through the procedures for reporting medals and awards, and aid you in completing and reviewing an Enlisted Employee Review Worksheet (EERW).

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### In this section

<b>Topic ID</b>	<b>Topic</b>	<b>See Page</b>
10.A.1	<a href="#">Administrative Remarks (CG-3307)</a>	10-A-2
10.A.2	<a href="#">Reporting Medals and Awards</a>	10-A-3
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## 10.A.1 Administrative Remarks (CG-3307)

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### 10.A.1.1 Introduction

The CG-3307 provides a means of recording miscellaneous entries, which are not recorded elsewhere in a Personnel Data Record (PDR). Administrative Remarks entries are made, to document counseling, or to record any other information required by current directives, or considered to be of historical value.

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### 10.A.1.2 Reference

(a) Preparation and Submission of Administrative Remarks CG (3307), COMDTINST 1000.14(series)

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### 10.A.1.3 Policies and procedures

- The only authorized CG-3307 entries are those listed in [Enclosure \(6\)](#) to this manual.
  - The policies governing the use of the CG-3307 can be found in reference (a).
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### 10.A.1.4 Example entries

See [Enclosure \(6\)](#) to this manual for examples.

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### 10.A.1.5 Distribution

The CG-3307 must be prepared in original and two copies. The **unit** completing the entry distributes the CG-3307 as follows:

- (1) The original is forwarded to the SPO to be filed in section 2 of the SPO PDR.
- (2) A copy is mailed to Commander, Coast Guard Personnel Service Center (PSD-MR) for electronic imaging into the EI PDR.
- (3) Files a copy in section 2 of the Unit PDR.

See paragraph 4-D-(2) of reference (a) for exceptions.

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## 10.A.2 Reporting Medals and Awards

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### 10.A.2.1 Introduction

All medals and awards that have been presented to the member must be reported to the SPO for entry into Direct Access and a copy (with the member's EMPLID on the upper right hand corner of the citation) mailed to Commander, Coast Guard Personnel Service Center (PSD-MR) for electronic imaging into the EI PDR.

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### 10.A.2.2 References

(a) Medal and Awards Manual, [COMDTINST M1625.25\(series\)](#)

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### 10.A.2.3 Administrative procedures following award approval

Immediately upon approval of an award the awarding authority shall forward a copy to the Servicing Personnel Office (SPO) and forward a copy to Commander, Coast Guard Personnel Service Center (PSD-MR) for electronic imaging into the EI PDR.

- Both copies must have the member's EMPLID on the upper right hand corner of the citation.

See paragraph 1-I of reference (a) for additional administrative responsibilities.

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### 10.A.2.4 Awards from other organizations and agencies

CG personnel are not authorized to wear awards from non-military organizations or government agencies except those specifically allowed by reference (a).

CG personnel who have served in another branch of the Armed Forces who have received personal, good conduct, unit, campaign and/or service awards (as listed in reference (a), enclosure 22) are authorized to wear them on the Coast Guard uniform with the exception of marksmanship medals and ribbons.

Members may complete form CG 2030, Career Development Worksheet, and forward it to their SPO with supporting documentation to have awards, which are authorized in reference (a) and have not been previously recorded, added to their PDRs and Direct Access.

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## 10.A.2 Reporting Medals and Awards, Continued

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### 10.A.2.5 SPO action

Upon receipt of documentation the SPO shall enter the award in Direct Access utilizing the appropriate code and file a copy of the certificate or citation in section 3 of the SPO PDR. If the honor or award code is not present, contact COMDT (CG-1221) to see if the award should be added to the database. If the award should be added, the SPO can contact PPC Customer Care to initiate the process of having the code added so that the can complete the transaction.

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### 10.A.2.6 Processing Good Conduct Awards

Process table for active duty and reserve Good Conduct Awards.

Stage	Who Does It	What Happens
1	SPO (See note 1)	Forwards a list to the unit of members who are eligible for 2 <sup>nd</sup> or subsequent awards between the 15th of the current month to the 14th of the next month
2	Unit (See note 2)	Prepares Good Conduct Award Certificate for the unit commanding officer's signature
3	Unit	Completes Direct Access transaction or forwards a copy of the signed award certificate or documentation to SPO for Direct Access input
4	SPO	Completes Direct Access transaction if unit is unable to enter the data

**Note 1:** Direct Access does not provide a report or query to track eligibility for the first Good Conduct award. This must be tracked manually. Units can create a simple spreadsheet listing initially eligibility dates for personnel upon reporting to their first PDS.

**Note 2:** If unit has no administrative support attached, the SPO will complete the Good Conduct Award Certificate and forward to the unit.

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## 10.A.3 How to Complete the Enlisted Employee Review Worksheet for Units without Access to Direct Access

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**10.A.3.1 Purpose** The objective of this section is to provide a concise, user-friendly job aid for completing Enlisted Employee Review Worksheet (EERW). Refer to Chapter 5 of [Enlisted Accessions, Evaluations, and Advancements, COMDTINST M1000.2](#), for information about the Enlisted Employee Review System.

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**10.A.3.2 Discussion** The EERW should only be used for personnel assigned to commands without access to Direct Access. Some examples of affected commands are:

- CG Recruiting Offices
- CG personnel assigned at MEPS
- Underway vessels (to be input upon return to homeport)
- Detached duty.

Direct Access does not allow input of Employee Reviews older than one year. In that case the unit must submit the completed EERW and forward to PPC (adv) for processing.

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**10.A.3.3 Process** This is the process used for submission of Enlisted Employee Review Worksheets.

Stage	Who Does It	What Happens
1	Unit	<ul style="list-style-type: none"><li>• Determines members that need to be evaluated.</li><li>• Obtains the EERW from parent command (forms are available on the PPC website at the following location <a href="http://www.uscg.mil/ppc/forms">http://www.uscg.mil/ppc/forms</a>). Vessels anticipating underway periods during a period ending date should have sufficient copies prior to sailing.</li><li>• Ensures member signs EERW within 21 days of period ending date.</li><li>• Mails completed EERW to parent command for data entry into EERS.</li></ul>
2	SPO	<ul style="list-style-type: none"><li>• Enters information from EERW into Direct Access.</li><li>• Prints Enlisted Employee Review Summary (EERS) from Direct Access.</li><li>• Returns counseling sheet to Unit.</li></ul>
3	Unit	<ul style="list-style-type: none"><li>• Verifies EERS for accuracy, counsels member, gets signature, and files summary sheet in member's record.</li></ul>

*Continued on next page*

## 10.A.3 How to Complete the Enlisted Employee Review Worksheet for Units without Access to Direct Access, Continued

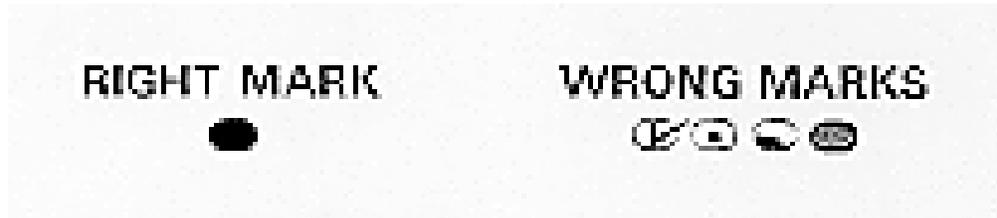
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### 10.A.3.4 Before you begin

EERW's must be used for all Enlisted Employee Reviews (EER) submitted with a period end date later than 1AUG02 when applicable or if connectivity issues prevent entry into Direct Access. All EER's must be submitted online.

