



Military Assignments and Authorized Absences



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- Ref:
- (a) Reserve Policy Manual, COMDTINST M1001.28 (series)
 - (b) Military Separations, COMDTINST M1000.4 (series)
 - (c) Personnel and Pay Procedures Manual, PPCINST M1000.2 (series)
 - (d) Coast Guard Medical Manual, COMDTINST M6000.1 (series)
 - (e) Physical Disability Evaluation System, COMDTINST M1850.2 (series)
 - (f) Discipline and Conduct, COMDTINST M1600.2 (series)
 - (g) Military Casualties and Decedent Affairs, COMDTINST M1770.9 (series)
 - (h) Coast Guard Civil Rights Manual, COMDTINST M5350.4 (series)
 - (i) Enlisted Accessions, Evaluations, and Advancements, COMDTINST M1000.2 (series)
 - (j) Performance, Training and Education Manual, COMDTINST M1500.10 (series)
 - (k) Military Personnel Data Records (PDR) System, COMDTINST M1080.10 (series)
 - (l) Coast Guard Weight and Body Fat Standards Program Manual, COMDTINST M1020.8 (series)
 - (m) U.S. Coast Guard Boat Operations and Training (BOAT) Manual Volume I, COMDTINST M16114.32 (series)
 - (n) United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series)
 - (o) Command Senior Enlisted Leader (CSEL) Program, COMDTINST 1306.1 (series)
 - (p) Coast Guard Drug and Alcohol Abuse Program, COMDTINST M1000.10 (series)
 - (q) Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3 (series)
 - (r) Military Justice Manual, COMDTINST M5810.1 (series)
 - (s) CG Supplement to Joint Federal Travel Regulations (CGS-JFTR), Volume 1, COMDTINST M4600.17 (series)
 - (t) Coast Guard Pay Manual, COMDTINST M7220.29 (series)
 - (u) Military Civil and Dependent Affairs, COMDTINST M1700.1 (series)

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NON-STANDARD DISTRIBUTION:

- (v) Reimbursement of Adoption Expenses, COMDTINST 1754.9 (series)
- (w) Coast Guard Claims and Litigation Manual, COMDTINST M5890.9 (series)
- (x) Coast Guard Servicing Personnel Office Manual, PPCINST M5231.3 (series)

1. PURPOSE. This Manual establishes Coast Guard policy and procedures concerning military personnel assignments and authorized absences.
2. ACTION. All Coast Guard unit commanders, commanding officers, officers-in-charge, deputy/assistant commandants, and chiefs of headquarters staff elements shall comply with the provisions of this Manual. Internet release is authorized.
3. DIRECTIVES AFFECTED. Military Assignments and Authorized Absences, COMDTINST M1000.8, is hereby cancelled.
4. DISCLAIMER. This document is intended to provide operational requirements for Coast Guard personnel and is not intended to nor does it impose legally-binding requirements on any party outside the Coast Guard.
5. DISTRIBUTION. No paper distribution will be made of this Manual. Official distribution will be via the Coast Guard Directives System (CGDS) DVD. An electronic version will be located on the following Commandant (CG-612) web sites. Intranet: <http://cgweb.comdt.uscg.mil/CGDirectives/Welcome.htm>, Internet: <http://www.uscg.mil/directives/>, and CGPortal: <https://cgportal.uscg.mil/delivery/Satellite/CG612>.
6. MAJOR CHANGES. Changes to this Manual include updates to both the officer and enlisted tour length tables, inclusion of assignment criteria for Deployable Specialized Forces and Non-Chargeable Rest and Recuperation Leave, updates to the authorities for relief for cause, and relocation of reassignment from special assignment positions making this policy applicable to all positions requiring special screening as notated within the Manual.
7. DISCUSSION. Citation of the word 'article' as used in this Manual is in general terms of reference, e.g. to denote paragraph or section, and is not citing Code of Federal Regulations, United States Code, Uniform Code of Military Justice, etc, except where so noted.
8. RECORDS MANAGEMENT CONSIDERATIONS. This Manual has been evaluated for potential records management impacts. The development of this Manual has been thoroughly reviewed during the directives clearance process, and it has been determined there are no further records scheduling requirements, in accordance with Federal Records Act, 44 U.S.C. 3101 et seq., National Archives and Records Administration (NARA) requirements, and the Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy does not have any significant or substantial change to existing records management requirements.
9. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.
 - a. The development of this Manual and the general policies contained within it have been thoroughly reviewed by the originating office in conjunction with the Office of Environmental

Management, and are categorically excluded (CE) under current USCG CE # 33 from further environmental analysis, in accordance with Section 2.B.2. and Figure 2-1 of the National Environmental Policy Act Implementing Procedures and Policy for Considering Environmental Impacts, COMDTINST M16475.1 (series). Because this Manual contains guidance on, and provisions for, compliance with applicable environmental mandates, Coast Guard categorical exclusion #33 is appropriate.

- b. This directive will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from the general policies in this Manual must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), Council on Environmental Policy NEPA regulations at 40 CFR Parts 1500-1508, DHS and Coast Guard NEPA policy, and compliance with all other environmental mandates.

10. FORMS/REPORTS. The forms referenced in this Manual are available in USCG Electronic Forms on the Standard Workstation or on the Internet: <http://www.uscg.mil/forms/>; CG Portal at <https://cgportal.uscg.mil/delivery/Satellite/uscg/References>; and Intranet at <http://cgweb.comdt.uscg.mil/CGForms>.

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CHAPTER 1 DISTRIBUTION AND TRANSFER OF PERSONNEL

1.A. Assignment Policies for All Members

1.A.1. General

1.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, the needs of the service come first.
- (2) The fact an enlisted person holds a specific rate means they are fully qualified to perform its duties.
- (3) The billet structure the Commandant authorizes for a specific unit is adequate to execute its mission satisfactorily.

1.A.1.b. Distributing Personnel

- (1) The Coast Guard Personnel Service Center (CG PSC) fills authorized allowances providing personnel capable of performing all necessary tasks so the Coast Guard can properly carry out its mission. To accomplish this task, Commander (CG PSC) 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 that have no authorized allowance for them. See reference (a), Reserve Policy Manual, COMDTINST M1001.28 (series), for guidance on Selected Reserve (SELRES) assignment considerations.
- (3) Except under extremely unusual circumstances, Commander (CG PSC) 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 that require reallocating those billets.
- (4) Adding new billets or reprogramming existing billets is a lengthy process. District commanders, commanders of service/logistics centers, and commanding officers

expect Commander (CG PSC) 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 a member 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 members 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 (CG PSC) assigns and transfers all non-rated members to units throughout the Coast Guard as required to fill overall allowances. See Article 1.D. of this Manual for further guidance on the assignment of non-rated members.
 - (6) Commander (CG PSC) considers reserve personnel on active duty (other than active duty for training) the same as regular personnel for assignment purposes.
-

1.A.2. Transfer Orders

1.A.2.a. General

Transfer orders are not travel orders. They constitute the basic authority to issue travel orders. Unit administration staffs are responsible for converting transfer orders to travel orders and distributing travel orders per 1.G.12.c. of this Manual.

1.A.2.b. Transfer Orders Issued by Coast Guard Personnel Service Center

- (1) Officers. Commander (CG PSC-OPM-2) issues permanent change of station (PCS) transfer orders through the Coast Guard Direct Access.
- (2) Enlisted Personnel. Commander (CG PSC-EPM-2) issues PCS transfer orders through Direct Access.
- (3) Reserve Personnel. Commander (CG PSC-RPM-2) issues PCS transfer orders for reserve personnel through Direct Access.

1.A.2.c. Action on Receiving Transfer Orders

When a command receives orders to transfer enlisted members, the officer issuing travel orders notifies the member per Article 1.B.2.b. of this Manual and immediately screens the member for reassignment eligibility according to Article 1.B.1.d. of this Manual.

1.A.2.d. Signatures

Officers authorized in Article 1.A.2. of this Manual to transfer members and staff or subordinate officers designated in writing to sign transfer orders originating within the

command sign transfer orders. Facsimile signatures on travel or transfer orders are not authorized.

1.A.2.e. Retirement or Separation in Lieu of Orders

Officers, chief warrant officers, and enlisted members who request retirement or separation in lieu of orders (RILO/SILO) must notify Commander (CG PSC-EPM-2) for enlisted members, (CG PSC-OPM-2) for officers, or (CG PSC-RPM-2) for SELRES members via standard Coast Guard message traffic within five working days of orders issue date or date time group of general message announcing assignment panel results (30 days for SELRES members). Members desiring to RILO will simultaneously request a retirement date no later than 1 September of the year in which orders were received in accordance with Articles 1.C.9.a.(2) for officers and 1.C.11.a.(3)(a) for enlisted members of reference (b), Military Separations, COMDTINST M1000.4 (series). Enlisted members desiring to SILO may be separated prior to the expiration of their enlistment by reason of convenience of the government in accordance with Article 1.B.12. of reference (b), Military Separations, COMDTINST M1000.4.

1.A.3. Using Abbreviations in Messages About Transferring Coast Guard Members

Reference (c), Personnel and Pay Procedures Manual, PPCINST 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.

1.A.4. Tour Lengths

1.A.4.a. Officers

Tour lengths for active duty officers are listed below; SELRES tour lengths are prescribed in Chapter 5 of reference (a), Reserve Policy Manual, COMDTINST M1001.28 (series). They represent assignment goals which Commander (CG PSC-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 Commander (CG PSC-OPM) has the authority to adjust individual tour lengths to meet service needs. While Commander (CG PSC-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 their tour length. Commander (CG PSC-OPM) considers extending or reducing tour lengths for officers in billets individually, consistent with service needs.

(1) CONUS Tour Lengths. Four years except for the following:

a. 18-month Tours	
Staff Positions	First tour OCS O-1s and O-2s in staff jobs to rotate to an operational unit during the normal summer rotation period.
b. Two-Year Tours	
Afloat Units (CONUS and OCONUS)	All units not specified as a three-year tour.
Aviation Units	O-5 COs
Staff positions (Headquarter/Area/District Units, Training Centers, Logistics and Service Centers, and Bases)	CG Academy Assistant Superintendent; Area/District Chiefs of Staff, Chief of Response, Chief of Prevention; CG-00 Staff, CG-09 Staff, Ethnic and Gender Policy Advisors; executive assistants; O-6 principal deputies; flag aides.
c. Three-Year Tours	
Afloat Units (CONUS and OCONUS)	WLB CO; WLBB CO; WTGB CO; WIX CO; WMEC EO; WAGB AEO; CWO EO; and all other CWOs assigned to GLIB, WLB, WLM, WLI, and WLIC CO.
Aviation Units	O-6 COs; CO AIRSTA Washington; pre-command OPS, EO, XO; ATC Mobile TRADIV Chief; Corpus Christi Flight Instructor; ATC Mobile STAN Branch IPs; HITRON; and AIRSTA Atlantic City.
Ops Ashore Units	Sectors; Stations; MSU/MSD; TACLET; Strike Team (except CWOs); MFPU; CO and XO of MSST and MSRT.
Staff positions (Headquarter/Area/District Units, Training Centers, Logistics and Service Centers, and Bases)	CO, XO, and OPS; CG PSC Division Chiefs; CG PSC-OPM staff; CG PSC-RPM Branch Chief; CG PSC-EPM Branch Chief, Assignment Officers, and CAC Coordinators; VTS duty; ICC; IIP; ITD; Training Teams; Command Centers; District DIRAUX; OPBAT; NCOE's; CG Crypto Group Units/Detachments; CG Academy Cadet Branch Chief and Company Officers; OCS Staff; DCMS Product Line Managers; Chief Trial Judge (CG-094J); CG-82 staff; CG-831 Chief. All O-2s (unless on post-graduate/advanced training payback when it will be a four-year tour).

d. Five-Year Tours	
	Public Health Service

(2) OCONUS Tour Lengths.

OCONUS ASHORE TOUR LENGTHS FOR OFFICERS

LOCATION	WITH DEPENDENTS	WITHOUT DEPENDENTS (see note)
Alaska (Anchorage and Juneau)	4	4
Kenai	3	3
Sitka & Kodiak (non-ALPAT)	3	2
Kodiak (MH-65 ALPAT)	2	2
Dutch Harbor	N/A	1
All other locations	3	3
Bahamas	3	3
Guam	3	3
Hawaii		
Oahu	4	4
All other locations	3	3
Puerto Rico	3	2 (3 for DIFOPs)
Virgin Islands	2	2
Singapore & Japan	3	2
American Samoa (Unaccompanied)	N/A	1
Saipan	3	2
Europe	3	3
Republic of Georgia (unaccompanied)	N/A	1

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

(3) Duty Outside a Coast Guard Unit or Staff (except as previously noted). Two years except for the following:

5 years	Astronaut program.
4 years	CG Motion Picture and TV Liaison.
3 years	Pensacola Flight School Instructor, CG Liaison Officer - White House Communications Agency, White House Physician Assistant
1 year	PATFORSWA
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 CONUS ashore and are candidates for another CONUS ashore assignment. Commander (CG PSC-OPM) is the approval authority for officers.

1.A.4.b. Enlisted Personnel

The tour lengths that follow are targets, or goals, which can be met only under ideal conditions. Tour lengths for active duty enlisted members are listed below; SELRES tour lengths are prescribed in Chapter 5 of reference (a), Reserve Policy Manual, COMDTINST M1001.28 (series).

- (1) Because it is necessary to transfer many members in certain arduous duty billets (e.g., PATFORSWA, some sea duty assignments) 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.
- (3) Commander (CG PSC-EPM) or (CG PSC-RPM) 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 unless command concerns or service needs dictate otherwise. If a member is granted a requested tour extension, the member is expected not to separate prior to completion of the extension. Commander (CG PSC-EPM) or (CG PSC-RPM) may grant a second extension provided no other members request assignment to the same position.
- (4) Involuntary extension of tour lengths. Assignment tour lengths may be involuntarily extended if dictated by the needs of the service. Commander (CG PSC-EPM) is the approval authority for enlisted members and Commander (CG PSC-RPM) is the approval authority for SELRES enlisted members.

- (5) A back-to-back tour is a subsequent full tour following completion of the original full tour of duty at the same OPFAC. Commander (CG PSC-EPM) normally disapproves back-to-back tours of duty since they prevent other deserving members from competing for assignments. However, Commander (CG PSC-EPM) may consider approving a back-to-back tour if an incumbent is the only member requesting a billet that traditionally has been difficult to fill.
- (6) Non-rated enlisted personnel. If at tour completion a member 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 for "A" School. These extensions will minimize disruption to members and their families surrounding PCS moves.
- (7) OCONUS Elective Tour Lengths. Members ordered to OCONUS commands may request a one-year increase to the established OCONUS tour length (contained in the tour lengths for enlisted personnel tables) as follows:
 - (a) Prior to assignment OCONUS. During initial assignment negotiations, the assignment officers will provide members the option of requesting a one-year increase in tour length prior to PCS. Approval of this one-year tour length increase is contingent upon the OCONUS unit's needs and service needs.
 - (b) After assignment OCONUS. Members who did not receive a one-year increase in tour length prior to departing PCS OCONUS may request it within the first 12 months after reporting to the OCONUS command. Request must be submitted using standard Coast Guard memorandum, with command endorsement, to Commander (CG PSC-EPM-2). For example, a member who reports on 1 October 2013 must request the increase no later than 1 October 2014. Approval of this one-year tour length increase is contingent on the command's endorsement, the unit's needs, and service needs.
 - (c) Members who elect a one-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 OCONUS command, who do not elect a one-year increase prior to departing PCS or within the first 12 months after reporting, must compete in the normal assignment process for tour extensions.

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 paygrades E-1 through E-9)			
MEPS	3/3 (All paygrades E-4 through E-9)			
NSF & Strike Teams, MSST, MSRT (Note 2)	4/4 (All paygrades E-1 through E-9)			
Recruit Regimental Duty TACLET, LEDET, & ITD TRATEAMS (PAC & LANT)	3/3 (All paygrades E-1 through E-9)			
GM Rating	3/3	3/3	4/4	4/4
FS Rating	3/3	3/3	3/3	4/4
All Others	4/4 (All paygrades 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 Wanchese ANT Port Mansfield ANT & STA Port O'Connor ANT & STA Venice AUXOP STA Alpena AUXOP STA Sodus SFO Cape Hatteras MSU Morgan City STA Bayfield (Note 3) STA Grand Isle STA Hatteras Inlet (Note 4) STA Jonesport STA Neah Bay (Note 3) STA Ocracoke STA Wachapreague STA Port Aransas STA South Padre Island	3/3 (All paygrades E-1 through E-9)			

STA Quillayute River (Notes 3 & 4)	3/3 (All paygrades E-1 through E-9)
STA Brant Point (Note 3)	4/4 (All paygrades E-1 through E-9)

OCONUS ASHORE (Note 5)	WITH AND WITHOUT DEPENDENTS (NOTE 1)			
	E-1 thru E-4	E-5	E-6	E-7, E-8, E-9
Alaska				
Aids to Navigation Teams	3/3	3/3	3/3	3/3
STA Ketchikan	3/3	3/3	3/3	3/3
STA Valdez	3/3	3/3	3/3	3/3
Anchorage & Juneau	4/4	4/4	4/4	4/4
Kenai	4/3	4/3	4/4	4/4
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 paygrades E-1 through E-9)			
Cuba (GTMO)	2/2 (All paygrades E-1 through E-9)			
Europe	3/3 (All paygrades E-1 through E-9)			
Guam	3/3 (All paygrades 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 paygrades E-1 through E-9)			
American Samoa	1 (All paygrades E-1 through E-9) (Note 6)			
U.S. Virgin Island	2/1.5 (All paygrades E-1 through E-9)			
Saipan	3/2 (All paygrades 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
CGC BARRACUDA CGC DORADO CGC HERON CGC PELICAN CGC AMBERJACK CGC STURGEON CGC MORAY	2/2 (All paygrades E-1 through E-9)			
All Other 87' CPBs (Note 7)	3/3 (All paygrades E-1 through E-9)			
110' WPBs (Note 7) 154' WPCs	3/3 (All paygrades E-1 through E-9)			
WLR	3/3	3/3	3/3	4/4 (OIC only)
All Others	3/3 (All paygrades E-1 through E-9)			

OCONUS AFLOAT (NOTES 5 & 7)	WITH AND WITHOUT DEPENDENTS (NOTE 1)			
	E-1 thru E-4	E-5	E-6	E-7, E-8, E-9
Alaska WPBs Others	2/2 3/2	2/2 3/2	2/2 3/3	2/2 3/3
Guam WLBs	2/2 (All paygrades E-1 through E-9) 3/3 (All paygrades E-1 through E-9)			
Hawaii WPB/WPC (Note 7)	3/3 (All paygrades E-1 through E-9)			
Puerto Rico	2/2 (All paygrades E-1 through E-9)			

SURFMAN/PROSPECTIVE SURFMAN (NOTE 4)	DESIGNATED SURF UNIT			
	E-4	E-5	E-6	E-7, E-8, E-9
STA Merrimac River STA Chatham STA Barnegat Light	4/6 (All paygrades E-4 thru E-6) (Note 4)			4
STA Hatteras Inlet	3/5 (All paygrades E-4 thru E-6) (Note 4)			3
STA Oregon Inlet STA Humboldt Bay STA Noyo River STA Golden Gate STA Morro Bay STA Bodega Bay STA Chetco River STA Depoe Bay STA Siuslaw River STA Cape Disappointment STA Coos Bay STA Grays Harbor	4/6 (All paygrades E-4 thru E-6) (Note 4)			4
STA Quillayute River	(Note 4)			3
STA Tillamook Bay STA Umpqua River STA Yaquina Bay NMLBS Cape Disappointment	4/6 (All paygrades E-4 thru E-6) (Note 4)			4

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

Note 2: Due to the extensive and demanding training required, tour lengths for these positions are six years. Members with less than six years service are required to obligate service for a full tour. Members with more than six years service are required to obligate a minimum of four years for these assignments:

- a. Maritime enforcement specialists (MEs) assigned to the Maritime Security Response Team Direct Action Section and Maritime Safety and Security Team Maritime Law Enforcement/Force Protection,
- b. Assigned or designated canine handlers.

Note 3: Screening Process. Members and dependents must be screened to determine their suitability for assignment to these remote locations. Use the command checklist for OCONUS screening contained in Article 1.H. of this Manual to conduct this screening.

Note 4: Tour lengths for surfmen at designated surf stations. Surfmen are assigned to surf stations in either a certified status or a prospective surfman status. The tour lengths for each of these statuses are shown below:

- a. Tour lengths for certified surfmen assigned to designated surf stations are four years, with the exception of Stations Hatteras Inlet and Quillayute River, which are three-year tours. Additionally, due to semi-isolated location, one half of the E-4 to E-6 surfmen billets at Station Quillayute River are two-year tour lengths.
- b. Tour lengths for prospective surfmen will be two years as a trainee and four years as a surfman for a total of six years with the exception of Station Hatteras Inlet, which will be two years as a trainee and three years as a surfman. Furthermore, because of semi-isolated location and short surf season, prospective surfmen will not normally be sent to Station Quillayute River. Assignment officers will indicate on the member's orders what status (certified or prospective surfman) the member will be assuming and the member's tour length. Upon completion of their initial surf tour, surfmen should expect a follow-on tour at a designated surf station.
- c. Surfmen/prospective surfmen 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 prospective surfmen who do not show satisfactory progress toward qualification will be subject to reassignment.

Note 5: 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 OCONUS duty to process members for discharge.
- e. OCONUS. Additional guidance for transfers to and from OCONUS can be found in Article 1.G of this Manual.

Note 6: American Samoa is an unaccompanied tour for all members assigned.

Note 7: Tour lengths for food service specialists (FSS) assigned to CONUS 87'CPBs and all 110' WPBs are two (2) years vice three (3).

1.A.4.c. Command Cadre Short Tour Protocol

The ability of the Coast Guard to efficiently and effectively execute our missions ultimately depends on the health, vibrancy, training, and capabilities of our units. Early rotations, especially from command cadre and critical leadership positions, often create workforce turmoil that can adversely impact unit cohesion, continuity, and mission readiness. Therefore, the following guidelines are provided to facilitate early rotations from command cadre and key leadership positions:

- (1) Captains and commanders assigned to commanding officer or unit commander positions will not be reassigned more than six months before their tour completion date without specific approval of Commandant (CG-01).
- (2) LCDRs and below assigned as commanding officers and officers in charge, except those accepting appointment to LT or CWO, will not be reassigned more than six months before their tour completion date without specific approval of Commandant (CG-1).
- (3) Deputy commanders, executive officers, and executive petty officers will not ordinarily be reassigned more than six months before their tour completion date except to meet critical service needs, including but not limited to, command

opportunities, fleet up opportunities, and promotions.

- (4) Gold-badge-designated command master chiefs will not ordinarily be reassigned more than six months before their tour completion date except to meet service needs or by exception approved by the Master Chief Petty Officer of the Coast Guard.
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1.A.5. Members' Availability for Unrestricted Assignments

1.A.5.a. 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.

1.A.5.b. Caring For Dependents/Special Needs

Caring for children or other dependents (e.g., aged parents, persons with disabilities) 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.

1.A.5.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 1.B.11. of this Manual.)

1.A.5.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.

1.A.5.e. Enlisted Members Unavailable for Short Term

When enlisted members are not fully available for duty and cannot locally resolve a problem that appears to be relatively short-term in nature, commanding officers and officers-in-charge should advise these members to submit a request for a humanitarian assignment and comply with Article 1.B.11. of this Manual. If no clear prospect exists for unrestricted availability in the near future, the commanding officer or officer-in-charge should recommend the member separate under Article 1.D.3. of reference (b), Military Separations, COMDTINST M1000.4 (series).

1.A.5.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, they should write to Commander (CG PSC-OPM) through the chain of command, outlining the circumstances involved and seeking resolution on grounds acceptable to them and the service. Commander (CG PSC-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 (CG PSC-OPM) processes the officer for separation under Article 1.A.14. of reference (b), Military Separations, COMDTINST M1000.4 (series).

1.A.5.g. Annual Certification

All members must annually certify dependency data on the BAH Dependency Data Report, Form CG-4170A.

1.A.5.h. Members Who are Human Immunodeficiency Virus (HIV) Antibody Positive

(1) A member who is identified by confirmatory testing to be asymptomatic HIV positive (infected with HIV, but not diagnosed with AIDS) will be evaluated in accordance with Chapter 3 of reference (d), Coast Guard Medical Manual, COMDTINST M6000.1 (series). The supporting PHS medical officer of the command to which the infected member is assigned will forward a written summation of the laboratory tests that resulted in the member's HIV diagnosis to Commandant (CG-112) via the cognizant HSWL Regional Practice. The envelope transmitting the narrative, and the narrative will be marked "RESTRICTED INFORMATION TO BE OPENED BY COMMANDANT (CG-112)." Commandant (CG-112) will make a determination whether the medical information supports physical disability processing or supports a finding that the member can fully perform the duties of the member's grade. Although a member infected with HIV antibody can fully perform the duties of the member's grade, international restrictions render such a member not worldwide deployable. If it is determined that the member can fully perform the duties of the member's grade, Commandant (CG-112) will notify Commander (CG PSC) that the member is not worldwide deployable. Commander (CG PSC) will determine if a

position in a non-deployable billet is available. If such a position is available, Commander (CG PSC) will assign the member to a non-deployable unit or assign the member to a unit within 100 miles of a military treatment facility (MTF) capable of providing treatment for those infected with HIV antibody. A SELRES member infected with HIV antibody who is determined as able to fully perform the duties of the member's grade can only be assigned to a SELRES billet within a non-deployable RPAL unit. A Reservist who is determined as able to fully perform the duties of the member's grade can remain in the Ready Reserve.

- (2) The provisions of reference (e), Physical Disability Evaluation System, COMDTINST M1850.2 (series), or reference (a), Reserve Policy Manual, COMDTINST M1001.28 (series), apply to members who because of HIV-related disease or treatment are unable to fully perform the duties of their grade.
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1.A.6. Women's Duty Assignments and Rotations

1.A.6.a. Policy

Commander (CG PSC) 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 that meet the requirements above are approved for mixed-gender crews.
- (2) The service does not require the assignment of female officers to a unit to accommodate the assignment of 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 peer support reasons; however, the service will not arbitrarily deny women a temporary or permanent change of station assignment solely due to lack of a second woman.

1.A.6.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.

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

- (2) The service transfers pregnant women assigned to OCONUS locations with inadequate housing and medical facilities to an alternate location where these facilities exist to complete their tour. The pregnant member's commanding officer determines when to transfer her and so recommends to the Commander (CG PSC) based on the attending medical officer's advice.
- (3) Pregnant women assigned to OCONUS locations where adequate housing and medical facilities are available remain there until they complete their OCONUS 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 an afloat unit 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 are paramount. Commanding officers must consider any possible effect of a cutter's operational schedule on these safety concerns. Commander (CG PSC) transfers the member to a unit ashore where adequate housing and medical facilities are available.
- (6) Commander (CG PSC) reassigns women assigned to shipboard duty whose pregnancy terminates before childbirth when fit for full duty, as berthing becomes available, generally six months after the date the child would have been born, 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, Commander (CG PSC) 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.

1.A.7. Policy on Assigning Married Couples When Both Are In the Service

1.A.7.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 policy assumes married couples want to live together throughout their service careers.

1.A.7.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, OCONUS, or isolated) tour lengths only with the member's consent.

1.A.7.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. Refer to Article 2.A. of reference (f), Discipline and Conduct, COMDTINST M1600.2 (series), for further guidance.

1.A.7.d. Simultaneous Shipboard Duty

The Coast Guard does not assign Coast Guard members married to Coast Guard members to simultaneous shipboard duty unless they volunteer for it and acknowledge in writing their awareness of a potential loss of BAH. 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 are to remain assigned afloat; onboard relief, if required; and PCS funding constraints. Assignment officers reassign such members only after consulting with both members and their commanding officer(s).

Note: The exception to this policy is for recent graduates of the Coast Guard Academy who should expect to complete their first tour afloat.

1.A.7.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.

1.A.7.f. OCONUS Duty

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

- (1) Both members assigned to the same OCONUS 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 OCONUS 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 OCONUS 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.

1.A.7.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 1.B.4. of this Manual.

1.A.8. Administrative Assignments

1.A.8.a. Purpose

Administrative assignments provide for personnel management, disciplinary, and accounting procedures that remove a member's records from a unit when the command determines a member is absent under conditions, which mean their return is uncertain. Members not on leave or in some other officially recognized status (e.g., unauthorized absence) should be issued TDY orders in all cases. See Exhibit 1.A.1. for text to include in TDY 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.

1.A.8.b. Procedures for Transferring and Receiving Commands

The commanding officer of the transferring command takes these actions.

- (1) Requests administrative assignment from Commander (CG PSC-EPM) or (CG PSC-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 their 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 (CG PSC) 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 Article 1.F. of reference (f), Discipline and Conduct, COMDTINST M1600.2 (series) prescribes.
 - (g) The member is at another command for TDY that is likely to result in an extended period, or it is evident the member probably will not return to their permanent unit.
- (2) On receiving authorization from Commander (CG PSC-OPM-2) or (CG PSC-EPM-2) for an administrative assignment, the commanding officers transfer the member's records to the new reporting unit. The authorization from Commander (CG PSC) will specify whether the assignment is PCS or TDY.
- (3) The commanding officer completes the Personal Effects Inventory and Disposition, Form CG-3853, as required, and transfers the member's personal effects to the new unit. If the member does not claim their personal effects, they should be disposed of as prescribed in Article 1.K. of reference (g), Military Casualties and Decedent Affairs, COMDTINST M1770.9 (series).
- (4) Commanding officers of the transferring and receiving units prepare an endorsement on orders in accordance with reference (c), 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 (CG PSC) and the unit from which the member was administratively assigned of the following information:

- (a) Name, grade or rate, and employee ID number,
- (b) Last permanent unit,
- (c) Date reported on administrative assignment, and
- (d) Recommendations on next duty assignment.

1.A.8.c. Members Under Orders to a Certain Assignment

Commander (CG PSC) 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 reference (c), Personnel and Pay Procedures Manual, PPCINST M1000.2 (series).

1.A.9. Transferring Patients Between Hospitals

1.A.9.a. Transfer to a Uniformed Services Medical Treatment Facility (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.

1.A.9.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 (CG-11).

1.A.9.c. Transfer After Emergency Admission

Commandant (CG-11) 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 their acknowledgment of the case. Commanding officers must immediately advise the district commander, who informs the appropriate medical officer in charge and requests they 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.

1.A.9.d. Transfer for Required Care

District commanders or commanders of logistics/service centers 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; see Article 1.G.2. of this Manual. The patient pays any charges incurred for transfers the Coast Guard accomplishes for their convenience or for elective care as defined by reference (d), Coast Guard Medical Manual, COMDTINST M6000.1 (series)..

1.A.9.e. Transferring Patients Suffering Mental Diseases

Commandant (CG-11) 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 them. 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.

1.A.10. Returning Patients from OCONUS Duty

1.A.10.a. Information Provided

When a member serving OCONUS returns to CONUS for hospitalization, the member's command advises Commander (CG PSC-OPM) or (CG PSC-EPM), as applicable, commanders of logistics/service centers and the district commander involved of the case's pertinent facts, including this information.

- (1) Name, grade or rate, and employee ID number,
- (2) Hospital to which sent,
- (3) Need for replacement,
- (4) Member's rotation status, and
- (5) Estimate, if possible, of the expected duration of hospitalization.

1.A.10.b. Issuing Orders

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

1.A.10.c. Casualty Report

If not previously submitted, the member's command submits a casualty report as required in reference (g), Military Casualties and Decedent Affairs, COMDTINST M1770.9 (series).

1.A.11. Transferring Members at Time of Sailing

1.A.11.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 1.A.9. of this Manual. Those in an unauthorized absence status are processed as prescribed in Article 1.C. of reference (f), Discipline and Conduct, COMDTINST M1600.2 (series).

1.A.11.b. Members in Receipt of Orders

The commanding officer transfers a member who has received orders specifying detachment on a date that will occur while the cutter is underway 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 logistics/service centers, or Commander (CG PSC-OPM) or (CG PSC-EPM) designates for temporary duty pending transfer as the basic orders direct, if there is an urgent need to delay departure from the area.

1.A.11.c. Preparing Endorsements

The SPO will input PCS transfer transactions into Direct Access.

1.A.12. Health Services Personnel and Drug Abuse

1.A.12.a. General

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) will handle all cases of these members' chemical abuse and/or drug trafficking as a security breach. If any commanding officer suspects such a security violation, they will deny that member access to any controlled substances, except when the member is directly supervised by the commanding officer, officer-in-charge, or an officer or senior petty officer designated as supervisor. The commanding officer submits a full report with recommendations for

future retention and/or reassignment to Commander (CG PSC-OPM), (CG PSC-EPM), or (CG PSC-RPM) and continues to deny the member access until the parent command receives final disposition.

1.A.12.b. Final Disposition

- (1) Commander (CG PSC-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 1.A.14., 1.A.19., or 1.A.20. of reference (b), Military Separations, COMDTINST M1000.4 (series), 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 (CG PSC-OPM), (CG PSC-EPM), or (CG PSC-RPM).
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1.A.13. Logistics and/or Financial Support Members' Fiscal Improprieties

1.A.13.a. General

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, Purchase Order-Invoice Voucher, Form SF-44s) and sensitive financial information. Therefore, the commanding officer will handle all cases of these members' financial impropriety (personal or professional) as a security breach.

1.A.13.b. Actions Taken Upon Security Violation

If any commanding officer suspects a security violation, they will deny that member access to cash funds, expensive government property, and accountable forms except when the member is directly supervised by the commanding officer, officer-in-charge, or an officer or senior petty officer designated as supervisor. The commanding officer submits a full report with recommendations for future retention and/or reassignment to Commander (CG PSC-OPM), (CG PSC-EPM), or (CG PSC-RPM) 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. The following

action, at a minimum, may be taken:

- (1) Commander (CG PSC-EPM) may offer a change in rating to enlisted members who must be removed from the FS or SK ratings, but the offense does not necessitate separation from the service.
 - (2) The provisions of Articles 1.A.14., 1.A.19., or 1.A.20. of this Manual, 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 (CG PSC-OPM), (CG PSC-EPM), or (CG PSC-RPM).
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1.A.14. Sponsor Services

1.A.14.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 their 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.

1.A.14.b. Procedures

- (1) It is mandatory for a receiving command to assign a sponsor to all incoming personnel en route.
- (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 Article 1.A.14.b.(8) of this Manual 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 that do not have housing offices, a designated sponsor will:
 - (a) Contact, preferably by telephone, the incoming member and/or their 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, such as 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, and
 - [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, and

- [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 will complete a Coast Guard Sponsor Notification, Form CG-6058, 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 their sponsor a leave address where the receiving unit should mail sponsor packages. Sponsor packages will not be sent to Training Center Cape May.
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1.A.15. Sole Survivors

1.A.15.a. General

Policy on sole survivors applies to the only surviving child in a family in which the father or mother or one or more siblings, including adopted children and half-brothers or -sisters, who, while on active military service:

- (1) Is killed,
- (2) Dies as a result of wounds, accidents, or disease,
- (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.

1.A.15.b. Assignments

At the member's or one of their parents' request, Commander (CG PSC) 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.

1.A.15.c. Once Qualified

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

1.A.15.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 (CG PSC) of the circumstances and request a decision.

1.A.16. Social Climate Considerations

1.A.16.a. General

- (1) A Social climate incident is an action or incident committed by a member or members of the local community against a Coast Guard military member or a dependent of a military member that is hostile, harassing, or perceived as discriminating in nature.
- (2) The Coast Guard's policy for social climate incidents within the community, and other key definitions, are discussed in Chapter 6 of reference (h), Coast Guard Civil Rights Manual, COMDTINST M5350.4 (series). Unit commanders are expected to promptly investigate, report, and attempt to resolve incidents which occur and also to promote affirmative outreach with local community leaders to improve social climate conditions.
- (3) Some areas of the country have a history of repeated incidents of community discrimination or harassment against Coast Guard military members or dependents. The Coast Guard is committed to preventing social climate incidents by interacting with communities in a constructive manner, working with local community leaders, and responding proactively to incidents when they occur. In some cases, the assignment process may be an appropriate means for minimizing the impact such incidents may have on military members or their dependents.

1.A.16.b. Assessing Social Climate Conditions

- (1) Reference (h), Coast Guard Civil Rights Manual, COMDTINST M5350.4 (series), outlines responsibilities for assessing social climate conditions where the Coast Guard serves and lives. The unit commander is charged with monitoring the social climate in the local community.
- (2) Commander (CG PSC) may consider such information in the assignment process whether reported formally via Commandant (CG-00H), or when information is provided directly by a command. As the unit commander is often in the best position to assess the local social climate and its impact on the health and well being of Coast Guard members and their families, the command's assessment may be an important factor when selecting members for transfer.
- (3) The unit commander's responsibility for monitoring the community's social climate is not a substitute for investigating specific incidents and formally reporting them through the chain of command. Additionally, Commander (CG PSC) should seek independent validation from Commandant (CG-00H) when informal reports of social climate issues are presented for consideration in the assignment process.

1.A.16.c. Assignment to Locations with Social Climate Concerns

- (1) If a reasonable potential exists that a military member or a dependent of a military member may be subjected to social climate incidents if assigned to a particular location, Commander (CG PSC) may consider an alternate assignment for the member that does not present the same risk. In evaluating such cases, one or more of the following criteria should be met:
 - (a) The location of the proposed assignment has a documented history of repeated social climate incidents against Coast Guard military members or their dependents.
 - (b) The military member articulates a reasonable concern that the member or member's dependents may be subjected to social climate incidents if assigned to a particular unit or location.
 - (c) The local unit commander articulates a reasonable concern that the member or member's dependents may be subjected to social climate incidents if assigned to a particular unit or location.
- (2) In all cases, appropriate consideration must be given to the background, experience, seniority, and maturity of the military member or the member's dependents, as well as how the local social climate conditions may impact that particular member or dependents. The availability or lack of alternatives, resources, or support within the community (e.g., housing or neighborhood choices, other Coast Guard families, peer or support groups) must also be considered. Consultation between Commander (CG PSC) and Commandant (CG-00H), the unit commander, and the member is often

necessary before a decision is made.

- (3) If a social climate concern is presented by a military member or command, and upon Commander (CG PSC's) review is found not to be adequately supported by actual social climate conditions, the concern need not be considered further in the assignment process. Commander (CG PSC-EPM), (CG PSC-OPM) or (CG PSC-RPM), as appropriate, is the final authority on assignment decisions in such matters.

