

DEPARTMENT OF HOMELAND SECURITY

U.S. Coast Guard

CAREER INTENTIONS WORKSHEET

1. EMPLID	2. Name (Last, First, MI)	3. Permanent Unit (<i>Dept ID</i>)
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PURPOSE: Use this form is to convey career intentions to the SPO. If you wish to remain with the service, complete Extension/Reenlistment and Leave sections. If your intentions are to separate from the service, complete Separation and Leave sections and complete a Preseparation Counseling Checklist (DD-2648).

4. Answer these questions. If you answer no to these questions, contact your career counselor or unit administrative staff/SPO

Yes	No	Has your unit conducted a 6-month predischarge interview and if you are separating, completed a Preseparation Counseling Checklist?
Yes	No	Have you been advised on the subject of SRB eligibility and, if separating, Reserve Enlistment/Affiliation Bonuses?
Yes	No	Are you a U. S. Citizen? (<i>If no, you cannot reenlist or extend without authority from CGPSC</i>) (Note: See 1.A.5.e., COMDTINST M1000.2 (series) for exceptions)

Commanding Officer's Determination of Eligibility and Recommendation for Reenlistment/Extension

5. Per 1.A.5 (for Regular) or 1.A.7 (for Reserve) of Enlisted Accessions, Evaluations, and Advancements, COMDTINST M1000.2 (series) this member is:

5A. **Eligible and Recommended** for Reenlistment or Extension of Enlistment

5B. **Not Eligible/Not Recommend** for Reenlistment or Extension of Enlistment (document IAW COMDTINST M1000.2 (series) 1.A.5 (Reg)/1.A.7.(Res.) and COMDTINST M1000.4 (series) 1.B.5)

5C. **Not Eligible** per 1.A.____.____ (enter sub-para #. Example 1.A.5.d for regular member in receipt of retirement orders) COMDTINST M1000.2 (series), but **Recommended** for Reenlistment or Extension

5D. CO's signature: _____

Extension/Reenlistment/Reserve Enlistment Section

<p>6. I plan to ...</p> <p>Extend Reenlist (<i>min. 3 years for regulars</i>)</p> <p>Enlist in the CG Reserve</p>	<p>7. For # of yrs (Note: if reenlisting, the minimum is 3 years)</p> <p style="text-align: center;">1 yr 2 yrs 3 yrs 4 yrs 5 yrs 6 yrs 8 yrs* Other</p> <p style="text-align: center;"><i>(Reserve enlistments/reenlistments may be for a period of two, three, four, five, six, or *eight years.)</i></p>	<p>8. Date of Reenlistment/ Date to Sign Extension/ Reextension</p>
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9. Person administering the oath for extension agreement/reenlistment

Name: _____ Rank: _____ Title: _____

<p>10. Reason for Extension/Reextension of Enlistment:</p> <p>Request of individual Authorized by Commander CGPSC</p> <p>School training requirement Obligated service for advancement</p> <p>Obligated service for transfer Obligated service for SRB bonus</p> <p>Participation in tuition assistance program Other (<i>specify</i>): _____</p> <p>Obligated service for retirement</p> <p>Completion of deployment aboard vessel</p>	<p>11a. Selective Reenlistment Bonus</p> <p>Zone (<i>check one</i>) "A" "B" Not Eligible</p> <p>Multiple: _____</p> <p>Kicker Multiple _____ for _____ Competency Code</p> <p>11b. SELRES Bonus" Not Eligible</p> <p>Affiliation or Prior Service Enlistment Bonus</p> <p>Will lateral to _____ Rating (<i>if applicable</i>)</p> <p>Assignment to Critical Unit _____ (<i>if applicable</i>) (Unit name)</p>
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Separation Section