A properly completed EERW is required for entry by parent command. Incorrect forms will be sent back to the unit for corrections.

- Keep these important rules in mind while completing EERW's.
  - Use a pen or pencil
  - Darken the ovals completely, as in this example:



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**Section A  
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## 10.A.3 How to Complete the Enlisted Employee Review Worksheet for Units without Access to Direct Access, Continued

**10.A.3.5  
Completing the  
EERW**

Follow these steps and examples to complete the EERW.

**Note:** If you have any questions after reading these directions, please contact PPC (ADV) at 785-339-3400 for assistance, before attempting to complete the form.

Step	Action																																																																																															
1	Determine the reason for evaluation.																																																																																															
2	<p>Please darken the correct ovals in blocks 1-5.</p> <table border="1"> <thead> <tr> <th>Block</th> <th>Enter</th> </tr> </thead> <tbody> <tr> <td align="center">1</td> <td>Print member's full name/rate and unit</td> </tr> <tr> <td align="center">2</td> <td>Enter member's Employee Id</td> </tr> <tr> <td align="center">3</td> <td>Darken the oval for the appropriate pay grade</td> </tr> <tr> <td align="center">4</td> <td>Enter the correct reason code for the evaluation</td> </tr> <tr> <td align="center">5</td> <td>Enter the correct period ending date</td> </tr> </tbody> </table> <table border="1"> <tr> <td align="center">1</td> <td colspan="2">RATE, FIRST NAME, LAST NAME:</td> <td colspan="2">UNIT NAME:</td> </tr> <tr> <td align="center">2</td> <td align="center">EMPLOYEE ID #</td> <td align="center">4</td> <td align="center" colspan="2">REASON</td> </tr> <tr> <td></td> <td align="center"> <table border="1"> <tr> <td><input type="checkbox"/></td> </tr> </table> </td> <td>           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**Section A  
PERFORMANCE**

## 10.A.3 How to Complete the Enlisted Employee Review Worksheet for Units without Access to Direct Access, Continued

**10.A.3.5  
Completing the  
EERW (cont'd)**

Step	Action									
3	Darken the ovals that properly evaluate the member. <ul style="list-style-type: none"> <li>• Use only one mark per field.</li> <li>• The supervisor and marking official should use a pencil and enter a mark in the oval, which can be erased if necessary.</li> <li>• The approving official agrees/disagrees and darkens the appropriate oval.</li> </ul>									
4	All marks of: <ul style="list-style-type: none"> <li>• 1;</li> <li>• 2;</li> <li>• 7;</li> <li>• Not Recommended; or</li> <li>• Unsatisfactory in Conduct</li> </ul> Must have supporting documentation attached to the EERW.									
5	<b>LEADERSHIP POTENTIAL</b>  Provide written documentation for all personnel E-6 and above describing in detail their potential for future leadership responsibilities.									
6	Darken the correct Conduct oval.  <div style="border: 1px solid black; padding: 5px;"> <p><b>CONDUCT</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3" style="text-align: left; padding: 2px;">COMPETENCY</th> </tr> </thead> <tbody> <tr> <td style="width: 33%; padding: 2px; vertical-align: top;"> <b>CONDUCT</b>                The degree to which this member, through personal behavior, conformed to the rules, regulations, and military standards, on and off duty.             </td> <td style="width: 33%; padding: 2px; vertical-align: top; text-align: center;"> <b>UNSATISFACTORY</b>    <input type="checkbox"/> </td> <td style="width: 33%; padding: 2px; vertical-align: top; text-align: center;"> <b>SATISFACTORY</b>    <input type="checkbox"/> </td> </tr> <tr> <td style="padding: 2px; font-size: 8px;">               Failed to meet minimum standards as evidenced by NJP, CM, or civil conviction; or brought discredit to the Coast Guard as evidenced by adverse CG-3307 entries including financial irresponsibility, non-support of dependents, or alcohol incidents; or failed to conform to civilian and military rules, regulations, and standards.             </td> <td style="padding: 2px; font-size: 8px;">               No NJP, CM, or civil conviction; and promoted and supported respect for rules, regulations, and civilian and military standards as evidenced by no adverse CG-3307 entries.             </td> <td></td> </tr> </tbody> </table> </div> <p>A mark of unsatisfactory requires adverse supporting documentation.</p>	COMPETENCY			<b>CONDUCT</b> The degree to which this member, through personal behavior, conformed to the rules, regulations, and military standards, on and off duty.	<b>UNSATISFACTORY</b> <input type="checkbox"/>	<b>SATISFACTORY</b> <input type="checkbox"/>	Failed to meet minimum standards as evidenced by NJP, CM, or civil conviction; or brought discredit to the Coast Guard as evidenced by adverse CG-3307 entries including financial irresponsibility, non-support of dependents, or alcohol incidents; or failed to conform to civilian and military rules, regulations, and standards.	No NJP, CM, or civil conviction; and promoted and supported respect for rules, regulations, and civilian and military standards as evidenced by no adverse CG-3307 entries.	
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**Section A  
PERFORMANCE**