1.A.16.d. Social Climate Transfer

When a social climate incident is formally reported, and the findings show that the rights of a Coast Guard military member or dependent of a military member have been violated, a possible option for resolution is to transfer the military member. Generally, this option is only considered with the member's concurrence and only after the unit commander has been unable to resolve the complaint with local officials. Consistent with service need and the unit commander's recommendation, Commander (CG PSC) will consider such requests, if it appears the local social climate conditions will likely subject the member or dependent to additional discrimination or harassment in the future. Consultation between Commander (CG PSC) and Commandant (CG-00H), the unit commander, and the member is often necessary. Reassignment in such cases is not guaranteed, as service need may require the member to remain in the area until a replacement is found or the member completes the tour of duty. See the Social Climate Incident Process Flowchart in Chapter 3 of reference (h), Coast Guard Civil Rights Manual, COMDTINST M5350.4 (series), for details.

Exhibit 1.A.1. Remarks for Administrative Assignment TDY Orders

The following remarks should be incorporated into TDY 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 Chapter 4 of the JFTR, 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 Chapter 4 of the JFTR, 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.

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.

1.B. Assignment Policies for all Enlisted Members

1.B.1. General

1.B.1.a. Request for Transfer

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

1.B.1.b. Personnel Service Center Assignments

All rated and nonrated personnel are assigned by Commander (CG PSC-EPM-2) and individually issued orders.

1.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 (see Article 1.B.3. of this Manual) 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.

1.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, non-compliance with weight standards, and other unsuitable characteristics will normally not be transferred. If any of these conditions exist, the member's current command will inform Commander (CG PSC-EPM) or (CG PSC-RPM) to assess suitability for transfer. See Article 1.B. of reference (b), Military Separations, COMDTINST M1000.4 (series) for procedures on members unsuitable for transfer. Personnel who are ineligible for a Good Conduct Award per Article 5.H.1. of reference (i), Enlisted Accessions, Evaluations, and Advancements, COMDTINST M1000.2 (series), or receive NJP, courts-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 (CG PSC-EPM-2) for transfer suitability.

- (1) If a member in receipt of orders subsequently receives an evaluation that renders the member ineligible for a Good Conduct Award, in accordance with Article 5.H.1. of reference (i), Enlisted Accessions, Evaluations, and Advancements, COMDTINST M1000.2 (series), transfer will not be effected without prior approval of Commander (CG PSC-EPM-2).

(2) Personnel assigned OCONUS who are not qualified for transfer because they received an evaluation that rendered them ineligible for a Good Conduct Award, in accordance with Article 5.H.1. of reference (i), Enlisted Accessions, Evaluations, and Advancements, COMDTINST M1000.2 (series), 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 (CG PSC-EPM-2) will be notified promptly of any ineligible OCONUS member scheduled for transfer to determine the selection of an appropriate new duty assignment.

1.B.1.e. Not Physically Qualified

Personnel who have a physical impairment(s) that interferes with the performance of the duties of their grade or rating are considered to be not fit for duty and will not be transferred on permanent change of station (PCS) orders out of their current geographical area. If a medical officer determines an active duty or reserve member on EAD are considered permanently not fit for duty, commands are required to initiate medical board procedures within 14 days of such determination per reference (d), Coast Guard Medical Manual, COMDTINST M6000.1 (series). If a medical officer determines the physical impairment has an expected recovery less than nine months, the member will be placed on temporary limited duty in accordance with reference (e), Physical Disability Evaluation System, COMDTINST M1850.2 (series). Further reassignment may be directed based on service needs.

1.B.1.f. Age Considerations

Assignment of personnel to duty ashore or afloat will 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 (CG PSC-EPM-2) or (CG PSC-RPM) through the chain of command. The request will describe in detail the conditions that preclude performing assigned duties, and the endorsements will state whether a medical board is recommended.

1.B.1.g. Other Considerations

Commander (CG PSC-EPM-2) considers these factors when selecting members for transfer:

- (1) Service need,
- (2) Assignment priority (See Article 1.B.4. of this Manual.),
- (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, OCONUS and CONUS),
- (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, and
- (14) Physical condition.

1.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.

1.B.1.i. Check List for Transfer and Receipt of Enlisted Personnel

- (1) Commanding officers will 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 1.B.1, 1.H.2., 1.H.3., and 1.E.5. of this Manual, 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 1.B.6. of this Manual for CONUS tours, Article 1.H.6. of this Manual for OCONUS tours, and as prescribed in reference (j), Performance, Training and Education Manual, COMDTINST M1500.10 (series) for training schools. Complete the necessary Administrative Remarks, Form 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 OCONUS duty in accordance with Article 1.H.7. of this Manual and reference (d), Coast Guard Medical Manual, COMDTINST M6000.1 (series),
 - [2] Before member's separation, or
 - [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] OCONUS station allowances such as COLA,
 - [3] Transportation of dependents,
 - [4] Shipment of household goods,
 - [5] Payment of dislocation allowance, and
 - [6] Trailer allowance.
- (e) Prepare orders per Article 1.G.12. of this Manual. Ensure sponsor from new unit is assigned per Article 1.A.14. of this Manual.
- (f) If the member occupies government-leased or government-owned quarters, advise the local housing authority to schedule a termination inspection. Ensure the member has cleared quarters prior to departing on PCS orders. (Chapter 6, Coast Guard 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 reference (k), Military Personnel Data Records (PDR) System, COMDTINST M1080.10 (series) and ensure all entries and forms necessary for transfer have been completed.
- (i) Ensure the medical record is transferred in accordance with Chapter 4 of reference (d), Coast Guard Medical Manual, COMDTINST M6000.1 (series).
- (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 OCONUS assignment.

- (k) Brief member on type of conduct and behavior expected of all Coast Guard members while en route to new assignment.
 - (l) Check to ensure member and dependents have valid identification cards.
 - (m) Ensure member has minimum outfit of clothing as prescribed by Uniform Regulations, COMDTINST M1020.6 (series).
 - (n) Complete personnel accounting actions required upon transfer per instructions in reference (c), Personnel and Pay Procedures Manual, PPCINST M1000.2 (series).
 - (o) Deliver orders to member for hand carry. Member's PDR will be handled in accordance with reference (k), Military Personnel Data Records (PDR) System, COMDTINST M1080.10 (series).
 - (p) Enter loss in daily ration record.
 - (q) Make appropriate log entry.
- (2) Commanding officers will ensure the following actions are completed when the member reports to the new unit.
- (a) Check the member in as required by unit.
 - (b) Endorse orders per reference (c), 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 reference (c), 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 (CG PSC-EPM) and Commandant (CG-133).
 - (g) Make appropriate gain entry in daily ration record.
-

1.B.2. Advance Notice of Transfer

1.B.2.a. Issuing Transfer Orders

Every attempt will be made to issue transfer orders at least 90 days before the reporting date to CONUS units, 120 days before the reporting date to OCONUS units, and 120

days before the departure date from OCONUS 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.

1.B.2.b. Responsibility of Administrative Commands

A subordinate or administrative command receiving orders to transfer a member will inform the member and their 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.

1.B.3. Geographic Stability

1.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.

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

1.B.3.c. Assignment Continuum

- (1) Assignment priorities (Article 1.B.4. of this Manual) are critical in the enlisted

assignment process, particularly for arduous or hard-to-fill isolated, afloat, and OCONUS duty assignments. 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 CONUS 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) will 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 will attempt to reassign the member within the geographic boundaries of the current district (regional stability) where they are now 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; and social climate of the proposed location to ensure the health and well being of every member and their family.

(3) 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.

1.B.4. Assignment Priority

1.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 OCONUS 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 OCONUS restricted units, AVDET GTMO and PATFORSWA afloat (to include WPB Relief Crew), Maritime Facility Security Force-Saudi Arabia, MSD American Samoa, METT, & 1 year TDY and PCS RAID.
2	Members serving in OCONUS afloat units other than PATFORSWA afloat, onboard the Polar Class Icebreakers, and PATFORSWA ashore.
3	Members serving onboard CONUS afloat units, LEDET/TACLET/MSRT deployment crews, HITRON deployment crews, MSST and National Strike Force deployment crews, Incident Management Assistance Team, Special Command Aides, Recruit Company Commanders, the International Training Division, Coast Guard Recruiters, qualified surfmen, dive lockers, PSU active duty deployment personnel, AIRSUPFAC Cordova, A/S Kodiak Aviation Engineering Division, AK, personnel assigned to Stations Neah Bay, Quillayute River, Grand Isle, DD Grand Isle, Venice, ANT Venice, and rating force master chiefs (RFMC).
4	Members serving at OCONUS ashore units, National Strike Force, Fleet and Afloat Training Groups, SEOPS Training Teams, UTB and MLB STANTEAMS, Aviation STANTEAMS, Food Service Assistance and Training (FSAT) Team, active duty members of International Ice Patrol (IIP) deployment crews, Commandant/Vice Commandant drivers and personnel assigned to STA Eastport and Jonesport, CITAT, and Finance and Admin Inspectors.
5	Members serving at CONUS ashore units.

Members who are involuntarily extended in an afloat position will have their assignment priority upgraded to the next higher priority.

1.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 the guidelines of Article 1.C.3.e. of this Manual regardless of assignment priorities.

1.B.4.c. Losing Assignment Priority

Members who are tour complete and do not submit an e-Resume within the time frame prescribed by Commander (CG PSC) will lose their assignment priority.

1.B.4.d. Assignment Priorities for Non-Rates, Strikers, and Class “A” School Graduates

The above assignment priorities do not apply to strikers, class “A” School graduates, or initial assignment of non-rates. Service needs take precedence over all other factors in deciding these members’ assignments and transfers.

1.B.4.e. Assignment Priorities for Surfmen (CXNSJ, CXNSK or CXNSM) at Designated Surf Stations

Members serving as surfmen at a designated surf station that must maintain certified surfmen will receive an assignment priority of three 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.

1.B.5. Sea and Shore Duty

1.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.

1.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.

1.B.6. Obligated Service for Assignment

1.B.6.a. General

Unless otherwise indicated, these obligated service (OBLISERV) requirements apply when service members transfer PCS.

For enlisted members not in a retirement eligible status or serving on an indefinite enlistment contract, the OBLISERV requirement for the purposes of PCS orders will be executed within five working days of orders issuance. Otherwise, Commander (CG PSC-EPM) will be notified via message of enlisted members failing to meet OBLISERV requirements. To better manage the enlisted workforce and reduce unnecessary overages at units, the failure to OBLISERV may also result in the member being separated prior to the expiration of their enlistment by reason of convenience of the government. See Article 1.B.12. of reference (b), Military Separations, COMDTINST M1000.4 (series), for separation guidance.

1.B.6.b. CONUS Reassignments

- (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 (CG PSC-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 they understand reassignment may be directed on reenlistment or extension for OBLISERV. Commander (CG PSC-EPM-2) will be advised immediately when the member reenlists or extends. This OBLISERV policy has no effect on assignment preference, which is set by completing a prescribed tour of duty. (See Article 1.A.4. of this Manual.) However, a member must comply with OBLISERV requirements before being permitted to execute their preferred assignment. Class "A" School graduates on their first enlistment will obligate service as required by reference (j), Performance, 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 OCONUS 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 (CG PSC-EPM-2) (and info the transferring command) when members report without sufficient OBLISERV.

1.B.6.c. OCONUS Reassignments

- (1) All personnel ordered to OCONUS duty stations will obligate to complete the full tour as specified in Article 1.A.4. of this Manual. 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 (CG PSC-EPM-2) must be notified immediately. In such cases,

the member will be reassigned based on needs of the service.

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

1.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.

1.B.7.b. Recalling Reserve Personnel to Active Duty

- (1) Reserve enlisted personnel applying for active duty will submit a Request for Extended Active Duty, Form CG-3472, to Commander (CG PSC-EPM) via official channels.
- (2) Members who have insufficient obligated service remaining in their current enlistment must re-enlist or execute an Agreement to Extend Enlistment, Form CG-3301B, to cover the period of extended active duty before being called to active duty. (See Article 1.B.1. of reference (i), Enlisted Accessions, Evaluations, and Advancements, COMDTINST M1000.8 (series).) In computing obligated service to meet requirements, the reservist's active duty status is considered to begin the date travel must commence to report to a designated station for active duty.
- (3) An approved physical examination is required per reference (d), Coast Guard Medical Manual, COMDTINST M6000.1 (series). This requirement cannot be waived.
- (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.

1.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, they will be assigned as directed by the Commandant. If found not qualified for active duty, the recall to active duty assignment will be cancelled.

1.B.7.d. Endorsing Orders

Endorsements to orders for retired and reserve personnel will 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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1.B.8. Restoring to Duty and Assigning Personnel Released from Correctional Centers

Members 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 member is restored to full duty, orders will be requested from Commander (CG PSC-EPM-2). See Article 1.F. of reference (f), Discipline and Conduct, COMDTINST M1600.2 (series), for additional policy regarding confinement.

1.B.9. Using Enlisted Personnel in Messes

1.B.9.a. Officers' Mess Responsibilities

Enlisted members will 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.

1.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 will not exceed one for each 20 persons or fraction subsisting in the CGDF.
- (2) As a general rule, rated members will not be detailed as mess attendants. When an exception must be made to this rule, the service member will be relieved as mess attendant as soon as practicable.
- (3) Generally, no member will be assigned to mess attendant duties within two months of the completion of a previous detail except for a temporary assignment not to exceed

ten days.

1.B.9.c. Request by Member

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

1.B.9.d. Documentation

Details to duty as a mess attendant will be recorded in the member's PDR. See reference (c), Personnel, Pay and Procedures Manual, PPCINST M1000.2 (series).

1.B.10. Mutual Exchange of Station and Unilateral Transfers

1.B.10.a. General

- (1) Each member is assigned initially to the duty station where their 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 a member 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 member(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 their present unit and who requests a unit or area that has a billet vacancy.

1.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, members must either request cancellation of their class "A" School training request, or request Commander (CG PSC-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 evaluation that renders the member ineligible for a Good Conduct Award, in accordance with Article 5.H.1. of reference (i), Enlisted Accessions, Evaluations, and Advancements, COMDTINST M1000.2 (series), 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 their rate, or have the favorable endorsement of the commanding officer that no immediate replacement will be required if the request is granted.

1.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) A member 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 will be submitted via Coast Guard memorandum directly to Commander (CG PSC-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 OCONUS is indicated, that space available (Space A) flights

via an Air Mobility Command is not authorized. It will include:

- (a) A transcript of the member's performance of duty marks for the past two marking periods,
 - (b) Reason for transfer request, and
 - (c) Commanding officer's endorsement 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 OCONUS mutual or unilateral transfers, no travel entitlements will accrue.
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1.B.11. Humanitarian Assignments

1.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.

1.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 that other Coast Guard members do not normally encounter. Emergency leave is often 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. See Article 2.A.2.d. of this Manual for guidance on approving 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 such as heart disease, cancer, asthma, kidney disease, multiple sclerosis, epilepsy, diabetes, etc.,
 - (e) Emotional or psychological illnesses (spouse and children only) such as autism, schizophrenia, etc.,
 - (f) Physical handicaps such as cerebral palsy, arthritis, spina bifida, etc.,
 - (g) Mental retardation, and
 - (h) Multiple handicaps.
- (2) Commander (CG PSC-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 their dependents to remain in an area where adequate resources are available, and
 - (c) Demonstrate the situation no longer significantly impedes their availability for unrestricted reassignment. (See Article 1.A.6. of this Manual.)
- (3) Work-Life staff managers are available to assist a member experiencing a family hardship or emergency.

1.B.11.c. Duration

Commander (CG PSC-EPM) normally authorizes no-cost TDY 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 (CG PSC-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 (CG PSC-EPM) considers the hardship a permanent situation and normally will initiate discharge by reason of hardship.

1.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 their current enlistment and the cause is beyond the member's control.
- (3) The problem affects the service member's immediate family, (i.e., husband, wife, son, daughter, step-child, parent, step-parent, or other person acting in loco-parentis. See Article 2.A.5.d. of this Manual for definition.) 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 (CG PSC-EPM) may authorize a member TDY 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 their 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 (CG PSC-EPM) will permit them to attend "A" School training.

1.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.

1.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 (CG PSC-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 two years of active duty from the date of advancement; however, discharge will still be initiated if, upon completion of the HUMS, they are unavailable for unlimited assignment.
- (2) Members who desire to extend their enlistment will send their request to Commander (CG PSC-EPM) via the chain of command 60 days before they complete their enlistment. Unless the hardship that generated the HUMS has improved, Commander (CG PSC-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 (CG PSC-EPM) may waive this restriction.
- (4) Commanding officers will report members ineligible to reenlist due to a still-existing hardship to Commander (CG PSC-EPM) 60 days before enlistment expires and ensure members separated while serving on HUMS receive their appropriate reenlistment code.
- (5) Commander (CG PSC-EPM) must approve extending members on active duty in advance. When Commander (CG PSC-EPM) has authorized a HUMS, the member's commanding officer will ensure an Administrative Remarks, Form 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.

1.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. See Article 1.D.3. of reference (b), Military Separations, COMDTINST M1000.4 (series) for policy guidance.
- (2) Include these enclosures with the basic request:
- (a) A current BAH Dependency Data Report, Form CG-4170A, Designation of Beneficiaries & Record of Emergency Data, Form CG-2020D, SLGI Election and Certificate, Form SGLV-8286, and (if the member has a spouse) SGLI Family Coverage Election, Form SGLV-8286A,
 - (b) Statements from two or more persons personally knowledgeable of 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, and
 - (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.

1.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, logistics/service center 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 1.B.11.g. of this Manual requires, also include the following:

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

1.B.11.i. Command Endorsement

The commanding officer's endorsement will contain the following:

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

1.B.11.j. Request to Extend a HUMS

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

- (1) At least one month before the current HUMS expires,
- (2) The command to which the member is assigned TDY should endorse the extension request and send a copy to the member's permanent unit, or
- (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.

1.B.11.k. Reporting HUMS Completion

- (1) The commanding officer of the unit to which a member is attached for a HUMS will 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 will promptly have the member submit a letter requesting termination of their HUMS to Commander (CG PSC) via the member's administrative chain of command. The termination letter must

contain documentation (e.g., counselor's statement, court documents demonstrating final judgment) 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 (CG PSC) has approved, in the report of HUMS completion, include this statement on an Administrative Remarks, Form CG-3307, entry or letter as appropriate for the member's personnel data record:

"I have been counseled on the requirement of Article 1.B.11., Military Assignments and Authorized Absences, COMDTINST M1000.8 (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 TDY 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 TDY HUMS and their return to the unit to Commander (CG PSC) via message traffic.

1.B.11.1. Special Instructions

- (1) Commander (CG PSC-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 will sign an Administrative Remarks, Form CG-3307, entry or letter as appropriate stating they understand they are not entitled to reimbursement for any expenses including:
 - [1] Transportation of HHG,
 - [2] Dislocation allowance, and
 - [3] Per diem.
 - (b) Members will travel in a leave status. The permissive travel authorization will not authorize proceed or travel time and will 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 (CG PSC-EPM) grants a PCS HUMS, the member’s command will prepare an Administrative Remarks, Form 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 they are available for unrestricted reassignment in accordance with service needs before Commander (CG PSC-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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1.C. Assignment Process for Rated and Designated Members

1.C.1. Overview

1.C.1.a. General

Commander (CG PSC-EPM-2) will make assignments using a standardized process. The assignment process is commonly referred to as the assignment year (AY). The AY process is designed to provide the following benefits:

- (1) Members have a greater number of position choices. Members can apply for positions 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), position 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 (e.g., 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 e-Resumes, 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).

1.C.1.b. The Assignment Year (AY) Process

Each year the AY timeline will be published by Commander (CG PSC-EPM-2) through a SITREP. Additional SITREPs will be published during the assignment year that will provide more specific guidance for the current AY. The AY process will include the following:

- (1) Personnel Allowance List (PAL) Maintenance/Validation. During this period commands should be validating their PAL to ensure an accurate reflection of where

members are actually assigned within the command. If discrepancies exist, commands should contact the appropriate AO. This will ensure the correct positions are advertised to be filled in that specific AY. Also during this period, CACs and AOs will be performing maintenance to unit PALS, including moving members from unbudgeted positions to their assigned positions based on input from commands and orders issued during the previous AY.

- (2) Counseling/Mentoring. This period will be set aside for members to talk to their AOs. Members who will be tour-complete in the upcoming AY or anticipate reassignment as a result of advancement (primarily E-6 to E-7) should take this opportunity to contact AOs to receive career counseling, discuss e-Resume development, etc. Units deployed during this period may request a specific date/time for their members to call in and talk to their AO. AOs possess the most up to date knowledge regarding ratings and service trends.
- (3) Command Visits. During this period, command visits will be conducted IAW the process that will be outlined in the SITREP. The following will be provided by Commander (CG PSC-EPM-2) during each command visit:
 - (a) Review of unit PAL and personnel assigned.
 - (b) Review of positions to be advertised on the shopping list.
 - (c) Review command concerns, and recommended fleet-ups and extensions.
 - (d) Confirm receipt of e-Resumes that have been submitted.
 - (e) Discuss departing members e-Resumes.
 - (f) Additional information may be requested at time of scheduling the visit.

Note: For those commands unable to visit, this information/support can be provided via e-mail/phone at the request of the command.

- (4) Identify and execute fleet-ups. During this period, AOs will:
 - (a) Identify members advanced/above the cut who are not tour complete.
 - (b) Identify vacancies/projected vacancies at those units.
 - (c) Determine qualifications and paygrade match.
 - (d) Determine appropriateness of fleet-up.
 - (e) Issue orders for fleet-ups.

(5) Command Concerns (COMCONs). COMCONs are the primary medium for commands to communicate enlisted personnel assignment issues that may impact the operational readiness of your unit during the AY. COMCONs will play an integral role in the assignment process by identifying personnel qualification requirements, as well as what positions will remain vacant due to personnel shortages.

(a) COMCONs should address:

[1] Discrepancies in unit PAL.

[2] Anticipated RELADs for the AY.

[3] Projected retirements during the AY.

[4] Pending medical issues that might impact AY transfers.

[5] Fleet-up opportunities.

[6] Specific qualification/skill requirements.

(b) Request commands submit COMCONs by e-mail or message. Letters will be accepted for commands who do not have e-mail or message access.

(c) Unless specifically directed to use alternate POC, XO/XPOs will act as unit POC in COMCON submission.

(6) Publish Shopping List. The shopping list will contain current and projected vacancies resulting from:

(a) Tour-complete members.

(b) Separations (Retirements, RELADs, etc.).

(c) Advancements (that necessitate vacancies, primarily E-6 to E-7).

(d) Accessions (OCS, CWO, DCE, etc.).

(e) Any new military staffing requirements.

Members will have approximately 60 days to complete an updated e-Resume after the shopping list is published.

(7) Validate Shopping List. During this period, commands should review the published shopping list to ensure that all positions expected to be filled during the upcoming AY are being advertised. If discrepancies are noted or new information concerning personnel becomes available that impacts the shopping list, commands should contact

the appropriate AO.

- (8) Identify a pool of candidates. During this period, AOs will be identifying the pool of candidates available for transfer. The primary pool consists of and/or will be impacted by:
- (a) Tour-complete members,
 - (b) Special assignments releases/returns, and
 - (c) Advancements for non-tour complete members, primarily members advancing to E-7 and enlisted members selected to CWO, OCS, DCE, etc.
- (9) Prioritize position fills. During this period, the AOs will be prioritizing vacancies based on:
- (a) Assignment category (e.g., afloat, operational ashore, operational support, general support/ADMIN), and
 - (b) Unit readiness status.
- (10) Prioritize and select candidates. Coordinate reporting dates; and issue orders. AO's will outline how they will execute the selection process with associated timelines in the SITREPs. This process may vary slightly based on strength of rating and available pool of petty officers. However, in most cases, the selection process will be carried out as follows:
- (a) From the pool of candidates requesting the position on their e-Resume, identify all qualified candidates:
 - [1] Paygrade (+/-) one paygrade for E-6 positions.
 - [2] Appropriate qualifications/assignment history.
 - (b) If more than one qualified candidate requested the position, identify candidate(s) with the highest assignment priority.
 - (c) If more than one has highest assignment priority, determine candidate with the strongest performance history and skill set.
 - (d) If no one requested that position, identify all qualified candidates:
 - [1] Appropriate assignment history.
 - [2] Lowest assignment priority.

[3] Requested that geographical area.

[4] Advancement requirements (e.g., sea duty).

1.C.1.c. Non-Routine Assignments

It becomes necessary sometimes to make assignments outside the normal standardized enlisted assignment process as a result of position changes and unplanned or unexpected position 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 positions. (See Article 1.C.1. of this Manual.)

1.C.2. Communicating with Assignment Officers

1.C.2.a. The e-Resume

- (1) The e-Resume is the primary method for members to communicate their assignment desires. The importance of an enlisted member submitting their e-Resume when tour complete is critical. Accurate and timely submission of this data provides Commander (CG PSC-EPM-2) with important information when considering assignments. Requests for certain duty; (e.g., recruiting, National Strike Force, executive petty officer, officer in charge) must have appropriate endorsements. See Article 1.E.1. of this Manual for assignment requiring specific endorsements.
 - (a) Members should submit an e-Resume during the time frame listed in the AY SITREP if they will become tour complete in the next calendar year. (See Article 1.C.1.b. of this Manual.) Members' e-Resumes will be well-crafted with numerous choices that are both reasonable and realistic. They should provide comments that succinctly capture their skills, qualification, experience, and knowledge, which make them the best candidate for their top choices. Members who do NOT have a current e-Resume on file by the stated deadline will lose their assignment priority.
 - (b) Command endorsements on e-Resumes 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 e-Resume is also the primary method for "A" School students and strikers to communicate their assignment desires. "A" Schools will ensure that each student submits an e-Resume at least five weeks prior to graduation. School chiefs are authorized to endorse the student's e-Resume 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 e-Resume to Commander (CG PSC-EPM-2). Upon designation, members

are considered available for transfer regardless of their proximity to tour completion.

1.C.2.b. Electronic Mail (E-Mail)

Electronic mail (e-mail) has become an effective and widespread tool for communication in the Coast Guard. While e-mail from a member to the AO is an acceptable communication tool, members should first use their chain of command and the information found on Commander (CG PSC-EPM-2)'s website to answer their questions before initiating contact with their AO. E-mail should also not be used when a Coast Guard memorandum is more appropriate or directed.

1.C.2.c. Telephone Calls

- (1) Telephone calls from members directly to AOs should be made only during the designated time as stated in the AY SITREP or when specifically directed by the AO. In most cases, it is only necessary for the unit POC to call the 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.

1.C.2.d. 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, CMC, 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 (CG PSC-EPM-2). The designated unit POC should try to resolve the member's concerns using existing available resources (e.g., CMC, training officer, publications, directives). If it is absolutely necessary for Commander (CG PSC-EPM-2) to become involved, the unit POC will notify them of the situation, then Commander (CG PSC-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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1.C.3. Assignment Policy Upon Advancement

1.C.3.a. Service Needs

When a member advances and desires to remain in their 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 any authorized vacant position in the next higher pay grade.

1.C.3.b. Position 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 position. 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) (See Article 1.C.3.d. of this Manual) and Petty Officer Assignment Policy (POAP) (Article 1.C.3.g. of this Manual) provide flexibility for members and Commander (CG PSC-EPM-2), some unscheduled transfers will be necessary. A member who advances to E-7 should expect to be reassigned to an E-7 position as soon as possible, usually within one year after advancement. (See Article 1.C.3.e. of this Manual.)

1.C.3.c. Assignment Officer Priorities for Assignments

AOs will fill vacant positions 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 position, 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) SEAP or POAP:
 - (a) Members qualified for the next higher pay grade SWE.
 - (b) Members with a favorable commanding officer's written endorsement.

1.C.3.d. Senior Enlisted Assignment Policy (SEAP)

- (1) AOs will fill vacant positions with the identified pay grade (i.e., E-9 to E-9 position, E- 8 to E-8 position). However, if there are no available personnel in the pay grade to fill a vacant position, the following procedures will be used by the AO based on service needs:
 - (a) A newly advanced E-7 may fill only E-7 positions and must remain three years in grade before becoming eligible for an E-8 position. 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 position (except an officer in charge afloat position), when there are no qualified E-8s available for assignment.
 - (c) An E-8 may fill any E-7 or E-9 position (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 position. Positions that will be exclusively filled by E-9s are: command master chiefs (CMCs); senior servicewide examination (SWE) writers; CPO Academy school chief; and rating force master chiefs (RFMCs).
- (2) When considering assigning a member to a higher or lower pay grade position, 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 position in their pay grade upon tour completion.
 - (4) When a member requests assignment to a higher pay grade position, commands will provide a written endorsement on the member's e-Resume. When recommending a member for a higher pay grade position, commands should consider whether they would favorably recommend the member for advancement to the next higher pay grade. This endorsement will include a recommendation for assignment to a higher pay grade and a statement indicating completion of performance factors for the higher pay grade.

1.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 position 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 position normally remains in that position 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 position is not automatic
- (4) Newly advanced E-7s normally transfer to an E-7 position 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 SEAP or POAP to determine whether the newly advanced member can continue to occupy their current position.
 - (b) If a member cannot continue to fill their current position, the AO attempts to fleet- up the member 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 position out of the area.

1.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 e-Resume within 30 days of their name appearing on the list indicating the member's desired E-7 positions. The ultimate decision on an assignment will normally be based on the following:

- (1) Service needs and position availability,
- (2) Unit readiness needs,
- (3) Member's desires,
- (4) Job experience,
- (5) Further advancement opportunity,
- (6) Proximity to tour completion, and/or
- (7) Training qualifications.

1.C.3.g. Petty Officer Assignment Policy (POAP)

- (1) AOs will continue to make every effort to fill vacant positions 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 position, the following procedures will be used by the assignment officer:
 - (a) E-4s with less than two years time in grade will not be assigned to an E-5 independent duty position.
 - (b) Available E-4s may be assigned to vacant E-5 positions 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 positions 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 position. However, an E-6 may be assigned to an E-5 position based on service needs.
 - (e) Positions that 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 e-Resume within 30 days of their name appearing above the cutoff on the advancement eligibility list. Obviously, some members may want to remain in their current position; 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 and position availability,
 - (b) Unit readiness needs,
 - (c) Member's desires,
 - (d) Job experience,
 - (e) Further advancement opportunity,
 - (f) Proximity to tour completion, and/or
 - (g) Training qualifications.

- (4) When a member's command feels the rationale provided for reassignment is inadequate, the commanding officer or their representative should seek further explanation from Commander (CG PSC-EPM).
 - (5) When considering candidates for a higher pay grade position, the AO will use the following ordered priority:
 - (a) Members on current advancement list
 - (b) Members qualified for the next higher pay grade SWE
 - (c) Members with a favorable command endorsement
 - (d) Tour lengths for E-5s filling E-6 positions CONUS ashore will be four years. Tour lengths for E-6s filling E-5 positions CONUS ashore will be four years.
 - (e) When considering assigning a member to a higher pay grade position 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 position, they will submit an e-Resume with higher pay grade positions and the command's endorsement. This endorsement will 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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1.C.4. Assignment of Strikers and “A” School Graduates and Disenrollees

1.C.4.a. General

- (1) Service need is the primary factor in assigning designated strikers and “A” School graduates. Commander (CG PSC-EPM-2) will assign these members to third class petty officer (E-4) positions throughout the Coast Guard.
- (2) SPOs will notify Commander (CG PSC-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. (see Articles 1.B.2. and 1.B.4. of this Manual.)

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

- (1) Regardless of the reason for disenrollment, each training center will send a message stating the circumstances of the case to the member's previous unit, Commander (CG PSC-EPM-2) active duty disenrollees or (CG PSC-RPM) for reserve disenrollees, and

the previous unit's chain of command. All class "A" School training commands will request assignment of disenrollees by message to Commander (CG PSC-EPM-2) or (CG PSC-RPM) as appropriate, within 72 hours of a member's disenrollment. The message will include the following information:

- (a) Disenrollee's name and EMPLID number,
 - (b) Reason for disenrollment (e.g., 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 TEMDUINS),
 - (f) Number of dependent(s),
 - (g) Location of dependent(s), and
 - (h) At least four assignment choices.
- (2) Commander (CG PSC-EPM-2) will utilize the following guidelines when responding to a disenrollment message:
- (a) For a no-fault disenrollment, which includes failure to meet academic or physical fitness requirements despite member's best efforts to succeed, injuries in the line of duty, or bona fide family emergencies, Commander (CG PSC-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, Form 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.
 - (b) For a fault disenrollment, which includes cheating, misconduct, injuries not in the line of duty, non-judicial punishment, or voluntary disenrollment, Commander (CG PSC-EPM-2) will transfer the member to meet service needs. The member is prohibited from reapplying to any "A" School for one year from the date of disenrollment.
 - (c) For a failure to meet eligibility requirements, which includes failure to meet obligated service requirements (See Article 1.B.6. of this Manual and reference (j), Performance, Training and Education Manual, COMDTINST M1500.10 (series).); minimum training prerequisites, or weight/physical fitness standards per reference (l), Coast Guard Weight and Body Fat Standards Program Manual,

COMDTINST M1020.8 (series), Commander (CG PSC-EPM-2) will normally transfer the member back to their previous unit.

1.C.5. Duties of Medical Personnel and Geneva Convention

1.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 (CG PSC-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.

1.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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1.C.6. Assignment as Officer In Charge (OIC)

1.C.6.a. Program Manager

Commandant (CG-731) is the Headquarters program manager responsible for OIC review board procedures. Commandant (CG-731) will maintain the review board process with input from Commandant (CG-751) and the BM rating force master chief (RFMC) and will:

- (1) Conduct periodic reviews of the process.
- (2) Update policy and procedures as needed.
- (3) Change policy and procedures as needed.
- (4) Provide feedback to area/district OIC review board coordinators.
- (5) Conduct phone conference with district board presidents prior to the OIC review board cycle identified in Article 1.C.6.d.1. of this Manual.

Note 1: The BM RFMC will implement measurement procedures and capture data and disseminate to include: pass/fail rates, and reasons people did not pass.

Note 2: Recommended changes to, or comments regarding, the OIC review board process will be forwarded to Commandant (CG-731).

1.C.6.b. General

- (1) Currently, OIC positions exist in the boatswain's mate (BM) and electronics technician (ET) ratings. All members assigned to OIC positions require certification that they are OIC qualified. BMs must be certified by a district/sector pre-board, followed by an area/district review board. ETs are certified by a Headquarters screening of personnel data records (PDRs) and command recommendations conducted by Commander (CG PSC-EPM-2), and appropriate program managers.
- (2) OIC review 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 a particular district's procedures. Written tests and questions that are graded elsewhere are discouraged. Boards should ask open-ended questions to determine a candidate's leadership, ethics, and professionalism. Board members will be directed to refrain from the use of role-playing scenarios and asking obscure questions not directly related to command. Topics covered should include, but not be limited to:
 - (a) Readiness,
 - (b) Discipline,
 - (c) Economy of command/finance/supply,
 - (d) Coast Guard missions,
 - (e) Safety,
 - (f) Wellbeing of personnel,
 - (g) Training and education,
 - (h) Inspections,
 - (i) Public affairs,
 - (j) Force protection,
 - (k) Human relations,

- (l) Diversity, and
 - (m) Operational risk management.
- (3) OIC review boards will be abbreviated appropriately for candidates who have already earned OIC certification but are sitting before the board seeking additional competencies. The board president will provide specific guidance in these instances.

Note 1: BMs are required to be certified ashore and afloat, multi-mission or ATON, for advancement to BMCS and BMCM. ETs 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. BM 1's with over two years time in grade may be scheduled for the review board. BM 1s who have less than two years' time in grade but who have served satisfactorily for 12 consecutive months in a designated XPO position may also be scheduled for the review board. Waiver requests for any time requirements will be forwarded to Commandant (CG-731) via the requesting member's chain of command for consideration. Board certification of a BM's capability to serve as OIC ashore and afloat will be mandatory prior to participation in the BMCS or BMCM SWE. No waivers will be given. BMs who are already in paygrade 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 due to a relief for cause may not compete in the SWE for the next pay grade until they appear before a district/area review board and 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.

1.C.6.c. OIC Review Board Coordinator

The Pacific Area Commander and Atlantic district commanders will designate, in writing, an OIC review board coordinator. The board coordinator has the overall responsibility to conduct the board and supervises the entire process. The board coordinator is responsible for all aspects of establishing the board including determining timelines, location, obtaining supplies, and coordinating with the board president in the selection of the board members. The coordinator will:

- (1) Release a solicitation message for each board,
- (2) Coordinate logistics,
- (3) Handle administrative requirements,

- (4) Collect appropriate records per Article 1.C.6.e.(3) of this Manual,
- (5) Arrange TONOs,
- (6) Coordinate board member selection with the board president,
- (7) Assist with pre-boards,
- (8) Work with the president for proper organization and conduct of the board,
- (9) Assist with the boards as needed (e.g., escort candidates, provide additional material/information on candidates, document results), and
- (10) Provide follow-up documentation (e.g., District Review Board Evaluation and Reporting Form, Form CG-5113) with copies to the BM RFMC and Commander (CG PSC-EPM-2).

1.C.6.d. Request to Appear Before the Area/District OIC Review Board

- (1) Prior to April and October of each year, the area, district, and logistics/service center or headquarters' unit commanding officers will direct their respective units to submit a list of qualified BM OIC candidates to the respective OIC review board coordinator. Candidates assigned to Headquarters, Atlantic Area or logistics/service center units will be considered by OIC review boards convened at the district in which their unit is geographically located.
- (2) Commanding officers and OICs will submit by letter their evaluations of candidates to the respective OIC review board coordinator. The evaluation will consist of an enlisted employee review, along with command recommendations and comments. For candidates attempting to re-certify after a relief for cause, command endorsements should specifically address improvements in the areas identified as problems at the time of relief.
- (3) Candidates who do not meet the Commandant's weight standards listed in reference (1), Coast Guard Weight and Body Fat Standards Program Manual, COMDTINST M1020.8 (series), will not be permitted to appear before the OIC review board.