12.		I am being discharged involuntarily
13.		I want to be discharged (military obligation completed)
14.		I want to be discharged (military obligation completed) and enlist into the CG Reserve for ____ years and be assigned to the SELRES IRR. (<i>also use blocks 6 to 9 and 11b to provide details for your enlistment contract</i>)
15.		I want to be released from Active Duty (Active Duty obligation completed/Reserve RELAD) and be assigned to the SELRES IRR.
16.		Request to be released/discharged _____ - days early (<i>NTE 30</i>) to pursue a unique schooling or career opportunity per 12.b.8 PERSMAN
17.		Retire as directed by CGPSC (epm/opm) orders dated: _____ I will perform travel to: _____ My home of selection is: _____ (<i>You have up to one year to make/choose your home of selection.</i>)
18.	Yes No	Have you had a physical examination dated one year or less from your upcoming separation date? Note: If you answered "No", you must complete a physical during the year prior to your separation.
19.	Yes No	Do you want health care coverage under the Continued Health Care Benefit Program (CHCBP)? Contact the CHCBP Administrator at 1-800-444-5445 Option #4 or see http://www.humana-military.com/ for information on the program.
20.		If Disch/Relad I will perform travel to my: Home of Record Place of Enlistment/Acceptance Will not be moving

21. Mode of travel will be (check one): POC Gov't Ticket	22. I request advance travel SF Form 1038 is attached: Yes No		
23. Do you occupy government quarters? Yes No If yes, enter date you will terminate quarters:			
24. LEAVE SECTION (Complete for Separations, reenlistments and first extensions of enlistment). <ul style="list-style-type: none"> • <u>If your leave plans change after completing this worksheet, immediately notify your SPO. Failure to do so may result in an overpayment for which you will be responsible.</u> • Regular, Active Duty, members are only authorized to sell a TOTAL of 60 days leave during their career. The 60-day career limitation does not apply to Reservists and Retirees recalled to AD for a contingency operation or Reservists on AD for 31-365 days. • If separating from the regular component you must use or sell all leave. Reservists being released from Active Duty • If you are reenlisting or extending, unused leave will automatically be carried forward into your new service obligation. I plan to (select any that apply): sell _____ days of leave and/or carryover _____ days leave take terminal leave starting (date): _____ Note: Member/Unit, <u>do not enter terminal leave in the DA Self-Service Absence Request.</u> Terminal leave will be recorded by the SPO on the separation transaction or, for discharges, the non Self-Service Absence Request. take leave prior to my separation for periods listed below (Note: Member/Unit <u>must input</u> the following periods in DA Self-Service Absence Request)			
Enter inclusive leave dates (continue on separate page if necessary): more leave dates on separate page			
From	To		
From	To		
From	To		
25. If separating, enter your final mailing address: (This is where your W-2 will be mailed next year.)			
Address			County
City	State	Country	Zip Code
26. Yes No Request copy 6 of my DD-214 is sent to State of _____ Director of Veterans' Affairs.			
27. If separating, enter name and address of a relative to be contacted if you cannot be reached at the final mailing address:			
Name			
Address			County
City	State	Country	Zip Code
28. FOR RETIREMENT ONLY: I have been authorized by CGPSC EPM/OPM and my Command to utilize retirement processing station permissive orders IAW COMDTINST M1000.4 (series) Art 1.C.1.e. I have been approved by my command to utilize 20 (30 if OUTCONUS) days permissive temporary duty IAW COMDTINST M1000.4 (series) Art 1.C.1.f. Use in the following order: Permissive temporary duty, processing point permissive orders, and terminal leave. Contact your admin office for assistance in determining your departure date when using any combination of the above.			
Permissive Temp Duty*:	From	To	
Processing Point*:	From	To	
Terminal Leave Dates:	From	To	
* Note: Do not input these dates on the retirement transaction or leave transaction in Direct-Access.			
PRIVACY ACT STATEMENT: In accordance with 5 USC Section 552a(e)(3), the following information is provided to you when supplying personal information to the U. S. Coast Guard: Authority - 10 USC Section 508 & U. S. Coast Guard Personnel Manual. Principal Purpose(s) - Used to indicate a member's career intentions. Routine uses - Same. Disclosure - Disclosure of this information is voluntary, but without disclosure the member's career intentions may not be known which may cause document processing and pay problems.			
29. Member's Signature	29a. Date	30. Supervisor's Signature	30a. Date
31. Division/Branch Chief Signature	31a. Date	32. Department Head Signature	32a. Date
33. Command Approval	33a. Date	34. For SPO Use Only	Action Completed on By (Initials)