## 10.A.3 How to Complete the Enlisted Employee Review Worksheet for Units without Access to Direct Access, Continued

### 10.A.3.5 Completing the EERW (cont'd)

Step	Action																								
7	<p>The supervisor, marking official and approving official must darken in one oval for a mark of not recommended or recommended.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: none; padding: 2px;">SUPERVISOR:</td> <td style="border: none; padding: 2px;"><input type="checkbox"/> Not Recommended</td> </tr> <tr> <td style="border: none; padding: 2px;"></td> <td style="border: none; padding: 2px;"><input type="checkbox"/> Recommended</td> </tr> <tr> <td style="border: none; padding: 2px;">MARKING OFFICIAL:</td> <td style="border: none; padding: 2px;"><input type="checkbox"/> Not Recommended</td> </tr> <tr> <td style="border: none; padding: 2px;"></td> <td style="border: none; padding: 2px;"><input type="checkbox"/> Recommended</td> </tr> <tr> <td style="border: none; padding: 2px;">APPROVING OFFICIAL:</td> <td style="border: none; padding: 2px;"><input type="checkbox"/> Not Recommended</td> </tr> <tr> <td style="border: none; padding: 2px;"></td> <td style="border: none; padding: 2px;"><input type="checkbox"/> Recommended</td> </tr> </table> </div> <ul style="list-style-type: none"> <li>• All members marked Not Recommended will not receive a SWE nor be allowed placement on a supplemental advancement or striker list. Personnel receiving a Not Recommended will also be removed from any and all current advancement lists.</li> <li>• All evaluations completed in the spring are for the November SWE cycle.</li> <li>• Evaluations completed in the fall are for the May SWE cycle.</li> <li>• Reservists are evaluated IAW the submission schedule located in 10-B-5 of the PERSMAN for participation in the October RSWE cycle.</li> </ul>	SUPERVISOR:	<input type="checkbox"/> Not Recommended		<input type="checkbox"/> Recommended	MARKING OFFICIAL:	<input type="checkbox"/> Not Recommended		<input type="checkbox"/> Recommended	APPROVING OFFICIAL:	<input type="checkbox"/> Not Recommended		<input type="checkbox"/> Recommended												
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	<input type="checkbox"/> Recommended																								
8	<p>The EERW <u>must</u> have four signatures for processing.</p> <ol style="list-style-type: none"> <li>1. The supervisor</li> <li>2. Marking official</li> <li>3. Approving official</li> <li>4. Member</li> </ol> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: none; padding: 2px;">SUPERVISOR:</td> <td style="border: none; padding: 2px;"><input type="checkbox"/> Not Recommended</td> <td style="border: none; padding: 2px;"><input type="checkbox"/> Recommended</td> <td style="border: none; padding: 2px;">I CERTIFY THAT I HAVE EVALUATED THIS MEMBER AGAINST THE WRITTEN PERFORMANCE STANDARDS AND HAVE PROVIDED WRITTEN DOCUMENTATION FOR SUPPORT OF EACH MARK OF 1, 2, 7, OR UNSATISFACTORY CONDUCT AND TERMINATION OF GOOD CONDUCT ELIGIBILITY.</td> </tr> <tr> <td style="border: none; padding: 2px;"></td> <td style="border: none; padding: 2px;"></td> <td style="border: none; padding: 2px;"></td> <td style="border: none; padding: 2px;"> <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 5px;"> <span>Signature</span> <span>Rate/Rank</span> <span>Date</span> </div> </td> </tr> <tr> <td style="border: none; padding: 2px;">MARKING OFFICIAL:</td> <td style="border: none; padding: 2px;"><input type="checkbox"/> Not Recommended</td> <td style="border: none; padding: 2px;"><input type="checkbox"/> Recommended</td> <td style="border: none; padding: 2px;">I CERTIFY THAT I HAVE EVALUATED THIS MEMBER AGAINST THE WRITTEN PERFORMANCE STANDARDS AND HAVE PROVIDED WRITTEN DOCUMENTATION FOR SUPPORT OF EACH MARK OF 1, 2, 7, OR UNSATISFACTORY CONDUCT AND TERMINATION OF GOOD CONDUCT ELIGIBILITY.</td> </tr> <tr> <td style="border: none; padding: 2px;"></td> <td style="border: none; padding: 2px;"></td> <td style="border: none; padding: 2px;"></td> <td style="border: none; padding: 2px;"> <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 5px;"> <span>Signature</span> <span>Rate/Rank</span> <span>Date</span> </div> </td> </tr> <tr> <td style="border: none; padding: 2px;">APPROVING OFFICIAL:</td> <td style="border: none; padding: 2px;"><input type="checkbox"/> Not Recommended</td> <td style="border: none; padding: 2px;"><input type="checkbox"/> Recommended</td> <td style="border: none; padding: 2px;"> <input type="checkbox"/> Concur  <input type="checkbox"/> Do not concur, charges made  <input type="checkbox"/> Counseling/ Documentation for 1, 2, and 7's required  <input type="checkbox"/> Counseling required (specify areas)         </td> </tr> <tr> <td style="border: none; padding: 2px;"></td> <td style="border: none; padding: 2px;"></td> <td style="border: none; padding: 2px;"></td> <td style="border: none; padding: 2px;"> <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 5px;"> <span>Signature</span> <span>Rate/Rank</span> <span>Date</span> </div> </td> </tr> </table> <p style="font-size: small; margin-top: 5px;">MEMBER: I ACKNOWLEDGE HAVING BEEN COUNSELED ON AND HAVE REVIEWED MY ENLISTED PERFORMANCE FORM FOR THIS PERIOD. I HAVE BEEN BRIEFED ON AND FULLY UNDERSTAND THE SIGNIFICANCE THAT THE ASSIGNED MARKS HAVE ON MY GOOD CONDUCT ELIGIBILITY. I UNDERSTAND THAT I HAVE 15 CALENDAR DAYS IN WHICH TO SUBMIT A MARKS APPEAL. I HAVE BEEN BRIEFED ON AND FULLY UNDERSTAND THE ACTION TAKEN ON MY ADVANCEMENT POTENTIAL.</p> <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 10px;"> <span>Signature</span> <span>Date</span> </div> </div>	SUPERVISOR:	<input type="checkbox"/> Not Recommended	<input type="checkbox"/> Recommended	I CERTIFY THAT I HAVE EVALUATED THIS MEMBER AGAINST THE WRITTEN PERFORMANCE STANDARDS AND HAVE PROVIDED WRITTEN DOCUMENTATION FOR SUPPORT OF EACH MARK OF 1, 2, 7, OR UNSATISFACTORY CONDUCT AND TERMINATION OF GOOD CONDUCT ELIGIBILITY.				<div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 5px;"> <span>Signature</span> <span>Rate/Rank</span> <span>Date</span> </div>	MARKING OFFICIAL:	<input type="checkbox"/> Not Recommended	<input type="checkbox"/> Recommended	I CERTIFY THAT I HAVE EVALUATED THIS MEMBER AGAINST THE WRITTEN PERFORMANCE STANDARDS AND HAVE PROVIDED WRITTEN DOCUMENTATION FOR SUPPORT OF EACH MARK OF 1, 2, 7, OR UNSATISFACTORY CONDUCT AND TERMINATION OF GOOD CONDUCT ELIGIBILITY.				<div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 5px;"> <span>Signature</span> <span>Rate/Rank</span> <span>Date</span> </div>	APPROVING OFFICIAL:	<input type="checkbox"/> Not Recommended	<input type="checkbox"/> Recommended	<input type="checkbox"/> Concur <input type="checkbox"/> Do not concur, charges made <input type="checkbox"/> Counseling/ Documentation for 1, 2, and 7's required <input type="checkbox"/> Counseling required (specify areas)				<div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 5px;"> <span>Signature</span> <span>Rate/Rank</span> <span>Date</span> </div>
SUPERVISOR:	<input type="checkbox"/> Not Recommended	<input type="checkbox"/> Recommended	I CERTIFY THAT I HAVE EVALUATED THIS MEMBER AGAINST THE WRITTEN PERFORMANCE STANDARDS AND HAVE PROVIDED WRITTEN DOCUMENTATION FOR SUPPORT OF EACH MARK OF 1, 2, 7, OR UNSATISFACTORY CONDUCT AND TERMINATION OF GOOD CONDUCT ELIGIBILITY.																						
			<div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 5px;"> <span>Signature</span> <span>Rate/Rank</span> <span>Date</span> </div>																						
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			<div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 5px;"> <span>Signature</span> <span>Rate/Rank</span> <span>Date</span> </div>																						
APPROVING OFFICIAL:	<input type="checkbox"/> Not Recommended	<input type="checkbox"/> Recommended	<input type="checkbox"/> Concur <input type="checkbox"/> Do not concur, charges made <input type="checkbox"/> Counseling/ Documentation for 1, 2, and 7's required <input type="checkbox"/> Counseling required (specify areas)																						
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*Continued on next page*

## 10.A.4 Administrative Review of the Enlisted Employee Review Worksheet

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### 10.A.4.1 Introduction

Everyone involved in the enlisted evaluation process has a responsibility to ensure the form is properly completed. An audit of the worksheet will ensure it is processed properly the first time.