1.C.6.e. Area/District OIC Review Board Procedures

- (1) The Pacific Area Commander and Atlantic district commanders will convene an area/district review board semiannually during April and October to consider enlisted members for OIC certification. The board will consist of:
 - (a) A senior officer with prior command experience,
 - (b) A CWO (ENG) either currently serving or with recent experience as a group or

- sector engineer,
 - (c) CWO, BMCM, or BMCS either currently serving or with recent command afloat multi-mission experience,
 - (d) CWO, BMCM, or BMCS currently serving or with recent command ashore multi-mission experience,
 - (e) District command master chief (CMC),
 - (f) A family program advocate (FPA), and
 - (g) CWO, BMCM, or BMCS either currently serving or with recent ATON command afloat experience (for candidates screening for ATON).
- (2) Area/district commanders will designate an OIC review board president in writing. The board president must be a senior officer with prior command experience who will work closely with the OIC review board coordinator to review procedures and processes. In addition, the board president will:
- (a) Choose board members,
 - (b) Review list of candidates to determine which certifications are being sought,
 - (c) Review candidates' prior OIC review board results for those seeking additional certification,
 - (d) Review candidates' prior OIC review board results for those who have previously appeared before a board and did not achieve certification,
 - (e) Meet with board members prior to OIC review board convening to establish conduct of the board,
 - (f) Ensure that board members' questions adhere strictly to Article 1.C.6.b.(2) of this Manual, and
 - (g) Ensure that proper feedback is provided to each candidate. All unsatisfactory categories on the District Review Board Evaluation and Reporting Form, Form CG-5113, will have specifics listed to ensure the candidate has a clear understanding of which topics need improvement prior to their next board.
- (3) In screening OIC candidates, the board will:
- (a) Require the candidate to appear before the board.
 - (b) Ensure that records available to the board include the candidate's PDR, 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 their capabilities and that the candidate has no enlisted evaluation factor 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 BM candidates meet requirements of the Coast Guard Deck Watch Officer Examination Program, COMDTINST M16672.5 (series). Members not in compliance will not be permitted to appear before the OIC review board.
- (e) Review and utilize the following publications, manuals, or directives as references in the evaluation of the candidates:

[1] U.S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the International Aeronautical and Maritime Search and Rescue Manual (IAMSAR), COMDTINST M16130.2 (series),

[2] Aids to Navigation Manual – Positioning, COMDTINST M16500.1 (series);
Aids to Navigation Manual – Technical, COMDTINST M16500.3 (series);
Aids to Navigation Manual – Administration, COMDTINST M16500.7 (series).
Aids to Navigation Manual – Structures, COMDINST M16500.25 (series),

[3] Naval Engineering Manual, COMDTINST M9000.6 (series),

[4] Civil Engineering Manual, COMDTINST M11000.11 (series),

[5] Reference (m), U.S. Coast Guard Boat Operations and Training (BOAT) Manual, Volume I, COMDTINST M16114.32 (series),

[6] Coast Guard Family Advocacy Program, COMDTINST 1750.7 (series),

[7] Command at Sea Orientation Publication, COMDTPUB P1500.17 (series),

[8] Reference (n), United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series),

[9] Manual for Courts-Martial,

[10] Coast Guard Investigations Manual, COMDTINST M5527.1 (series), and

[11] Ordnance Manual, COMDTINST M8000.2 (series).

(f) Determine the candidate's ability to command and, where appropriate, certify the member 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,

[5] Qualified to command both ashore and afloat multi-mission, and

[6] Qualified to command both ashore and afloat ATON.

(g) Candidates for command afloat must have a deck watch officer letter. (No waivers.) Candidates for command ashore must have been qualified as a coxswain on a Coast Guard boat, excluding punts and skiffs. (No waivers.)

1.C.6.f. OIC Pre-Board

- (1) All candidates will be screened at an OIC pre-board.
- (2) Pre-board panels will mirror the area/district boards in accordance with Articles 1.C.6.e. and 1.C.6.b.(2) of this Manual. The assignment of the board president will not be delegated below the response chief.
- (3) Afloat units should check with their respective OIC review board coordinator for the location of the pre-board. Underway commands can request to conduct their own pre-boards when OPTEMPO dictates.
- (4) The pre-board will evaluate, assist, and ensure only potentially fully qualified members appear before the area/district OIC review board. Those members that the pre-board finds not prepared for the area/district OIC review board will be provided specific written guidance in the areas where they need improvement via the District Review Board Evaluation and Reporting Form, Form CG-5113. Pass/fail data will be forwarded to the BM RFMC.
- (5) The pre-board will provide a list of qualified candidates to the appropriate area/district OIC review board NLT 30 days prior to the announced OIC review board date.

1.C.6.g. Pre-Board and Area/District Review Board Results

- (1) Results of the pre-board and area/district review board for each candidate will be recorded on District Review Board Evaluation and Reporting Form, Form CG-5113.

- (a) All pre-board evaluation forms will be forwarded to the area/district review board as part of each candidate's package NLT two weeks before the area/district OIC review board is scheduled to meet.
 - (b) All area/district evaluation forms will be forwarded to the area/district commander, via the respective OIC review board coordinator, for transmittal under one cover letter to Commander (CG PSC-EPM-2), no later than 1 May and 1 November each year with a copy forwarded to the BM RFMC.
- (2) Results of the area/district OIC review board will be made a part of the member's PDR.
 - (3) Each member considered by the area/district OIC review board will be apprised of their 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 area/district OIC review board. As a result of this certification, your commanding officer is authorized to assign you qualification code(s).”

OR

“You have been found not qualified for assignment to a certified OIC position. If you desire to be reconsidered by a subsequent area/district OIC review board, it is recommended you seek additional knowledge in the areas addressed on the District Review Board Evaluation and Reporting Form, Form CG-5113.”

- (4) Personnel reporting units will enter the results of the area/district OIC review board on an Administrative Remarks, Form CG-3307, and assign appropriate qualification codes.
- (5) OIC certification remains permanent unless removed as the result of a permanent relief for cause per Article 1.F. of this Manual. A command may request that a member serving in a non-command position have their OIC competency removed for the reasons listed in Article 1.F.1.d. following the process found in Article 1.F.1.e. and 1.F.1.f. of this Manual.

1.C.6.h. Assignment as OIC

OIC positions currently exist in the BM and ET ratings.

- (1) Assigning enlisted personnel to OIC positions is the responsibility of Commander (CG PSC-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. For example: 1st LT on a WPB, OPS PO at a large station, etc.

1.C.6.i. Submission of Request

- (1) Requests for assignment as OIC will be submitted to Commander (CG PSC-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 enlisted employee review summaries in Direct Access.
- (3) The commanding officer or group commander will 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, and
 - (e) Consistency in presenting a smart military bearing and appearance.

1.C.6.j. 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 four years prior to convening Commander (CG PSC-EPM)'s OIC screening panel.
- (2) Members may have no record of civil arrest, court martial, non-judicial punishment (NJP), alcoholism, drug misuse, indebtedness, etc., for the last four years.
- (3) Candidates may have no physical impairment that precludes worldwide assignment.
- (4) Candidates must be in compliance with the weight/body fat standards in accordance with reference (1), Coast Guard Weight and Body Fat Standards Program Manual, COMDTINST M1020.8 (series).
- (5) BMs not having satisfactorily served afloat in the past seven years or who have not

actively maintained certification as coxswain on Coast Guard boats, excluding punts and skiffs, within the last seven years will not normally be assigned as OIC afloat.

1.C.6.k. Assignment Policy

- (1) Commander (CG PSC-EPM-2) will assign personnel to OIC positions based upon:
 - (a) Demonstrated leadership and performance,
 - (b) Command recommendation,
 - (c) Career experience,
 - (d) Availability of assignments, and
 - (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 1.A.4.b. of this Manual. 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 OCONUS 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 will be submitted to Commander (CG PSC) via the chain of command. Removal from an OIC position will be in accordance with Article 1.F.1.d. of this Manual.

1.C.6.l. Special Duty Assignment Pay (SDAP) and Relief for Cause (RFC) Procedures

- (1) General. Legislative Authority, 37 U.S.C. §307, authorizes 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 (CG-1).
- (2) SDAP Termination. 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).

- (3) Reference. Special Duty Assignment Pay (SDAP), COMDTINST 1430.1 (series), establishes regulations for managing SDAP and contains specific procedures on payment or termination of SDAP during RFC.
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1.C.7. Assignment as Engineer Petty Officer (EPO)

1.C.7.a. General

Certain engineer positions require exceptionally well-qualified personnel as engineering petty officers (EPO). Only engineers will be assigned.

- (1) The assignment of enlisted personnel to these positions is the responsibility of Commander (CG PSC-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.

1.C.7.b. Qualification for Assignment

- (1) Members must have no marks less than four on their enlisted employee review and no mark of unsatisfactory in conduct for four years prior to submission of request.
- (2) Candidates may have no record of civil arrest, court-martial, non-judicial punishment (NJP), alcoholism, drug misuse, indebtedness, etc., for four years prior to submission of request.
- (3) Candidates may have no physical impairments that precludes worldwide assignment.
- (4) Candidates must comply with weight standards contained in reference (1), Coast Guard Weight and Body Fat Standards Program Manual, COMDTINST M1020.8 (series).

1.C.7.c. Submission of Request

- (1) Requests for EPO assignment will be submitted to Commander (CG PSC-EPM-2) through the chain of command on e-Resume.
- (2) The commanding officer, officer-in-charge, or designated commanding officer of personnel will submit a command endorsement 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, and
- (g) Adherence to the Commandant's weight standards.

1.C.7.d. Selection Procedure

- (1) Commander (CG PSC-EPM-2) will review all requests for EPO assignments. Only those with the appropriate endorsement will be considered. If the total number of EPO positions available exceed the number of requests on file, Commander (CG PSC-EPM-2) will make assignments based on service needs using the best qualified personnel available.
- (2) Commander (CG PSC-EPM-2) will assign personnel to EPO positions based on:
 - (a) Demonstrated leadership and performance,
 - (b) Command endorsement,
 - (c) Previous qualifications,
 - (d) Career experience, and
 - (e) Personal preference.

1.C.7.e. Assignment Policy

- (1) Personnel who have served satisfactorily as EPO must follow procedures outlined in Article 1.C.7.c. of this Manual to request subsequent EPO assignments.
 - (2) Tour lengths for EPO assignments are prescribed in Article 1.A.4.b. of this Manual.
 - (3) Relief for cause of an EPO will be conducted in accordance with the procedures outlined in Article 1.F. of this Manual. Commander (CG PSC-EPM) orders permanent relief for cause for EPOs.
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1.C.8. Assignment as Executive Petty Officer (XPO)

1.C.8.a. General

Certain enlisted positions require qualified members as executive petty officers (XPOs).

(1) Commander (CG PSC-EPM-2) assigns enlisted personnel to these positions.

(2) These assignments require a special selection process due to the high degree of technical competence, leadership, and managerial ability required of the position.

1.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 four years prior to submission of request.

(2) Candidates may have no record of civil arrest, court martial, nonjudicial punishment (NJP), alcoholism, drug misuse, indebtedness, etc., for four years prior to submission of request.

(3) Candidates may have no physical impairment that precludes worldwide assignment.

(4) Candidates must meet the Commandant's weight standards listed in reference (1), Coast Guard Weight and Body Fat Standards Program Manual, COMDTINST M1020.8 (series).

1.C.8.c. Submission of Request

(1) Submit requests for assignment as XPO to Commander (CG PSC-EPM-2) through the commanding officer or officer-in-charge on the e-Resume.

(2) The commanding officer or officer-in-charge will endorse the request addressing whether the applicant meets the requirements of Article 1.C.8.b. of this Manual and include specific comments on each of 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, and

(e) Consistency in presenting a smart military bearing and appearance.

1.C.8.d. Selection and Assignment Procedure

- (1) Commander (CG PSC-EPM-2) will 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 (CG PSC-EPM-2) will assign personnel to XPO positions based upon:
 - (a) Demonstrated leadership and performance,
 - (b) Command recommendation,
 - (c) Career experience and qualifications,
 - (d) Availability of assignments, and
 - (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 1.A.4.b. of this Manual. 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 1.F. of this Manual. Commander (CG PSC-EPM) orders permanent relief for cause for XPOs.
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1.C.9. Assignment To Vessel Traffic Service (VTS) Duty**1.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 judgment in performing their duties.

1.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 OCONUS 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 Coast Guard medical standards),
 - (b) Normal color perception, and
 - (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. Candidates must have no marks less than four on their enlisted evaluations and no mark of unsatisfactory in conduct for the last two years.
- (6) Satisfactory conduct. A documented history of courts-martial, multiple non-judicial 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.

1.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 e-Resume, about the member's qualifications, capabilities, and suitability for assignment to VTS duty as Article 1.C.9.b. of this Manual describes.
 - (2) A commanding officer can forward the member's e-Resume even if the member has not met the minimum qualifications, provided the commanding officer's remarks justify the requested exception. Commander (CG PSC-EPM-2) will consider all requests sent in this manner on a case-by-case basis.
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1.C.10. Assignment to National Strike Force Duty**1.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 position structure includes personnel in the BM, DC, EM, HS, MK, MST, YN, and SK ratings. Strike team duty involves strenuous, hazardous work with frequent TDY, 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.

1.C.10.b. Qualifications

- (1) Three years' obligated service remaining on reporting.
- (2) Consistently exhibit mature judgment, 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 during the past three years.
- (9) No individual factor average less than four 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 pre-assignment physical qualifications outlined in reference (d), Coast Guard Medical Manual, COMDTINST M6000.1 (series).
- (16) Have sharp military bearing and a smart appearance. Must comply with weight standards contained in reference (l), Coast Guard Weight and Body Fat Standards Manual, COMDTINST M1020.8 (series).

1.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, and

(10) For DC's: Welding school.

1.C.10.d. Submitting Requests

- (1) Submit requests via commanding officer on e-Resume. Commanding officers will 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 TDY for extended periods. The endorsement will include the commanding officer's statement of the applicant's understanding and whether the applicant meets the qualifications of Article 1.C.10.b. of this Manual. 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 (AO) will review requests for assignment to the National Strike Force to ensure members meet the minimum requirements described above. If the minimum requirements are met, the AO will develop a list of potential candidates for each available position. 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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1.C.11. Assignment to Polar Icebreaker Duty

1.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.

1.C.11.b. Qualifications

When a member receives orders to icebreaker duty, their commanding officer will ensure the member complies with the following:

- (1) Medical. Members and their dependents must be screened for any documented medical problems that would preclude or complicate assignment. The member must complete an OCONUS 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. Candidates must have no marks less than four on their enlisted evaluations and no mark of unsatisfactory in conduct for the last two years.
- (5) Disciplinary. Members with a history of courts-martial, multiple non-judicial 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 (e.g., a felony) in their current enlistment.
- (6) Single Parents. Single parents are not disqualified from serving on icebreakers. Refer to Article 1.A.6. of this Manual.
- (7) Indebtedness. Members with serious financial problems or indebtedness that has not been reconciled with the creditor(s) or interested parties, or a documented history of indebtedness over a three-year period are not qualified. Refer to Article 2.D. of reference (f), Discipline and Conduct, COMDTINST M1600.2 (series), 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 will 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 their 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, their commanding officer will ensure an Administrative Remarks, Form CG-3307, is entered in the member's personnel data record per reference (c), Personnel and Pay Procedures Manual, PPCINST M1000.2 (series).

1.C.11.c. Required Action if Member Not Qualified

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

1.C.12. Assignment to Select Deployable Specialized Forces (DSF) Positions

1.C.12.a. General

Unique in the Coast Guard, Deployable Specialized Forces (DSF) primary duties include high-end law enforcement, counter-terrorism tactical operations, and environmental/chemical hazard response. These operations require members to participate in high risk and high stress training and operational environments. Extended deployments and frequent recalls are common. Because DSF duty is particularly demanding, applicants for select DSF positions, listed below, must be carefully screened. Previous operational and shipboard experience, family situation, duty performance, and personal qualifications are all selection considerations.

1.C.12.b. DSF Positions Requiring Pre-Assignment Screening

Applicants for assignment to the following types of DSF positions must successfully complete a pre-assignment screening:

- (1) Enhanced Team Direct Action Section (DAS) Member. These positions are ME specific and consist of high-risk training, challenging physical requirements, and high-end operational boarding scenarios. They are located at the Maritime Security Response Team (MSRT). After initial qualification, DAS members may also be assigned to sub-teams for chemical, biological, radiological, nuclear and high-yield explosive (CBRNE) and precision marksman/observer.
- (2) Law Enforcement Detachment (LEDET) Member. 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.
- (3) National Strike Force Coordination Center/National Strike Force Response Supervisors and Technicians. Article 1.C.10. of this Manual provides guidance for assignment to National Strike Force positions.
- (4) The Maritime Safety and Security Team Maritime Law Enforcement/Force Protection (MSST MLE/FP). MSST MLE/FP teams respond to threats of terrorism and augment shore side or shipboard security personnel. They set up and maintain entry control points to high value assets, provide physical security for important persons, facilities, and events and evaluate security threats to maritime critical infrastructures and resources.
- (5) All Other Operational Non-ME DSF Positions (Excluding Support Assignments for Ratings Such as YN, SK, and IT). These assignments include tactical coxswains and crewmembers and deployable support personnel at the MSSTs and MSRT.

1.C.12.c. Qualifications

To identify those members with the highest probability of success in these demanding positions, to be considered for assignment to DSF duties outlined in Article 1.C.12.b. of this Manual, petty officers must fulfill these criteria:

- (1) Performance. Candidates must have no marks less than four on their enlisted evaluations and no mark of unsatisfactory for the last two years. Must consistently exhibit mature judgment, even temperament, tact, diplomacy, and discretion.
- (2) Physical Fitness. Must meet the Commandant's minimum physical fitness standards for BO/BTM.
- (3) Medical. Members selected for assignment to DSF positions duty must successfully complete an OCONUS/sea duty screening examination prior to departing current assignment.
- (4) Security Clearance. Must be eligible for a secret security clearance.
- (5) Government Travel Charge Card (GTCC). Members requesting assignment to a DAS, LEDET, and MSST must be eligible for a GTCC.
- (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) Boarding Team Qualification. Specific to assignments to MSRT (DAS), LEDET, and MSST (MLE/FP), members must be boarding team member (BTM) or boarding officer (BO) qualified at their current unit or within the last three years. Exceptions may be granted for highly-motivated personnel with previous civilian or DOD law enforcement experience serving at units not requiring BTM or BO qualification.

1.C.12.d. Interview

- (1) Commanding officers will interview members requesting assignment to DSF duty at a MSRT (DAS), MSST (MLE/FP), LEDET, or NSF Response Technician Supervisor position to ensure they meet the qualifications listed in Article 1.C.12.c. of this Manual.
- (2) Once a commanding officer determines that a member meets the qualifications listed in Article 1.C.12.c. of this Manual, the unit will arrange an interview with the commanding officer/executive officer/designated POC of the DSF unit to determine whether there are factors that could potentially disqualify the member for DSF duty.

1.C.12.e. Submission of Requests

Requests for DSF duty may be submitted on an e-Resume to Commander (CG PSC) at any time. Requests must include a command endorsement from the commanding officer and will provide the following:

(1) The following statement from the member:

“I have read and understand Article 1.C.12, Military Assignments and Authorized Absences, COMDTINST M1000.8 (series) relating to suitability for deployable specialized forces (DSF) 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 DSF duty.”

(2) A definite recommendation from the member’s command. The recommendation will include comments regarding the member’s performance as a boarding team member or boarding officer if required by Article 1.C.12.c.(7) of this Manual.

(3) Comments regarding the member’s performance and deportment specific to the assignments listed in Article 1.C.12.b.(1) (2) (3) & (4) of this Manual.

1.C.12.f. Training

The receiving DSF unit will coordinate initial or refresher training as required for newly assigned personnel.

1.C.12.g. Assignment

(1) Article 1.A.4.b. of this Manual states the general policy on tours of duty.

(2) Commander (CG PSC-EPM-2) will inform the respective DSF units of members desiring DSF duty. The DSF unit’s command representative will indicate to Commander (CG PSC-EPM-2) the members recommended for DSF duty after their DSF interviews.

(3) Commander (CG PSC-EPM-2) assigns personnel to and from DSF duty.

1.C.12.h. Removal from DSF Assignment

Refer to Article 1.F.4. of this Manual for guidance on reassigning members no longer suited for MSRT (DAS) duty.

1.C.13. Food Service Assistance and Training (FSAT) Team Positions

1.C.13.a. General

Food Service Assistance and Training (FSAT) Teams travel throughout the Coast Guard to provide technical assistance, vocational training, mentoring, and policy interpretation, guidance on food production techniques, menu development, nutritional cooking methods and sanitation training. The FSAT Teams provide valuable procedural and policy interpretation to food service specialists (FSSs) and commands; provide data and policy recommendations to Commandant (CG-1111) and conduct financial and food service evaluations of Coast Guard dining facilities. Assignment to FSAT duties is reserved for those members who have an intimate and exceptional working knowledge, skill and experience in operating dining facilities. Those assigned to the FSAT Teams should expect an extensive travel schedule with frequent family separations.

1.C.13.b Assignment

Personnel are assigned to FSAT duties in accordance with authorized allowances.

1.C.13.c. Additional Qualifications

In addition to the minimum standards outlined in Article 1.E.2.a. of this Manual, a member applying for a FSAT position must:

- (1) Serve in pay grades E-7, E-8, or E-9, or E-6 and be above the cutoff on the current E-7 eligibility list.
- (2) Have a written command endorsement that specifically addresses the member's ability to: speak in public, articulate Coast Guard policy, communicate both written and verbally, provide mentoring, interact with senior officers, adhere to Coast Guard core values, and have the potential for success in a FSAT position.
- (3) Have a minimum 5 years sea duty, 3 years of which must have been served aboard Coast Guard Cutters.
- (4) Have successfully served as a food service officer within 3 years of applying for a FSAT position. (Not applicable for pay grade E-9).
- (5) Possess a government travel card with an account in good standing. FSAT members must be capable of performing extensive travel throughout their respective area of responsibility.
- (6) Meet the requirements for Instructors per Article 1.E.6. of this Manual.
- (7) Have the ability to effectively deliver instruction and training to large audiences with junior and senior enlisted and officers in attendance.

1.C.13.d. FSAT Member Training

New FSAT members will receive on the job training.

1.C.13.e. Evaluating FSAT Members

New FSAT members will be evaluated for suitability as early as possible. Those who are found unsuitable will be reassigned, as necessary, under the provisions of Article 1.F.4. of this Manual.

1.C.14. Assignment to Maritime Force Protection Unit Duty**1.C.14.a. General**

The Maritime Force Protection Unit (MFPU) conducts escorts for U.S. Navy Ballistic Missile Submarines (SSBNs) when transiting surfaced into and out of homeport (Kings Bay, Georgia and Bangor, Washington) to and from a submarine's dive/surface point and when an SSBN conducts brief stops for personnel (BSPs) in the vicinity of its homeport area. The MFPU's are specially manned, trained, and equipped units to conduct the Coast Guard's statutory missions of ports, waterways, and coastal security (PWCS) and defense readiness (DR). In addition, the MFPU is designed to support the Navy's efforts to provide anti-terrorism/force protection (AT/FP) for its SSBNs while transiting on the surface to their designated dive points; assisting the Navy in meeting its Presidential mandates for nuclear weapon security (NWS). The enlisted position structure includes personnel in the BM, GM, OS, MK, DC, EM, ET, HS, SK, and YN ratings. Each MFPU will have one 87'CPB assigned at interim operating capability (IOC) with an augmented crew of 15 to meet high optempo demands within perstempo limits.

1.C.14.b. Qualifications

- (1) All personnel assigned to MFPU duty, including the 87'CPBs, must be eligible for a SECRET clearance and have a completed national agency credit and local criminal (NACLC) background investigation prior to receipt of orders. This is a Navy requirement and cannot be waived as assigned personnel will operate within the restricted waterfront areas.
- (2) Personnel assigned to the commanding officer (O-5), XO (O-4), OPS (O-4), and AOPS (O-3) positions must be eligible for a top secret clearance and have completed a single scope background investigation (SSBI) prior to execution of orders. This is a Navy requirement and may not be waived.
- (3) Personnel assigned to the intel officer (O-3) position must have a top secret clearance with SCI eligibility prior to assignment.
- (4) All personnel assigned to MFPU duty must meet the physical fitness standards as set forth in Chapter 3.A.6 of reference (m), U.S. Coast Guard Boat Operations and

1.C.15. Assignment to International Ice Patrol (IIP) Duty**1.C.15.a. General**

International Ice Patrol (IIP) duty is a unique assignment with a mission requiring specialized training and qualifications. The Ice Patrol conducts deployments to St. John's, Newfoundland, Canada on a bi-weekly basis between the months of February and August, which are the typical months of the ice season. On these deployments, teams conduct 7-8 hour flights each day aboard HC-130 aircraft in search of icebergs in the North Atlantic Ocean. Members serve as duty watch standers, duty watch officers, aerial ice observers, radar ice observers, and tactical ice mission commanders.

1.C.15.b. Qualifications

The qualification process for all positions at IIP requires a considerable investment in time and personnel resources, therefore, to be considered for IIP duty, all applicants must fulfill these criteria:

- (1) Members must possess a high degree of maturity and stability and exercise sound judgment, even temperament, tact, diplomacy and discretion in performing their duties.
- (2) Must have obligated service for the full tour upon reporting.
- (3) Must be in 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 pass a Class-2 aircrew flight physical as outlined in reference (d), Coast Guard Medical Manual, COMDTINST M6000.1 (series).
- (4) Be capable and medically cleared to complete the aircrew survival swim test and low pressure chamber training in accordance with the Coast Guard Air Operations Manual, COMDTINST M3710.1 (series).
- (5) Must be eligible for a secret clearance.
- (6) Must have satisfactory conduct. A documented history of courts-martial, multiple non-judicial 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 the IIP.
- (7) Must possess the ability to speak and write clearly.
- (8) Must not have any court-martial or felony convictions (federal, state, or local) in the past six years.

- (9) Must have satisfactory performance. Candidates must have no marks less than four on their enlisted evaluations and no mark of unsatisfactory in conduct for the last two years.
- (10) No alcohol incidents during the past four years.
- (11) Must hold the flight forecast (MST04) qualification codes (applies to E-6 to E-8 MSTs only).

1.C.15.c. Submitting Requests

- (1) Members will submit requests via their commanding officer through the standard e-Resume process. The command endorsement will include the commanding officer's statement of the applicant's understanding and whether the applicant meets the qualifications of Article 1.C.15.b. of this Manual. 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 officers (AO) will review requests for assignment to IIP to ensure members meet the minimum requirements described above. If the minimum requirements are met, the AO will develop a list of potential candidates for each available position. The AO will forward this list to the deputy commander, IIP (DCIIP). DCIIP and the IIP command senior chief will then interview each potential candidate and prioritize the AO's list based upon information gathered from the member and the member's current unit. DCIIP will forward the prioritized lists to the MST and YN AOs to complete the assignment process.
-

1.C.16. Assignment to Independent Duty Positions

1.C.16.a. General

Independent duty assignment are assignments in pay grade E-6 and below in which there is only one member in any specific rating assigned to the unit, there is no immediate or local rate specific support, and that E-6 or below is solely charged with carrying out the duties and responsibilities of that rate. Independent duty assignments require exceptional leadership and responsibility that are above and beyond a regular rated assignment. Only qualified members will be considered for assignment to independent duty positions.

1.C.16.b. Qualifications

- (1) Candidates must have received no marks less than four on their enlisted employee review and no mark of unsatisfactory in conduct during two years prior to submission of request;
- (2) Candidates may have no record of performance probation, civil arrest, courts-martial, non-judicial punishment (NJP), alcoholism, drug misuse, indebtedness, etc., for two

years prior to submission of request; and

- (3) Candidates must comply with weight standards contained in reference (1), Coast Guard Weight and Body Fat Standards Manual, COMDTINST M1020.8 (series).

Note: Some ratings may have previous rated underway experience requirements.

1.C.16.c. Submitting Requests

- (1) Members will submit requests via their commanding officer through the standard e-Resume process. The command endorsement will address the member's ability to perform the duties of their rating absent any leadership and will include an assessment of the member's maturity and technical competence.
 - (2) Commander (CG PSC-EPM-2) will assign personnel to independent duty positions based on the following:
 - (a) Command endorsement,
 - (b) Past performance, and
 - (c) Career experience.
-

1.C.17. Assignment to Food Service Officer Positions

1.C.17.a. General

Certain food service specialist positions require exceptionally well-qualified personnel to serve as food service officers (FSO). FSO assignments require a special selection procedure because of the particularly high degree of leadership, performance, professional competence, and skill required for the job.

1.C.17.b. Qualifications

- (1) Candidates must not have a total mark average of less than four on their enlisted employee review and no mark of unsatisfactory in conduct during two years prior to submission of request,
- (2) Candidates may have no record of performance probation, civil arrest, courts-martial, non-judicial punishment (NJP), alcoholism, drug misuse, indebtedness, etc., for two years prior to submission of request, and
- (3) Candidates must comply with weight standards contained in reference (1), Coast Guard Weight and Body Fat Standards Manual, COMDTINST M1020.8 (series).

1.C.17.c. Submitting Requests

- (1) Members will submit requests via their commanding officer through the standard e-Resume process. The command endorsement will address the following:
 - (a) Leadership required for independent duty,
 - (b) Technical competence required for the job,
 - (c) Maturity,
 - (d) Dedication,
 - (e) Professionalism, and
 - (f) Military bearing and appearance.
 - (2) Commander (CG PSC-EPM-2) will assign personnel to independent duty positions based on the following:
 - (a) Command endorsement,
 - (b) Past performance,
 - (c) Qualification codes, and
 - (d) Career experience.
-

1.D. Assignment Policies for Non-rated Members

1.D.1. General

1.D.1.a. Assignments

The Enlisted Assignments Branch, Commander (CG PSC-EPM-2) will make assignments for all non-rated personnel.

1.D.1.b. Issuance of Orders

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

1.D.1.c. Assignment Priorities

Assignment priorities do not apply to initial assignment of non-rates (See Article 1.B.4. of this Manual.) Needs of the service take precedence over all other factors. Generally, in determining service need, Commander (CG PSC-EPM) will assign non-rated personnel using the following prioritized categories of unit types:

Category 1	All afloat units.
Category 2	Those ashore operational units where non-rates either deploy or stand duty (small boat stations, ANTs, PWCS level 1 and 2 units).
Category 3	Operational support units (groups, activities, MSOs).
Category 4	General support units (Bases, Districts, COMMSTAs, training centers/air stations/sectors).

1.D.2. Recruit Assignment Policy

1.D.2.a. Initial Assignment

Upon successful completion of recruit training, or upon initial entry into the service, non-rated members can expect assignment to various types of units located both CONUS and OCONUS. Commander (CG PSC-EPM-2) assigns all non-rated members based on service needs and the member’s assignment requests submitted on the Direct Access System Assignment Data Worksheet (ADW), Form CG-2002. Recruits should list at least four desired districts on their ADW and Commander (CG PSC-EPM-2) will attempt to match their geographical desires with service needs.

1.D.2.b. Successful Completion of Recruit Training

Commander (CG PSC-EPM-2) is responsible for the distribution and assignment of all non-rated members who successfully complete recruit training. The needs of the service will determine the types of units or positions 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 (CG PSC-EPM-2) will designate approximately 30 percent of all members from each recruit graduating class as FA/FN. Recruits ordered to fill FN positions will be designated as FA/FN upon graduation.
- (2) Training Center (TRACEN) Cape May will provide an ADW in accordance with instructions in reference (c), Personnel and Pay Procedures Manual, PPCINST M1000.2 (series), to Commander (CG PSC-EPM-2) at the end of the recruit's 5th week of training. 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) 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, Form CG-3307:

"I hereby waive my guaranteed district as shown on my Enlistment Contract, Form 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."
- (4) 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 their guaranteed school.
- (5) Only non-rated members who possess normal color vision will be assigned to small boat stations.
- (6) In those cases when a recruit is reverted, TRACEN will notify Commander (CG PSC-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.
- (7) Units receiving recruits will comply with the sponsor responsibilities outlined in Article 1.A.15. of this Manual.

(8) Advance notice of transfers does not apply to recruits. (See Article 1.B.2. of this Manual.)

1.D.3 Non-rated Tours of Duty

Non-rate tour lengths are outlined in Article 1.A.4.b. of this Manual.

1.D.4. Communications Between Non-Rated Members and Assignment Officers

1.D.4.a. The e-Resume

The e-Resume is the primary method by which members communicate their assignment desires to Commander (CG PSC-EPM-2). Commands will ensure each member submits an e-Resume, which includes a command endorsement. It is very important that each member maintains a current e-Resume in Direct Access. Members may submit a new e-Resume at anytime to communicate new or changed information. Accurate and timely submission of this data provides Commander, (CG PSC-EPM-2) with important information when considering assignments.

- (1) Non-rated members should submit an e-Resume 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 e-Resume.
- (2) Non-rated members must submit an e-Resume within six months of their normal tour completion date if OCONUS and within four months if CONUS. This e-Resume serves primarily to communicate the member's next desired assignment or type of duty.
- (3) Command endorsements on e-Resumes are critical to provide 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.

1.D.4.b. Telephone Calls

Telephone calls from non-rated members directly to AOs are prohibited. In most cases, a non-rated member's questions or concerns can be adequately addressed at the unit PO1/CPO level. (See Article 1.C.2.f. of this Manual.)

1.D.4.c. Other Communication Methods

See Article 1.C.2. of this Manual.

1.E. Assignment Policies for Special Duty Positions

1.E.1. General Policy

1.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.

1.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 that are driven primarily by service need for members with special skills, knowledge or abilities outside those expected of members of the same rate and rating.

1.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.

1.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 their rating. Additional extensions may be approved; however, the maximum time served at one unit or in the same position 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.

1.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 1.F.4. of this Manual.

1.E.2. Qualifications

1.E.2.a. Minimum Standards For All Special Duty Assignments

Members must possess standard minimum qualifications for all special duty assignments. Additional requirements that 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 their orders, meets the standard minimum qualifications. If an applicant becomes ineligible anytime after applying for a special duty assignment, their command will send a message to Commander (CG PSC-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 during the past four years,
- (5) No misdemeanor convictions (federal, state or local) in the past four years,
- (6) No alcohol incident during the past four years,
- (7) No unsatisfactory conduct mark during the past four years,
- (8) No individual factor average less than four during the last two years,
- (9) Must be eligible for the security clearance required for the assignment requested,
- (10) Have more than four years' active duty in the Coast Guard,
- (11) Qualify to operate a motor vehicle, hold a valid state-operating license, and have no history of repeated traffic violations,
- (12) A history of demonstrated financial responsibility; no record of excessive indebtedness or indication of non-payment of just debts,

- (13) Have sharp military bearing and a smart appearance. Must comply with weight standards contained in reference (1), Coast Guard Weight and Body Fat Standards Program Manual, 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 position assigned, and
- (15) Must serve at least two years in position commencing on the reporting date prior to voluntary retirement.

1.E.2.b. Career Pattern

Although not considered mandatory, a good career pattern is very desirable. Special duty assignments 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.

1.E.2.c. Applications and Command Endorsement

Members should use the e-Resume to request a special duty assignment. COs will use discretion in recommending applicants for special duty assignments. Before endorsing a candidate's request, the commanding officer will interview an applicant to determine if they fully meet the standard qualifications in Article 1.E.2.a. of this Manual 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 commanding officer's endorsement will also 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, and
 - (2) A statement on any request for waiver if the member does not meet all qualification requirements.
-

1.E.3. Rating Assignment Officer Application Review for Members Desiring Out of Rate Assignments

1.E.3.a. Assignment Officer Review

- (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 such as sea duty requirements for advancement, 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 (CG-12A), 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.

1.E.3.b. Interview

- (1) If the program manager or receiving command chooses to interview the applicant, they will follow these procedures:
 - (a) 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.
 - (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:
 - [1] Original to Commander (CG PSC-EPM-2), Attn: Special duty AO.
 - [2] Copy to member to serve as their official notice of recommendation for

special duty assignment.

[3] Copy to member's command.

- (2) 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, (CG PSC-EPM-2) will make the final decision on their assignment.
- (3) If the command and program manager decide not to conduct an interview, they will review the information provided by Commander (CG PSC-EPM-2) and definitely decide whether or not to recommend a member for assignment to special duty. Commander (CG PSC-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.

1.E.3.c. Best Qualified

Normally, the "best qualified" member, as determined by the AO, including input from the program manager or receiving command, is assigned to the available position. If more than one member of similar qualifications applies for the assignment then the following factors are considered:

- (1) Command endorsement,
 - (2) Assignment priority,
 - (3) Geographic stability, and/or
 - (4) Enlisted employee review.
-

1.E.4. Reassigning Members Unsuitable for Special Duty

Screening procedures for special duty assignment selection are designed to select only the highest caliber of members. Despite the most stringent screening process, isolated cases of assignment of members who are unsuitable for such duty will occur. Members considered unsuitable (as identified and determined by the command, program manager or Commander (CG PSC-EPM-2)) for such duty will follow the procedures of Article 1.F.4. of this Manual.

1.E.5. Vacant

1.E.6. Instructor Duty

1.E.6.a. Position Locations

Personnel are assigned to in-rate and out-of-rate instructor duty in accordance with authorized allowances. Instructor duty positions 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, Training Center Yorktown,
- (4) Atlantic and Pacific Area Training Teams,
- (5) District Training Teams,
- (6) U.S. Navy Fleet Training Groups and Units,
- (7) Special Missions Training Center,
- (8) U.S. Coast Guard Mobile Training Team, and
- (9) Miscellaneous training activities that have positions designated as instructor duty by the personnel allowance system.

1.E.6.b. Additional Qualifications

In addition to the minimum standards outlined in Article 1.E.2.a. of this Manual, 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, and
- (5) For Special Missions Training Center, must be clean shaven.

Note: 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.

1.E.6.c. Instructor Training

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

1.E.6.d. Evaluating Instructors

Instructors will be evaluated as early as possible. Those who are found unsuitable will be reassigned, as necessary, under Article 1.F.4. of this Manual.

1.E.6.e. Qualification Codes

After a member has served satisfactorily as an instructor for one year, the training command's commanding officer will assign the appropriate qualification code.

1.E.7. Recruiting Duty**1.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.

1.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.

1.E.7.c. Additional Qualifications

In addition to meeting the minimum standards outlined in Article 1.E.2.a. of this Manual, male applicants for recruiting duty must be clean-shaven; however, a neatly trimmed mustache is allowed. Those with approved waivers for folliculitis are not eligible for recruiting assignments. Prior to 1 July each year, Commander (CG PSC-EPM-2), in coordination with CGRC will solicit applications by ALCGENL message for the upcoming assignment year. This message will contain further submission criteria.

1.E.7.d. Submitting Requests

Applications for recruiting duty will not be made earlier than one year prior to

completion of member's present tour of duty. Requests will be submitted on an e-Resume with a command endorsement included.

1.E.7.e. Training

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

1.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 (CG PSC-EPM-2) controls assigning personnel to and from recruiting duties.

1.E.8. Recruit Regimental Duty (Including Company Commander)

1.E.8.a. Battalion Commander and Company Commander Duties

Battalion commander (BC) and company commander (CC) duties are some of the most important and demanding duties 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 CC's share in supervising junior CC's. 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.

1.E.8.b. Additional Qualifications

In addition to meeting the minimum standards outlined in Article 1.E.2.a. of this Manual 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 that 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. Additionally, male applicants for recruit regimental duty must be clean-shaven; however, a neatly trimmed mustache is allowed. Those with approved waivers for folliculitis are not eligible for recruiting assignments,
- (7) Have demonstrated an interest in teaching, and
- (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.

1.E.8.c. Submitting Requests

Members desiring assignment to duty as a BC or CC should submit an e-Resume. 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, and
- (5) Marital status and number of dependents.

1.E.8.d. Interview

- (1) When a member requests assignment to BC or CC duty, their commanding officer will interview the member to determine if the candidate is fully qualified as described in this Article.
- (2) Once Commander (CG PSC-EPM) has screened a member as meeting the profile desired for such assignment, the member will normally be issued TDY 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 will designate appropriate personnel to coordinate with Commander (CG PSC-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 (CG PSC-EPM) based on the results of the assessment.

- (4) Training Center Cape May will provide funding to cover the TDY costs associated with the assessment.

1.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.

1.E.9. Special Agent

1.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.

1.E.9.b. Additional 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 (CG PSC-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.

1.E.9.c. Submitting Requests

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

1.E.10. Intelligence Duties

1.E.10.a. Intelligence Team

Intelligence Team (analyst and watchstander): The Coast Guard Intelligence Program needs experienced, trained members in many positions. Members selected for these HK-designated intelligence specialists positions 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.

1.E.10.b. Additional Qualifications

In addition to the minimum standards outlined in Article 1.E.2.a. of this Manual, to qualify for an HK-designated position, 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 (CG-2),

- (b) Area (Ai/Pi)/MIFCs,
 - (c) District (ole), when assigned to operational intelligence duties as determined by Commandant (CG-2),
 - (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, or
 - (i) El Paso Intelligence Center (EPIC).
- (2) Or have completed one of these courses:
- (a) USCG Basic Intelligence Course, 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, or
 - (d) Equivalent training as approved by Commandant (CG-2).
- (3) Be eligible for a top secret security clearance.

1.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 (CG PSC-EPM-2) controls intelligence duty assignments.

1.E.11. Ceremonial Honor Guard

1.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.

1.E.11.b. Additional Qualifications

In addition to the minimum standards outlined in Article 1.E.2.a. of this Manual, 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 their 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 (CG-2), on a case-by-case basis.
- (4) Loyalty to the United States. The member's family members and those persons to whom the member 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) Spouse Name Check. Commandant (CG-2) will conduct 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 that 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, and
- (f) 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.

1.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 and Suitability 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 will be assessed to determine whether the member 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, or
- (5) Evidence of any other personal habits, characteristics, activities, or associations that would reasonably place doubt on the member's reliability, or that would warrant a determination that a member is not suitable for assignment to Presidential support duties. Activities that 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, or
- (f) Aggressive tendencies or record of illegal use or possession of weapons.

1.E.11.d. Submitting Requests

- (1) Applicants must submit these items to Commander (CG PSC-EPM-2) when requesting assignment to the Ceremonial Honor Guard:
 - (a) Two photographs (full length and side views), and
 - (b) Police Record Check, Form DD-369.
- (2) The commanding officer's endorsement will 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 1.E.11.c. of this Manual.
- (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 will 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 of Applicant for Special Detail (See Exhibit 1.E.1. of this Manual.) and send it, the completed interview, and member's application procedures to district commander (ap).

1.E.11.e. Assignment Procedures

- (1) On receiving applications, Commander (CG PSC-EPM) will check to ensure all required forms and supporting documentation are in order. If so, Commandant (CG-2) will be requested to initiate a background investigation, which takes 60 to 90 days. Commandant (CG-2) is the final screening authority in all cases.
- (2) When the background investigation has been completed, Commander (CG PSC-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 will 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 1.E.11., Military Assignments and

Authorized Absence, COMDTINST M1000.8 (series).”

- (4) Commanding Officer, Telecommunications and Information Systems Command (TISCOM), will 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, will ensure strict compliance with the screening requirements outlined in this Chapter, including all applicable enclosures. All supporting documents will be reviewed carefully for completion and accuracy before sending directly to Commandant (CG-2). Since selection quotas will be issued to the training center, Commander (CG PSC-EPM) need not receive the applications for recruit personnel.

1.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.

1.E.12. Command Senior Enlisted Leader (CSEL) Program

Reference (o), The Command Senior Enlisted Leader (CSEL) Program, COMDTINST 1306.1 (series), outlines the eligibility criteria, duties and responsibilities, and application process for CSEL positions, which include all active and reserve component gold badge command master chiefs (CMC), Coast Guard reserve forces master chief (CGRF-MC), rating force master chiefs (RFMC), billeted silver badge command master and command senior chiefs (CSC), and collateral duty unit command chiefs (may be CMC, CSC, or Command Chief (CC)). The assignment of the billeted CSEL positions are made by Commander (CG PSC-EPM-2) and (CG PSC-RPM-2) and are governed by the policy contained in this Article.

1.E.13. Drug and Alcohol Abuse Representative

1.E.13.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 via e-Resume. 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. Reference (p), Coast Guard Drug and Alcohol Abuse Program, COMDTINST M1000.10 (series), contains further

information on D&A Rep position responsibilities.

1.E.13.b. Additional Qualifications

In addition to the minimum standards outlined in Article 1.E.2.a. of this Manual, 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, and
- (6) If a recovering alcoholic, have at least two years of continuous sobriety.

1.E.13.c. Interview

- (1) Commanding officers will 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 will state the reasons in the endorsement to the member's e-Resume. 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, enlisted employee reviews, or length of sobriety.
- (2) Commander (CG PSC-EPM-2) normally assigns members being considered for assignment to D&A Rep duty TDY 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 (CG-11).

1.E.13.d. Training

Personnel selected for D&A Rep duty attend training as required by Commandant (CG-11). This normally consists of the Navy Alcohol Administration, Training, and Advisor School (ATA) followed by other specialized training as deemed necessary by Commandant (CG-11). After completing all required training, personnel assigned to this duty are encouraged to update their training annually.

1.E.14. Alcoholism Treatment Specialist and Drug and Alcohol Abuse Counselor Duty

1.E.14.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.

1.E.14.b. Additional Qualifications

In addition to the minimum standards outlined in Article 1.E.2.a. of this Manual, 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, and
- (4) If a recovering alcoholic, have at least two years of continuous sobriety.

1.E.14.c. Interview

- (1) Commanding officers will 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 will state the reasons in the endorsement to the member's e-Resume. 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) Commander (CG PSC-EPM-2) normally assigns members being considered for assignment to AST or DAC duty TDY 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 their 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 (CG-11).

1.E.14.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 (CG-11) 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 (CG-11) 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.

1.E.14.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 (CG-11) 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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1.E.15. Military Entrance Processing Station (MEPS)**1.E.15.a. General**

Personnel selected for assignment to U.S. Military Entrance Processing Stations (MEPS) positions 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.

1.E.15.b. Additional Qualifications

In addition to the minimum standards outlined in Article 1.E.2.a. of this Manual, 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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1.E.16. Equal Opportunity Advisor (EOA) Duty

1.E.16.a. Civil Rights Mission

The Coast Guard aims to foster and maintain a model workplace that supports mission execution. Respect for the dignity and worth of each member is paramount in the establishment of all actions, policies, and implementation. The Coast Guard proactively pursues a workforce that represents the national labor force for both civilian and military members and a workplace climate that fully embraces Coast Guard core values of honor, respect, and devotion to duty.

The civil rights program proactively support a culture that integrates and continuously fosters command and leadership commitment and accountability at all levels to the equal employment opportunity (EEO) and equal opportunity (EO) goals of the Coast Guard. This is done by implementing improved, efficient EEO/EO practices, pursuing and promoting activities that proactively prevent unlawful discrimination and are responsive to current legal compliance of the laws.

1.E.16.b. EOA Duties

The EOA trains, administers and advises superiors, peers and subordinates regarding the Coast Guard's military and civilian civil rights program. The position requires thorough knowledge of the Coast Guard civil rights policies and programs, instructive, administrative, management and consulting skills, and knowledge of Coast Guard military personnel policies and regulations.

The EOA independently coordinates and conducts civil rights training, conducts inquiries into informal complaints of discrimination, counsels complainants, and facilitates mediation and resolution of informal complaints. The EOA also assists complainants with formal complaints of discrimination, advises members and commands on military and civilian civil rights issues, provides information on cultural programs, and manages a human relations training and travel budget.

The EOA serves as the field-level expert for military and civilian civil rights and equal opportunity for a geographically dispersed military workforce. The EOA is a Civil Rights Directorate (CRD) staff member who provides assistance and guidance to the command responsible for military and civilian equal opportunity and civil rights within that area of responsibility (AOR). EOA duty requires frequent travel by car and Coast Guard vessels and/or aircraft throughout the assigned AOR to all work sites for training, counseling and travel outside the AOR as a certified mediator. EOA duty is complex and demanding, requiring the member's full-time commitment. Therefore,

collateral duties will not be assigned to the EOA unless those extra duties are approved by Commandant (CG-00H12). The normal tour of duty is four years.

1.E.16.c. Additional Qualifications

In addition to the minimum standards outlined in Article 1.E.2.a. of this Manual, a member applying for EOA duty:

- (1) Must be in pay grade E-7 and not on the advancement list/above the cut for E-8.
- (2) Must be a graduate of the Defense Equal Opportunity Management Institute (DEOMI) Equal Opportunity Advisor Course prior to assuming full-time EOA responsibilities.
- (3) Should have a thorough knowledge of Coast Guard mission responsibilities, organization and management structure, chain of command and workforce composition.
- (4) Must have demonstrated public speaking skills. The EOA briefs all levels of the chain of command on vital civil rights issues.
- (5) 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.

1.E.16.d. Interview

When a member requests assignment to EOA duty, they will be interviewed by the Civil Rights Directorate to determine if the candidate is fully qualified as described in this Article.

1.E.16.e. Submitting Requests

Members desiring EOA duty should submit their request on an e-Resume with command endorsement in accordance with the special assignments ALCGENL solicitation message for the applicable year that the member is tour complete. Additional package requirements to include a command recommendation can be obtained from Commander (PSC EPM-2).

1.E.16.f. Training

- (1) Members selected for their first tour in EOA duty will attend the Defense Equal Opportunity Management Institute (DEOMI) 8-week Equal Opportunity Advisor Course prior to assuming full-time EOA duties.
- (2) Members who have not completed the following courses should anticipate attending

these additional courses: Coast guard Instructor Development Course (5 days), Course Developer (10 days), New Counselor Basic Equal Employment Opportunity Counselor (5 days), Alternate Dispute Resolution and Mediation Training (5 days).

1.E.17. Standard Boat Standardization Team (STANTEAM) Duty

1.E.17.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 Commandant (CG-122), and evaluate prototype equipment for standard boats. Assignment to STANTEAM duties is reserved for those members who have intimate knowledge and experience with a specific standard boat (e.g., 41' UTB, 47' MLB) 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.

1.E.17.b. Assignment

Personnel are assigned to STANTEAM duty in accordance with authorized allowances. STANTEAM positions are currently located in Ilwaco, WA (MLB), Yorktown, VA (UTB), and Special Missions Training Center (SMTC).

1.E.17.c. Additional Qualifications

In addition to the minimum standards outlined in Article 1.E.2.a. of this Manual, 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 1.E.6. of this Manual.

1.E.17.d. STANTEAM Member Training

New STANTEAM members will receive on-the-job training (OJT).

1.E.17.e. Evaluating STANTEAM Members

New STANTEAM members will be evaluated for suitability as STANTEAM members as early as possible. Those who are found unsuitable will be reassigned, as necessary, under the provisions of Article 1.F.4. of this Manual.

1.E.18. Aviation Standardization Team (STANTEAM) Duty**1.E.18.a. General**

The Aviation Standardization Teams (STANTEAM) travel to Coast Guard aviation units to assess the operational readiness of enlisted aircrews and to provide such training as needed or requested. The Aviation STANTEAM provides valuable procedural and technical information to aircrew and operations staff, create and maintain aircrew training syllabi and conduct aircrew “C” schools, tracks aircrew performance trends, provides members to aircraft mishap analysis boards (MAB), provide data and policy recommendations to FORCECOM (FC-T), and evaluate prototype/proof-of-concept equipment and procedures for aircrew and aircraft. Assignment to Aviation STANTEAM duty is reserved for those members who have intimate knowledge and experience with USCG aircraft and exhibit the maturity and confidence to professionally converse, interact with, and train all ranks within the Coast Guard, personnel of all US military services, civilians, government officials of all levels and classifications, and foreign military personnel. Personnel assigned to the Aviation STANTEAM should expect an extensive travel schedule with frequent family separations.

1.E.18.b. Assignment

Personnel are assigned to Aviation STANTEAM duty in accordance with authorized allowances. Aviation STANTEAM positions are currently located at Aviation Training Center (ATC) Mobile, AL (HU-25, MH-60, MH-65, HC-144, Unmanned Aerial Systems, Aviation Special Missions, Sensors Branch, and Rescue Swimmer Branch), Air Station Clearwater, FL (HC-130H), and Air Station Elizabeth City, NC (HC-130J).

1.E.18.c. Qualifications

In addition to the minimum standards outlined in Article 1.E.2.a., a member applying for Aviation STANTEAM duty must:

- (1) While not mandatory, preference will be given to members who have a minimum of two years as an examiner and/or a minimum of four years as an instructor and hold a current air station commanding officer’s letter of designation as an enlisted aircrew position examiner or instructor in the applicable aircraft (for aircraft type billet and aircrew position desired).
- (2) Have a minimum of four years experience with the applicable USCG aircraft.
- (3) Have completed a minimum of one full tour of operational duty at an air station.

- (4) Have an active personal-use government travel charge card (GTCC).
- (5) For rotary-wing aircrew, the following qualifications are highly desired but not mandatory: vertical surface, Advanced Helicopter Rescue School (AHRS) graduate, vertical insertion (fast rope), electro-optical/infrared (EO/IR), and/or external load.

Note: Members who do not meet these qualifications may request of waiver. Waivers will be granted by the commanding officer of ATC Mobile.

1.E.18.d. Applications and Command Endorsement

Members should use the e-Resume and pertinent solicitations to request an Aviation STANTEAM assignments. LCPO's will use discretion in recommending applicants for these assignments and before endorsing a candidate's request, ensure the member is fully qualified. The LCPO endorsement will include:

- (a) An opinion of the applicant's potential to perform the duties of the requested assignment,
- (b) A definite recommendation stating the member meets the qualification requirements,
- (c) A statement on any request for waiver if the member does not meet all qualification requirements, and
- (d) A statement on any pronounced accent or speech defect.

1.E.18.e. Aviation STANTEAM Member Training

Aviation STANTEAM members will receive on-the-job training and must attend an Instructor Development Course (IDC) within the first year assigned.

1.E.18.f. Competency Codes

Once the member has received a letter of designation from the commanding officer of ATC Mobile, the member will be assigned the appropriate competency code IAW the U. S. Coast Guard Competency Management System Manual, COMDTINST M5300.2 (series).

1.E.18.g. Reassignment

Those members who are found unsuitable for Aviation STANTEAM will be reassigned, as necessary, under the provisions of Article 1.F.4. of this Manual.

1.E.19. Surfman Instructor Duty, National Motor Lifeboat School**1.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 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.

1.E.19.b. Additional Qualifications

In addition to the minimum standards outlined in Article 1.E.2.a. of this Manual, 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, and
- (7) Meet the requirements for instructor duty per Article 1.E.6. of this Manual.

1.E.19.c. Surfman Instructor Training

New surfman instructors will receive extensive on-the-job training (OJT).

1.E.19.d. 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 will be reassigned, as necessary, under the provisions of Article 1.F.4. of this Manual.

1.E.20. USCGC Barque EAGLE Non-Rate Assignments

1.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.

1.E.20.b. Screening Process

In addition to the minimum standards outlined in Article 1.E.2.a. of this Manual, 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. Members that successfully advance to petty officer through the striker program can expect to complete a three-year tour.

1.E.20.c. Assignment Procedures

Commanding Officer, CGC EAGLE, will provide screening criteria to Commander (CG PSC-EPM). Commanding Officer, Training Center Cape May will coordinate with Commander (CG PSC-EPM) to ensure strict compliance with the screening requirements.

1.E.20.d. Assignment to Class "A" School

As a result of the specialized training and experience necessary to serve in these critical positions, non-rated personnel assigned will not normally be eligible for assignment to class "A" School until they have completed a two-year tour.

1.E.21. Master Chief Petty Officer of the Coast Guard**1.E.21.a. Policy**

To ensure an orderly solicitation and selection process for relief of the Master Chief Petty Officer of the Coast Guard (MCPOCG), the following standards and procedures must be followed.

1.E.21.b. Additional Qualifications

- (1) Pay grade and rating. Candidate must be a master chief petty officer (E-9), in any rating, on active duty in the Coast Guard.
- (2) Training. Candidate must be a graduate of Chief Petty Officer Academy or DoD Senior Service Academy.
- (3) Service Obligation. The MCPOCG serves at the pleasure of the Commandant. However, candidates should be prepared to serve a four year tour and are expected to retire at the end of their tour as MCPOCG coincident with the retirement of the Commandant of the Coast Guard.
- (4) Personal Qualifications. Candidate must possess the highest standard of integrity, devotion to duty, financial responsibility, military appearance, and possess superb communications skills.
- (5) Administrative Qualifications. Must be eligible for a top secret and White House security clearance, not have been convicted by court-martial since attaining petty officer status, and not have a record of civil convictions other than minor traffic violation(s).

1.E.21.c. Application Process

Members desiring to compete for selection as the MCPOCG will submit their application via their chain-of-command to Commander (CG PSC-EPM-2). All applications must be reviewed and endorsed by the first flag officer or SES in their chain of command. Applications will be made in memorandum form and be accompanied by the following documents:

- (1) Copies of the past three enlisted employee reviews, with appropriate comments if applicable, attached.
- (2) An 8 X 10 glossy photograph (un-retouched) of the applicant in service dress blue uniform, covered and standing to show full length with the left sleeve exposed to the lens.
- (3) A complete biographical statement.

- (4) Two essays (300-500 words each) written by the applicant. The first essay should prioritize and discuss the challenges facing members and their families that require immediate budget and/or policy action. The second essay should address how the MCPOCG can support the Commandant in focusing on the Commandant's direction.
- (5) Any other information, not included in the candidate's official headquarters service record and/or Direct Access, they wish to be considered.
- (6) Provide a Questionnaire for National Security Positions, Form SF-86, for security clearance and background check.

1.E.21.d. Endorsement Considerations

- (1) The MCPOCG must embody the Coast Guard core values and be an outstanding performer possessing the personal qualities and abilities necessary to accomplish the missions and tasks set forth in reference (o), Command Senior Enlisted Leader Program, COMDTINST 1306.1 (series). The commanding officer's endorsement will evaluate all facets of the applicant's record including performance of duty, military background, and personal characteristics. Additionally, such factors as personal appearance, attitude toward the Coast Guard, desire for the position, general knowledge of the Coast Guard's missions, communication and writing skills, and the importance of the position for which member is being considered must play an important part in the evaluation of each applicant.
- (2) Applicants may be married or single. If married, families should be aware that the member filling the MCPOCG position will be required to travel extensively and frequent short-term separations from the family will occur.

1.E.21.e. Selection Process

- (1) Complete application packages should be sent to Commander (CG PSC-EPM-2) to meet application deadline as published by ALCOAST applicant solicitation.
- (2) Complete packages will be assembled by Commander (CG PSC-EPM-2), ensuring all application criteria have been met. No waivers to the eligibility criteria will be granted.
- (3) Application packages will be submitted before a screening board who will make recommendations to the Commandant.
- (4) The Commandant will interview selected candidates and announce the chosen member as the next MCPOCG through ALCOAST.

1.E.21.f. Responsibilities

Area and district commanders, commanders of logistics/service centers, Coast Guard

Personnel Service Center, assistant commandants for directorates, Chief Counsel, special staff offices at Headquarters, Superintendent of the Coast Guard Academy and unit commanding officers will ensure the members they recommend are capable of assuming the additional responsibilities of the position. In addition, they will counsel and encourage all qualified members to submit an application.

1.E.22. Coast Guard Reserve Force Master Chief

1.E.22.a. Policy

To ensure an orderly solicitation and selection process for relief of the Coast Guard Reserve Force Master Chief (CGRF-MC), the following standards and procedures must be followed.

1.E.22.b. Additional Qualifications

- (1) Pay grade and rating. Candidate must be a master chief petty officer (E-9), in any rating, in an active status in the Coast Guard Reserve.
- (2) Training. Candidate must be a graduate of Chief Petty Officer Academy or DoD Senior Service Academy.
- (3) Service Obligation. The CGRF-MC serves at the pleasure of the Commandant. However, candidates should be prepared to serve a four year tour and are expected to retire at the end of their tour as CGRF-MC coincident with the retirement of the Commandant of the Coast Guard.
- (4) Personal Qualifications. Candidate must possess the highest standard of integrity, devotion to duty, financial responsibility, military appearance, and possess superb communications skills.
- (5) Administrative Qualifications. Must be eligible for a top secret and White House security clearance, not have been convicted by court-martial since attaining petty officer status, and not have a record of civil convictions other than minor traffic violation(s).
- (6) Experience. Successful service as a gold badge reserve command master chief or silver badge reserve command master chief or senior chief will be given strong consideration during the selection process.
- (7) Time In Service (TIS). Members with over 30 years TIS are eligible to apply but will require a waiver to serve as CGRF-MC.
- (8) Total Active Duty. Applicants who will attain more than 16 years of creditable service towards an active duty retirement will require a waiver to serve as CGRF-MC. Waiver requests will be included in the application package and should be routed via

he member's chain of command.

1.E.22.c. Application Process

Members desiring to compete for selection as the CGRF-MC will submit their application via their chain-of-command to Commander (CG PSC-RPM-2). All applications must be reviewed and endorsed by the first flag officer or SES in their chain of command. Applications will be made in memorandum form and be accompanied by the following documents:

- (1) Copy of summary of marks printed from Direct Access and a signed copy of the member's most recent member counseling report. This evaluation period must be within the past twelve months.
- (2) Two 8 X 10 glossy photograph (un-retouched) of the applicant in tropical blue long uniform, one front view (combination cover) and one side view (uncovered). Each photo must be full length. Digital photos are acceptable if clear and printed on glossy paper.
- (3) A complete biographical statement submitted on plain bond paper, no more than two pages.
- (4) Two essays (300-500 words each) written by the applicant. The first essay should prioritize and discuss the challenges facing reserve members and their families that require immediate budget and/or policy action. The second essay should address how the CGRF-MC can support the Commandant in focusing on the Commandant's direction.
- (5) Any other information, not included in the candidate's official headquarters service record and/or Direct Access, that he/she wishes to be considered.
- (6) A completed security clearance and background check within the electronic questionnaire investigation processing (e-quip) system.

1.E.22.d. Endorsement Considerations

- (1) The CGRF-MC must embody the Coast Guard core values and be an outstanding performer possessing the personal qualities and abilities necessary to accomplish the CGRF-MC missions and tasks set forth in reference (o), Command Senior Enlisted Leader Program, COMDTINST 1306.1 (series). The commanding officer's endorsement will evaluate all facets of the applicant's record including performance of duty, military background, and personal characteristics. Additionally, such factors as personal appearance, attitude toward the Coast Guard Reserve, desire for the position, general knowledge of the Coast Guard Reserve missions, communication and writing skills, and the importance of the position for which member is being considered must play an important part in the evaluation of each applicant.

- (2) Applicants may be married or single. If married, families should be aware that the member filling the CGRF-MC position will be required to travel extensively and frequent short-term separations from the family will occur.

1.E.22.e. Selection Process

- (1) Completed application packages should be sent to Commander (CG PSC-RPM-2) to meet application deadline as published by ALCOAST applicant solicitation.
- (2) Complete packages will be assembled by Commander (CG PSC-RPM-2), ensuring all application criteria have been met. No waivers to the eligibility criteria will be granted.
- (3) Application packages will be submitted before a screening board who will make recommendations to the Commandant.
- (4) The Commandant, supported by the Director of Reserve and Military Personnel, Commandant (CG-13), will interview selected candidates and announce the chosen member as the next CGRF-MC through ALCOAST.

1.E.22.f. Responsibilities

Area and district commanders, commanders of logistics/service centers, Coast Guard Personnel Service Center, assistant commandants for directorates, Chief Counsel, special staff offices at Headquarters, Superintendent of the Coast Guard Academy and unit commanding officers will ensure the members they recommend are capable of assuming the additional responsibilities as CGRF-MC. In addition, they will counsel and encourage all qualified members to submit an application.

Exhibit 1.E.1. Evaluation of Applicant for Special Details

NAME _____ DATE _____
RATE _____

YES NO

- 1. Creates favorable impression in appearance, bearing and manner. Dresses neatly and cleanly.
- 2. Verbal expression is adequate for public contact work. Education is sufficient.
- 3. Character consistent with Coast Guard Standards.
- 4. Self-confident, but not overbearing.
- 5. Possesses maturity required for assignment.
- 6. Has unquestionable loyalty to the United States.
- 7. Free of any foreign connections. Applicant and their immediate family are U.S. citizens.
- 8. Member appears to control their personal affairs. No record of indebtedness or domestic problems were revealed.
- 9. Disclaims any incidents that would reflect adversely on themselves. 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.
- 10. Medical records reveal no record of immaturity, emotional instability, neurotic tendencies, or other disqualifying medical history. Appears to be physically qualified for assignment.
- 11. Review of military personnel records reveal no unfavorable information. All forms for BI have been reviewed for accuracy and completeness.

REMARKS (use additional sheets if necessary) _____

RECOMMENDATION _____

Chief, Intelligence and Law Enforcement Branch

Special Agent

1.F. Relief for Cause/Removal From Primary Duties

1.F.1. Relief for Cause

1.F.1.a. General

A relief for cause (RFC) is the administrative removal of a commanding officer (CO), officer in charge (OIC), executive petty officer (XPO), engineer petty officer (EPO), or a designated full-time command master/senior chief (CMC/CSC) from their current duty assignment before the planned rotation date. It normally consists of a two-step process:

- (1) Temporary relief for cause, and
- (2) Permanent relief for cause

1.F.1.b. Discussion

- (1) The need to relieve for cause may arise when a CO/OIC's, XPO's, EPO's, or CMC/CSC's performance or conduct adversely affects their 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 their 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) The temporary relief authority must perform a temporary RFC and required follow-up actions as expeditiously as possible, so the permanent relief authority can quickly determine if permanent RFC is warranted.
- (3) It is not mandatory to temporarily relieve a member for cause if they are under investigation. The following administrative actions can be taken during the course of the RFC investigation: Retain the investigated member in his/her current position; reassign the investigated member to a temporary duty assignment; and/or effect a 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/OIC, XPO, EPO, CMC/CSC subject to a temporary RFC normally does not return to their command.

1.F.1.c. Authority for Relief for Cause

- (1) Temporary Relief.

- (a) CO/OIC: Directorate chiefs (for headquarters units under their program), area commanders, Force Readiness Command, district commanders, and logistics/service centers have the authority to temporarily relieve a CO/OIC in their chain of command for cause.
- (b) XPO or EPO: Area commanders, sector commanders, and district waterways branch chiefs (dpw) have the authority to temporarily relieve an XPO or EPO.
- (c) CMC/CSC: the CMC/CSC's principal (flag officer or commanding officer) has the authority to temporarily relieve a CMC or CSC.

NOTE: This RFC authority is personal to these member's positions; it does not delegate to those who serve as acting office chief or commander. A temporary RFC normally does not exceed 90 days.

(2) Permanent Relief.

- (a) CO/OIC: Only Commandant (CG-00), (CG-09), (CG-01), or (CG-1) can order a permanent relief for cause of a commanding officer assigned by an O-5 or O-6 assignment panel. Commander (CG PSC-OPM), (CG PSC-EPM), or (CG PSC-RPM) can order a permanent relief for cause of a CO/OIC not assigned by an O-5 or O-6 assignment panel.
- (b) XPO or EPO: Commander (CG PSC-EPM) can order a permanent relief for cause of an XPO or EPO.
- (c) CMC/CSC: Commander (CG PSC-EPM) or (CG PSC-RPM), after consultation with the MCPOCG, can order a permanent relief for cause for a CMC/CSC.

1.F.1.d. Basis for Relief

The loss of confidence in the judgment and ability of members serving in the positions identified in Article 1.F.1.a. of this Manual is grounds for a temporary and/or permanent RFC. An articulated, fact-supported package must be prepared based on one of the following root causes of the loss of confidence:

- (1) Unsatisfactory Conduct. Any act of civil or military misconduct in accordance with Article 2.A. of reference (f), Discipline and Conduct, COMDTINST M1600.2 (series) or Article 5.B. of reference (i), Enlisted Accessions, Evaluations, and Advancements, COMDTINST M1000.2 (series), may form the basis for RFC. Only in unusual instances will the permanent relief authority approve RFC by reason of misconduct without disciplinary action taken or in progress. If the command takes no disciplinary action, they must attach an explanation of why disciplinary action is not warranted to the required documents accompanying the recommendation for permanent RFC.
- (2) 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.

1.F.1.e. Procedures to Request a Temporary Relief for Cause (RFC)

- (1) Any member of the chain of command may recommend a temporary RFC if warranted in accordance with Article 1.F.1.d. of this Manual. The temporary RFC package will be addressed to the temporary relief authority listed in Article 1.F.1.c.(1) of this Manual and consist of a Coast Guard memorandum containing a detailed summary of the facts surrounding the incident including any disciplinary actions taken and will include the following information and enclosures as applicable:
 - (a) Name, rate/rank, EMPLID,
 - (b) Expiration of active obligated service,
 - (c) Retirement eligibility date,
 - (d) Date reported to current assignment,
 - (e) All completed investigations,
 - (f) Court memorandum printed from Direct Access, and
 - (g) Police reports.

- (2) Before approving a temporary RFC, the temporary relief authority identified in Article 1.F.1.c.(1) of this Manual must take care to ensure they have not set expectations and standards unreasonably high and make every effort to maintain the member's self worth. The Coast Guard must ensure that whether or not the member returns to their command, the RFC process does not excessively undermine their effectiveness and future contributions to the service. After deciding to institute the temporary RFC process, the temporary relief authority must:
 - (a) Notify the member in writing of:
 - [1] The RFC action being taken and the reason for it,
 - [2] Their right to submit a statement in writing on their behalf within five working days of the temporary RFC action, and
 - [3] The temporary duty station where the relieving authority will assign the member while the RFC action is pending.

- (b) Remove the CO/OIC, XPO, EPO, or CMC/CSC from the unit's rating chain of all members and determine an interim rating chain for those crewmembers affected by this action.
 - (c) Notify the permanent relief authority identified in Article 1.F.1.c.(2) of this Manual 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.
- (3) After reviewing the case's circumstances, the temporary relief authority will take one of the following actions.
- (a) If grounds for permanent RFC are not substantiated, terminate the temporary RFC process, return the CO/OIC, XPO, EPO, or CMC/CSC to command, and notify the permanent relief authority identified in Article 1.F.1.b.(2) of this Manual, 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/OIC's reinstatement would not be in the service's and/or the member's best interest, terminate the temporary RFC process but recommend to Commander (CG PSC-EPM), (CG PSC-OPM) or (CG PSC-RPM), the CO/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 a permanent RFC per Article 1.F.1.f. of this Manual.

1.F.1.f. Procedures to Request a Permanent Relief for Cause (RFC)

Once the temporary relief authority determines a permanent RFC is warranted, a permanent RFC package will be sent to the permanent relief authority identified in Article 1.F.1.b.(2) of this Manual containing a Coast Guard memorandum detailing any updated information since the submission of the temporary RFC and the following:

- (1) A copy of the temporary RFC package,
- (2) Any new documents not available at time of temporary RFC package,
- (3) Copy of member's acknowledgment of receiving the permanent RFC request per Exhibit 1.F.1. of this Manual,
- (4) Identity of attorney who provided counsel or member's statement declining the advice of counsel, and
- (5) Original of member's statement or member's statement declining to submit a statement.

1.F.1.g. Miscellaneous

- (1) The command must send all permanent RFC requests to the permanent relief authority identified in Article 1.F.1.b.(2) of this Manual.
 - (2) Do not send a request for permanent RFC to the permanent relief authority until the member has the opportunity to make a statement on their behalf (normally five working days). If the member fails to submit a statement within the allowed time, they waive the right to make such a statement.
 - (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 they choose to submit regarding the permanent RFC request. If the member declines counsel, the permanent RFC request must note the member so declined.
 - (4) The command should encourage the member to submit an e-Resume.
 - (5) The command will complete an employee review of the member within 30 days of the permanent relief authority's final action on the permanent RFC request.
 - (6) Do not include administrative memorandums of censure or reprimand when submitting the RFC request to the permanent relief authority. The command may use the facts on which an administrative memorandum is based to justify adverse marking or comments in the next evaluation.
-

1.F.2. Removal from Primary Duties for Commissioned and Warrant Officers**1.F.2.a. Removal from Primary Duties (RPD)**

All officers are assigned to positions accompanied by a set of primary duties. Under exceptional circumstances, normally due to the officer's inability to adequately perform those duties, the officer may be formally removed from his/her primary duties and transferred to another permanent duty station. This is different than a commanding officer's relief for cause (RFC) as detailed in Article 1.F. of this Manual. A RPD will not be confused with an RFC, and an RPD will not be employed in lieu of an RFC.

1.F.2.b. Circumstances that may Warrant Removal from Primary Duties

An officer may be considered for permanent removal from primary duties under the following circumstances:

- (1) The officer fails to perform primary duties such that their performance significantly hinders mission accomplishment or unit readiness, or

- (2) After an adequate amount of time at the unit (normally at least six months), it becomes clear to the command that the officer has neither the ability nor desire to perform assigned duties, or
- (3) The officer's actions significantly undermine their leadership authority.

1.F.2.c. Inability to Perform Primary Duties Not Subject to RPD Policy

RPD policy does not include temporary inability to perform primary duties due to illness, injury, pregnancy, etc., which is covered in Article 5.A.2.b. of reference (q), Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3 (series) and Article 1.A.9.b. of this Manual. If the temporary condition such as illness or injury becomes a permanent condition that precludes the officer from performing originally assigned primary duties, the command will take action per reference (e), Physical Disability Evaluation System, COMDTINST M1850.2 (series), and reference (d), Coast Guard Medical Manual, COMDTINST M6000.1(series).

1.F.2.d. Removing an Officer from Primary Duties

- (1) At the command's discretion, an officer may be temporarily removed from primary duties at any time. Upon determining that an officer meets the requirements of Article 1.F.2.b. of this Manual for permanent removal from primary duties, the command will submit an OER in accordance with Articles 5.A.3.c and 5.A.4.h. of reference (q), Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3 (series). The command should inform the officer of the RPD process and way forward.
 - (2) After the OER is routed to Commander (CG PSC-OPM-3) or (CG PSC-RPM) per Article 5.A.2.i. of reference (q), Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3 (series), Commander (CG PSC-OPM) or (CG PSC-RPM) will review and make the final decision on removal from primary duties.
-

1.F.3. Reassignment Not Constituting Removal from Primary Duties (RPD)

1.F.3.a. General

- (1) Under exceptionally rare circumstances, officers may be considered for PCS reassignment not constituting removal from primary duties. Reassigning an officer not constituting RPD is not derogatory and therefore does not require a special OER. This process is different than a commanding officer's PCS transfer in lieu of permanent relief for cause (RFC) as detailed in Article 1.F.1.d. of this Manual and will not be confused with an RFC.
- (2) Commands may recommend an officer for reassignment not constituting RPD under the following circumstances:

- (a) The primary causal factors for the officer's inability to perform his/her duties were outside the officer's control, and
- (b) In the absence of these factors, the officer would have successfully performed his/her primary duties.

1.F.3.b. Inability to Perform Primary Duties not Subject to this Article

Reassignment not constituting removal from primary duties policy does not include temporary inability to perform primary duties due to illness, injury, pregnancy, etc., which is covered in Article 5.A.2.b. of reference (q), Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3 (series) and Article 1.A.9.b. of this Manual. If the temporary condition such as illness or injury becomes a permanent condition that precludes the officer from performing originally assigned primary duties, the command will take action per reference (e), Physical Disability Evaluation System, COMDTINST M1850.2(series), and reference (d), Coast Guard Medical Manual, COMDTINST M6000.1(series). In addition, officers not fully available for duty due to dependent care arrangements or other family special needs/circumstances are not eligible, and resolution for these situations is covered in Article 1.A.6.f. of this Manual.

1.F.3.c. Requesting an Officer's Reassignment

- (1) Upon determining that an officer meets the requirements of Article 1.F.3.a. of this Manual, the command will request the transfer via memorandum to Commander (CG PSC-OPM) or (CG PSC-RPM).
 - (a) The memorandum must be endorsed by the first Coast Guard flag officer in the chain of command. The memo will include the reasons for the request and detail the officer's performance in that position.
 - (b) The officer may submit a statement in writing on their behalf to accompany the memorandum.
 - (c) Commander (CG PSC-OPM) or (CG PSC-RPM) is the approval authority and will make the final decision for all requests. Assignment consideration for the officer will be made based on the officer's official record at the given time.
- (2) Reassigning an officer not constituting removal from primary duties is not derogatory and therefore does not automatically require an OER. However, the rating chain will refer to Article 5.A. of reference (q), Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3 (series), to ensure the officer's performance is appropriately documented.