Remember the critical nature of the EERW demands that members, commands, parent commands, and processing points adhere strictly to these guidelines to provide the best service to the member being evaluated.

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### 10.A.4.2 Reasons the EERW rejects

Listed below are several reasons the EERW will be rejected by your parent command. Pay special attention to these areas during your review of each worksheet.

1. Wrong period ending date/wrong evaluation reason.
2. Too many marks in field -- Occurs when the rating chain properly changes a factor mark but fails to erase the original mark completely.
3. No marks in field -- One oval per factor must be darkened.
4. Need supporting documentation.
5. Pay grade does not match -- The unit marks the member for semi-annual evaluation when in fact the member advanced at an earlier date.
6. No signature -- The supervisor, marking official, approving official, and the member must sign the worksheet.

**Note:** If for some reason the member will be unavailable at the end of the marking period, ensure enough lead-time in EERW preparation to obtain the signature by mail if necessary. This guidance applies to the evaluation of Reserve personnel in particular.

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### 10.A.4.3 Unit Responsibility

Any worksheet that is improperly completed will be returned to the unit for correction.

**Note:** If the member has transferred; it is the unit's responsibility to forward the EERW to the new command.

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### 10.A.4.4 For more information or assistance

Any questions concerning the Enlisted Employee Review Worksheet should be referred to PPC (ADV) at 785-339-3400. You can also e-mail Advancements at: PPC-DG-ADV@uscg.mil.

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## Section Overview

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**Introduction** This section will guide you through the procedures following NJP or courts-martial proceedings, reporting a member UA or a deserter, and reporting a member who has returned after being absent or declared a deserter.

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**In this section**

<b>Topic ID</b>	<b>Topic</b>	<b>See Page</b>
10.B.1	<a href="#">Nonjudicial Punishment (NJP) Checklist</a>	10-B-2
10.B.2	<a href="#">Courts-Martial Checklist</a>	10-B-3
10.B.3	<a href="#">Confinement Processing</a>	10-B-5
10.B.4	<a href="#">Appellate Processing</a>	10-B-8
10.B.5	<a href="#">Unauthorized Absence</a>	10-B-9
10.B.6	<a href="#">Desertion</a>	10-B-12
10.B.7	<a href="#">Reporting Return of Absentee or Deserter</a>	10-B-15
10.B.8	<a href="#">Reporting Civil Arrest or Conviction</a>	10-B-18
10.B.9	<a href="#">Alcohol Incident (AI) Checklist</a>	10-B-21

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## 10.B.1 Nonjudicial Punishment (NJP) Checklist

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**10.B.1.1 Introduction** This checklist has been provided as a job aid to assist the unit/HRS/SPO in completing all necessary tasks required after NJP proceedings. This job aid is designed to be reproduced locally.

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**10.B.1.2 Reference**

- (a) [Military Justice Manual, COMDTINST M5810.1\(series\)](#)
- (b) Direct Access Online Manual, [EER Instructions \(www.uscg.mil/ppc/ps\)](http://www.uscg.mil/ppc/ps)
- (c) Discipline and Conduct, COMDTINST M1600.2 (series)
- (d) [Performance, Training & Education Manual, COMDTINST M1500.10 \(series\)](#)
- (e) [Medals and Awards Manual, COMDTINST M1650.25\(series\)](#)
- (f) [Personnel Security and Suitability Program, COMDTINST M5520.12 \(series\)](#)
- (g) [PAYMAN – Coast Guard Pay Manual, COMDTINST M7220.29\(series\)](#)
- (h) Enlisted Accessions, Evaluations, and Advancements, COMDTINST M1000.2

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**10.B.1.3 NJP checklist** Follow these procedures after NJP proceedings.

Step	Action	Reference	Date
1	Forward a copy of the CG 4910 to the SPO Note: If a hearing was held, but no punishment was awarded, then no further action is necessary, regardless of whether the matter was dismissed, dismissed with a warning, dismissed with administrative action taken, referred to courts-martial, or resulted in a recommendation for a general court-martial.	Ref (a), 1.G.3.a.	
2	Complete an Enlisted Employee Review in Direct Access. Use “Discipline” for the review type and enter remarks in the comments section for the conduct competency. Note: An Administrative Remarks Entry (CG-3307) to document termination of eligibility for the Coast Guard Good Conduct Award is not required. The member’s signature on the EER Counseling Sheet indicates acknowledgment of the impact of their employee review on their Good Conduct eligibility	Ref (h) <a href="#">Direct Access Enlisted Employee Review Instructions</a>	
3	Cancel “A” School, if applicable	Ref (d), 7.F.4	

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**Section B  
DISCIPLINE**

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## 10.B.1 Nonjudicial Punishment (NJP) Checklist, Continued

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### 10.B.1.3 NJP checklist (continued)

<b>Step</b>	<b>Action</b>	<b>Reference</b>	<b>Date</b>
4	File the original Report Of Offense And Disposition (CG-4910), Acknowledgment of Rights Acceptance of NJP, PIO's report and appeals in the unit punishment log.	Ref (a), 1.G.4	
5	Initiate report (CG-5588) to the CG Security Center.	Ref (f), 3-S	
6	For members who are reduced in Pay Grade from E-4 and above to E-3 or below and assigned to a sea duty vessel and authorized to reside in private sector quarters who receive BAH or OHA at the without dependent rate, or BAH or OHA at the with-dependents rate based on payment of child support: Advise command, SPO and the servicemember that they are no longer authorized BAH or OHA without dependent rate, or BAH or OHA with dependents based on payment of child support, and effective the reduction date are only authorized BAH Partial, or if paying child support to a former spouse that is not an active duty uniformed service member, BAH-DIFF. If a member is paying child support to a former spouse that is an active duty member of a uniformed service and who is receiving BAH/OHA on behalf of the dependent, BAH-DIFF or BAH with-dependents is not authorized.	Ref (g), 3-G-1(e)	

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## 10.B.2 Courts-Martial Checklists

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**10.B.2.1 Introduction** These checklists have been provided as a job aid to assist the unit and SPO in completing all necessary tasks required after a courts-martial. This job aid is designed to be reproduced locally.

---

**10.B.2.2 Reference**

- (a) MJM - [Military Justice Manual, COMDTINST M5810.1\(series\)](#)
- (b) PERSEC - [Personnel Security and Suitability Program, COMDTINST M5520.12\(series\)](#)
- (c) Enlisted Accessions, Evaluations, and Advancements, COMDTINST M1000.2

---

**10.B.2.3 Summary courts-martial** Follow these procedures after the convening authority has acted on a summary courts-martial where the member was found guilty.

Step	Action	Reference	Date
1	Forward to the SPO: <ul style="list-style-type: none"> <li>• Copy of DD-Form 2329</li> <li>• Acknowledgment of Rights</li> <li>• Copy of Report of Results of Trial</li> </ul>	Ref (a), 2.G	
2	Complete an Enlisted Employee Review in Direct Access. Use "Discipline" for the review type and enter remarks in the comments section for the conduct competency. Note: An Administrative Remarks Entry (CG-3307) to document termination of eligibility for the Coast Guard Good Conduct Award is not required. The member's signature on the EER Counseling Sheet indicates acknowledgment of the impact of their employee review on their Good Conduct eligibility (Ref (c) Chap 5).	Ref (c)  <a href="#">Direct Access Enlisted Employee Review Instructions</a>	
3	Initiate report (CG-5588) to the CG Security Center.	Ref (b), 3-S	

*Continued on next page*

**Section B  
DISCIPLINE**

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## 10.B.2 Courts-Martial Checklists, Continued

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**10.B.2.4 Special or general courts-martial** Follow these procedures after the convening authority has acted on a special or general courts-martial.

<b>Step</b>	<b>Action</b>	<b>Reference</b>	<b>Date</b>
1	Forward copies of all initial and supplementary promulgating orders SPO	Ref (a), 5.G	
2	Notify SPO of member's fine repayment intentions (if fine imposed)	Ref (a), 5.D	
3	Complete an Enlisted Employee Review in Direct Access. Use "Discipline" for the review type and enter remarks in the comments section for the conduct competency. Note: An Administrative Remarks Entry (CG-3307) to document termination of eligibility for the Coast Guard Good Conduct Award is not required. The member's signature on the EER Counseling Sheet indicates acknowledgment of the impact of their employee review on their Good Conduct eligibility (Ref (c) Chap 5).	Ref (c) <a href="#">Direct Access Enlisted Employee Review Instructions</a>	
4	Initiate report (CG-5588) to the CG Security Center.	Ref (b), 3-S	

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## 10.B.3 Confinement Processing

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### 10.B.3.1 Introduction

This section has been provided as a job aid to assist the unit and SPO in completing all necessary tasks required when a member is sentenced to confinement.

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### 10.B.3.2 References

- (a) Discipline and Conduct, COMDTINST M1600.2 (series)
  - (b) Military Assignments and Authorized Absences, COMDTINST M1000.8 (series)
- 

### 10.B.3.3 Confinement for 90 days or less with no punitive discharge

When a member is sentenced to confinement for 90 days or less with no punitive discharge the unit will:

1. Make notification in accordance with Ref (a) 1.F.
2. Issue TDY orders to confinement facility.

The SPO will:

1. Stop pay entitlements as applicable. A member in military confinement may lose entitlement to BAS, BAH, COLA, Hardship Duty Pay-Location, Career Sea Pay/Premium, Crew & Noncrew Flight Pay, Imminent Danger Pay, SDAP, ACIP, Board PYA Pay, HDIP-VBSS, FLPP, or Diving Duty Pay. See Figure 3-2, 4-3, 4-4, and 4-5 of the CG Pay Manual for more information.
2. BAH Entitlements are member specific (i.e. with dependents and without dependents). Refer to court documents for stopping BAH. BAH with dependents may continue to run for 6 months depending on judge's ruling.
3. Enter Court Memorandum. Reported Date is date of courts-martial. Action Date is 14 days after date of courts-martial.
4. Place member in a confinement status (Administer Workforce > Monitor Absence(GBL) > Use > General Absence). Start Date/Time will be date of courts-martial unless the member was in pre-trial confinement. If member was in pre-trial confinement, the start date/time will be the date member was placed in pre-trial confinement.
5. Return member from confinement status and restart pay entitlement, as applicable, upon the member's release from confinement.

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*Continued on next page*

## 10.B.3 Confinement Processing, Continued

**10.B.3.4  
Confinement  
for over 90  
days or  
confinement  
with an  
unsuspended  
punitive  
discharge  
approved by  
the convening  
authority**

Coast Guard members with sentences to confinement of 90 days or more, or with an unsuspended punitive discharge approved by the convening authority, shall be assigned to the Personnel Service Center, Topeka, KS, for administrative control. Members will also be administratively assigned to PPC if the assignment authority considers it unlikely that the offender will be ordered to return to his or her parent command after release from confinement.

This is the process:

When Member	Then the ...	Does This ...
Is sentenced to 90 days or more confinement or confinement with an unsuspended punitive discharge (approved by the convening authority)	Unit	Makes notification in accordance with Ref (a), 1.F.
	SPO	<p>Obtains the Results of Trial letter. This letter contains the member's adjudged sentence. Completes the following transactions in Direct Access:</p> <ul style="list-style-type: none"> <li>• Stop pay entitlements as applicable. A member in military confinement may lose entitlement to BAS, BAH, COLA, Hardship Duty Pay-Location, Career Sea Pay/Premium, Crew &amp; Noncrew Flight Pay, Imminent Danger Pay, SDAP, ACIP, Board PYA Pay, HDIP-VBSS, FLPP, or Diving Duty Pay. See Figure 3-2, 4-3, 4-4, and 4-5 of the <a href="#">CG Pay Manual</a> for more information.</li> <li>• Enters Court Memorandum. Reported Date is date of courts-martial. Action Date is 14 days after date of courts-martial.</li> <li>• Places member in a confinement status (<a href="#">Administer Workforce</a> &gt; <a href="#">Monitor Absence(GBL)</a> &gt; <a href="#">Use</a> &gt; General Absence). Start Date/Time will be date of courts-martial unless the member was in pre-trial confinement. If member was in pre-trial confinement, the start date/time will be the date member was placed in pre-trial confinement.</li> </ul>

Note: If discharges are upgraded by convening authority, the member's record will be transferred back to the original unit for discharge processing.

If allotment amounts exceed the total amount of 2/3<sup>rd</sup>s pay after forfeiture for special courts-martial, then the allotments are stopped.