1.F.4. Reassignment from Positions Requiring Special Screening

Screening procedures for various assignments throughout Chapter 1 of this Manual are

designed to select only the highest caliber of individuals capable of fulfilling the demanding duties associated with the assignment. Despite the most stringent screening processes, isolated cases of assignment of members who are unsuited for such duty will occur. Members considered unsuitable (as identified and determined by the command, program manager, or Commander (CG PSC-EPM-2)) for such duty fall into one of two distinct categories indicated below:

- (a) 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 that would hamper effective performance).
- (b) 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).

1.F.4.a. Recommendation for Reassignment

When a member is considered unsuitable for special duty, they will be so advised and required to sign an Administrative Remarks, Form CG-3307, entry. A recommendation letter (or message in time-critical, operational situations) for reassignment from such duty will be submitted to Commander (CG PSC-EPM-2) 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 an Administrative Remarks, Form CG-3307, an unscheduled enlisted employee review 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),
- (7) When the reason for reassignment is due to the member's own action, report any disciplinary or administrative action taken or pending. See Articles 3.A.30. of reference (i), Enlisted Accessions, Evaluations and Advancements, COMDTINST M1000.2 (series) and 1.B.9., 1.B.12., and 1.B.17. of reference (b), Military Separations, COMDTINST M1000.4 (series),

(8) When members are considered unsuitable for continued duty due to their own actions, a statement of rebuttal from the member concerned is required. If the member desires not to make a statement, so indicate in writing, and

(9) Member's duty preferences listed on an e-Resume.

1.F.4.b. Reassignment Factors

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

(1) The availability of positions for member's rating at the current unit or at other nearby units, and

(2) The amount of time remaining on member's current assignment.

1.F.4.c. Commanding Officer Responsibilities

If reassignment is directed, the commanding officer will:

(1) Complete the appropriate enlisted employee review (EER) on Direct Access,

(2) Complete an Administrative Remarks, Form 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 they may be ordered to an interim unit for an unscheduled EER prior to reassignment in accordance with Article 1.F.4. of this Manual, and

(5) Advise members that upon reassignment, the member may be ordered to another unit for an unscheduled EER in accordance with Article 1.F.5. of this Manual.

1.F.4.d. Unscheduled Evaluation Resulting from Reassigning Members Unsuitable for Special Duty

(1) Guidelines for Completing an EER. This Article establishes guidelines for conducting unscheduled EERs for enlisted personnel who have been reassigned due to unsuitability for duty under the provisions of Article 1.F.4. above.

(a) When directed by Commander (CG PSC-EPM-2), enlisted members may undergo an unscheduled EER to determine suitability for rate retention, retention in the service, and for future independent duty after being relieved under Article 1.F.4. of this Manual.

(b) Commander (CG PSC-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.

(2) Conducting the Evaluation. When the member reports for an unscheduled EER, they should sign an Administrative Remarks, Form CG-3307, entry acknowledging they understand the scope and nature of the evaluation and has read and understands this Article, Article 3.A.30.c. of reference (i), Enlisted Accessions, Evaluations and Advancements, COMDTINST M1000.2 (series), and Article 1.B.9. of reference (b), Military Separations, COMDTINST M1000.4 (series), and any other articles specified by Commander (CG PSC-EPM-2).

(a) Rate Retention Evaluation. Except for the three-month period, the provisions of Article 3.A.30. of reference (i), Enlisted Accessions, Evaluations and Advancements, COMDTINST M1000.2 (series), and these additional provisions apply.

[1] Review the Enlisted Performance Qualification Guide found in the Coast Guard Learning Portal to determine those specific qualifications the unit is capable of accomplishing. Devise a schedule to complete all the practical factors for the member's rate within the time frame prescribed, give a copy to the evaluatee, and file one in their 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.

[2] In addition, assign normal work tasks consistent with the member's rate and rating.

[3] Counsel the member every 30 days, and document the content of these sessions on an Administrative Remarks, Form CG-3307.

[4] Prepare an enlisted employee review a minimum of three times during the evaluation period.

(b) Retention in the Service. The procedures to discharge unsatisfactory performers in Article 1.B.9. of reference (b), Military Separations, COMDTINST M1000.4 (series), apply here except for the 180-day period. These additional procedures apply:

[1] Counsel the member every 30 days, and document the content of these sessions on an Administrative Remarks, Form CG-3307, and

[2] Prepare an enlisted employee review a minimum of three times during the evaluation period.

(c) 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.

[1] Perform regular interval counseling sessions outlined in Article 1.E.5.b. of this Manual and be sure to address and comment on these areas when conducting scheduled counseling:

[a] Leadership qualities,

[b] Performance and overall knowledge of rating,

[c] Professionalism,

[d] Conduct,

[e] Ability to get along with others,

[f] Motivation,

[g] Stamina, and

[h] Attitude.

[2] 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.

(3) Final Disposition.

Send copies of all Administrative Remarks, Form CG-3307, entries and the final enlisted employee review to Commander (CG PSC-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 e-Resume.

Exhibit 1.F.1. Acknowledgement Letter

1001
(date)

Signature

From: (Member)

To: (Relieving Authority)

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

1. I have received the memorandum 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.

#

1.G. Travel Orders; Proceed and Travel Time

1.G.1. General Information

1.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.

1.G.1.b. Financial Limitations

Under no circumstances may commands authorize travel that 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 those orders in writing, referencing the telephonic orders.
 - (c) Reimbursement. 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 members may be entitled to transportation of dependents and household goods.
- (3) Restrictive Statements. Restrictive statements for authorization to travel are prescribed for:
 - (a) Permissive Orders. See Article 1.G.2.d. of this Manual.

- (b) Mutual Exchanges of Station and Unilateral Transfers. See Article 1.B.10. of this Manual.
 - (c) Humanitarian Transfers. See Article 1.B.11. of this Manual.
 - (4) Authorization for Excess Baggage on Aircraft. 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.
-

1.G.2. Types of Travel

1.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 that 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 that 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.

1.G.2.b. Temporary Duty (TDY)

- (1) Prepare travel orders for temporary duty (TDY) using Military Temporary Additional Duty (TAD) or Civilian Temporary Duty (TD) Request and Travel Order, Form CG-4251, so they do not penalize the traveler by requiring them to defray necessary, proper expenses from personal funds, but also so they prevent unnecessary expenditures of government funds. Officers who direct performing temporary duty travel will consider the following in connection with TDY:
 - (a) Do not issue members TDY orders that interfere with weekly drug testing as stated in Article 4.A.4. of reference (p), Coast Guard Drug and Alcohol Abuse Program, COMDTINST M1000.10 (series).
 - (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 TDY in each case to the minimum required to accomplish the mission.
 - (e) Exercise discretion in issuing TDY orders involving travel for short distances, such as when the TDY 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 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 duty orders automatically expire when the member returns to their duty station, except when such return depends on necessary changes of train or plane en route to the next temporary duty station and the member takes no unnecessary delay making such change or returns for personal reasons in a liberty or leave status.

1.G.2.c. 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 service/logistics centers, commanding officers of headquarters units, or Commandant (CG-9), (CG-00H), (CG-094), (CG-5), (CG-4) and (CG-1) for Headquarters staff may authorize them.

1.G.2.d. Administrative Absences

Commanding officers may authorize administrative absences pursuant to Article 2.A.10. of this Manual to officers or enlisted members, prepared in accordance with reference (c), 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 will 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.”

1.G.2.e. Foreign Travel

- (1) Officers authorized to issue orders will carefully assess proposed foreign travel by members of their command and consult Commandant (CG-DCO-I) 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 will provide the appropriate Coast Guard command and Commandant (CG-DCO-I) with an information copy of the planned travel before executing the orders.
 - (3) The Department of Defense (DoD) 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 (CG-DCO-I) 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 (CG-DCO-I) will assist TD and TDY 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 (CG-DCO-I) will coordinate the issuance of these advisories.
 - (5) Reference (n), United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series) further requires area and district commanders and commanders of logistics/service centers to obtain authority from Commandant (CG-DCO-I) before visiting units on foreign soil.
-

1.G.3. Officers Authorized to Issue and Approve Travel Orders

1.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. Additional travel guidance, particularly related to sequestration, may be issued by the Vice Commandant.

1.G.3.b. Limitations on TDY Orders

Temporary duty and temporary duty assignments for officers and enlisted members will not exceed six months unless Commandant (CG-13) so authorizes under the conditions set forth in the Joint Federal Travel Regulations, Vol. 1, U2145. This authority may not be redelegated.

1.G.3.c. Commandant

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

1.G.3.d. Area Commanders and Force Readiness Command

Area commanders and Force Readiness Command are authorized to issue or approve travel orders within these limitations:

- (1) Temporary 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 1.G.3.b. of this Manual.
- (2) Temporary 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 that 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 duty orders for any of the reasons set forth in Article 1.G.3.e.(4)(a), 1.G.3.e.(4)(e) through 1.G.3.e.(4)(i), 1.G.3.e.(4)(k), and 1.G.3.e.(4)(l) of this Manual.
- (4) Permissive travel orders to officers and enlisted members under their command subject to the provisions of Article 1.G.2.d. of this Manual.
- (5) Orders to transfer reserve enlisted members to their homes on release from active duty.

1.G.3.e. District Commanders and Commanders of Service/Logistics Centers

District commanders and commanders of logistics/service centers 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 logistics/service centers that authorized such orders. The district commander or commander of the logistics/service center 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 Article 1.C. of reference (b), Military Separations, COMDTINST M1000.4 (series).
- (3) For transferring reserve enlisted members to their homes on release from active duty.
- (4) Temporary duty orders as follows:
 - (a) Temporary duty assignments that are not a normal function of the permanent assignment of enlisted rated members.
 - (b) To themselves, or any member attached to their district, for temporary duty (including repeated travel) within the limits of their district as necessary to properly conduct official Coast Guard business within the limitations of Article 1.G.3.b. of this Manual.
 - (c) To themselves, or any member attached to their district, for temporary duty (including repeated travel) subject to the following:
 - [1] All travel will be charged to district travel funds.
 - [2] All orders will be routine in nature and not require discretion of higher authority.
 - [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 will 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. (See Article 1.A.10. of this Manual.)
 - (g) For Coast Guard escorts detailed to accompany mental patients when required by Article 1.A.10.e. of this Manual.
 - (h) For guards detailed to return or deliver absentees, deserters, and escaped military

prisoners or deliver prisoners to brigs, 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 reference (r), Military Justice Manual, COMDTINST M5810.1 (series), using district TDY funds.
 - (k) To officers and enlisted members (and dependents) for travel in connection with emergency leave in accordance with Article 2.A.7. of this Manual.
 - (l) To family members of a seriously ill or injured member under the provisions of the Joint Federal Travel Regulations, par. U5246.
- (5) Permissive travel orders to members attached to their district subject to the provisions of Article 1.G.2.d. of this Manual.

1.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 duty orders for themselves, or any member under their command, as necessary for official Coast Guard business.
- (3) Temporary duty orders for any reasons set forth in Article 1.G.3.e.(4)(f) through 1.G.3.e.(4)(i) and 1.G.3.e.(4)(k) and 1.G.3.e.(4)(l) of this Manual.
- (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 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 members under their command subject to the provisions of Article 1.G.2.d. of this Manual.

- (6) Orders to transfer enlisted members for discharge in accordance with Article 1.C. of reference (b), Military Separations, COMDTINST M1000.4 (series).
- (7) Orders to transfer reserve enlisted members to their homes on release from active duty.

1.G.3.g. Commander, Coast Guard Personnel Service Center (CG PSC)

Commander (CG PSC), is authorized to issue or approve travel orders within these limitations:

- (1) Permanent change of station orders to officers and enlisted members.
- (2) Temporary duty orders for themselves, or any member under their command, as necessary for official Coast Guard business.
- (3) Temporary duty orders for any reasons set forth in Article 1.G.3.e.(4)(f) through 1.G.3.e.(4)(i) and 1.G.3.e.(4)(k) and 1.G.3.e.(4)(l) of this Manual.
- (4) Orders for travel of members (and dependents) in connection with funded environmental and morale leave under the provisions of the JFTR, par. U7207.
- (5) Permissive travel orders to members under their command subject to the provisions of Article 1.G.2.d. of this Manual.
- (6) Orders to separate from service members in accordance with reference (b), Military Separations, COMDTINST M1000.4 (series).
- (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 paragraph U5243 of reference (s), CG Supplement to Joint Federal Travel Regulations (CGS-JFTR), Volume 1, COMDTINST M4600.17 (series).

1.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 duty orders for themselves and any officer or enlisted member under their command as necessary to properly conduct official Coast Guard business.
- (2) Temporary duty orders for any reason set forth in Article 1.G.3.e.(4)(f) through 1.G.3.e.(4)(i) and 1.G.3.e.(4)(k) and 1.G.3.e.(4)(l) of this Manual.

- (3) Permissive travel orders to members attached to their commands subject to the provisions of Article 1.G.2.d. of this Manual.
- (4) Orders to transfer enlisted members to their homes on transfer to the Reserve or release from active duty.

1.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. (See reference (e), Physical Disability Evaluation System, COMDTINST M1850.2 (series).)
- (2) All commanding officers, when given a travel allocation, may issue temporary 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 members under their command subject to the provisions of Article 1.G.2.d. of this Manual.

1.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.

1.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 member 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 their arrival if the orders do not specify limits.
 - (4) Detached when Relieved. Orders should ordinarily be endorsed to detach the member within 10 days after their 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 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.
-

1.G.6. Proceed Time

1.G.6.a. General

This Article authorizes proceed time, defined in Exhibit 1.G.1. of this Manual 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 authorized is:
 - (a) Four days for orders indicating no haste in reporting, or
 - (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.

1.G.6.b. When Authorized

Unless otherwise prohibited as indicated in Article 1.G.6.c. below, authorize proceed time to the maximum extent possible as follows (See Exhibit 1.G.2. of this Manual.)

- (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 they did not use government quarters,
 - (b) Members without dependents in pay grade E-4 with over two years' service (Exhibit 1.G.2. of this Manual) 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) Members 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 they elects to use proceed time before reporting to a temporary duty station, the orders will 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 their orders:

“MBR ELECTED PROCEED TIME ON COMPLETING TEMDU.”

1.G.6.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 their 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 1.G.2.).
 - (3) Orders for temporary duty.
 - (4) Orders for unilateral or mutual transfers.
 - (5) Orders for transfer that meet the definition of a local short distance move as defined by Chapter 5, Section 5, of the JFTR.
 - (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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1.G.7. Determining Modes of Transportation

1.G.7.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 reference (s), CG Supplement to Joint Federal Travel Regulations, Volume 1 (CGS-JFTR), COMDTINST M4600.17 (series) and the local transportation officer’s advice.

1.G.7.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.

1.G.7.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 their own expense, subject to reimbursement.

1.G.7.d. Travel by Privately Owned Conveyance (POC)

The officer issuing transportation requests authorizes, as distinguished from directed, travel by POC when it is determined 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 1.G.7.e. and 1.G.10. of this Manual, a member may elect to travel by POC in carrying out PCS orders.
- (2) Commanding officers will 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 1.G.9.d.4. of this Manual.
 - (c) Commanding officers should interview personnel returning from OCONUS 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 will 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 their leave account, since they are entitled to this extra travel time only if they perform travel as authorized. (See Article 1.G.9.a.3. of this Manual.)

1.G.7.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 reference (s), 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 1.G.7.d.(2) of this Manual.
 - (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 their 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 reference (s), CG Supplement to Joint Federal Travel Regulations, Volume 1 (CGS-JFTR), COMDTINST M4600.17 (series): Base Ketchikan or Base 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 EMPLID,
 - (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, and
 - (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.

(c) Travel via the Alaska Marine Highway System must be arranged through a government-contracted travel management center (TMC).

(5) 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.

1.G.8. Circuitous Travel

1.G.8.a. Circuitous Travel to PCS

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 will not exceed those for the direct route.

1.G.8.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 that may be required for circuitous travel.

1.G.8.c. OCONUS Travel

The district commander and/or commander of the logistics/service centers must approve enlisted members' request for circuitous travel OCONUS. Commander (CG PSC-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, and
 - (d) Transportation that 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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1.G.9. Travel Time During Execution of Orders

1.G.9.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 (CG PSC) uses the unit(s)'s location on the member's detachment date to determine entitlement to travel time, regardless of homeport, in accordance with the JFTR.
- (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 from Commandant (CG-1332).
- (3) Any travel time exceeding to which entitled, as constructed for the actual mode (i.e., government, POC, or commercial land or air) used as excess travel time and charged 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 they 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 will be adjusted accordingly when their new commanding officer confirms the member's statement of the circumstances in accordance with the JFTR.
- (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 their 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 their own travel time.
- (6) In all cases, when the elapsed travel time is less than the authorized time, allow the former.

1.G.9.b. CONUS Travel

- (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.

1.G.9.c. OCONUS Travel

Travel time for transoceanic travel by aircraft or vessel will 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.

1.G.9.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 1.G.9.b. and 1.G.9.c. of this Manual), 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 they obtain a transportation request (TR) at a leave point and travels by mixed modes, apply these rules when determining travel time:
 - [1] Compute travel time for the total POC travel in whole days as Article 1.G.9.d.(4) of this Manual prescribes.
 - [2] Allow one day for commercial transportation other than transoceanic.
 - [3] Transoceanic travel time by aircraft or ship is the actual travel time required for the travel by the usual direct routing. See paragraph U5160 of the JFTR for further guidance.
 - [4] Regardless of the number of transportation modes used, authorized travel time may not exceed that allowed as if POC were used for the entire travel unless additional travel time is authorized by paragraph U5160 of the JFTR.
 - (b) Travel time in connection with temporary duty (TDY). A member ordered to

TDY will use the travel mode that 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 that 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 two 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 their 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 Article 1.G.9.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 (Article 1.G.9.d.(5) above), and any time that exceeds the authorized travel time will be charged as leave.
- [3] Travel Time on Temporary Duty Without Leave En Route. Compute travel time on temporary 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 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 TDY station is a travel day. Do

not charge leave for any day on which official travel is performed or a per diem allowance is payable. Compute delay in conjunction with TDY 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 TDY 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.

- (1) When the member departs from the permanent duty station for the TDY station, charge as travel time in whole days the period immediately preceding the reporting date. (Examples 1 and 2)
- (2) When departing between TDY stations, charge as travel time the period immediately after detachment from the TDY station. (Example 4)
- (3) When departing a TDY 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 TDY to report not later than 0800, 16 May and 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 their orders. Per diem is payable from 1945 on 15 May.

Example 2. TDY 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.
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 TDY, to report by 1100 on 12 July; on completion, member ordered to New York, NY for further TDY; and on completion, to return to Washington, DC. Orders authorize 2 days DELREP 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.

Example 4. TDY at Pittsburgh, PA, terminated at 1100 on 18 July. The member departs at 1200 on 18 July for TDY 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 their orders.
19-20 July		Days of leave.
21 July		Day of duty. Member reported before 0900.

Example 5. TDY at New York, NY, terminates at 1500 on 26 July; the member departs at 1700 on 26 July and 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.
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1.G.10. Travel Time for Coast Guard Reserve Members

1.G.10.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.

1.G.10.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 1.G.9.d.4. of this Manual. When the total distance is 176 miles or less, compute travel time in accordance with Article 1.G.10.a. of this Manual. If a member reports to their first duty station after 0900, treat that day as a travel day; if the member reports at or before 0900, treat that day as a duty day.

1.G.11. Delay En Route During Execution of Orders

1.G.11.a. General

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.G.11.b. Computation

- (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 leave only for the time 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	3 days
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 (7 days)
9 to 12 August	Proceed time (4 days)
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.

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 the member reports after 0900 the day is a day of leave.

Example 3. Member detaches from duty OCONUS. 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)

1.G.12. Military Travel Orders

1.G.12.a. Forms of Orders

- (1) Military Temporary Additional Duty (TAD) or Civilian Temporary Duty (TD) Request and Travel Order, Form CG-4251.
- (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 8½ x 11 inch paper for authentication. Valid message orders are on 8½ x 11 inch paper only.
- (3) A properly authenticated Direct Access travel order. To be valid these orders must be printed and signed by an order-approving official. (See Article 1.G.4. of this Manual.) 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 Military Temporary Additional Duty (TAD) or Civilian Temporary Duty (TD) Request and Travel Order, Form CG-4251, is inadequate for directing the required travel and duty to be performed.

1.G.12.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 their own expense subject to reimbursement.
- (3) The member has authority to travel by POC.

1.G.12.c. Military Travel Orders

Prepare military travel orders according to the instructions in reference (c), Personnel and Pay Procedures Manual, PPCINST M1000.2 (series) and file copies according to the instructions in reference (k), Military Personnel Data Records (PDR) System, COMDTINST M1080.10 (series).

Exhibit 1.G.1. 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 OCONUS tour began.

Active Duty. Full-time duty in the active service (37 U.S.C. §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 1.H.9. of this Manual) 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 OCONUS was performed at personal expense.
2. The member was not entitled to dependent transportation on the effective date of orders to duty OCONUS.
3. The dependent was acquired after the effective date of orders to duty OCONUS.

CONUS. The contiguous 48 states and the District of Columbia.

Dependency. A dependent status existing for travel OCONUS 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).
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 their 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 their 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 five-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 their 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 they were 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 their 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 their old permanent duty station, home or place from which called to active duty, or last temporary duty station, whichever applies, to arrive at their new permanent duty station, home, or place from which called to active duty on the date authorized by the authorized and/or used 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 seven days.

Authorized reporting date	10 June
Subtract travel time used, seven days =	3 June
Add one day = effective date of orders	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, one 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 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 1.H.3. of this Manual.

1. For those areas where Exhibit 1.H.3. 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 OCONUS duty station, the OCONUS 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 that do not specify the duty as temporary, further assign the member(s) to a new station, or direct return to the old duty station, 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 that 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. 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.
 - d. 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.
 - e. Group Travel. An order the issuing authority specifically designates as a “group travel order” that requires three or more members to travel in a group either on permanent change of station or temporary 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.
 - f. 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.
 - g. Release from Active Duty or Separation. Any orders that separate personnel from active Coast Guard duty.
 - h. Training Duty. Orders that assign Coast Guard reserve personnel on inactive duty to active duty for training.
 - i. 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)

OCONUS Duty. Duty performed at units located outside the contiguous 48 states and the District of Columbia.

OCONUS Tour.

1. Accompanied Tour. A prescribed length of duty OCONUS for personnel accompanied by command-sponsored dependents.
2. All Others. A prescribed tour OCONUS 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 OCONUS 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 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 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 their possession, and used by the member and/or their 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

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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 that 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 of the Coast Guard, COMDTNOTE 5440; a unit 65 feet or longer; and all tugs (excluding barges) during which the member is entitled to sea pay in accordance with reference (t), Coast Guard Pay Manual, COMDTINST M7220.29 (series).

Unaccompanied Member. A member whose dependents have not accompanied them or, having joined the member at their own expense, are not command-sponsored.

Exhibit 1.G.2. Proceed Time

If member on PCS	And	Then proceed time is
Has dependents	Dependents are relocated (Note)	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)	Authorized
Has no dependents and is in pay grade E-4 (over 2 years' service) or higher pay grade	Maintains non-government quarters at the old duty station which will be terminated (Note)	Authorized
	Will maintain non-government quarters at the new duty station (Note)	Authorized
	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: 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.

1.H. Duty Outside the Continental United States (OCONUS) and Moving Dependents and Household Goods OCONUS

1.H.1. General

1.H.1.a. OCONUS Service

OCONUS 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.

1.H.1.b. Required Prior Service for Assignment OCONUS

10 U.S.C. § 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 U.S.C. App. 454(a)).
- (c)(2) The Secretary of Defense, and the Secretary of Homeland Security 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 OCONUS with fewer than 12 weeks of basic or equivalent training will 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.

1.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 OCONUS, commanding officers will ensure compliance with Article 1.A.14. of this Manual.

1.H.1.d. Members' Return for Separation or Retirement

- (1) Article 1.C.1. of this Manual or Article 1.B.29 of reference (b), Military Separations, COMDTINST M1000.4 (series), as appropriate, contain the procedures for processing members serving at a duty station OCONUS when they are 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 them 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 OCONUS 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 them to the nearest debarkation point in accordance with Article 1.C.1. of reference (b), Military Separations, COMDTINST M1000.4 (series).
 - [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 OCONUS 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 their period of active obligated service to have 12 months of active service remaining on completing the tour OCONUS, transfer them on normal rotation eligibility.
 - (c) Routinely transfer personnel serving in restricted assignments OCONUS to CONUS on their normal rotation dates and assign them in accordance with service needs.

1.H.1.e. Glossary of Terms

Exhibit 1.G.1. of this Manual contains definitions of terms used in this Article.

1.H.2. Determining Members' and Dependents' Suitability for OCONUS Duty

1.H.2.a. Member Responsibility

Prior to submitting an e-Resume for requesting an assignment OCONUS, members must:

- (1) Conduct a self-paced screening using the Command Checklist for OCONUS Screening (Exhibit 1.H.1.) and the OCONUS Screening for Active Duty Dependents (Exhibit 1.H.2.) as well as complete a financial assessment to determine the financial impact of OCONUS duty. Married members are strongly encouraged to review these checklists with their spouses.
- (2) The following statement must be entered into the comment section of a member's e-Resume:

“My family (if applicable) and I meet the criteria for OCONUS assignment as outlined in Article 1.H. of Military Assignments and Authorized Absences, COMDTINST M1000.8 (series). My spouse (if applicable) and I have reviewed the Command Checklist for OCONUS Screening, the Financial Assessment Checklist, and the OCONUS Screening for Active Duty Dependents (if applicable) shown in enclosure 1.H.1. and 1.H.2. of Military Assignments and Authorized Absences, COMDTINST M1000.8 (series).”

1.H.2.b. Command Screening

Within ten days after receiving authority to transfer a member to OCONUS duty, the command's designated screener must interview the member and spouse to determine their and any dependents' suitability for OCONUS duty. Use the Command Checklist for OCONUS Screening (Exhibit 1.H.1.) for the interview.

- (1) Ensure that a copy of the Command Checklist for OCONUS Screening (Exhibit 1.H.1.), and the OCONUS Screening for Active Duty Dependents (Exhibit 1.H.2.) is provided to the member.
- (2) In determining suitability, the commanding officer or officer in charge will ascertain whether the member or dependents possess character traits that reflect favorably on the United States and any medical, moral, financial, or physical attributes that 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. Active duty members are to be seen by an appropriate Coast Guard medical provider or contract

physician. Dependents should be seen or evaluated by their local Tricare provider.

- (3) 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 duty.
- (4) Commanding officers and officers in charge are to ensure a copy of the completed Checklist for OCONUS Screening and the endorsement portion of the OCONUS Screening for Active Duty Dependents is faxed to the entry approval authority for the receiving unit, within five days after completion of the OCONUS interview process.
- (5) Entry approval authority points are required to acknowledge receipt of Checklist for OCONUS Screening and OCONUS Screening for Active Duty Dependents by endorsing it and forwarding a copy via FAX, email or regular mail to the member's originating unit. Members will not be issued PCS travel orders until this requirement is met.
- (6) Training Center Cape May will make every attempt to forward the Checklist for OCONUS Screening and OCONUS Screening for Active Duty Dependents, along with the entry approval message, to the appropriate entry approval source no later than ten days prior to the departure of Cape May recruits who are assigned to OCONUS positions. However, due to the nature of recruit assignments and processing, it may be difficult to meet the ten days prior to departure requirement on a consistent basis. In these cases, Training Center Cape May will forward the Checklist for OCONUS Screening and OCONUS Screening for Active Duty Dependents, along with the entry approval message, to the appropriate entry approval source prior to the departure of Cape May recruits who are assigned to OCONUS positions.
- (7) At the commanding officer's request, a chaplain also may assist in determining OCONUS suitability.
- (8) All Coast Guard Academy, OCS and DCO graduates without dependents who do not anticipate acquiring any dependents while en route to their OCONUS duty station will have their entry approval granted or denied by Coast Guard Academy. Training Center Cape May will be the entry approval authority for recruit training graduates who do not have nor plan to acquire dependents while en route to their OCONUS duty station.

1.H.3. Suitability Decision Factors

1.H.3.a. Medical

Any service member's or dependent's documented medical problem that would preclude assignment to OCONUS duty, or which assignment OCONUS would complicate to the extent medical evaluation or early return would be necessary is considered disqualifying. If only dependents are disqualified for medical or any other reasons, urgent service needs

may require the member to serve an unaccompanied tour. Active duty members are considered available for worldwide assignment. As such, this policy should not be interpreted as an opportunity to turn down PCS orders OCONUS.

1.H.3.b. Dental

Normally, dental conditions do not preclude OCONUS assignment. Members ordered to isolated OCONUS 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 OCONUS duty. Dependents' dental problems do not usually disqualify a member in determining suitability for OCONUS transfer to activities where Tricare Dental Plan (TDP) providers exist. The commanding officer may request a dental screening examination from the dependent(s) present TDP provider in determining if a dependent's dental condition is disqualifying. However, if dependent dental problems disqualify a member for transfer to an OCONUS area, urgent service needs may require the member to serve an unaccompanied tour. Dependents who will accompany members transferring to activities where TDP providers are present should not postpone needed dental care in anticipation of orders.

1.H.3.c. Alcohol

Members with a documented history of unresolved alcohol abuse will be considered unsuitable for OCONUS 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 OCONUS duty. Members who complete alcohol rehabilitation while assigned OCONUS may return to their permanent OCONUS unit unless the rehabilitation facility indicates such return would jeopardize full recovery.

1.H.3.d. Performance

A member's history of demonstrated unsatisfactory or marginal performance in the previous 24 months renders them unsuitable for OCONUS assignment.

1.H.3.e. Discipline

A history of courts-martial, non-judicial punishment, or involvement with civil authorities in the previous 24 months may disqualify a member for OCONUS duty. A one-time major offense (e.g. a felony) in the current enlistment disqualifies the member.

1.H.3.f. Pregnancy

The fact that an active duty service member is pregnant does not, in itself, disqualify her for OCONUS assignment. However, dependent upon medical approval, transferring pregnant members to OCONUS assignment will be done on a voluntary basis for the period prior to and extending to six months after delivery.

1.H.3.g. Single Parents

The unique situation of single parents with dependents does not in itself disqualify them for OCONUS duty. (See Article 1.A.6. of this Manual.)

1.H.3.h. Indebtedness

(1) A Financial Assessment Checklist is located in section 2 of the Command Checklist for OCONUS Screening and is provided for use by the member to assess his/her financial status. Members are also encouraged to utilize the Command Financial Specialist for assistance as necessary.

(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 OCONUS duty. See Article 2.D. of reference (f), Discipline and Conduct, COMDTINST M1600.2 (series), for policy on resolving indebtedness.

1.H.3.i. Dependent Screening

An OCONUS Screening for Active Duty Dependents checklist will be used to determine suitability of dependent(s) to accompany members for OCONUS duty. Members must complete a checklist for each dependent. Members choosing to accept OCONUS orders without moving their dependents will complete the "with dependents" tour length as outlined in Article 1.A.4. of this Manual. If the member elects to not move their 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 OCONUS command will not approve dependent entry until it receives certification of suitability.

1.H.4. Additional Procedures**1.H.4.a. Clearance Before Detachment**

On receiving orders to an area for which entry approval is required, the transferring command will ensure that approval is requested and received prior to detachment from the entry approval point identified in Exhibit 1.H.3. of this Manual.

1.H.4.b. Administrative Processing

When the member and their dependents are considered suitable in all respects for duty OCONUS and the member meets the active obligated service requirements for the prescribed tour, the commanding officer will ensure the required entries are made on an

Administrative Remarks, Form CG-3307, found in reference (c), Personnel and Pay Procedures Manual, PPCINST M1000.2 (series).

1.H.4.c. Member or Dependent Unsited for Duty OCONUS

When for any reason a commanding officer considers a member or any dependents unsited to duty OCONUS, they will withhold executing the orders and immediately report the circumstances to Commander (CG PSC-OPM) or (CG PSC-EPM) in sufficient detail to enable proper disposition. If long-term in nature, non-availability for worldwide assignment may be grounds for separation.

1.H.5. Member's/Dependent's Early Return from OCONUS

1.H.5.a. Reassigning Member Before Tour Completion/Early Return of Dependent(s)

(1) Member. When the commanding officer (or area commander) of any OCONUS area considers it necessary to reassign a member for suitability reasons before normal tour completion, they will submit a request to Commander (CG PSC-OPM) or (CG PSC-EPM) stating their 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. Due to the irreversible implications, an early return of a dependent(s) must be employed judiciously and as a last resort. The circumstances that must be met before requesting funding for an early return of dependents are contained in U5900 of the Joint Federal Travel Regulations (JFTR). In each circumstance, it must be shown that dependent travel is in the government's best interest, there is a valid need for the dependent(s) to move, that the problem or situation occurred after arrival at the OCONUS PDS, and local resources cannot resolve the problem. Commands must seek assistance from the servicing Work/Life office in making this determination. Commands must also ensure the member is counseled on the impact an early return of dependents will have on their basic allowance for housing in accordance with Chapter 3 of reference (t), Coast Guard Pay Manual, COMDTINST M7220.29 (series). Request for early return of dependents should be sent, via message, to Commander (CG PSC-OPM-2) or (CG PSC-EPM-2) as appropriate.

1.H.5.b. Reassignment at Member's Request

If a member requests reassignment, the request must be based on a hardship and the request must conform to Article 1.B.11. of this Manual.

1.H.6. Selecting Enlisted Members for Duty OCONUS

1.H.6.a. Obligated Service Requirements

Enlisted personnel selected for transfer OCONUS 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 (CG PSC-EPM) authorizes otherwise. (See Article 1.A.2. of reference (i), Enlisted Accessions, Evaluations, and Advancements, COMDTINST M1000.2 (series)).
- (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 OCONUS and payment of overseas station allowances that may be authorized. (See Articles 1.H.9. and 1.H.10. of this Manual.)

1.H.6.b. Family Size Guideline

Commanding officers will ensure enlisted personnel are aware adequate housing at reasonable costs may be in short supply or non-existent in OCONUS 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 OCONUS commands, the following is a guide in determining assignment to OCONUS 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 OCONUS area, the parent command must be alert and ensure it detects any problem making a member ineligible for an OCONUS assignment and reports it immediately to the Commander (CG PSC-EPM). The OCONUS commander can grant a waiver for entry approval to a member with more dependents than shown above, based on the member's OCONUS screening and the needs of the unit.

1.H.7. Preparing Members for Duty OCONUS

Before transferring members to duty OCONUS, commanding officers will ensure the instructions contained in this Article are completed.

1.H.7.a. General

- (1) Members and their dependents are in all respects qualified for OCONUS duty. (See Articles 1.H.2 and 1.H.3. of this Manual.)
- (2) Members and their dependents have valid military identification cards.
- (3) Members are medically screened in accordance with reference (d), Coast Guard Medical Manual, COMDTINST M6000.1 (series).
- (4) Arrangements have been made to obtain passports, if required. (See Article 1.J.4.a. of reference (u), Military Civil and Dependent Affairs, COMDTINST M1700.1 (series).)
- (5) Before detachment, members with dependents assigned to duty from a station OCONUS 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 OCONUS authorized by Commandant (CG-1222). Members with dependents who are assigned to duty from a station in CONUS to a dependent-restricted or unaccompanied tour OCONUS may be paid station allowances if they elect and Commandant (CG-1222) authorizes moving dependents to a designated place in accordance with JFTR, U9301.
- (6) Ensure members or dependents do not have a history of or indication of ongoing alcohol abuse. Successfully resolved alcohol problems are not a bar to OCONUS assignment. However, members must be made aware of a possible lack of ongoing treatment and counseling facilities at OCONUS units.
- (7) Members with school-aged dependents must follow the provisions of reference (u), Military Civil and Dependent Affairs, COMDTINST M1700.1, and comply with DoD guidelines and regulations pertaining to overseas dependent schooling and tuition. This is not to be confused with OCONUS locations; see the reference for the definition of an overseas location.

1.H.7.b. Physical Fitness for Duty OCONUS

- (1) The member will complete a physical examination before transfer when required in accordance with Article 3-A-7 of reference (d), Coast Guard 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 will immediately submit a message report to Commander (CG PSC-OPM) or (CG PSC-EPM), as applicable.

- (2) Complete all necessary preventive immunizations. (See Immunizations and Chemoprophylaxis (Joint Publication), COMDTINST 6230.4 (series).)
- (3) Complete all essential dental treatment.
- (4) A duplicate pair of eyeglasses will be issued to members requiring glasses to correct refractive errors whose uncorrected distant visual acuity is worse than 20/40.

1.H.7.c. Orders

- (1) Orders will 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 reference (c), Personnel and Pay Procedures Manual, PPCINST M1000.2 (series).
- (3) If required, prepare NATO supplemental orders. (See Article 1.A.18. of this Manual.)

1.H.7.d. Enlisted Members

- (1) Enlisted members in pay grades E-2 through E-6 will have a valid motor vehicle operator's license unless Commander (CG PSC-EPM) waives this requirement.
 - (2) Commanding officers will comply with Article 1.B.1.i. of this Manual.
 - (3) Commanding officers will advise enlisted members of the appropriate uniform in accordance with uniform regulations.
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1.H.8. Tours of Duty OCONUS

1.H.8.a. General

Tours of duty set forth in Article 1.A.4. of this Manual will 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 will 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 will 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 OCONUS should expect to complete the prescribed tour of duty even if they advance to the next higher enlisted pay grade. Early transfers from OCONUS based solely on a member's advancement will be based on service needs. If a member must be transferred due to advancement, the assignment officer will follow the procedures outlined in Article 1.C.3. of this Manual. All other requests for a member's early return from OCONUS will conform to criteria in Article 1.H.5. of this Manual.
- (2) Credit for OCONUS duty begins the date the member departs from a CONUS port and terminates on the date of return to a CONUS port on PCS. If a member takes leave en route OCONUS, the departure or return date is the constructive date for direct travel.
- (3) Orders to members transferring to OCONUS pre-commissioning details for further transfer to units when commissioned will specify tour length.
- (4) Normally, members will not be assigned consecutive OCONUS 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.

1.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 1.A.4. of this Manual. 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 1.A.8. of this Manual), 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 their tour to coincide with the second member's.
- (3) When a member marries an active duty member while both are on duty OCONUS, 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, Form CG-3307, entry will be made:

“I understand that neither my spouse nor I will be considered for reassignment under the provisions of Article 1.A.8., Military Assignments and Authorized Absences, COMDTINST M1000.8 (series), until eligible for normal rotation.