*Continued on next page*

**Section B  
DISCIPLINE**

## 10.B.3 Confinement Processing, Continued

10.B.3.4 Confinement for over 90 days or confinement with an unsuspended punitive discharge approved by the convening authority (**continued**)

When Member	Then the ...	Does This ...
Is sentenced to 90 days or more confinement or confinement with an unsuspended punitive discharge (approved by the convening authority)	SPO	<ul style="list-style-type: none"> <li>• Mails the SPO PDR to PPC (pers). The Medical PDR will be maintained by the assigned brig.</li> <li>• Faxes a copy of Court Memorandum to PPC (pers) at (785)339-3790.</li> </ul>
	PPC SPO (PERS)	<p>Transfers member to confinement facility:</p> <ol style="list-style-type: none"> <li>1. Obtains the Department ID and Position number for facility (<u>Develop Workforce</u> &gt; <u>Manage Positions</u> &gt; <u>Inquire</u> &gt; <u>Positions at a Dept</u>)</li> <li>2. Issues PCS order to transfer member to Department/Position obtained above (<u>Develop Workforce</u> &gt; <u>Plan Successions(GBL)</u> &gt; <u>Use</u> &gt; <u>Succession Plan</u>) <ul style="list-style-type: none"> <li>• Effective date of PCS is the day before confinement begins.</li> <li>• Next Succession Plan Date is day of confinement.</li> </ul> </li> <li>3. Completes PCS Endorsements (<u>Administer Workforce</u> &gt; <u>Track Global Assignments(GBL)</u> &gt; <u>Use</u> &gt; <u>PCS Orders</u>) <ul style="list-style-type: none"> <li>• Actual Depart Date is same as Court Memorandum.</li> </ul> </li> </ol> <ul style="list-style-type: none"> <li>• Updates DEERS/RAPIDS with confinement status.</li> <li>• Enters member into the Confinement/Appellate database.</li> <li>• Ensures entitlements have stopped and court memorandum has been entered. <ul style="list-style-type: none"> <li>○ If total forfeiture of pay and allowance is awarded, stops SGLI after the 31<sup>st</sup> day of confinement. Use Benefit Plan code “Y”.</li> <li>○ Changes BAH accordingly. Effective date will be date of confinement. (BAH-F)</li> <li>○ Enlisted - Stops BAS entitlement. Starts BAS minus DMR.</li> <li>○ Officer – Continues BAS entitlement.</li> <li>○ Changes COLA to PPC zip code (66683).</li> <li>○ Changes special pay and allowances accordingly (e.g. Flight Pay, HDIP, etc)</li> </ul> </li> </ul>

**Note:** Appellate Leave issues are maintained by PPC (pers).

## 10.B.4 Appellate Processing

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**10.B.4.1** This is the appellate leave process.  
**Process**

<b>When Member is released from confinement</b>	<b>Then the ...</b>	<b>Does This ...</b>
Transfer member from confinement into appellate leave status	Member	<ul style="list-style-type: none"><li>• Completes and signs DD Form 2717 (DOD Voluntary/Involuntary Appellate Leave Action) and SGLI form SGLV-8286. Both forms are faxed to PPC SPO</li></ul>
	PPC SPO (PERS)	<ul style="list-style-type: none"><li>• Follows procedures in PPC Appellate Leave Checklist.</li><li>• Ensure Retention contract is updated every 6 months.</li><li>• Final pay will be determined upon transfer to appellate leave status. DD-214 is issued when discharge authority is provided by CGPSC(epm/opm).</li></ul>

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**Section B  
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## 10.B.5 Unauthorized Absence

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**10.B.5.1 Introduction** This has been provided as a job aid in determining the procedures when a member is in an unauthorized absence (UA) status.

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**10.B.5.2 References** (a) Discipline and Conduct, COMDTINST M1600.2, 1.C (series)

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**10.B.5.3 UA for less than 24 hours** When a member has been UA for less than 24 hours, the unit is responsible for initiating any and all disciplinary action.

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**10.B.5.4 UA for over 24 hours** Use this table when a member fails to report and is placed in unauthorized absence status.

<b>When Member</b>	<b>Then the ...</b>	<b>Does This ...</b>
Fails to report in PCS	Receiving unit	<ul style="list-style-type: none"><li>• Contacts unit from which transferred to determine if orders were amended or canceled.</li><li>• Notifies SPO.</li><li>• Notifies and directs the Unit Travel Charge Card Coordinator to immediately suspend the account pending investigation.</li></ul>
Fails to report TDY to unit or enters UA while TDY	TDY unit	<ul style="list-style-type: none"><li>• Notifies permanent unit</li></ul>
	Permanent unit	<ul style="list-style-type: none"><li>• Notifies SPO that maintains PDR.</li><li>• Notifies and directs the Unit Travel Charge Card Coordinator to immediately suspend the account pending investigation.</li></ul>
Fails to report for normal duty	Permanent unit	<ul style="list-style-type: none"><li>• Notifies SPO.</li><li>• Notifies and directs the Unit Travel Charge Card Coordinator to immediately suspend the account pending investigation.</li></ul>

**Note:** If member is an officer also notify CGPSC (opm).

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*Continued on next page*

**Section B  
DISCIPLINE**

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## **10.B.5 Unauthorized Absence, Continued**

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**10.B.5.4**      When the member has been UA or 10 days, notify the next of kin by letter as  
**UA for 10 days**      follows:

I regret the necessity of informing you that your (son/daughter/other relationship as appropriate), (insert full name and rate), who enlisted in the Coast Guard on (date of enlistment) and was attached to this unit has been on unauthorized absence since (date). Should you know the whereabouts of your (son/daughter/other relationship), I suggest that you urge your (son/daughter/other relationship) to surrender to the nearest Coast Guard or other military activity immediately since the gravity of the military offense increases with each day of absence. Should your (son/daughter/other relationship) remain absent for 30 days, your (son/daughter/other relationship) will be declared a deserter, and a federal warrant will be issued. Additionally, information concerning the unauthorized absence will be provided to the National Crime Information Center. This information will be available to all law enforcement agencies throughout the country.

For member in paygrade E-4 (less than 4 years service) or more junior, with dependents add the following paragraph in letters to the dependents.

If your (appropriate relationship) remains in an unauthorized absence status for more than 29 days, you may be entitled to Basic Allowance for Housing (BAH), not to exceed 2 months. In addition, you may be entitled to Overseas Housing Allowance for up to 2 months, if overseas. To be eligible for BAH or BAH/OHA you must not be assigned to Government Quarters, and cannot be residing with the member. Your request for BAH or BAH/OHA must be submitted within 3 months of the date that your (appropriate relationship)'s absence commenced. Please include a statement indicating that you are not residing with your (appropriate relationship).

Submit your request to:

COMMANDING OFFICER (MAS)  
COAST GUARD PAY & PERSONNEL CENTER  
444 S. E. QUINCY STREET  
TOPEKA, KS 66683-3591

If you have any questions, contact (local unit) for assistance.

- If the member is E-4 (less than 4 years service) or more junior and dependents are residing with a guardian, send a separate letter to the guardian.

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*Continued on next page*

**Section B  
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## 10.B.5 Unauthorized Absence, Continued

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**10.B.5.5  
UA at time of  
sailing**

Follow these procedures when a member is UA at time of sailing.

<b>Step</b>	<b>Action</b>
1	Complete the following CG-3307 entry (P&D-5)  Missed sailing of this vessel from (place of sailing) on (date) on route to (destination). Member had knowledge of the time movement was scheduled.  <b>Note:</b> Make a notation on the sailing list.
2	If the vessel deploys for 10 or more days: <ul style="list-style-type: none"><li>• Administratively transfer the absentee TDY to the nearest SPO ashore.</li><li>• Complete a CG-3307 (P&amp;D-5) showing unit transferred to and disposition of records and personal effects.</li><li>• Forward original CG-3307 immediately to CGPSC (PSD-MR), copy to SPO and unit file.</li></ul>
3	Inventory absentee's personal effects and coordinate with the Transportation Officer for shipment of absentee's personal effects.  <b>Note:</b> Shipment will be charged against the member's pay.
4	If member is absent while the vessel is in a foreign port, report absence to the nearest US consulate. Include instructions for disposition of the absentee if apprehended.
5	Notify and direct the Unit Travel Charge Card Coordinator to immediately suspend the account pending investigation.