Signed: (Member's full name)”

- (4) The provisions of Article 1.A.8. of this Manual also apply to officers, and the above statement will be forwarded by letter to Commander (CG PSC-OPM).

1.H.8.c. Extending OCONUS Tours

Members may request extensions of OCONUS tours as prescribed here. Forwarding endorsements must indicate that the member still meets the qualifications to remain OCONUS. (See Article 1.H.3. of this Manual.) Extensions will be granted only in cases deemed to be in the service’s best interests. Submit requests for extensions on e-Resume.

1.H.8.d. Transferring from One OCONUS Unit to Another OCONUS Unit

OCONUS screening will be completed for all assignments involving OCONUS duty, regardless of whether the current and new duty stations are in the same geographic area.

1.H.8.e. OCONUS Tour Lengths When Marital Status Changes

- (1) Personnel who marry while OCONUS 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 (CG PSC-OPM) for officers and (CG PSC-EPM) for enlisted personnel when they grant command sponsorship for a newly acquired dependent. Upon notification, Commander (CG PSC) will adjust the member’s tour length to the “with dependent” tour length.
- (2) Personnel who were stationed OCONUS when married and their marital status changes (e.g., divorce) will keep their “with dependents” tour length. However, upon tour completion, if the member is transferred to another OCONUS 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 the Joint Federal Travel Regulations (JFTR).
 - (b) Dependent(s), desiring to accompany the member, must complete the OCONUS screening process and receive entry approval from the OCONUS 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 OCONUS 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 OCONUS 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.

1.H.9. Moving Dependents and Household Goods OCONUS

1.H.9.a. Entry of Dependents and Household Goods

The transferring command initiates requests for entry of dependents and shipment of household goods. Exhibit 1.H.3. of this Manual lists areas OCONUS that do and do not require entry approval for dependent travel, and shipment of household goods and privately owned vehicles.

1.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 OCONUS area and any station allowance that 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. The transferring command then must ask the member and their family those questions. Once the transfer is complete, the receiving command may provide feedback to the transferring command on the adequacy of the OCONUS screening the transferring command conducted.

- (1) Request for entry approval must be sent no later than six weeks prior to the member’s departure from the transferring command. Ten days notification is sufficient for non-rated personnel graduating from recruit training.
- (2) A member who does not have 12 months remaining in their tour of duty will not be granted command sponsorship and is NOT entitled to station allowances and dependent travel. The member becomes eligible for dependent travel only on their 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. (See Article 1.H.9.c. of this Manual.)

- (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 OCONUS 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 OCONUS 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 OCONUS commander has approved determination, it will be noted by an appropriate entry on an Administrative Remarks, Form CG-3307, in the enlisted member's Personnel Data Record and by letter for an officer.

1.H.9.c. Transporting Dependents to an OCONUS 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 their tour for the area unless Commander (CG PSC-EPM) grants an exception, and
 - [2] Have a minimum of 12 months of their "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 OCONUS area at government expense.
- (3) Unless command-sponsored, dependents' transportation to an OCONUS 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 OCONUS at government expense unless at least 12 months remain on the applicable OCONUS tour after the date the dependent(s) arrive OCONUS.
- (6) Enlisted members with more than 17 years of active duty must sign an Administrative Remarks, Form CG-3307, entry agreeing to remain on active duty for the time required to complete the applicable OCONUS 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 arrival at the OCONUS 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 OCONUS duty station will not be furnished space-available transportation for their dependents incident to travel to the OCONUS duty station.

1.H.9.d. Transporting Dependents from an OCONUS Area

- (1) A member is eligible for dependents travel to CONUS provided the dependents have met the requirements for command sponsorship in Article 1.H.9.b. of this Manual, 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 OCONUS area provided:
 - (a) The member complies with command regulations pertaining to their acquisition, and
 - (b) The dependents meet any applicable U.S. Citizenship and Immigration Service requirements for entry into the United States.

1.H.9.e. Household Goods

The pamphlet "It's Your Move," COMDTPUB P4050.5, contains guidance for members proceeding OCONUS. It is in the public interest to avoid spending public funds unnecessarily in shipping privately owned household goods to and from OCONUS. Additionally, it is in the member's interest to prevent unneeded wear and tear on their goods resulting from such shipments. Members receiving orders to an OCONUS duty station are strongly encouraged to seek counseling from their local transportation officer regarding OCONUS 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 their 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 must be done before detaching from the previous duty station within CONUS.

1.H.10. Monetary Allowances

Station allowances outside the United States are payable in accordance with the JFTR and reference (t), Coast Guard Pay Manual, COMDTINST M7220.29 (series).

Exhibit 1.H.1. Command Checklist for OCONUS Screening

Command Checklist for OCONUS Screening					
<p>These checklists will be completed within TEN DAYS of receipt of PCS orders. These checklists will be faxed to the entry approval point within FIVE DAYS of completion.</p>					
<ul style="list-style-type: none"> • Section One will be completed by the member and spouse (if applicable) prior to the interview. • Section Two will be completed by the member prior to the interview. • Section Three will be completed by the transferring command. • Section Four will be completed by the screener. • Section Five will be completed by the medical reviewer and the transferring command C.O. • The entire completed checklist will be faxed to the appropriate Entry Approval Point then filed in accordance with Military Personnel Data Records (PDR) System, COMDTINST M1020.10 (series). • The Dependent Medical Review will be completed by competent medical authority and filed in the member's medical record. 					
<p>The screening will be completed by the most qualified member available at each unit.</p> <ul style="list-style-type: none"> • If possible, the screener should be someone who has been previously assigned OCONUS. • The screener will be an E7 to CWO4 or O3 and above. • If possible, the screener should be senior to the member being screened. • The screener will have a completed copy of section one of the checklist, including the member's remarks section, during the interview and will review each question with the member and spouse (as applicable.) • The screener will ensure that all items of interest are clearly explained in either the member's remarks or in their endorsement. 					
<p>Section Three (Unit Review) will be completed by the unit's senior administrator who normally has access to the member's unit SPO PDR. The reviewer will normally be an E7 or above, except when the XPO is an E6. This review may be conducted by the screener, but it is not required.</p>					
<p>The purpose of this screening & review is to determine a member and dependents suitability for travel OCONUS. This includes determining if the dependents are fully prepared for living OCONUS. If the screener has any doubts about the member's suitability, they will bring it to the attention of the member's command. A thorough review of ALL questions on this checklist is essential to a successful screening. The screener should contact the applicable Entry Approval Point if they have any questions about how to conduct the screening. The spouse may be interviewed via phone or by another command if necessary but only as a last resort. Every effort should be made to have the interview conducted simultaneously and by just one screener. The screener should contact the applicable Entry Approval Point if they have any questions about how to conduct the screening.</p>					
Member's Name			Grade/Rate	EMPLID	Date
Current Duty Station & Phone Number			New Unit & Phone Number		
Screener's Name			Grade/Rate		Phone Number
Spouse			Dependent		Age Gender
Dependent	Age	Gender	Dependent		Age Gender
Dependent	Age	Gender	Dependent		Age Gender

Section One – Member & Spouse

Privacy Act Statement

Authority: 5 U.S.C. 301; 10 U.S.C. 671; 14 U.S.C. 93(a); 14 U.S.C. 632; 44 U.S.C. 3101, The Federal Records Act; COMDTINST M1000.8.

Purpose: to determine suitability for OCONUS duty for members and their dependents.

Routine Uses: in addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may be disclosed outside the Department of Homeland Security as a routine use as follows: in accordance with DHS/USCG-014, Military Pay and Personnel System of Records.

Disclosure: Completion/furnishing of this form is VOLUNTARY. However, failure to provide the requested information may result in a delay or the inability to proceed with OCONUS screening, command sponsorship, or transfer OCONUS.

For medical or work-life issues, the member and spouse only need disclose that there is an issue to be addressed or resolved. In the interest of privacy, the screener only need know that the problem is being addressed, and by whom. They need not know the specific facts or nature of the issue or concern.

Part A – To be completed by member only.

YES	NO	ITEM
		1. Have you ever had an Early Return of Dependents, early transfer due to unsuitability, or a Humanitarian Assignment? If No → Continue checklist. If Yes → Explain completely, including dates, in remarks section.
		2. Have you been counseled on OCONUS pay, allowances and travel and household goods entitlements? If No → Member will talk to unit admin personnel about this topic before continuing screening.
		3. Do you have a Government Travel Charge Card? If NO , you must apply for it immediately AND explain in the remarks block.
		4. Do you possess a valid state driver's license? If No → Explain in remarks section. If Yes → Continue checklist.

Part B – To be completed by member and spouse (if applicable.)

YES	NO	ITEM
		5. Do you, your spouse, or any dependent(s) have any knowledge of any on-going medical, dental, psychological, physical or educational problem(s) or treatment(s) or special needs? If No → Continue checklist. If Yes → Screener should refer to appropriate authority for review.
		6. Are you aware of the climate and isolation constraints (darkness, temperature, public transportation, etc.) at the proposed duty station? If No → Member will talk to sponsor about these topics before continuing screening.
		7. Are you aware of the housing availability and constraints on pets, vehicles, household goods? If No → Member will talk to Sponsor and Entry Approval Point about this topic before continuing.
		8. After completing Section Two (Financial Assessment), do you consider yourself financially stable for transfer OCONUS? If No → Explain in remarks section. If Yes → Continue checklist.
		9. Have you, your spouse, or dependent(s) been convicted for any civilian felonies or misdemeanors within the last 24 months (including pre-service time); violence, larceny, DUI, assault, etc. If No → Continue checklist. If Yes → Explain in remarks section.
		10. Have you ensured that the existing, long term medical needs (prescriptions, equipment, etc.) of your family can be met at the OCONUS command?

COMDTINST M1000.8A

		<p>11. Have you, your spouse or dependents had any family violence incident(s) within or outside of family within the past two years? If No →Continue checklist. If Yes →Explain in remarks section.</p>
		<p>12. Do you or your spouse have legal custody of dependents other than those listed? If No →Continue checklist. If Yes →Explain in remarks section, including information on any special needs.</p>
		<p>13. Are any of the dependent's covered in a custody agreement? If No →Continue checklist. If Yes →Explain in FULL in remarks section, including information about restrictions in relocation of the dependents, and whether or not you have obtained a prior court approval or agreement from other interested parties if required by state law.</p>
		<p>14. Have you contacted your new command to discuss items such as housing, schools, and job opportunities for your spouse, etc? If your spouse will be seeking employment, recommend you contact your sponsor or the local work-life staff for information on the availability of employment in the area.</p>
<p>_____ Check if spouse interview conducted over phone. _____ Check if spouse interview conducted by another command.</p>		

Section Two – Financial Statement (Optional)

This worksheet is provided as a tool for members to determine the financial impact this assignment will have on their financial status. Column A is their expected duty station. Column B is their expected duty station. Member should consult with either their sponsor or entry approval points where exact information is not available.

Monthly Income	A – Current	B - Expected
Basic Pay		
Sea/Hardship Duty for Location/FSA		
SDAP/Proficiency/Flight Pay		
BAH/OHA		
BAS		
Cost of Living Allowance (COLA)		
Clothing Allowance		
Spouse’s Income		
Part Time Income		
Other Income (rental, investments, etc.)		
TOTAL INCOME		
Monthly Expenses	A - Current	B - Expected
Housing (Rent or Mortgage)		
Food		
Clothing		
Utilities (Gas, Electric, Water)		
Credit Card Payments		
Loan Payments		
Transportation		
Automobile Payments		
Dependent Support/Care (e.g., child, parents)		
Education		
Other expenditures not listed		
TOTAL EXPENSES		
COMPARISON	A – Current	B - Expected
Total Income		
-Total Expenses		
=Net Income		

Section Three – Unit Review

The transferring command will conduct a local record's check to determine if any disqualifying factors in the member's record. They will also research the following (if applicable): Any answers checked in a shaded box require an explanation in the remarks block. The reviewer will ensure Commander (CG PSC) is informed if member enrolls in the Special Needs Program or Family Advocacy Program as a result of this screening process.

Reviewers Name: _____ Date: _____ Phone #: _____

Yes	No	Item
		1. Is there any evidence of any family problems that have not been resolved? Early return of dependents, HUMS, etc.
		2. Is there any evidence of financial irresponsibility?
		3. Is the member's Government Travel Card account delinquent?
		4. Is there any history or evidence of abuse, or dependency regarding either alcohol or chemical substances? If NO →Continue. If YES →Has member successfully completed treatment and remained substance free for at least 12 months IAW 1.H.3.c.? If NO →Explain in remarks. If YES →Date treatment completed:
		5. Is there any evidence of unsatisfactory or marginal performance, per Article 1.B.1.d. of Military Assignments and Authorized Absences, COMDTINST M1000.8 (series).
		6. For single sponsors of dependents or military couples with dependents, have their annual requirements for dependent care been met, per Article 1.A.5. of Military Assignments and Authorized Absences, COMDTINST M1000.8 (series)?
		7. Does the member have a record of military offenses? (E.g., NJP, unauthorized absence(s), or any major offense.)
		8. Are all eligible dependents enrolled in DEERS?
		9. Are all eligible dependents enrolled in Tricare/Tricare Dental Program (TDP)?
		10. Does the member have a spouse or dependent(s) with special needs, or enrolled in a special education program? If YES →Ensure that a Special Needs Enrollment form has been submitted thru the local work-life staff.
		11. Is there any evidence that the member, spouse, or dependent(s) had any family violence incident(s) within or outside of family in the past two years? If YES →Ensure that the member has enrolled with the Work-Life Staff's Family Advocacy Representative.
		12. Has the member and dependent(s) completed all applicable medical screenings and physicals?
		13. Does the member meet the family guidelines as outlined in Article 1.H.6.b.? If NO →A waiver must be obtained from the Entry Approval Point?
		14. Is the member in compliance with current weight standards?
		15. For enlisted personnel assigned to duties involving flying: Upon reporting, will the member's qualification in the 9D5 Dunker have at least 36 months remaining.
		16. If the member is single, do they plan on acquiring dependents by any means (marriage, adoption, etc.) prior to reporting to their new duty station? If YES →OCONUS screenings must include future dependents and member will be counseled about accompanied tour lengths. Member will also be counseled on travel and transportation entitlements, including exactly when and how they are accrued for their new dependents.

Remarks:

Section Four – Screener’s Endorsement

I have reviewed sections one, two and three of the OCONUS Screening Checklist with the member and their spouse. I further verify that the member consulted with medical and work-life personnel about issues they did not wish to discuss with me due to privacy concerns. I have provided the specific names and contact information for those personnel below.

Check one of the below:

- To the best of my knowledge, I believe that this member and the spouse are fully informed about their transfer OCONUS and are prepared for the challenges associated with the new duty location. I recommend them for OCONUS transfer.

- To the best of my knowledge, I believe that this member and/or the spouse are not prepared for, or fully informed about their potential transfer. I recommend that they be more carefully screened by the XO or commanding officer of the transferring command.

Screeners Name & Grade

Screener’s Signature

Date

Remarks: (Include specific contact information (names & phone numbers) for anyone consulted by the member about private issues. Include any amplifying information you believe is important for the transferring command or the entry approval point to know when considering this member and their dependents for assignment OCONUS.)

Section Five – Medical & Command Endorsement

Member’s Name:

Unit/Location to Which Transferring:

Medical Endorsement (required for dependents only)

Check one box:

- I certify that I have reviewed the Dependent Medical Screening for this member’s dependent/s. I certify that there are no apparent or disclosed medical reasons to delay or prohibit them from transfer to the location above. **Recommend approval.**
- I certify that I have reviewed the Dependent Medical Screening form for this member and their dependents. There are existing medical conditions or needs that cannot be met at the assigned location. **Do not recommend approval.**

_____ Date	_____ Medical Authority Name/Grade/Signature	_____ Phone Number
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Command Endorsement

Check one box:

- RECOMMEND APPROVAL.** I have reviewed sections one thru four of the checklists for this member. I believe that this member is fully prepared for assignment OCONUS. I recommend the member for transfer.
- RECOMMEND DISAPPROVAL.** I have reviewed sections one thru four of the checklist for this member. I do not believe this member is qualified for assignment OCONUS, nor can they be made ready in time for this transfer. (Explain in remarks.) I do not recommend the member for transfer. (Contact CG PSC)

_____ Commanding Officer’s Signature	_____ Date
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Remarks:

Exhibit 1.H.2. OCONUS Screening for Active Duty Dependents PART I			
Family Member Name:		Relationship to Sponsor/Ben Code:	
Date:			
Service Member Name:		Grade/Rate:	EMPLID:
Current Duty Station:			
OCONUS Unit A/D member is being assigned:			Reporting Date:
Privacy Act Statement			
Authority: 5 U.S.C. 301; 10 U.S.C. 671; 14 U.S.C. 93(a); 14 U.S.C. 632; 44 U.S.C. 3101, The Federal Records Act; COMDTINST M1000.8. Purpose: to determine suitability for OCONUS duty for members and their dependents. Routine Uses: in addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may be disclosed outside the Department of Homeland Security as a routine use as follows: in accordance with DHS/USCG-014, Military Pay and Personnel System of Records. Disclosure: Completion/furnishing of this form is VOLUNTARY. However, failure to provide the requested information may result in a delay or the inability to proceed with OCONUS screening, command sponsorship, or transfer OCONUS.			
A physical may be required at medical provider's discretion.			
YES	NO	ITEM (list all "YES" answers in the remarks section).	
		1. Have all health records been reviewed by local Tricare Provider?	
		2. Are all Immunizations up to date. Do they meet destination requirements?	
		3. Are there any pending consults or tests that have a bearing on assignment suitability?	
		4. For dependent wives. (List any abnormal results in the remarks section)	
		a. Has a pap smear/pelvic and breast exam been performed within the past 12 months? Date of Exam: Results:	
		b. Mammogram current (based on age)? Date of test: Results:	
		c. Pregnancy Screening? (Verbal inquiry) Date of test: Results:	
		d. If pregnant, estimated date of delivery?	
		e. Are there any foreseen complications of the pregnancy? ()Yes ()No If "yes" describe:	
		5. Are there any conditions requiring ongoing care in the following area? (List under remarks section)	
		a. Orthopedic conditions (e.g., chronic back, knee, joint pain or weakness)	
		b. Cardiovascular conditions (e.g., chest pain/angina, arrhythmia, valve disease, infarction)	
		c. Gynecologic conditions (e.g., chronic pelvic pain, abnormal PAP, breast mass)	
		d. Neurological conditions (e.g., seizure, pinched nerve, migraine, neuropathy)	
		e. Respiratory condition (e.g., asthma, RAD, chronic sinus, allergies)	
		f. Mental health, or behavioral conditions (e.g., depression, adjustment/personality disorder, ADD/ADHD)	
		g. Chronic or frequent medication use: (List all medications under remarks section)	
		h. Alcohol abuse or dependence	
		i. Developmental concerns (e.g., motor, cognitive, communication, social/emotional or adaptive development)	

		<p>j. Other conditions or concerns? (e.g., diabetes), explain:</p> <p>_____</p> <p>_____</p>
		<p>6. For service family members with underlying medical conditions: (List under remarks section)</p>
		<p>a. Is there a requirement for special medical supplies, adaptive equipment, assistive technology devices, special accommodation, etc?</p>
		<p>b. If exposed to a physically or emotionally demanding environment, could the underlying condition become life threatening, pose a risk for dangerous or disruptive behavior, or result in a MEDEVAC situation?</p>
		<p>c. Are there any chronic medical or mental health conditions requiring routine or continuing access to care or access to specialized medical care ?</p>
		<p>d. Other concern? (specify in remarks section)</p>
		<p>7. Have all dental records been reviewed by the Dental Provider?</p>
		<p>a. Are there any chronic dental conditions requiring routine or continuing access to care or access to specialized dental care? (e.g., TMJ, periodontal disease)</p>
		<p>b. Is family member undergoing active orthodontics treatment? Date started: Estimated completion date:</p>
		<p>c. Date of last dental exam?</p>
		<p>d. Other concern? (specify in remarks section)</p>
<p>Dental Provider Remarks: (Explain all "YES" answers).</p>		
<p>Health Care Provider Remarks: (Explain all "YES" answers).</p>		

Exhibit 1.H.2. OCONUS Screening for Active Duty Dependents

OCONUS Screening for Active Duty Dependents PART II (Command Endorsements)			
Family Member Name:	Relationship to Sponsor/Ben Code:	Date:	
Service Member Name:	Grade/Rate:	EMPLID:	Current Duty Station:
OCONUS Unit A/D member is being assigned:			Reporting Date:
Medical Provider Comments:			
Medical Provider Name: (print)	Medical Provider/Screeener Signature:	Date:	
MTF/PCM Name:	Address:	Phone Number:	
Dental Provider Comments:			
Dental Provider Name:	Dental Provider/Screeener Signature:	Date:	
MTF/PCM Name:	Address:	Phone Number:	
Receiving Command:			
1. Can the (MTF/PCM) provide current required medical/dental support? () Yes () No If "NO" list reason why:			
2. Can the (MTF/PCM) provide required medical/dental support (diagnostic, therapeutic and medications) if the underlying condition is exacerbated? () Yes () No If "NO" list reason why:			
Receiving Command Endorsement:			
(A copy of this questionnaire must be returned to originating unit prior to orders being executed) Article 1.H.2.c.(5))			
() Family member is approved to accompany active duty member to this unit.			
() Family member is not approved to accompany active duty member to this unit. List reason why:			
Medical Officer/Health Care Provider Name:	Signature:	Date:	
Receiving Command Name:	Address:	Phone:	

Exhibit 1.H.2. INSTRUCTION FOR COMPLETION OF OCONUS SCREENING FOR ACTIVE DUTY DEPENDENTS

Purpose: The information contained in this is gathered for the purpose of determining the dependent's suitability for OCONUS assignment and to ascertain whether competent medical care is reasonably available at the OCONUS location for any preexisting conditions.

Instructions for Releasing Command:

This screening form is comprised of two parts:

PART ONE - OCONUS Screening for Active Duty Dependents. This form will be completed by the dependent's primary health care provider. Dependents who are enrolled in TRICARE should contact their provider in order to complete the screening as soon as possible. The following procedure will be followed in order to ascertain the dependents' suitability for OCONUS transfer and to protect patient health information.

1. Upon notification of pending transfer to an OCONUS duty station, dependents of active duty military members will schedule an appointment with their primary health care provider. The unit will provide the member/dependent with a copy of the "OCONUS Screening for Active Duty Dependents" form and 2 copies of the DD Form 2870 "Authorization for Disclosure of Medical or Dental Information" to take to the provider.
2. If the provider is not a military treatment facility, the provider will complete the screening in accordance with the Route Physical Examinations procedures of the TRICARE Policy Manual 6010.54-M. Upon completion of the screening, the provider will either fax or mail the entire package to the medical representatives listed in Blocks 6a and 6b of Authorization for Disclosure of Medical or Dental Information, DD Form 2870.

PART TWO – Command Endorsement:

1. Upon receipt of the completed screening form, the designated medical representative will review the form for completeness and coordinate delivery of the form to the receiving command's medical representative. In the event amplifying information is needed regarding the dependents' medical status, these will be addressed solely and directly between medical facilities.
2. The receiving command's medical representative will review the screening form and make a determination whether the dependent is considered qualified to accompany the member OCONUS. Part Two will be returned to the releasing command to serve as notification of dependent's status in regard to eligibility to accompany the member OCONUS.

Exhibit 1.H.3. Entry Approval Points

Entry Approval Points	
Entry Approval Point	Units/Location
Base Ketchikan	
Base Kodiak	All other Alaska Units/Locations
Sector San Juan	Puerto Rico / Virgin Islands / Caribbean
CGD Fourteen	D14 Staff / CGIS Det Hono / CEU Hono
Sector Honolulu	Sector Hono / WPBs / MSDs / ANT Hono / STA Hono / STA Maui / STA Kauai / MSD Am. Samoa
AIRSTA Barbers Point	AIRSTA Barbers Point
Base Honolulu	All other Hawaii Units
Sector Guam	Guam / Saipan
ACTEUR	Europe (Except Sweden)
PATFORSWA	PATFORSWA
PERSUPDET Yokosuka (INFO CG FEACT)	Japan /Singapore
Sector Miami	Cuba
USDAO STOCKHOLM (INFO ACTEUR)	Sweden

CHAPTER 2 AUTHORIZED ABSENCE

2.A. Leave

2.A.1. Statutory Authority

2.A.1.a. Title 10, U.S.C.

10 U.S.C. Chapter 40, as amended, is authority for leave for military personnel.

2.A.1.b. Public Law 93-344

The Congressional Budget and Impoundment Control Act, Public Law 93- 344, enacted 1 July 1976, established new dates for fiscal years: they begin on 1 October and end on 30 September. Service members are allowed to carry over only 60 days of leave into a new fiscal year unless embarked away from homeport on a vessel or aircraft for more than 60 consecutive days. If attached to an eligible unit, personnel may carry over leave up to a maximum of 90 days. (See Article 2.A.15. of this Manual.)

2.A.1.c. Public Law 94-361

The DoD Appropriation Authorization Act of 1977, Public Law 94-361, Section 304, enacted 14 July 1976, amended 37 U.S.C. § 501 to provide as follows:

- (1) Effective 14 July 1976, payments for leave may not be made to a member who is discharged for the purpose of accepting a commission, appointment as a warrant officer, or entering into an enlistment, in any Uniformed Service.
- (2) Effective 14 July 1976, where payment for accrued leave is authorized, the member may elect to receive payment for a portion of the accrued leave, and have the remaining accrued leave carried forward to a new enlistment in any Uniformed Service.
- (3) For any service performed by a member on or after 9 February 1976, lump-sum leave payments may be authorized not to exceed a career total of 60 days with the exception of reservists meeting the provisions of Article 2.A.20.a.(2) of this Manual. The number of days upon which payment may be based will be determined without regard to any break in service or change in status in the Uniformed Services.
- (4) Under the savings provisions of amended Title 37, U.S.C. §501(h), members who had leave balances of 60 days or less of accrued leave on 31 August 1976 will, at their option, continue to be paid for lump sum leave based on basic pay, basic allowance for housing type II (BAH-II), basic allowance for subsistence (BAS), and personal money allowance, as appropriate. Cash settlement of leave accrued on and after 1 September 1976 will be on the basis of basic pay only. Should a member reduce the

31 August 1976 leave balance through usage of leave subsequent to 31 August 1976, the new balance establishes the amount of accrued leave for which BAH-II, BAS, and personal money allowance may be paid during subsequent leave settlement.

2.A.2. Definitions

2.A.2.a. Leave

Leave is the authorized absence of an member from a place of duty, chargeable against such member in accordance with applicable law.

2.A.2.b. Earned Leave

Earned leave describes the amount of leave accrued to a member's credit as of any given date. Earned leave may indicate a minus leave balance; a minus leave balance must not exceed the amount of leave a member normally would earn during the remaining period of obligated active duty.

2.A.2.c. Advance Leave

Advance leave is leave granted a service member, with pay and allowances, prior to its actual accrual based on the reasonable expectation that the amount advanced will be earned prior to the member's separation.

2.A.2.d. Excess Leave

Excess leave is authorized leave over and beyond any earned or advance leave that can be granted during which the member is not entitled to pay and/or allowances. A minus leave balance at the time of discharge, first extension of an enlistment, separation from active duty, desertion, or death is considered as excess leave without regard to the authority under which the leave resulting in a minus balance was granted. See Article 2.A.22. of this Manual for instructions on checkage of pay and allowances for excess leave.

2.A.2.e. Sick Leave

Sick leave describes a period of authorized absence granted to persons while under medical care and treatment. Sick leave is not chargeable as leave, but periods that exceed two days will be reported in accordance with reference (c), Personnel and Pay Procedures Manual, PPCINST M1000.2 (series). See Article 2.A.5.f. of this Manual for further guidance.

2.A.2.f. Academy Graduation Leave

Graduation leave describes a period of absence authorized by the Commandant to be taken as delay en route to the first duty station in the case of graduates of the Coast Guard

Academy who are appointed commissioned Coast Guard officers. Graduation leave is not chargeable as leave.

2.A.2.g. Advance Leave That Becomes Excess Leave

Advance leave that becomes excess leave when a member accepts an appointment as a warrant or commissioned officer of the Armed Forces, or is discharged for the purpose of reenlisting within 24 hours, may be carried over to the new term of service as advance leave, not to exceed 30 days or the maximum number of days that could be earned in the new term of service, whichever is less. Any leave carried forward will count against leave that is earned during the new term of service. For excess leave that cannot be carried forward under this section, instructions regarding the checkage of pay and allowances will apply. (See Article 2.A.22. of this Manual.)

2.A.2.h. Leave to Visit Foreign Countries and Places OCONUS

The provisions of Article 1.J. of reference (u), Military Civil and Dependent Affairs, COMDTINST M1700.1 (series), apply for requests for leave to visit foreign countries.

2.A.2.i. Paternity Leave

Paternity leave is ten days of non-chargeable leave authorized for married members on active duty whose spouse gives birth to a child. The ten-day paternity leave period must be used consecutively and within 90 days of the birth of the child. It may not be combined with special liberty to permit continuous absence from the duty station however it may be used in conjunction with earned leave. This ten-day authorization remains the same for multiple births (twins, triplets, etc.). (10 U.S.C. §701)

2.A.2.j. Adoption Leave

Adoption leave is 21 days of non-chargeable leave authorized for members adopting a child in a qualifying adoption. This leave must be used in connection with the adoption and may be combined with regular leave. In the case of a dual military couple, only one member will be authorized adoption leave. To qualify for adoption leave, the member must be eligible for reimbursement of qualified adoptions expenses per reference (v), Reimbursement of Adoption Expenses, COMDTINST 1754.9 (series). (10 U.S.C. §701)

2.A.2.k. Non-Chargeable Rest and Recuperation Leave (NCRR)

NCRR is an administrative absence that provides a non-chargeable administrative absence to allow service members time to rest and recuperate from the most austere and dangerous combat environments, while saving annual leave days for reintegration with family upon return from deployment. See Article 2.A.10. of this Manual for further guidance.

2.A.3. General Instructions for Granting Leave

2.A.3.a. Opportunity to Take Leave

Insofar as service requirements permit, all personnel will be afforded the opportunity and be encouraged to take leave annually. Personnel not taking leave when afforded should be cautioned that such refusal may result in a loss of earned leave at a later date.

2.A.3.b. Yard Periods

Officers authorized to grant leave should consider the character and extent of work to be undertaken by the member units at the time when leave periods and overhauling periods coincide in order that the work planned may be accomplished without resorting to curtailment of leave, liberty, and recreation normally given at such times. The accumulation of the maximum leave or loss of accrued leave at the end of the fiscal year is discouraged.

2.A.3.c. While Assigned in CONUS

To avoid the possibility of forfeiting leave or taking leave in remote localities while on duty OCONUS or in remote areas, all personnel should request and be granted leave during tours of duty within the continental United States.

2.A.3.d. Combining Leave and Liberty

Officers authorized to grant leave will not authorize two or more requests for leave that immediately precede and immediately follow a regular liberty period. A member may not be on leave, immediately return to liberty status, then immediately resume leave status. Instead, the whole period of absence is charged as leave.

2.A.3.e. Financial Responsibilities

Officers authorized to grant leave will assure themselves that personnel going on leave, particularly to places of considerable distance from their duty station, not only have sufficient funds to reach the stipulated leave address but also to return to their duty station. Although provisions exist to furnish transportation to personnel on leave requiring assistance, the fact such transportation costs are eventually checked against the accounts of personnel should not be considered as relieving them from all liability to disciplinary action for failure to comply with such orders as the officer granting leave may issue on the subject. (See Article 2.A.16. of this Manual.)

2.A.3.f. Leave Address

Personnel on leave will keep their commanding officers advised of their leave address.

2.A.3.g. Leave Status

Since the number of days service members may be absent and still be entitled to pay is fixed by statute, each member must be informed of their current leave status at the time of each request for leave.

2.A.3.h. Expiration of Leave

Upon expiration of leave, a member will rejoin the vessel or other unit to which attached. If the vessel to which assigned changes location while the person is on leave, the following applies:

- (1) When the member arrives at a port to which directed to return from leave and the vessel is not in port, the member will report immediately to the senior officer present or to the district commander by rapid means and request instructions.
 - (2) If the member was advised of the relocation prior to departure on leave, the member must return to the vessel at their own expense when leave expires.
 - (3) If the member did not know of the vessel's relocation before departure on leave, when directed by competent authority, the member will be transported at government expense as authorized by the Joint Federal Travel Regulations, Vol. 1, U7215.
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2.A.4. Granting and Charging Leave**2.A.4.a. Amount of Leave Granted**

The amount of leave a command may grant depends on the occasion for the leave and the further limitations outlined in Article 2.A.5. of this Manual. With each occasion for leave are instructions on limits on granting each. Senior command may further limit leave.

2.A.4.b. Advance Leave

Commands may grant no more than earned leave plus 30 days advance leave without approval of Commander (CG PSC-PSD-fs). Officers granting leave should caution personnel that advance leave resulting in a minus balance on the date of discharge, first extension of enlistment, or separation from active duty becomes excess leave and is subject to checkage of pay and allowances. In accordance with 10 U.S.C. §701, members who have taken leave in excess of 30 days, who are being discharged or released from active duty for the purpose of accepting an appointment or entering into an enlistment or an extension of an enlistment, may elect to have excess leave of up to 30 days or the maximum number of days of leave that could be earned in the new term of service, whichever is less, carried over to the new term of service. Members will be required, at the time of discharge or release from active duty, to pay for excess leave not authorized to be carried over.

2.A.4.c. Additional Advance Leave

When advance leave has been taken previously and not yet fully earned, additional advance leave may be granted only in such amount as will ensure that the total leave advanced, but not yet earned, does not exceed 30 days, or the total amount of leave that may be earned by the date of discharge, first extension of enlistment, or separation from active duty, whichever is the lesser.

2.A.4.d. Requests to Commander (CG PSC)

Requests for leave in excess of that which can be granted in the field must be submitted via CGMS with recommendation to Commander (CG PSC-EPM) or (CG PSC-OPM) for approval.

2.A.5. Occasion for Leave and Authority to Grant

2.A.5.a. Area Commanders

Only the Commandant grants leave to area commanders. Commanding officers of headquarters units will submit requests for leave as directed by the chief of the headquarters office having technical control over their commands.

2.A.5.b. Regular Leave

Area commanders, district commanders, commanders of logistics/service centers, commanding officers of headquarters units, commanding officers of district units or such officers as they may designate, may grant any amount of regular leave to which officers and enlisted personnel may be entitled, subject to the limitations of Article 2.A.4. of this Manual, and subject to such restrictions as may be imposed by higher authority.

2.A.5.c. Delay En Route

Delay en route, chargeable as leave, is granted in connection with transfers to a new duty station, to and from school, or to and from temporary duty station. Provided reporting dates specified in orders are met, district commanders and commanding officers may grant delay en route chargeable as leave, not to exceed these limitations:

- (1) Officers - 20 days or amount of delay en route specified in orders.
- (2) Enlisted Members - 60 days or amount of delay en route specified in orders. The command from which a person is transferred will inform the member about leave and proceed time. The applicable information in the following sample statements should be included in the orders:

“You are authorized _____ days delay en route to count as follows: _____ days leave, _____ days proceed time, _____ days travel time. Report by _____.”

2.A.5.d. Emergency Leave

Emergency leave, and extensions to it, may be granted to service members for emergencies within their or their spouses' immediate family whenever the circumstances warrant and the operational situation permits, based on the judgment of the officer granting the leave and the desires of the service member. Immediate family means: father, mother, person standing in loco parentis, spouse, children, brother, sister, or only living relative. In loco parentis is defined as a person who stood in place of a parent for the service member 24 hours a day for a period of at least five years before the service member became 21 years old or entered military service. The person must have provided home, food, clothing, medical care, and other necessities, as well as furnished moral and disciplinary guidance and affection. A grandparent or other person normally is not considered to have stood in place of a parent when the parent also lived at the same residence. Neither is a person considered in loco parentis for performing babysitting or providing day care services. Since most family emergencies are highly time-dependent, swift, sensitive action on emergency leave requests is essential. Circumstances that warrant granting emergency leave include:

- (1) Death of a member of the service member's or spouse's immediate family.
- (2) Presence will contribute to the welfare of a dying member of the service member's or spouse's immediate family.
- (3) Serious illness of a member of the service member's or spouse's immediate family resulting in family problems that impose a responsibility on the service member or spouse, which must be met immediately and cannot be accomplished from the duty station or by other means.
- (4) Failure to return home will cause severe or unusual hardship to the service member, their household, or immediate family. Exercise care to ensure an emergency exists and the member's presence can resolve or alleviate the situation. Should a question about the validity of an emergency situation exist, request assistance in determining its validity from the service activity nearest the location of the emergency or an American Red Cross office. However, exercise caution that delays in verifying emergency conditions do not result in the member arriving too late to accomplish the purpose for which the leave is intended. Disciplinary or administrative action, as appropriate, in cases of abuse are more acceptable alternatives. Before granting extended emergency leave involving excess leave, consider the advisability of hardship transfer or discharge. District commanders and commanding officers may grant emergency leave to officers not to exceed 30 days at any one time and to enlisted members not to exceed 60 days at any one time.

2.A.5.e. Home Awaiting Orders Status

A member whom a physical evaluation board (PEB) finds unfit for continued service and who does not need further hospitalization may be ordered to a home awaiting orders

status pending final action on the board's findings, with the approval of Commander (CG PSC-OPM) or (CG PSC-EPM). Use a home awaiting order status only when the member's separation is assured, not in situations when limited duty or sick leave are more appropriate. These procedures apply when assigning a home awaiting orders status to a physical disability evaluatee. The commanding officer will advise the evaluatee of these procedures.

- (1) Any time spent in a home awaiting orders status will be charged against the evaluatee's leave account as long as there is a leave balance.
- (2) Pay in a home awaiting orders status as a result of a disability evaluation will be in accordance with reference (t), Coast Guard Pay Manual, COMDTINST M7220.29 (series).
- (3) While in a home awaiting orders status, evaluatees have the option of residing at one of the following locations to await final orders in connection with retirement, discharge, or release:
 - (a) The vicinity of their current duty station,
 - (b) Their home of record,
 - (c) The place where ordered to active duty, or
 - (d) The place where they accepted initial commission or accepted enlistment.
- (4) In connection with (3) above, evaluatees must report any change of address to their unit.
- (5) Travel, transportation of dependents, and shipment of household goods will comply with Chapter 5 of the Joint Federal Travel Regulations (JFTR), Vol. 1.
- (6) Evaluatees are entitled to a travel allowance to their home of record or other "waiting point" authorized in the orders, and then travel from there to the place of final retirement, discharge, or release in accordance with the JFTR.
- (7) An officer placed in a home awaiting orders status who desires orders to a "waiting point" during the interim period will submit a letter request to Commander (CG PSC-OPM).
- (8) An enlisted member in a home awaiting orders status who desires orders to a "waiting point" during the interim period will submit a letter request to Commander (CG PSC-EPM).
- (9) The evaluatee will notify the cognizant district or commanding officer of a headquarters unit, Commander (CG PSC-BOPS-C-MR), (CG PSC-OPM), or

(CG PSC-EPM) of the date and hour of arrival at a "waiting point" or home. A form for use by the evaluatee stating travel itinerary and arrival at the point of selection will be prepared as follows on a separate sheet and enclosed with the orders:

“Enclosure (1) to orders of (Name of Evaluatee) Dated (Date): Departed (Duty Station) at (Hour), (Date), by: (Transportation Mode: Private Auto, Rail, Commercial Air, etc.). Arrived (Home of Record or Other Place Selected) at (Hour), (Date).”

(Evaluatee’s Signature)”

- (10) Before leaving the current duty station, those parts of the separation or release process, including applicable portions of Certificate of Release or Discharge from Active Duty, DD Form 214, requiring the presence of the evaluatee will be completed so final retirement, discharge, or release action can be accomplished by mail, when later directed.

2.A.5.f. Sick Leave

- (1) Sick leave is granted for illness, injury, and convalescence. In all cases, sick leave that exceeds two days will be reported in accordance with reference (c), Personnel and Pay Procedures Manual, PPCINST M1000.2 (series). Sick leave, not to exceed a cumulative total of 30 days (except as authorized in Article 2.A.5.g. of this Manual) for any one illness or injury, may be granted by district commanders and commanding officers without approval of the Commandant under the following conditions:
- (a) To personnel who have been under medical treatment and whose physical condition precludes a return to duty, but does not necessitate further active treatment, and for whom a period of sick leave has been recommended by a medical officer of one of the Uniformed Services, or in the absence of such officers, by a practicing physician. To personnel who have been excused from duty for treatment, or medically directed self-treatment, in home, barracks, or other non-hospital facilities (hotel, motel, occupying beds in dispensaries, etc.), when such absence is accounted for by a certificate from a medical officer of the Uniformed Services, or in the absence of such officers, by a certificate from a practicing physician showing that the person has been unable to perform duty.
- (b) Upon recommendation of a medical board or a physical evaluation board.
- (2) When a hospital used by a member of the Coast Guard is located some distance from the district office, the district commander may designate a command, so located as to be more appropriate, to take action in granting sick leave.
- (3) Requests to Commander (CG PSC-OPM), (CG PSC-EPM), or (CG PSC-RPM) for approval of sick leave beyond the limits mentioned above will be via Coast Guard memorandum and will include full justification by competent medical authority as to

why additional sick leave is needed. Requests will include the following information:

- (a) Name, rate or grade, and employee ID number.
 - (b) Duty station where member will be assigned if sick leave is not granted.
 - (c) Date last fit for duty. In traumatic injury cases, indicate date of injury.
 - (d) Diagnosis. Use only ICD-9 code. Do not use plain language.
 - (e) Medical or surgical treatment received including dates (briefly in six words or less). Do not describe the specific treatment beyond such descriptions as physical therapy, general surgery, outpatient surgery, etc.
 - (f) Present medical care status (inpatient, outpatient, or discharged).
 - (g) Prognosis for return to duty, include date.
 - (h) Possibility of convening medical board and date.
 - (i) Amount of sick leave utilized to date.
 - (j) Amount of additional sick leave requested.
 - (k) Provide medical reason why member cannot perform light desk work duties, full or part time.
 - (l) Medical point of contact (name and phone number).
- (4) Do not grant sick leave to personnel awaiting administrative processing for discharge who have been evaluated by medical authorities as unsuitable for further service by reason of a character and behavior disorder. Refer exceptional cases to Commander (CG PSC-OPM) or (CG PSC-EPM) with full documentation.

2.A.5.g. Maternity Leave

District commanders and commanding officers may grant maternity leave without the Commandant's approval for prenatal periods up to a cumulative total of 30 days. A medical officer or practicing physician will certify all periods of prenatal leave as necessary. In addition, postnatal leave of 42 days will be granted without referral to Commandant. Members on postnatal leave may, with their physician's concurrence, terminate their leave status sooner. Forward requests for approval of prenatal and postnatal sick leave beyond these limits to Commander (CG PSC-EPM) or (CG PSC-OPM) as prescribed in Article 2.A.5.f. of this Manual.

2.A.5.h. Elective Medical Care

- (1) When an active duty member pursues elective medical care (i.e., care not required to maintain fitness for duty) from either a civilian or military provider, the command must make a personnel decision regarding use of regular duty time for both treatment and, if needed, convalescent absence. Sick leave is not normally appropriate for elective surgeries and although the command may authorize an administrative absence (i.e., time to attend a doctor's appointment), the member is not entitled to this. Elective care should normally be obtained on the member's own time, which may include the use of regular leave for convalescence. The member must fund elective care obtained from a non-federal provider, except as authorized by reference (d), Coast Guard Medical Manual, COMDTINST M6000.1 (series). Follow-up care from a non-federal provider due to complications must also be funded by the member, even if the follow-up procedures are NOT elective, and even if the original elective care was rendered at a federal facility.
- (2) When requesting command approval of leave associated with elective care, members are not required to state the procedure being done or provide specific details. They must, however, provide an estimate of the time period required for the care and subsequent rehabilitation and the extent to which fitness for duty will be effected (e.g., will require crutches for 10 days).
- (3) Because any medical condition, procedure or treatment, could possibly lead to complications and subsequent action by the physical disability evaluation system, and to protect the interests of both the service member and the Coast Guard, the command is responsible to ensure the member provides a letter to the command in which the member states and accepts the following:
 - (a) Action to be taken by the command regarding the granting of administrative absence (e.g., regular leave or sick leave),
 - (b) That the service member was instructed regarding the provisions of this section, and
 - (c) That the service member must, upon completion of the procedures and any follow ups, obtain copies of all treatment records from the provider for inclusion into the health record (e.g., initial evaluation, treatment plan, operative report, lab reports, follow-up care).

2.A.5.i. Adoption Leave

- (1) Members adopting a child in a qualifying adoption are authorized 21 days of non-chargeable leave in a calendar year to be used in connection with the adoption. To qualify for adoption leave, the member must be eligible for reimbursement of qualified adoption expenses outlined in reference (v), Reimbursement of Adoption Expenses, COMDTINST 1754.9 (series).

- (2) Qualifying adoptions may include an adoption by a single person, an infant adoption, an inter-country adoption, and an adoption of a child with special needs.
 - (3) Commanding officers are authorized to grant 21 days non-chargeable leave. Adoption leave may be granted in conjunction with regular leave. In the case of a dual military couple only one member will be allowed adoption leave.
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2.A.6. Leave in Connection with Temporary Duty

2.A.6.a. Delay En route

At their discretion the commanding officer may grant delay, to count as leave, in connection with temporary duty, including courses of instruction, in any amount of leave to which officers and enlisted personnel may be entitled, subject to the limitations of Article 2.A.4. of this Manual and such restrictions as higher authority may impose.

2.A.6.b. Careful Screening of Leave Requests

Commanding officers will carefully screen each request for leave to ensure that temporary duty orders are not being requested as a means to defray transportation expenses to and from place of leave. Leave will be approved only when it is clearly indicated that the temporary duty is essential and no additional cost to the government is involved. If approved, the leave will be incorporated in the orders or by endorsement thereof.

2.A.7. Emergency Leave Transportation

2.A.7.a. Statutory Authority

Member's Status	Relevant JFTR Paragraph
Member Serving on Permanent Duty OCONUS	U7205-B1a
Command-Sponsored Dependents Residing OCONUS	U7205-B2a
Member Serving on Permanent Duty in CONUS with Domicile OCONUS	U7205-B1c
Dependents Residing in CONUS	U7205-B2c
Member Performing Temporary Duty or Assigned to a Ship Away from Homeport	U7206

2.A.7.b. Alternate Locations

Requests for travel to an alternate location OCONUS under JFTR, para. U7205-C1b(3) will be submitted to Commandant (CG-1332) for approval.

2.A.7.c. Using Government and/or Commercial Transport

A member may use commercial transportation only when space-available government transportation is not reasonably available to them and/or their dependents or if it does not satisfy the emergency circumstance. Transportation at government expense is authorized on a space-available basis on military-owned or controlled or commercial transportation subject to the JFTR paragraphs cited above. This policy does not preclude using government aircraft or vessels for which there is no charge.

2.A.7.d. Funding for Emergency Leave Travel Requests

The Coast Guard assumes the cost of emergency leave travel, as authorized above, whenever any of the conditions specified in Article 2.A.5.d. of this Manual exist. District commanders, commanders of logistics/service centers, and commanding officers of headquarters units will provide emergency leave travel funding for members whose emergency leave has been approved under Article 2.A.5.d. of this Manual and will issue document IDs (TONOs) and accounting data for members of their command and eligible dependents. The provisions of this Article and the appropriate JFTR paragraphs must be strictly adhered to when approving emergency leave travel requests.

2.A.8. Leave Involving Travel OCONUS**2.A.8.a. Other than Emergency Leave**

Except for emergency leave involving travel outside the contiguous 48 states, leave commences upon departure from and terminates upon return to the duty station in accordance with Article 2.A.12. of this Manual.

2.A.8.b. Emergency Leave

Emergency leave so granted will be subject to the following conditions in computing leave:

- (1) Emergency leave to visit continental United States will commence on date of departing from the port (or aerial port) of debarkation in continental United States for leave destination. (See Article 2.A.7. of this Manual.)
- (2) Personnel on emergency leave will be considered as returned to a duty status upon reporting at a port (or aerial port) of embarkation in continental United States for return to duty outside continental United States. (See Article 2.A.7. of this Manual.)
- (3) Emergency leave to visit at a place other than in the continental United States will commence upon the member's departure from the port (or aerial port) of debarkation in the area of the emergency and will terminate upon return to such port or other designated station.

- (4) Leave will be charged for any travel performed in continental United States.
 - (5) The actual period to be charged as leave will be determined by "in" and "out" endorsements on leave authorization or travel orders.
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2.A.9. Christmas and New Year's Leave for Training

2.A.9.a. General

A consistent policy for suspending regular instruction during the holidays facilitates the long range planning of training cycles. The Christmas and New Year holidays slow down recruiting and create an appropriate period for reduction of training activities and granting of leave to training staffs.

2.A.9.b. Holiday Period

The 16-day period commencing 1630 the Friday before Christmas and ending at 0745 the Monday following New Year's Day is established as the annual holiday period for all Coast Guard training centers. Commanding officers may extend, advance, or retard this schedule by two days, as may be necessary to ensure safe and convenient travel for personnel on leave. In addition, commanding officers will schedule modified or supplementary training programs so that personnel not taking leave may be gainfully employed.

2.A.10. Administrative Absences

2.A.10.a. When Authorized

Administrative absence is a period of authorized absence, not chargeable as leave to:

- (1) Attend or participate in activities of a semi-official nature that benefit the Coast Guard,
- (2) Search for a residence at the new duty station when in receipt of PCS orders,
- (3) Allow members to return to their old duty stations to move their families to their new duty stations when PCS orders were issued and executed on short notice (fewer than 60 days),
- (4) Allow retiring and involuntarily separated members time to participate in pre-separation job search and house hunting activities prior to separation, or
- (5) To allow rest and recuperation from duty in the most austere and dangerous combat environments. See Article 2.A.10.b.(13) of this Manual for further guidance.

2.A.10.b. Authorized Activities

Care must be taken to ensure that the absence contemplated falls clearly within the criteria provided. If it does not, the absence will be handled under normal leave and liberty procedures. Administrative absences may be authorized for the following purposes.

- (1) Technical, Scientific, or Educational Meetings. Attendance at professionally sponsored technical, scientific or educational meetings, when the meeting bears a direct relationship to the Coast Guard's primary duties or the member's professional background. Also included are service related professional organizations (e.g., NNOA, ANSO, WOPA). Attendance should clearly enhance the member's value to the service.
- (2) Coast Guard Credit Union. Attendance of a member of the board of directors of a Coast Guard credit union at meetings of associations, leagues, or councils formed by Coast Guard credit unions, which has a purpose directly relating to the Coast Guard Credit Union Program.
- (3) Inter/Intra Service Sporting Events. Participation in inter- or intra-service sporting events. Participation includes providing essential support services.
- (4) U.S. Olympics. Participation in U.S. Olympic or other national or internationally sanctioned athletic competitions or tryouts.
- (5) Official Programs. Participation in other official or semi-official programs of the Coast Guard for which TDY is not appropriate. The programs will enhance the member's value to the Coast Guard, or understanding of the Coast Guard.
- (6) Youth Activities. Participation in non-sectarian national youth organization activities.
- (7) Positive Impact. Participation in events, activities, or gatherings, which have been approved by local commands because of the potential positive impact on the Coast Guard within the local community.
- (8) Relocation and Familiarization. Members in receipt of PCS orders are authorized up to ten consecutive days of administrative absence to travel to the area of their new duty station for house hunting and familiarization. The ten days may be extended by combining with weekends, holidays, leave, liberty, or TDY. Commanding officers will carefully screen requests for TDY to ensure these orders are not being used as a means to defray transportation expenses to and from the place of permissive travel. (Note: This should not be confused with operational familiarization travel, which is a member's travel to the new permanent duty station when the receiving command has an operational need for that member. TDY travel is appropriate for this type of travel). To avoid any perception of abuse, combining funded operational

familiarization with no cost relocation or familiarization travel is not authorized. While the purpose of this administrative absence is to travel to the new duty station, there are limited circumstances when it may be appropriate for the new duty station to grant up to ten consecutive days absence after reporting. Those circumstances are when the member:

- (a) Was unable to execute permissive orders under this section due to distance, cost, absence on temporary duty, or family relocation problems, and
 - (b) Will not be authorized government-owned or leased housing at the new station.
- (9) Family Relocation. If a member is issued and must execute PCS orders on short notice (less than 60 days), commanding officers may authorize up to ten consecutive days absence to allow the member to return to their old duty stations to relocate their families to their new duty stations. The ten consecutive day absence may be extended under the same conditions as Article 2.A.10.b.(8) of this Manual. Any members transferred PCS under this condition are entitled to ten days administrative absence even if they are authorized government-owned or -leased housing at the new duty station.
- (10) Hometown Recruiting Program. The Hometown Recruiting Program allows graduates of recruit training, "A" School, the Coast Guard Academy, and Officer Candidate School an opportunity to return to their recruiting offices before reporting to or while serving at their first duty station for a period of up to 30 days. Their task is to relate recruit training, "A" School, Academy, and officer training experience to prospects and applicants in the recruiting office or during school visits, career fairs, and public displays. Participating in the Hometown Recruiting Program depends on recruiting needs, the impact on the graduate's career, and affect on the new duty station. The recruiting office must request the graduate before permissive orders will be granted. Based on recruiting needs, these officers may authorize up to 30 days of permissive orders to participate in the Hometown Recruiting Program:
- (a) Commanding Officer, Training Center Cape May for those who have successfully completed recruit training.
 - (b) The commanding officer of the cognizant training command for those who have successfully completed "A" School training.
- (11) Birth of a Child. Single members on active duty are authorized five days to attend to associated family needs immediately following the birth of a child. Female members may not combine this with maternity leave.
- (12) In Conjunction with Retirement. Retiring members and members separated involuntarily may be authorized up to 20 days (if separated in CONUS), or 30 days (if separated OCONUS), of administrative absence to conduct pre-separation job search and house hunting/relocation activities prior to the effective date of

separation. The administrative absence can be taken in consecutive days, including weekends and holidays; in increments, not to exceed the authorized total based on the location of their last duty station. This absence may not be combined with regular leave, liberty, or other administrative type absences (RDO) to extend the authorized period. The absence may be taken in conjunction with terminal leave en route to home only if the member will not return to their last permanent duty station. This includes leave en route to a retirement processing point. See Article 1.C.1.f. of reference (b), Military Separations, COMDTINST M1000.4 (series), for further guidance on administrative absence in conjunction with retirement.

Note: Members serving on a retired recall status are not entitled to this administrative absence unless they commenced their retired period immediately following retirement and have never taken this period of absence before.

(13) Non-Chargeable Rest and Recuperation. In alignment with the DoD Non-Chargeable Rest and Recuperation Leave Program, effective 5 October 2010, up to 15 consecutive days of non-chargeable rest and recuperation leave (NCRR) is authorized for members assigned or deployed to land areas designated by DoD and United States Central Command (USCENTCOM) to allow time for rest and recuperation from the most austere and dangerous combat environments. These areas will be announced annually via ALCOAST. Government-owned or government-procured transportation on a space-required basis is authorized for use in conjunction with NCRR leave.

(a) To be eligible, members must be:

[1] Assigned or deployed to a land area on a 12-month deployment, and

[2] Projected to serve 270 days or more in country.

(b) The following restrictions apply:

[1] NCRR cannot be used at the end of the assignment/deployments; regular leave must be used at that time, and

[2] NCRR is not retroactive to assignments served prior to 5 October 2010.

(14) Post Deployment Mobilization Respite Absence (PDMRA). PDMRA is a period of absence not chargeable as leave that compensates active duty members who are deployed and reserve members who are mobilized to areas designated by Article 2.A.10.b.(14)(b) beyond the thresholds established in Article 2.A.10.b.(14)(a).

(a) Eligibility for PDMRA is based on attaining the following frequency thresholds:

[1] Active duty members deployed in excess of 12 months during the most recent

36-month period.

[2] Reserve members mobilized in excess of 12 months during the most recent 72-month period.

(b) The number of PDMRA days awarded to both active and reserve members are:

[1] Two days of administrative absence per month when the deployment/mobilization threshold established in Article 2.A.10.b.(14)(a) is exceeded and:

[a] The active duty member is deployed to Iraq or Afghanistan or is deployed to a combat zone tax exclusion (CZTE) area designated by the secretary concerned as a two day per month PDRMA accrual location, or

[b] The reserve member is mobilized to Iraq or Afghanistan pursuant to 10 U.S.C. section 12301(a), 12302, or 12304 or 12301(d) when designated by the secretary concerned.

[2] One day of administrative absence per month in when the deployment/mobilization threshold established in Article 2.A.10.b.(14)(a) is exceeded and:

[a] The active duty member is deployed to a CZTE designated by the secretary concerned as a one day PDMRA accrual location, or

[b] The reserve member is mobilized outside of the United States pursuant to 10 U.S.C. sections 12301(a), 12302, 12304 or 12301(d), when designated by the secretary concerned, or in a DoD designated CZTE approved for one day per month PDMRA accrual.

(c) Service members, at a minimum, must meet PDMRA eligibility criteria in Article 2.A.10.b.(14)(a) and 2.A.10.b.(14)(b) for 30 consecutive days in order to begin accruing PDMRA days. Upon meeting the 30 day consecutive day requirement, PDMRA is accrued as follows:

[1] The active duty member accrues PDMRA beginning the day of the member's arrival at the deployed location through departure from that location.

[2] The reserve member accrues PDMRA beginning the day the member is mobilized through the date the mobilization is terminated.

(d) Additional guidelines for the accrual and use of PDMRA are as follows:

[1] PDMRA may be used in combination with or in lieu of chargeable annual leave however, it cannot be used in combination with NCRR leave to extend

the rest and recuperation leave beyond the authorized 15 days.

- [2] For active duty members, PDMRA not used within 12 months of returning from deployment or during PCS travel are lost. PDMRA days cannot be retained and carried to the new PDS for later use.
- [3] Reserve members must be on active duty during the days they take their earned PDMRA days. The order issuing authority may extend the mobilization of orders, within statutory limitations, to allow these members to utilize PDMRA days accrued during the mobilization. PDMRA days will not be accrued during the time the mobilization is extended for this purpose.
- [4] Reserve members who transition from involuntary orders under the authority of 10 U.S.C. §12302 to voluntary orders in support of a named contingency under the authority of 10 U.S.C. §12301 (d) may carry their earned PDRMA to that set of orders. They may not, however, carry their earned PDRMA to non-contingency orders.
- [5] Reserve members who are also federal, state, or local government civilian employees garner further restriction on the use of PDMRA. See Leave and Liberty Policy and Procedures, DoDI 1327.06, for further guidance.
- [6] PDMRA does not have a cash value. If not utilized, there is no cash out option available similar to that provided for unused annual leave on separation from the service.

2.A.10.c. Unauthorized Travel

- (1) Permissive travel for relocation or familiarization as authorized in Article 2.A.10.b.(8) of this Manual will not be authorized in the following circumstances:
 - (a) New accessions to active duty,
 - (b) Members being discharged or released from active duty,
 - (c) Members retiring,
 - (d) Members receiving PCS orders to continue medical treatment, or
 - (e) Members transferred within a local area.
- (2) Permissive travel for family relocation is not authorized in these circumstances:
 - (a) New accessions to active duty,
 - (b) Members receiving PCS orders to continue medical treatment,

- (c) Members receiving PCS orders to a resident training school, or
- (d) Members transferred within a local area.

2.A.10.d. Prior to Isolated Duty

Permissive orders may also be granted to members prior to their assignment to isolated duty under the same criteria provided in Article 2.A.10.b. of this Manual. Such orders are contingent on the member's desire to relocate dependents closer to family and/or to seek a more appropriate geographical location for them.

2.A.10.e. Authority to Issue Orders

Authority to issue permissive orders for administrative absences is contained in Article 1.A.8. of this Manual. Permissive orders will be reported in accordance with reference (c), Personnel and Pay Procedures Manual, PPCINST M1000.2 (series).

2.A.11. Entitlement

2.A.11.a. Exceptions

Each member serving in the Coast Guard on active duty, or active duty for training with pay for 30 consecutive days or more, will be entitled to leave at the rate of 2 1/2 calendar days for each month of active duty (see Article 2.A.19. of this Manual for entitlement for fractions of a month), except for the following:

- (1) Periods of unauthorized absence of more than one day,
- (2) Periods of confinement of more than one day under sentence of court-martial that has become final,
- (3) Periods of confinement of more than one day while awaiting trial by court-martial and disposition of the case, and conviction has become final,
- (4) Periods of absence of more than one day caused by intemperate use of drugs or alcoholic liquor, or by disease or injury resulting from own misconduct, and
- (5) Periods of excess leave or leave without pay.

2.A.11.b. Deductions

Periods listed in Article 2.A.11.a. of this Manual are deducted from active service on a day-for-day basis.

2.A.12. Day of Departure, Day of Return

2.A.12.a. Commencement of Leave

Leave-granting authorities will not normally authorize the commencement of annual leave prior to the expiration of the member's working hours on a day of duty. The day of departure from the duty station is a day of duty not chargeable to leave. If no duties are scheduled for that day (e.g., regular day off), leave may commence anytime during the day. The day of return from leave will be counted as a day of leave, except when such return is made at or before 0900, in which case the day of return will be counted as a day of duty. These instructions apply only in cases where personnel are granted leave not involving a change of station or emergency leave.

2.A.12.b. Examples

These three examples are set forth to aid in determining the commencement of leave:

Example No. 1

Member works Monday through Friday, 0800 to 1630. The member wants to commence leave at 1630 on Thursday. Having worked that day, the member may be authorized leave at 1630 Thursday. Thursday is a day of duty, and Friday is the first day of chargeable leave.

Example No. 2

Member works Monday through Friday, 0800 to 1630. The member wants to commence leave at 1200 on Tuesday. The member cannot be authorized to commence leave at 1200 because it is before 1630, when their working hours expire. Leave is authorized either: (1) at 1630 on Tuesday or (2) at 1630 on Monday. In case (1), Tuesday is a day of duty since member worked until 1630. In case (2), Tuesday is a day of leave, provided member commences leave Monday between 1630 and 2400. Special liberty cannot be granted at 1200 to allow the member to combine special liberty and leave.

Example No. 3

Member works Monday through Friday, 0800 to 1630. The member wants to commence leave 0001 Sunday. Member can be authorized to commence leave at 0001 Sunday. If telephone check-out is authorized, member is in regular liberty status until leave commences. Sunday is counted as a day of duty and Monday is the first day of leave.

2.A.12.c. Equivalent Schedules

For members on shift work and afloat units, equivalent schedules should be arranged, though the days of the week may vary.

2.A.13. Hospitalization While on Leave

Personnel hospitalized while on leave will be regarded as sick in the hospital as of the day of entry in the hospital and will revert to leave status for the unexpired portion of authorized leave upon release from the hospital unless otherwise directed. Day of entry into and departure from hospital will not be charged as days of leave. No charge against the leave account will be made for the period of hospitalization. Commanding officers should be advised upon entry into a hospital and instructions requested. Proof of hospitalization must be provided upon return from leave. When a member is unable to return to their station at the expiration of leave due to sickness, the member will notify their commanding officer as soon as possible, but not later than the expiration of leave. Upon return, the member will submit to their commanding officer a statement regarding their physical condition from a medical officer or civilian physician.

2.A.14. Orders to Temporary Duty While on Leave

2.A.14.a. Endorsement of Orders

Personnel ordered to temporary duty while on leave and ordered to resume leave status upon completion of such duty enter into a duty status upon departing from their leave address in compliance with such orders. On completing such temporary duty, personnel so ordered will, unless otherwise directed in the order, revert to leave status upon arrival at their leave address for the unexpired portion of the leave previously granted. A charge against leave will not be made for the period of such duty, including the time required to travel to and from the leave address in the execution of such duty via the orders. Personnel so ordered will endorse on their orders the date and hour of departure from and return from and return to their leave address.

2.A.14.b. Recall to Duty

When a member is on authorized leave and it becomes necessary to recall them to duty for reasons of military necessity, the period of absence will not be charged to the leave account when the period between departure on leave and the member's receipt of the recall is 72 hours or less. The remaining time of absence is to be considered travel time unless it is clearly excessive in the circumstances. Then, the entire absence will be charged as leave. In circumstances where the member will be entitled to travel reimbursement, orders authorizing travel should be issued.

2.A.15. Limitations On Earned Leave

2.A.15.a. Maximum Number of Days

Earned leave may exceed 60 days during a fiscal year but must be reduced to 60 days on the first day of the next fiscal year except as outlined in Article 2.A.15.b. of this Manual. The amount so reduced is irrevocably lost without compensation. (See Article 2.A.1. of

this Manual.)

2.A.15.b. Authority to Carry Over Leave in Excess of 60 Days

As prescribed under Title 10 U.S.C. §701, members who meet the criteria below may be authorized to accumulate leave in the amounts specified:

- (1) Members serving in a Hostile Fire/Imminent Danger Area: Personnel who serve on active duty for at least 120 days continuously in an area where they are entitled to special pay for duty subject to hostile fire/imminent danger may accumulate up to 120 days leave at the rate of 2 1/2 days per month for each month of service.
- (2) Members Serving Aboard Ship or Aircraft: Personnel serving aboard any ship, mobile unit, or aircraft that deploys and operates away from its homeport or homebase for more than 60 consecutive days may accrue leave in excess of 60 days to a maximum of 120 days. This provision does not apply to units undergoing maintenance or repair at a shipyard or drydock facility. Personnel serving less than 60 consecutive days on an eligible unit are not entitled to carry over leave in excess of 60 days. Personnel who will not lose leave at the end of the fiscal year are not affected by this entitlement regardless of the number of days served away from homeport or homebase on a ship or aircraft.
- (3) On or After 29 Aug 2005: Personnel performing duties designated by the Secretary of Homeland Security as qualifying duty for purposes of this subsection may accrue leave in excess of 60 days to a maximum of 120 days.
- (4) Other Duty: Personnel serving on other prescribed duty for a continuous period of 60 days or more during a fiscal year may also qualify for accrued leave. The situation preventing the member assigned to this duty from using leave must have been caused by unscheduled operational commitment, national emergency or crisis, or operations in defense of national security. This duty must preclude the member from taking leave to reduce their leave balance to 60 days prior to the end of the fiscal year.
- (5) Contingency Operation: Personnel on active duty in a duty assignment in support of a designated contingency operation during a fiscal year may accrue leave in excess of 60 days to a maximum established based on the nature and determination of contingency operations.

2.A.15.c. Using Accrued Leave

- (1) Special leave accrual is creditable in the fiscal year in which the required continuous period of duty is reached. The qualifying duty need not have commenced in the same fiscal year.
- (2) Leave accrued in excess of 60 days, as discussed in Article 2.A.15.b.(1) through 2.A.15.b.(3) of this Manual, is lost if not used before the end of the third fiscal year

following the fiscal year in which the qualifying duty is terminated. Leave accrued in excess of 60 days, as discussed in Article 2.A.15.b.(4) of this Manual, is lost if not used before the end of the second fiscal year following the fiscal year in which the qualifying duty is terminated.

- (3) No reduction in leave accrued in excess of 60 days will be made until all regularly accrued leave for the fiscal year is used (i.e., carryover leave will not be used unless/until the full 30 days of leave accruing in any given fiscal year is used).
- (4) The following example illustrates how carryover leave is treated in cases where a member is authorized carryover leave in multiple fiscal years:

Assume a member had a leave balance of 75 days on 30 September 2011 and was authorized to carryover 75 days leave on 1 October 2011. The member then had a leave balance of 85 days on 30 September 2012, and was authorized to carryover 85 days leave on 1 October 2012. The member then had a leave balance of 90 days on 30 September 2013, and was authorized to carryover 90 days leave on 1 October 2003. This member’s authorized leave balances each 1 October are as follows:

Date	Authorized Leave Balance
1 October 2011	75 days
1 October 2012	85 days
1 October 2013	90 days
1 October 2014	75 days (member loses 15 days carried forward on 1 October 2011)
1 October 2015	65 days (member loses the 10 additional days carried forward on 1 October 2012)
1 October 2016	60 days (member loses 5 additional days carried forward on 1 October 2013)

- (5) Monetary compensation of accrued leave in excess of 60 days is typically not authorized. 37 U.S.C. § 501 limits the number of days of leave a member may sell to 60 days regardless of breaks in service or transfers between the services. However, an enlisted member who would lose accumulated leave in excess of 120 days who meet the criteria of Article 2.A.15.b.(1) through 2.A.15.b.(3) of this Manual may elect to sell any leave in excess so accumulated for up to 30 days of such leave. A member may make an election under this Article only once in their career.
- (6) Effective on or after 8 November 2011, a member of a reserve component who accumulates leave during a period of active duty service may carry over any leave so accumulated to the member’s next period of active duty service not to exceed authorized carryover limitations. Reservists may later use the accrued annual leave balance when on active duty for periods of 30 days or greater, subject to commanding officer approval and in consideration of the needs of the service. Members electing to carry over accrued leave should refer to Article 2.A.20.a. of this Manual regarding the limitations on lump sum leave payments.

2.A.16. Absence Without Leave**2.A.16.a. General**

- (1) In general, a member who absents himself or herself or remains absent through their own fault and without authority from the place where required to be at a prescribed time, is absent without leave.
- (2) Where an absence was avoidable, but the commanding officer, in their discretion, decides not to take disciplinary action against the absentee, the absence is neither excused nor excusable, and must be carried on all personnel records as an unauthorized absence. If mast was held, the mast action should be recorded as "charge dismissed" rather than "excused."
- (3) Personnel absent without proper authority in excess of 24 hours will forfeit leave credit for each day or part of day absent unless such absence is excused as unavoidable in accordance with Article 2.A.16.b. below. When absence is not excused, leave will not be charged; however, time lost will be charged as deductible time.
- (4) A member of the Coast Guard cannot avoid absence without leave by reporting to another military unit prior to the expiration of their leave because there can be no exercise of military control sufficient to avert unauthorized absence when a member is still accountable to their parent organization. However, a moment after leave has terminated the member can report to another military unit disclosing their identity and status, and, if military control is exercised, the status of unauthorized absence will be terminated. A member who reports immediately after the absence status begins can limit the maximum punishment imposable for unauthorized absence to one day.

2.A.16.b. Absence Excused as Unavoidable

- (1) If, in the judgment of Commander (CG PSC-PSD-fs) in the case of an officer, or the commanding officer in the case of an enlisted member, an absence was unavoidable, it will be ruled that the absence is excused. An excused absence ceases to be unauthorized absence and will be charged as leave. A determination that absence was unavoidable must be based on reason; an unreasonable determination is subject to reversal by the Commandant. A member who is unable to return to their duty station for causes beyond their control will immediately advise their commanding officer of the circumstances.
- (2) Absences over leave or liberty caused by mental incapacity, detention by civilian authorities, or early departure of a mobile unit due to operational commitments, whether determined to be avoidable or excused as unavoidable, will not be charged as leave, regardless of duration. Absences caused by mental incapacity, if excused as unavoidable, will be considered as time served. If not excused as unavoidable, absences caused by mental incapacity will be considered as lost time. Absence due to

detention by civilian authorities will be considered as lost time if not excused as unavoidable. Rules for determining whether absence is unavoidable are contained in reference (t), Coast Guard Pay Manual, COMDTINST, M7220.29 (series). Absence due to early departure of a mobile unit because of operational commitments will be considered as time served provided the member reports to a Coast Guard command. Certain other unusual circumstances may occur resulting in a member being absent from their duty station. If an exception is considered appropriate by the commanding officer, details of such cases should be forwarded to Commander (CG PSC-PSD-fs) for determination.

2.A.17. Release by Civil Authorities on Bail or Otherwise

2.A.17.a. Granting Leave

When a member of the Coast Guard is arrested by federal, state, or local civil authorities and returns, on bail or otherwise, to the unit to which attached, the responsible officer may grant the member leave of absence to appear for trial on the date set. Leave granted will only be for the period of the trial. If the trial results in conviction any further detention by civil authorities is considered to be "civil arrest" and as such is deductible time under the provisions of reference (t), Coast Guard Pay Manual, COMDTINST M7220.29 (series). This includes periods of confinement executed during periods that would normally be considered liberty time for the member. The requirements of reference (r), Military Justice Manual, COMDTINST M5810.1 (series), will be complied with.

2.A.17.b. Confinement by Civil Authorities

Under no conditions will a member be granted leave to cover a period of confinement by civil authorities.

2.A.18. Administrative Status of Persons Subpoenaed or Otherwise Served with Process

2.A.18.a. When Serving in an Official Capacity

Whenever process is served on a member, by any method, in a matter that involves the United States or the member in their official capacity, the cognizant legal officer will be immediately notified. If compliance with any legal process, whether addressed to the member in his official capacity or as a private person, will significantly interfere with the functioning of the command, it must be brought to the attention of the cognizant legal officer immediately. Refer to Article 18-B of reference (w), Coast Guard Claims and Litigation Manual, COMDTINST M5890.9 (series).

2.A.18.b. Member Testifying

A member testifying (other than as the defendant) in any proceeding in which the United States is a party, including federal criminal prosecutions, does so in an official duty status. If the appearance in such a proceeding requires travel, the member will be provided with TDY orders, funded in accordance with Chapter 18 of reference (w), Coast Guard Claims and Litigation Manual, COMDTINST M5890.9 (series).

2.A.18.c. United States or Member Not Involved as a Party

Whenever a member testifies in a state criminal prosecution, or in any civil proceeding not involving the United States or the member as a party, but in which the substance of the member's testimony is expected to concern knowledge of facts acquired by the member in the performance of official duties, the member is considered to be acting in an official duty status. This policy applies when the member has been validly subpoenaed or, in the absence of a valid subpoena, when the cognizant legal officer had determined that the member's appearance will be in the best interest of the United States.

- (1) Although, in either circumstance, the member is considered to be acting within the scope of their Coast Guard employment while responding to such a request, funding for any necessary travel costs should be provided in advance by the party seeking the testimony. When the cognizant legal officer determines that there is insufficient time to allow coordination of direct advance funding by the requesting party, funding may be provided by the government. The legal officer will subsequently seek reimbursement to the government from the party soliciting the member's testimony.
- (2) No matter how travel funding is coordinated, the member will be provided with TDY orders, issued and funded by the same command that would issue orders if the U.S. were a party. Refer to Chapter 18 of reference (w), Coast Guard Claims and Litigation Manual, COMDTINST M5890.9. Any travel claim submitted by the member pursuant to such orders will clearly indicate in the remarks that all costs should be paid by the party seeking the testimony, and will reflect any and all expenses previously paid directly or reimbursed to the member by that party.

2.A.18.d. Regular Leave

If a member is served with a valid subpoena to testify in a civil proceeding about knowledge not gained in performing official duties or is required to appear as a party to such a civil proceeding, the member will be granted regular leave for this purpose, unless the legal officer has obtained leave of court or quashed the subpoena on the member's behalf because of interference with operational requirements.

2.A.18.e. Leave for Testimony Not Under Compulsion of Any Valid Legal Process

A member may be granted regular leave, if they desire to testify in any proceeding not described in the preceding paragraphs, even though not under compulsion of any valid

legal process.

2.A.18.f. Title 6, Code of Federal Regulations

The attention of members intending to testify in any proceeding should be directed to the regulations governing Department of Homeland Security employees, at Title 6, Code of Federal Regulations, Part 5.

2.A.19. Computing and Verifying Leave

2.A.19.a. Times When Computed

Leave to which a member is entitled in accordance with Article 2.A.11. of this Manual will be computed on each of the following occasions:

- (1) At the end of each month to determine the amount of leave to be credited to the leave account. It is the responsibility of the Pay and Personnel Center to credit leave increments to leave and earning statements.
- (2) At the time a member requests leave, to determine whether the amount of leave requested will result in excess leave.
- (3) At the time of separation from active duty (other than active duty or active duty for training for a period of less than 30 consecutive days) including separation for the purpose of continuing on active duty in a different status, upon first extension of enlistment, or when the personnel data record is closed out by reason of death or desertion.

2.A.19.b. Method of Computing

Effective 1 February 1980, leave is credited at the rate of 2 1/2 days for each full calendar month on active service and as outlined below for fractional parts of a calendar month served.

- (1) Intermediate Date to End of Month. This table shows the leave earned from the date of enlistment, first extension of enlistment, reenlistment or entry on active duty to the end of the same month.

Date of Month Entered on Active Duty, 31-Day Month	
1-7	2.5 days
8-13	2.0 days
14-19	1.5 days
20-25	1.0 days
26-31	0.5 days

Date of Month Entered on Active Duty, 30-Day Month, Including February	
1-6	2.5 days
7-12	2.0 days
13-18	1.5 days
19-24	1.0 days
25-30	0.5 days

- (2) Beginning of Month to Separation Date. This table shows the leave earned from beginning of month to date of separation.