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## 10.B.6 Desertion

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### 10.B.6.1 Introduction

This has been provided to assist you through the procedures for declaring a member to be a deserter.

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### 10.B.6.2 Reference

(a) Discipline and Conduct, COMDTINST M1600.2, 1.A

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### 10.B.6.3 Procedure for declaring a member a deserter

Use this procedure when declaring a member to be a deserter.

<b>Step</b>	<b>Action</b>
1	<p>Issue DD Form 553 normally the 31st day of absence.</p> <ul style="list-style-type: none"><li>• You may declare the member a deserter before the 31st day when the member's intentions are known.</li></ul> <p><b>Note:</b> In cases where a member was declared a deserter early, issue DD Form 553 on the day member was declared a deserter.</p>
2	<p>Send original DD Form 553 to CGPSC (PSD-MR) Distribute signed copies of DD Form 553 to:</p> <ul style="list-style-type: none"><li>• Member's SPO.</li><li>• District Commander (o) of the district that the member is absent from.</li><li>• District Commander (o) of the district of the absentee's home of record.</li><li>• CG Personnel Service Center (epm/opm).</li><li>• Recruiting office nearest to the home of record.</li><li>• Next of kin via certified mail, return receipt requested, deliver to addressee only.</li><li>• Mayor (or chief of police) of the home of record and of any town to which the absentee may have proceeded.</li></ul>

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## 10.B.6 Desertion, Continued

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**10.B.6.3  
Procedure for  
declaring a  
member a  
deserter**  
(continued)

<b>Step</b>	<b>Action</b>
2 C o n t i n u e d	<ul style="list-style-type: none"><li>• Commanding Officer of the Coast Guard unit and the Armed Forces Police establishment nearest the home of record and any area the absentee may have proceeded to.</li><li>• In the case of an alien believed to be in a foreign country:  DEPARTMENT OF STATE ATTN VISA OFFICER-SCA/VO STATE ANNEX NO 2, WASHINGTON, DC 20520</li><li>• In the case of an U.S. citizen believed to be in a foreign country:  DEPARTMENT OF STATE PASSPORT OFFICE/PTLS 1425 K STREET NW WASHINGTON, DC 20524</li></ul>
3	Forward PDR's to the SPO within 2 days.
4	Inventory and transfer deserter's personal effects.
5	If member is mentally irresponsible at the time of absence from a hospital, inform CGPSC (epm/opm), via chain-of-command, by letter.

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## **10.B.6 Desertion, Continued**

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### **10.B.6.3 Procedure for declaring a member a deserter (continued)**

<b>Step</b>	<b>Action</b>
6	<p>Notify next of kin by letter with the following:</p> <p>I regret the necessity of informing you that your (son/daughter/other relationship as appropriate) (full name and rate), who enlisted in the Coast Guard at (place of enlistment) on (date of enlistment), and was attached to this unit, has been on unauthorized absence since (date) and is being declared a deserter from the U. S. Coast Guard effective (date). Should you know the whereabouts of your (son/daughter/other relationship), I suggest that you urge your (son/daughter/other relationship) to surrender to the nearest U. S. Coast Guard activity immediately since the gravity of this offense increases with each day of absence. If you have been issued a Uniformed Services Identification and Privilege Card (DD-1173), the privileges of this card are no longer available to you due to desertion of your (son/daughter/other relationship). You should return this card to the nearest U. S. Coast Guard unit.</p>

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## **10.B.7 Reporting Return of Absentee or Deserter**

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### **10.B.7.1 Introduction**

This has been provided to assist you through the procedure for reporting the return of an absentee or deserter.

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### **10.B.7.2 Reference**

(a) Discipline and Conduct, COMDTINST M1600.2, 1.C (series)

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### **10.B.7.3 Delivery by civil authorities**

Follow these procedures when reporting the return of absentee/deserter.

<b>Step</b>	<b>Action</b>
1	Before accepting delivery by civil authorities ensure: <ul style="list-style-type: none"><li>• That no criminal charges are pending.</li><li>• If charges are pending, forward a full report to CGPSC (epm/opm).</li><li>• Take no action pending receipt of instructions.</li></ul>
2	If civil charges are made after custody has been accepted, the provisions of the Manual for Courts-Martial apply.
3	Give civil authorities no assurance that an absentee or deserter will be tried by military court for violations of Federal or State laws, or that any individual will be retained in or discharged from the service.

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### **10.B.7.4 Adequate facilities for retention**

Before accepting delivery of an absentee or deserter ensure your unit is considered an adequate facility IAW Ref (a), 1.C. To be considered an adequate facility for retention of absentees or deserters, the facility must meet these requirements:

- Shore unit – must be equal to or exceed those of a Coast Guard station.
  - Afloat unit – must be equal to or exceed those of a WLM class cutter.
  
  - Note: If your unit does not meet these requirements, you should request instruction from district commander (o).
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## 10.B.7 Reporting Return of Absentee or Deserter, Continued

**10.B.7.5 Report of Return of Absentee, DD Form 616** If the member has been declared a deserter, prepare and distribute the DD Form 616 to each addressee who was previously sent a DD Form 553.

**10.B.7.6 Reporting return** Notify the proper authority as shown in the reporting return table.  
Notification will contain:

- Name and SSN of the member
- Date, hour, and circumstances of return
- Summary of any pending civil charges

Information regarding the date and hour of absence may be obtained from the absentee only after compliance with Article 31(b) of the UCMJ.

**10.B.7.7 Reporting return table** Notify the proper authority as shown in the table below.

When return is to	And unit is	Then report to
Unit from which absent		District commander, Info: CGPSC (epm) or CGPSC (opm)
Unit other than from which absent	under the operational control of a section or group	Section or group commander by telephone or other rapid means Section or group will take action according to the Uniform Code of Military Justice.
Unit in same district	not under the operational control of a section or group	District commander, Info: CGPSC (epm), or CGPSC (opm) Unit from which absent
Unit outside district	not under the operational control of a section or group	District commander from which absent, Info: CGPSC (epm) or CGPSC (opm) Unit from which absent <b>Note:</b> If absentee was apprehended or delivered (vs surrendered), report return to CGPSC (epm) or CGPSC (opm). Info: Local district commander Unit from which absent

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## **10.B.7 Reporting Return of Absentee or Deserter, Continued**

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**10.B.7.8  
District  
responsibility**

When notified of the return of an absentee or deserter, the district commander for the homeport/permanent duty station from which the member is absent will:

- Direct the return of an absentee or deserter to a unit in the district for disciplinary action.
  - Request assignment instruction from CGPSC (epm) or CGPSC (opm) if the member has been temporarily assigned to a unit other than the unit from which the member is absent for disciplinary action.
  - Coordinate with PPC (mas-dc) for checkage of the member's pay account for travel costs.
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**10.B.7.9  
Absentee or  
deserter from  
other branch of  
the Armed  
Forces**

Follow these procedures for reporting the return of an absentee or deserter from another branch of the U. S. Armed Forces.