Date of Month of Separation	
1-6	0.5 days
7-12	1.0 days
13-18	1.5 days
19-24	2.0 days
25-31	2.5 days

- (3) Deduction for Lost Time. When a member has lost time for any reason shown in Article 2.A.11. of this Manual, the amount of leave otherwise creditable, in accordance with the tables in Articles 2.A.19.b.(1) and 2.A.19.b.(2) of this Manual, will be reduced day-for-day, in accordance with the table in Article 2.A.19.b.(4) of this Manual, the amount of leave the member would have earned during the period of lost time and deducting this amount from the amount of leave otherwise creditable.

- (4) Table for Fractional Parts of a Month.

Number of Days Lost	Number of Days' Leave Credit Deducted
0.5	0.0 day
1.0 - 6.5	0.5 day
7.0 - 12.5	1.0 day
13.0 - 18.5	1.5 days
19.0 - 24.5	2.0 days
25.0 - 31	2.5 days

- (5) Fraction of a Day. When computing leave at the end of a period of active service for the purpose of making cash settlement, if the final balance produces a fraction of a day, the cash settlement will be figured for that fraction of a day. If a minus balance includes a fraction of a day, that fraction of a day will be entered as such. A fraction of a day will not be advanced to the next highest full day.
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2.A.20. Lump Sum Leave Payments

2.A.20.a. Authorization

- (1) Active Duty Members. Each member on active duty, except those listed in Article 2.A.20.b. of this Manual, is entitled to a lump sum leave payment for unused earned leave accrued to their credit on date of discharge, separation from active duty, the date preceding the effective date of first extension of enlistment regardless of duration. Members who entered into an indefinite reenlistment contract before 1 September 2008 may enter into a new indefinite reenlistment contract one time for the purpose of selling leave. The new indefinite enlistment contract must be entered into immediately. Lump sum leave payment is limited to a maximum career total of 60 days. A combination of cash settlement and carryover of unused leave is permissible in addition to any leave accumulated due to service identified in Article 2.A.15.b. of this Manual and reference (c), Personnel and Pay Procedures Manual, PPCINST M1000.2 (series). Reference (t), Coast Guard Pay Manual, COMDTINST, M7220.29 (series), contains detailed instructions on paying a lump sum for unused leave.
- (2) Reserve Members. Reserve members are limited to the same 60-day career cap on lump sum leave payments that can be paid upon release from active duty, discharge (from either active or inactive duty status), or transfer to RET-2 status with the exception of leave that was accrued while supporting a contingency operation. Leave in that category remains exempt from the 60-day limitation throughout the remainder of that member's career.

2.A.20.b. Members Not Authorized Lump Sum Leave Payment

The following members are not authorized lump sum payment for unused earned leave on date of discharge, release to inactive duty, or extension of enlistment:

- (1) Members of the regular Coast Guard or Coast Guard Reserve who are discharged or separated for the purpose accepting an immediate appointment as a commissioned or warrant officer (in any Uniformed Service). This includes temporary commissioned officers who revert to enlisted status and warrant officers discharged from their officer status and who immediately reenlist in an enlisted status. (A member who is discharged within three months of the date of expiration of enlistment and immediately enlists or reenlists under the provisions of Article 1.B.7. of reference (b), Military Separations, COMDTINST M1000.4 (series), is not considered as having been discharged for the purpose of enlisting or reenlisting within the meaning of this subparagraph.)
- (2) Members electing to carry such unused leave to a new enlistment in any Uniformed Service on the day following discharge.
- (3) Enlisted members electing to carry such unused leave forward on first extension of

enlistment.

- (4) Members of the Coast Guard Reserve electing to carry such unused leave to a new period of active duty if released to inactive duty for the purpose of reporting for active duty the following day in the same or in another status.
- (5) Members discharged under other than honorable conditions.
- (6) Members on training duty without pay.
- (7) Members on training duty with pay for periods less than 30 consecutive days.
- (8) Members serving on active duty for periods less than 30 consecutive days.
- (9) Members retired and continued on active duty after retirement without a break in active service.
- (10) Members of the Coast Guard Reserve being paid incapacitation pay on a "Notice of Eligibility" in accordance with Chapter 6 of reference (a), Reserve Policy Manual, COMDTINST, M1001.28 (series).
- (11) Members discharged due to fraudulent enlistment.
- (12) Enlisted members re-extending their enlistment (i.e., leave may only be sold on first extension of enlistment).
- (13) Enlisted members whose enlistment is involuntarily extended.
- (14) Officers who are separated on a day other than the end of the member's specified period of active duty for the purpose of reentering on active duty in any status (in any Uniformed Service).
- (15) Members discharged from service as a cadet.
- (16) Members of the regular Coast Guard who have been paid for 60 days lump sum leave since 9 February 1976. (The 60-day limitation does not apply to leave accrued by a reservist while serving on any length of active duty in support of a contingency operation, or while serving on any type of active duty that begun after 1 October 2001, which is of a duration of more than 30 days and less than 366 days).

2.A.20.c. Entering a Service Academy

When an enlisted member enters one of the service academies, the leave record will be closed out on the effective date of execution of the oath of office. The member is entitled to lump sum payment for unused leave that exists at that time.

2.A.20.d. Reserve and Retired Personnel

Upon release from active duty of reserve personnel or retired personnel recalled to active duty, the constructive date of separation is the constructive date of arrival home and such computation will be made in accordance with reference (t), Coast Guard Pay Manual, COMDTINST M7220.29 (series). Payment for unused leave for these members will be based upon the date of separation so computed.

2.A.21. Appellate Leave

2.A.21.a. Voluntary Appellate Leave

If a military member is sentenced by court-martial to dismissal or punitive discharge but the court-martial convening authority has not yet approved the sentence, the member may request voluntary leave in writing. The commander exercising court-martial authority may approve the requested leave at their discretion if the Coast Guard's best interest would be served by granting the member's request. However, before such leave is approved, all adjudged confinement must be served, commuted, remitted, suspended, or deferred. Before the appropriate authority approves the court-martial sentence, this voluntary leave may be terminated on the member's written request and the member's commanding officer otherwise may terminate the leave. When the officer exercising court-martial jurisdiction approves the court-martial sentence, the service member's leave status changes from voluntary to required appellate leave, and the command notifies the service member in writing of the change in status. A sample letter appears at the end of this Article.

2.A.21.b. Options for Accrued Leave

Members who have accrued leave may elect one of the following options:

- (1) Receive pay and allowances during the period of accrued leave and then continue on unpaid voluntary appellate leave, or
- (2) Receive pay for the accrued leave, as of the day the voluntary appellate begins, and serve the entire period of voluntary appellate leave in an unpaid status.

2.A.21.c. Restrictions on Leave Pay

A member on voluntary appellate leave is not entitled to transportation or household goods shipments at government expense.

2.A.21.d. Member's Rights and Obligations

While in voluntary appellate leave status, a member has certain rights and obligations to the Coast Guard. To ensure the member understands these rights and obligations, a letter will be given to each member placed on voluntary appellate leave. Use the following

example.

SAMPLE MEMO

From: (Member's Name)

To: Court-Martial Convening Authority

Subj: VOLUNTARY APPELLATE LEAVE

Ref: (a) Military Assignments and Authorized Absences, COMDTINST M1000.8 (series), Article 2.A.21.

1. In accordance with reference (a), I understand I will be in a voluntary appellate leave status.

2. I will advise my commanding officer of my current mailing address, which I understand will be used to serve or attempt to serve the staff judge advocate's recommendation and the convening authority's action. I further understand if I fail to advise my commanding officer of my current mailing address, my voluntary appellate leave status may be terminated, and I will ordered to return to duty.

[Select one of these paragraphs:]

3. Because I have no accrued leave, I will be in a leave without pay status.

or

3. Because I have accrued leave, I understand I may choose to :

a. receive pay and allowances during the period of accrued leave and then continue on unpaid voluntary appellate leave; or

b. receive payment for the accrued leave, as of the day the voluntary appellate leave begins, and serve the entire period of the voluntary appellate leave in a leave without pay status.

SAMPLE MEMO

From: Commanding Officer

To: (Member's Name)

Subj: CHANGE IN STATUS

Ref: (a) Military Assignments and Authorized Absences, COMDTINST M1000.8

(series), Article 2.A.21.

(b) Military Assignments and Authorized Absences, COMDTINST M1000.8 (series). Article 2.A.21.f.

1. In accordance with reference (a), this notifies you that your status has been changed from voluntary appellate leave to required appellate leave.
2. The convening authority has acted on your case, which is pending appellate review. You will be notified of your rights and obligations in separate correspondence under reference (b).

2.A.21.e. Required Appellate Leave

All military members who receive a court-martial sentence, including a punitive discharge or dismissal from the service approved by the convening authority, are placed in a required appellate leave status, with command approval. Required appellate leave is the member's leave of absence (excess leave) from the Coast Guard without pay and allowances, unless the member has accrued earned leave while legal review of the court-martial occurs. Appellate leave begins the date after the convening authority approves the punitive discharge or dismissal portion of the sentence, if it does not include confinement. If the sentence includes confinement, required appellate leave begins the day released from confinement. If the convening authority or a higher appellate authority disapproves, suspends, or sets aside the punitive discharge or dismissal by the date the required appellate leave is to begin, the member will not be placed in a required appellate leave status. If the Court of Military Review, Court of Military Appeals, or U.S. Supreme Court remits or sets aside the punitive discharge after the member begins appellate leave, they are entitled to all back pay and allowances accruing from the date they began appellate leave, less the period of accrued leave taken or for which paid and less deductions for earned civilian income received during leave. Civilian income includes wages, salaries, tips, other personal service income, unemployment compensation, and public assistance benefits from any government agency.

2.A.21.f. Leave Payment Options

Members who have accrued leave may elect either to be paid a lump sum for that leave or to use the accrued leave. If they use leave, they will be granted leave with pay and allowances up to the amount of leave accumulated to the date on which their leave begins. The lump sum settlement is based on the rate of basic pay to which the member is entitled on the day before being placed on leave, even though the member may be in a non-pay or reduced pay status. When exhausted, leave continues as leave without pay and allowances. Pay and allowances end on the day before either the first day of appellate leave or the date earned leave expires, as applicable. An enlisted member on appellate leave remains on appellate leave even if his her enlistment has expired.

2.A.21.g. Members Serving Abroad

Members serving outside the continental United States who have received a court-martial sentence including a punitive discharge or dismissal from the service approved by the convening authority transfer under orders to report to the office of the district commander within the continental United States nearest the member's home of selection to begin required appellate leave. Complete as many of the actions listed in Article 2.A.21.i.(3) of this Manual as possible before transferring the member to the continental United States. Appellate leave begins the day the member arrives if the sentence does not include confinement. If it does, required appellate leave begins the day released from confinement.

2.A.21.h. Member's Entitlements

The member's entitlements are:

- (1) The member and their dependents are entitled to government transportation by the least costly means available from the permanent duty station to the home of record or place where they entered the service.
- (2) If a rehearing is ordered, the member may be recalled from leave for further court-martial proceedings. Travel is at government expense.
- (3) Shipment of household goods may be authorized. Once the appellate review process is completed, if it upholds the member's punitive discharge or dismissal, Commander (CG PSC-EPM) or (CG PSC-OPM) will affect the discharge. If the sentence is set aside and charges dismissed during the appellate process, dismissal or punitive discharge is remitted or set aside, or the Commandant grants clemency, the member has 15 days from the date they are notified (date of service) or the date of attempted service to petition Commander (CG PSC-EPM) or (CG PSC-OPM) for restoration to duty or reenlistment. If Commander (CG PSC-EPM) or (CG PSC-OPM) denies the member's petition, discharge for the convenience of the government or enlistment expiration with the type of discharge warranted by the member's service record will be directed. Unless discharge under other than honorable conditions is contemplated, the member's presence is not required to effect the discharge. If the member is restored to duty or allowed to reenlist, they are entitled to travel at government expense.

2.A.21.i. Responsibilities

- (1) Commandant.
 - (a) On action on the punitive discharge or dismissal by appellate authorities as affirmed by the officer exercising general court-martial jurisdiction, Commander (CG PSC-EPM) or (CG PSC-OPM) will ensure the retention or discharge is recorded in accordance with reference (x), Coast Guard Servicing Personnel

Office Manual (SPO Manual), PPCINST M5231.3 (series).

- (b) If the convening authority orders a rehearing of the case, Commander (CG PSC-EPM) or (CG PSC-OPM) will administratively assign the member back to the convening authority and notify the member of the new administrative command.
- (c) On receiving of the supplemental courts-martial order directing the member's punitive discharge, Commander (CG PSC-EPM) or (CG PSC-OPM) will ensure appropriate documents are prepared in accordance with reference (x), Coast Guard Servicing Personnel Office Manual (SPO Manual), PPCINST M5231.3 (series).

(2) Convening Authority.

- (a) The convening authority notifies Commander (CG PSC-EPM) or (CG PSC-OPM) and the Pay and Personnel Center (PPC) by message of all members placed in a required appellate leave status, who, in turn, also informs the member's assignment officer that a replacement is necessary. The message must include the date the member departs on appellate leave and how much of that leave, if any, is accrued leave.
- (b) If the member waives any further appellate review of court-martial with a punitive discharge, notify Commandant (CG-0946) and Commander (CG PSC-EPM) or (CG PSC-OPM) by message.

(3) Commanding Officer. Before a member departs on appellate leave, the commanding officer (the district commander nearest the member's home of selection for OCONUS personnel) will ensure:

- (a) The member has been given a physical examination as prescribed in reference (d), Coast Guard Medical Manual, COMDTINST M6000.1 (series),
- (b) A Report of Separation from Active Duty, DD Form 214, has been completed to the extent possible and the member signs it,
- (c) Both member and dependents surrender Armed Forces identification cards and receive replacement identification cards that expire six months from the issue date. Before laminating, the card will be stamped on both sides in ink (preferably red), "APPELLATE LEAVE." When these identification cards expire, they will be reissued semi-annually for as long as the member is on appellate leave,
- (d) Proper documents are prepared in accordance with reference (x), Coast Guard Servicing Personnel Office Manual (SPO Manual), PPCINST M5231.3 (series), to indicate the convening authority approved the court-martial sentence and the member completed confinement (if any),

- (e) The member may retain one uniform and one overcoat. If Commandant directs the member's discharge, they must surrender the uniform,
- (f) The member's pay, allowances, and allotments are stopped on the same date, either the day before the first day of appellate leave or the date accrued leave expires, as applicable,
- (g) A cash allowance is not paid and civilian clothing is not furnished,
- (h) Orders and appropriate documents are prepared to indicate the member has been administratively assigned to Commanding Officer, Pay and Personnel Center, that the documents indicate the nature of duty as pending appellate review, and the member's records (PDR, health record, etc.) are sent to PPC.

2.A.21.j. Letter to Member

A member in a required appellate leave status has certain rights and obligations to the Coast Guard while in this status. To ensure the member understands these, give this letter to each member placed in a required appellate leave status.

SAMPLE MEMO

From: Commanding Officer

To: (Member's Name)

Subj: APPELLATE LEAVE

Ref: (a) Military Assignments and Authorized Absences, COMDTINST M1000.8 (series), Article 2.A.21.

1. In accordance with reference (a), you are being placed on required appellate leave pending appellate review of your (general/special) court-martial, which sentenced you to (dismissal/a punitive discharge) from the Coast Guard.

(select one of these paragraphs)

2. Because you have no accrued leave, you will be in a leave without pay status.

or

2. Because you have accrued leave, you may elect either a lump sum payment for your accrued leave or to use the accrued leave. In the latter case, you will be granted leave with pay and allowances up to the amount of leave accumulated to date.

3. When exhausted, leave with full or partial pay and allowances continues as leave

without pay and allowances. Your leave authorization will reflect the kind of leave granted and no indication you are to return to a duty station when this leave expires. You are permitted to retain one uniform, one overcoat if needed, and such uniform items as Commander (CG PSC-EPM-1) or (CG PSC-OPM-1) may direct. Your pay and allowances terminate the day before the first day of appellate leave or the date you earned leave expires, as applicable. When your pay and allowances stop, your allotments also will stop, either at the end of the month before or after your placement on appellate leave status. Servicemembers' Group Life Insurance (SGLI) coverage will continue after your pay and allowances stop, unless you specifically decline coverage. You will continue to be charged monthly SGLI premiums, which you will have to pay in advance in quarterly installments to PPC. Your SGLI coverage will be stopped if your premiums are more than four months in arrears. Unless you totally forfeited your pay and allowances for at least 31 days before you began appellate leave. If the Court of Military Review or Court of Military Appeals sets aside the sentence and dismisses charges during the appellate process, or remits or sets aside the (dismissal/punitive discharge) without a rehearing, you are entitled to full back pay and allowances accruing from the date you began appellate leave less any accrued leave you took or were paid for. Your pay and allowances will be reduced by the total amount of your income from wages, salaries, tips, other personal service income, unemployment compensation, and public assistance benefits from any government agency during this period.

4. Before departing, you will undergo a thorough physical examination as prescribed in reference (d), Coast Guard Medical Manual, COMDTINST M6000.1 (series). A Report of Separation from Active Duty, DD Form 214, will be completed to the extent possible and you will sign it before you depart. You will surrender your DoD Common Access Card (and Dependent's Uniformed Services Identification and Privilege Card(s), Form DD-1173-1S, if applicable) and receive replacement identification cards that expire six months from issue date. If you remain on appellate leave after your temporary identification card expires, you may obtain a new card from the nearest Coast Guard facility capable of issuing this card. You remain subject to the orders of competent Coast Guard authority while on appellate leave.

5. You must inform Commander (CG PSC-EPM-1) or (CG PSC-OPM-1), whose address is listed below, of your current address. Failure to do so may result in your being declared on unauthorized absence and subject to further disciplinary action.

Commander (CG PSC-EPM-1) or (CG PSC-OPM-1)
U.S. Coast Guard
4200 Wilson Blvd., Ste 1100
Arlington, VA 20598-7200

6. (Name of trial defense counsel), your trial defense counsel, will continue to advise you about your post-trial rights. You may reach (name of counsel) at this address:

Name of trial defense counsel
Address

Telephone Number

If you do not waive appellate review, you will be appointed an appellate defense counsel to represent you. You are encouraged to participate in the appellate process even though you are on appellate leave. If you decide to exercise your right to appellate review, when the review is completed you will be served copies of the decision of the Coast Guard Court of Military Review and any related papers by certified mail, return receipt requested. If the Court of Military Review decision cannot be delivered because you failed to notify Commander (CG PSC-EPM) or (CG PSC-OPM) of your current address, you may be charged under the UCMJ with being in an unauthorized absence status and lose your opportunity to have the United States Court of Military Appeals or the United States Supreme Court review your case. Regardless of the nature of the discharge granted after the appellate review is completed, your presence will not be required to complete the separation processing unless Commander (CG PSC-EPM-1) or (CG PSC-OPM-1) contemplates a discharge under other than honorable conditions.

7. ENLISTED: If the sentence is set aside and charges dismissed, or if the punitive discharge is remitted or set aside, or clemency is granted, Commander (CG PSC-EPM-1) may direct and effect discharge for the government's convenience or enlistment expiration, with the type of discharge your service record warrants. Your presence is not needed to effect separation unless Commander (CG PSC-EPM-1) contemplates a discharge under other than honorable conditions. If your sentence is set aside and no rehearing is to be held, you have 15 days from the date you are served with notice (date of service) or attempted service of such action in which to petition the Commandant to restore you to duty or reenlist, you via the convening authority. Unless you submit and Commandant grants such petition for restoration, Commander (CG PSC-EPM-1) may otherwise discharge you with the type of discharge your service record warrants.

or

7. OFFICER: If the sentence is aside and charges dismissed, or if the dismissal is remitted or set aside, or if clemency is granted, Commander (CG PSC-OPM-1) may direct and effect dismissal according to Article 1.A.14. of reference (b), Military Separations, COMDTINST M1000.4 (series). If your sentence is set aside and no rehearing is to be held, you have 15 days from the date you are served with notice (date of service) or attempted service of such action in which to petition the Commandant to restore you to duty, via the convening authority. Unless you submit and the Commandant grants this petition, Commander (CG PSC-OPM-1) may otherwise dismiss you.

or

7. CHIEF WARRANT OFFICER: If the sentence is aside and charges dismissed, or if the dismissal is remitted or set aside, or if clemency is granted, Commander (CG PSC-OPM-1) may direct and effect dismissal according to Article 1.A.20. of reference (b), Military Separations, COMDTINST M1000.4 (series). If your sentence is set aside and no rehearing is to be held, you have 15 days from the date you are served with notice

(date of service) or attempted service of such action in which to petition the Commandant to restore you to duty, via the convening authority. Unless you submit and the Commandant grants this petition, Commander (CG PSC-OPM-1) otherwise may dismiss you.

8. If a rehearing is ordered, you may be recalled from leave for further court-martial proceedings. This travel will be considered as being performed under orders on official business while away from your designated duty station, so that your personal transportation at government expense may be authorized.

9. You and your dependents are allowed government transportation by the least costly means available from your permanent duty station to your home of record or place you entered the service. Shipping household goods is authorized if stationed within the continental United States. If you are required to return to your permanent duty station or other designated place to participate in further judicial proceedings or for other official purposes, your return travel will be at government expense.

Commanding Officer's signature

I acknowledge and understand this letter.

Member's signature

Copy: COMDT (CG-0946)
COMDT (CG-133)
CG PSC-OPM-1 or CG PSC-EPM-1
Appropriate Logistics or Service Center
District (a)
District (dl)
CG PPC
SPO PDR
Unit PDR

2.A.22. Checkage of Pay for Excess Leave

2.A.22.a. On Return from Excess Leave

Checkage of pay for excess leave will be made immediately upon return from excess leave. When the total excess leave produces a fractional part of a day, excess leave will be checked as a fractional part of a day. (Example: 1/2 day excess leave will be considered 1/2 day for the purpose of checkage.) Where excess leave of more than 1/2 day has been taken as a result of an administrative error, a checkage will be made immediately upon discovery that such leave has been taken and will be based on the pay and allowances received by the member at the time the excess leave was taken.

2.A.22.b. Minus Leave Balance

When the leave record accounting at the time of separation from active service, including first extension of enlistment regardless of duration, desertion or death produces a minus leave balance; such minus leave balance is considered excess leave and proper checkage for such excess leave will be made at the time of closing the pay record, except in the situations listed in Article 2.A.22.c. below. Checkage will be based on the pay and allowances received by the member when excess leave was taken.

2.A.22.c. Exceptions to Checkage of Pay and Allowances

When a negative leave balance exists at the time of separation under any of these circumstances, checkage of pay and allowances will not be made for any portion that the member is authorized and elects to carry forward to the new term of service.

- (1) Discharge from an enlistment for the purpose of accepting a permanent or temporary commission or warrant appointment in any Uniformed Service and continuing on active duty. The number of days of advanced leave carried forward cannot exceed 30 days.
- (2) Discharge from the service as a warrant officer with immediate reenlistment in enlisted status. The number of days of advanced leave carried forward cannot exceed 30 days or the maximum number of days of leave that could be earned in the new term of service, whichever is less.
- (3) For termination of a temporary commission, reverting back to enlisted status, the number of days advanced leave carried forward cannot exceed the maximum number of days leave that can accrue under the enlistment contract.
- (4) Enlisted members separated by reason of other than expiration of enlistment for the purpose of continuing on active duty in the same or another status in any Uniformed Service. The number of days of advanced leave carried forward cannot exceed 30 days or the maximum number of days of leave that could be earned in the new term of service, whichever is less.

2.A.22.d. Entering a Service Academy

When an enlisted member enters one of the service academies, the leave record will be closed out on the effective date of execution of the oath of office. Checkage will be made for any minus leave balance that exists at that time.

2.A.22.e. Result of Being Declared a Deserter

When a member who has been checked for excess leave due to being declared a deserter returns to a duty status after completing disciplinary action, which resulted in their conviction of the lesser charge of unauthorized absence or acquittal and the mark of

desertion is removed as provided in Article 1.C.6. of reference (f), Discipline and Conduct, COMDTINST M1600.2 (series), the minus leave balance will be reentered on the leave record and the amount of pay and allowances for which checked will be credited on their pay record.

2.A.22.f. Fractional Part of a Day

In the checkage of pay and allowances for excess leave upon separation, release or retirement a fractional part of a day of excess leave will be checked as a fraction of a day. (Example: 1 1/2 days excess leave is considered 1 1/2 days for the purpose of checkage.)

2.A.22.g. Overpayment from a Checkage of Pay

Personnel will not be retained in the service to liquidate an overpayment at the time of separation resulting from a checkage of pay for excess leave.

2.A.23. Pay and Allowances During Absences

2.A.23.a. Authorized Leave or Liberty

Personnel on authorized leave or liberty while in active duty status are entitled to full pay and allowances except for periods of excess leave and periods of unauthorized absence over leave or liberty, unless excused.

2.A.23.b. Unauthorized Absence

Personnel absent over leave or liberty in excess of 24 hours, or absent without leave in excess of 24 hours, forfeit all pay and allowances during such absence, unless such absence is excused as unavoidable, except that entitlement to basic allowance for housing to which an enlisted member serving in pay grades E-1, E-2, E-3, and E-4 (four years or less service) with dependents is otherwise entitled terminates at the end of the second month following the month in which such unauthorized absence begins.

2.A.23.c. Absence due to Sickness or Injury

Personnel on active duty and when absent due to sickness or wounds (except sickness as misconduct because of intemperate use of alcoholic liquor or habit forming drugs) or when ordered to be absent from duty to await orders pending action on disability retirement proceedings are entitled to otherwise proper credit of pay and allowances for the entire period of such absence. A member who is absent from their regular duties for a continuous period of more than one day because of a disease directly caused by and that immediately follows their intemperate use of alcoholic liquor or habit forming drugs is not entitled to pay for the period of such absence. However, each member whose pay is so forfeited for more than 1 month is entitled to \$5.00 for personal expenses for each full month that their pay is forfeited.

2.B. Liberty and Compensatory Absence

2.B.1. Definition of Liberty

2.B.1.a. Liberty

Liberty is defined as any authorized absence granted for short periods to provide respite from the working environment or for other specific reasons. Liberty includes regular and special liberty periods. It is not chargeable as leave and leave rations will not be paid to enlisted members.

2.B.1.b. Regular Liberty

Regular liberty is a period, not to exceed three days, commencing at the end of the normal working hours on a given day and expiring with the start of normal working hours on the next working day. Public holiday weekends and periods which, by the direction of the President, are extended to exceed 72 hours are considered regular liberty periods.

2.B.1.c. Special Liberty

Special liberty is a period granted outside regular liberty periods for unusual reasons, such as compensatory time off, emergencies, exercising voting responsibilities of citizenship, observing major religious events requiring the member to be continuously absent from work or duty, or for special recognition. Special liberty periods of three or four days may only be granted for special occasions outlined in Article 2.B.2.c. of this Manual.

2.B.2. Policy on Liberty

2.B.2.a. Granting of Liberty

Liberty, an instrument of command management, normally is granted outside of normal working hours to personnel not required to be physically present for work assignments that should have been completed, for additional essential work, or for the currently required level of operational readiness. Special liberty during working hours may be granted for its defined purposes when considered appropriate.

2.B.2.b. Regular Liberty

Liberty should normally be granted from the end of normal working hours on one day to the commencement of working hours on the next working day. On weekends, this regular liberty should normally be authorized to commence at the end of working hours on Friday afternoon until commencement of normal working hours on the following Monday morning. For members on shift work, equivalent schedules should be arranged, though the days of the week may vary. Regular liberty periods will not exceed three days in length, except in the case of public holiday weekends and public holiday periods

specifically extended by the President.

2.B.2.c. Special Liberty

Special liberty periods of three or four days may be granted on special occasions or in special circumstances, such as:

- (1) Compensation for significant periods of unusually extensive working hours.
- (2) Compensation to members on board ship in overhaul away from homeport.
- (3) Compensation for duty in an isolated location where normal liberty is inadequate. (This does not apply to units for which compensatory absence is authorized.)
- (4) As special recognition for exceptional performance, as determined by the commanding officer.
- (5) As a traffic safety measure on long weekends or to avoid peak traffic periods.

2.B.2.d. Combining Regular and Special Liberty

Treat the combination of regular and special liberty as special liberty. Special liberty and leave will not be combined to permit continuous absence from the duty station. They will not be effected in succession or series through commencement of one immediately upon return to duty from the other.

2.B.2.e. Compensatory Time

When the operational situation permits, compensatory time off as liberty should normally be granted following in-port duty on national holidays. When granted, this compensatory time off should, except in unusual circumstances in individual cases, be granted the first working day after the holiday. If a holiday falls on a weekend and a Friday or Monday is designated as the non-work day, compensatory time off is to be applied to both the holiday and the observed day, on a day-for-day basis.

2.B.2.f. Treatment for Infectious or Contagious Diseases

Members under treatment for infectious or contagious diseases will not be granted liberty while in an infectious stage except in cases of urgent personal matters which, in the discretion of the command and upon consultation with the medical officer, require the member's presence.

2.B.2.g. Public Holidays

The following public holidays established by law will be observed except when military operations prevent. When such holidays fall on a Saturday, the preceding Friday will

also be considered a holiday. When such holidays fall on a Sunday, the succeeding Monday also will be considered a holiday. Holidays are charged as leave if they fall on or within the effective dates of leave:

New Year's Day	1 January
Martin Luther King Jr's Birthday	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	4 July
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veteran's Day	11 November
Thanksgiving Day	Fourth Thursday in November
Christmas Day	25 December
Other	When directed by proper authority under law

2.B.2.h. Deprivation of Liberty

Subject to the provisions of the Manual for Courts-Martial, restriction as a punishment may be awarded by courts-martial or at captain's mast (non-judicial punishment), which will result in the deprivation of liberty. Assignment of extra duties will not be construed to include deprivation of liberty on shore except during the hours such extra duties are being performed. Upon completion of the daily extra duty assignment, if the liberty period is long enough to permit, liberty should be granted on the days when the member concerned would normally be entitled to it.

2.B.3. Liberty Incentive for Aiding the Coast Guard Recruiting Effort

2.B.3.a. Special Liberty Incentive for Recruiting

Any active duty Coast Guard member (enlisted or officer) who is instrumental in the enlistment of a member into the Coast Guard or the Coast Guard Reserve is entitled to a special 72-hour liberty. This special liberty will be in addition to any liberty that the member is otherwise entitled and is subject to the guidelines in Article 2.B.2. of this Manual. The earned special 72-hour liberty will be granted at the convenience of each command and should not be allowed to interfere with the operational commitments of the unit. No member may earn more than one special 72-hour liberty per quarter.

2.B.3.b. Statement Requesting Special Liberty Incentive for Recruiting

Recruiting officers will forward by Coast Guard memorandum the name, rate, EMPLID, and unit of any active duty member who has earned a special 72-hour liberty to the

Recruiting Command, with a copy to the member's district (ap) and commanding officer. The letter will also contain a statement to the effect that the member was instrumental in the enlistment of SA John Doe (EMPLID) in the following way (e.g., how the member directly contributed to SA Doe's enlistment decision).

2.B.3.c. Certifying Special Liberty Incentive for Recruiting

Regional recruiting commanders will certify that the member was/was not instrumental in the enlistment of SA Doe. They will then notify the member's commanding officer that the member is or is not entitled to a special 72-hour liberty.

2.B.3.d. Unit Responsibilities

Unit commanding officers will grant a special 72-hour liberty to each member entitled, consistent with the unit's operational commitments. They will also monitor each member's participation to ensure that the member does not accumulate more than one special 72-hour liberty per quarter.

2.B.4. Liberty-Granting Authority

2.B.4.a. Commanding Officers

Subject to such restrictions and instructions as may be made by higher command, commanding officers are authorized to grant liberty within the limitations set forth in Article 2.B.2. of this Manual.

2.B.4.b. District Commander

In the case of chief petty officers and petty officers in charge of units within a district, the district commander or the commanding officer, if one is placed between the district commander and the officer in charge, in the chain of command, exercises for these units those responsibilities of a commanding officer, which an officer in charge is not authorized to exercise. It is necessary that these units be specifically authorized to grant liberty. This authority may be included in the rules governing liberty formulated by the district commander, or commanding officer as approved by the district commander, and, insofar as possible, these rules will be uniform throughout the district.

2.B.5. Absence Over Liberty

2.B.5.a. Unavoidable Absences

An absence over liberty, if excused as unavoidable (see Article 2.A.16.b. of this Manual), will be processed as follows:

- (1) Absence over regular liberty in excess of 24 hours, if excused as unavoidable, will be charged against the member's leave account. Leave will be charged commencing the

day regular liberty status expired through the day of return provided the hour of return was after 0900.

- (2) When liberty was special liberty, and period of unauthorized absence excused as unavoidable is involved, the entire period will be charged as leave commencing with the day special liberty status commenced through the day of return, provided the hour of return was after 0900 when:
 - (a) The period of excused unauthorized absence exceeded 24 hours, or
 - (b) The period of special liberty plus excused unauthorized absence exceeding 72 hours.

2.B.5.b. Avoidable Absences

When the absence over liberty is determined to be avoidable, it will be considered as absence without leave and will be charged as lost time.

2.B.5.c. Computations

Periods of absence over regular liberty and special liberty, excused as unavoidable, charged as leave will be computed as follows:

- (1) Absence in excess of 24 hours over regular liberty: Member departed on regular liberty on Friday at 1630, 13 September, to expire on board Monday at 0730, 16 September. Member returned at 1000, 18 September, UA excused as unavoidable. Member would be charged three days' leave for period 16-18 September (day regular liberty expired through day of return since return was after 0900).
 - (2) Absence in excess of 24 hours over special liberty: Member departed on special liberty on Tuesday at 1000, 10 September, to expire on board Wednesday at 0830, 11 September. Member returned 1500, 12 September, UA excused as unavoidable. Member would be charged three days' leave for period 10-12 September (day special liberty commenced through day of return since period of UA exceeded 24 hours). Note that had the period of UA been less than 24 hours, no leave would have been charged.
 - (3) Total absence (special liberty plus period UA excused as unavoidable) exceeds 72 hours: Member departed on special liberty on Monday at 1000, 09 September, to expire on board Thursday at 0830, 12 September. Member returned at 0600, 13 September, UA excused as unavoidable. Member would be charged four days leave for 9-12 September (day special liberty commenced through day prior to day of return, since member returned prior to 0900 13 September). Note that the period of UA was less than 24 hours but the period of special liberty plus UA exceeded 72 hours.
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2.B.6. Compensatory Absence

2.B.6.a. Definition

Compensatory absence is a form of liberty granted to personnel serving at isolated duty stations when conditions of duty result in confinement because of isolation or in long periods of continuous duty. Only such units or geographical areas where dependents are not authorized, which are not easily accessible, or which are remote from towns wherein usual places of recreation, stores, homes, and facilities may be found, are to be considered isolated for the purpose of granting compensatory absence.

2.B.6.b. Purpose

Compensatory absence is not a right to any member. It is authorized for the purpose of maintaining the morale and efficiency of the service. It provides a means of compensating for normal liberties forfeited in conjunction with service under staffing requirements of the Most Effective Organization (MEO) at certain isolated units. In the case of certain restricted overseas isolated units, it also exists for the purpose of rehabilitation.

2.B.6.c. Responsibility

Commandant (CG-122) is the sole approving authority for determining and maintaining a list of isolated duty stations as shown in Exhibit 2.B.1. of this Manual.

2.B.6.d. Limitations

District commanders or area commanders in the case of units not under district control may authorize the commanding officers in charge of isolated duty stations listed in Exhibit 2.B.1. of this Manual to grant compensatory absence within the limits set forth below:

- (1) A commanding officer grants compensatory absence at their discretion, taking into account the impact on unit readiness, safety, and effectiveness.
- (2) A cumulative 2 1/2 days per month, not to accumulate in excess of 60 days.
- (3) Compensatory absence may be authorized by commanding officers in conjunction with regular or emergency leave.
- (4) Compensatory absence may not be granted in certain locations where there are DoD personnel assigned that are not authorized to do the same.
- (5) Compensatory absence may not be carried over as a credit after a person's transfer from such isolated duty. Any balance due will be granted at the time of detachment and used en route to the next non-isolated duty station or canceled.

- (6) In the case of mobilized reservists returning from temporary duty (TDY) at an isolated duty station, compensatory absence must be used immediately after the reservist returns CONUS and completes medical and other out-processing.
- (7) District and area commanders may submit nominations for additions or deletions to the list contained in Exhibit 2.B.1., keeping in mind the requirements stated in Article 2.B.6.a. of this Manual.

2.B.6.e. Leave With Compensatory Absence

District commanders or area commanders in the case of units not under district control will determine and establish the departure and return points to begin and end compensatory absence, respectively.

Exhibit 2.B.1. List of Isolated Duty Stations Authorized Compensatory Absence

MSD Dutch Harbor

2.C. Sailing Lists

2.C.1. General

In the event of a disaster to a Coast Guard vessel resulting in the loss of personnel, it is important that there be readily available ashore an accurate record of the names of the persons aboard such vessel.

2.C.2. Type of List Required

A sailing list as such will not be required to serve this purpose. Instead, a gangway list may be used to show personnel (civilian and military) on board at the time of sailing. A gangway list is a list of all personnel attached to the vessel. The personnel are grouped by sections so the list can be used as a liberty list at the gangway. Before furnishing the list to the gangway watch, the ship's office will annotate it to show the duty status of personnel. The gangway watch will enter changes that occur while the list is at the gangway, check off each person ashore on liberty, and make all other entries to show changes in status occurring during the watch. Entries should be neat and clear and may be made in pencil. Full names and employee ID numbers are required only to prevent any confusion that might result in some cases. This gangway list serves the purpose of a sailing list. When submitted, it will contain the estimated time of departure and the officer of the day's signature.

2.C.3. Submitting Lists

2.C.3.a. With a Personnel Allowance

The commanding officer or officer-in-charge of each vessel having a personnel allowance will, upon sailing on a mission outside the harbor limits, submit the list or copy thereof, to the next senior officer in the chain of command.

2.C.3.b. Without a Personnel Allowance

The commanding officer or officer-in-charge of units with vessels not having a personnel allowance will record the desired information when such vessels sail on a mission outside the harbor limits.