<b>Step</b>	<b>Action</b>
1	Immediately notify the commanding officer of the parent organization by message and request instructions.
2	Included the following as info addressees as appropriate: <ul style="list-style-type: none"><li>• CGPSC (epm) or CGPSC (opm)</li><li>• Adjutant General, Department of the Army</li><li>• Chief of Naval Personnel</li><li>• Air Adjutant General, Department of the Air Force</li><li>• Commandant, Marine Corps</li></ul>
3	Prepare a statement in triplicate that includes the following: <ul style="list-style-type: none"><li>• Time date and place taken into CG custody.</li><li>• Circumstances of return (whether surrendered, delivered, or apprehended).</li><li>• Name and address of person or agency effecting apprehension or delivery.</li></ul>
4	<ul style="list-style-type: none"><li>• Provide an original and one copy of the statement to the representative of the agency taking custody of the member.</li></ul>

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## 10.B.8 Reporting Civil Arrest or Conviction

**10.B.8.1 Introduction** The arrest or conviction of a Coast Guard member (active or reserve) by civil authorities must be reported in accordance with the following references.

**10.B.8.2 Reference**

- (a) Discipline and Conduct, COMDTINST M1600.2. (series), Article 1.B
- (b) Coast Guard Pay Manual, COMDTINST M7220.29(series) Para. 2.C
- (c) Personnel Security and Suitability Program, COMDTINST M5520.12 (series), Article 3-S
- (d) Coast Guard Servicing Personnel Officer (SPO) Manual, PPCINST M5231.3 (series)

**10.B.8.3 Process Overview** This is the process used when reporting civil arrest or conviction. Complete details and procedures can be found in the appropriate references.

Stage	Who Does It	When	What Happens	References
1	Unit	Upon learning of a member's arrest or detention by civil authorities	<ul style="list-style-type: none"> <li>• Notifies cognizant Security Officer (For units below the Sector level this will be the Sector Security Officer).</li> <li>• Notifies SPO if the member is not entitled to service credit while in the custody of civil authorities.</li> </ul>	<p>Ref (a)</p> <p>Ref (b) 2.C</p>
2	Security Officer	Upon notification of member's arrest	<ul style="list-style-type: none"> <li>• Completes a Personnel Security Action Request (CG-5588) (The form is available in the "USCG Adobe Forms Library" program).</li> <li>• Sends completed CG-5588 to Coast Guard Security Center.</li> <li>• Sends copies of the report to: CGPSC (epm) or (opm) and (PSD-MR).</li> <li>• Sends a copy of the report to the district or area security officer (if not collocated).</li> </ul>	Ref (c), Article 3-S

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## 10.B.8 Reporting Civil Arrest or Conviction, Continued

**10.B.8.3 Process Overview, Continued** This is the process used when reporting civil arrest or conviction. Complete details and procedures can be found in the appropriate references, continued.

Stage	Who Does It	When	What Happens	References
3	SPO	Upon notification of member's arrest and detention beyond the normal expiration of authorized leave or liberty	<ul style="list-style-type: none"> <li>Completes a "General Absence" Transaction in Direct Access.</li> </ul> <p>Direct Access path:  <a href="#">Administer Workforce</a> &gt; <a href="#">Monitor Absence (GBL)</a> &gt; <a href="#">Use</a> &gt; General Absence</p> <ul style="list-style-type: none"> <li>Upon the member's return to duty, completes a "General Absence" Transaction" and "Employee Entitlements" transaction to start allowances.</li> </ul> <p>Direct Access path:  <a href="#">Home</a> &gt; <a href="#">Compensate Employees</a> &gt; <a href="#">Maintain Entitlements</a> &gt; <a href="#">Use</a> &gt; Employee Entitlements</p>	<p>Ref (b), 2.C</p> <p>Ref (d), Part III, <a href="#">General Transactions</a></p> <p>Ref (d), Part II, <a href="#">Pay Entitlements</a></p>
4	Security Officer	Upon notification of member's arrest and detention and every 60 days until final disposition of the case is known	<ul style="list-style-type: none"> <li>Submits an interim report to CG SECCEN using form CG-5588.</li> <li>Sends a copy of the report to the district or area security officer (if not collocated), CGPSC (epm) or (opm) and (PSD-MR).</li> </ul> <p>Note: Ref (a),1.B specifies 30 days as the interval for interim reports, however PERSEC, 3-S, which specifies 60 days.</p>	Ref (c), 3-S
5	Security Officer	Upon notification of the final disposition of the case	<ul style="list-style-type: none"> <li>Submits a Final report to CG SECCEN, using form CG-5588.</li> <li>Sends a copy of the report to the district or area security officer (if not collocated), CGPSC (epm) or (opm) and (PSD-MR).</li> </ul>	Ref (c), 3-S

## 10.B.9 Alcohol Incident (AI) Checklist

**10.B.9.1 Introduction** This checklist has been provided as a job aid to assist the unit/HRS/SPO in completing all necessary tasks required after an AI. This job aid is designed to be reproduced locally.

**10.B.9.2 Reference**

- (a) Coast Guard Drug and Alcohol Abuse Program, COMDTINST M1000.10 (series)
- (b) Direct Access Online Manual, [EER Instructions \(www.uscg.mil/ppc/ps\)](http://www.uscg.mil/ppc/ps)
- (c) [Performance, Training & Education Manual, COMDTINST M1500.10 \(series\)](#)
- (d) [Medals and Awards Manual, COMDTINST M1650.25 \(series\)](#)
- (e) [Personnel Security and Suitability Program, COMDTINST M5520.12 \(series\)](#)
- (f) Enlisted Accessions, Evaluations, and Advancements, COMDTINST M1000.2 (series)
- (g) Personnel and Pay Procedures Manual (PPPM), PPCINST M1000.2 (series)

**10.B.9.3 AI Checklist** Follow these steps when it has been determined the member has been involved in an AI:

Step	Action	Reference	Date
1	Forward the original CG-3307 (P&D-13) or (P&D-14) to the SPO. (CG-3307 is prepared by unit CDAR.)	Ref (a), and Ref (g), Encl (6)	
2	Complete an Enlisted Employee Review in Direct Access. Use "Discipline" for the review type and enter remarks in the comments section for the conduct competency. Use the date of the AI for the "Effective date". Note: An Administrative Remarks Entry (CG-3307) to document termination of eligibility for the Coast Guard Good Conduct Award is not required. The member's signature on the EER Counseling Sheet indicates acknowledgment of the impact of their employee review on their Good Conduct eligibility (Ref (f) Chap 5).	Ref (f) Chap 5 and <a href="#">Ref (b)</a>	
3	Cancel "A" School, if applicable	Ref (c), 7.F.4	

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