

## **How do I receive retirement orders?**

- You submit a request for voluntary retirement to CGPC-epm-1 via your chain of command in the format provided in Article 1.C.11a of the Military Separations Manual, COMDTINST M1000.4.
- Requests will be approved based upon Service needs.
- If the retirement is approved more than six-months in advance it will be placed in an 'In Process' stage in Direct Access. You, via your chain of command, will receive a memorandum from CGPC-epm-1 regarding the approval. Once the retirement is within six-months, CGPC-epm-1 will approve a separation authorization for retirement in Direct Access which will generate the retirement orders. The retirement orders will be available in the Direct Access Airport Terminal at this time. Both your command office and your command's Servicing Personnel Office (SPO) should note receipt of the orders in their scheduled review of the Direct Access Airport Terminal.
- If the retirement is approved in a year or less in advance it will be placed in an 'Approved' stage in Direct Access. CGPC-epm-1 will approve a separation authorization for retirement in Direct Access at which time the retirement orders will be generated and available in the Direct Access Airport Terminal. Both your command office and your command's Servicing Personnel Office (SPO) should note receipt of the orders in their scheduled review of the Direct Access Airport Terminal. CGPC-epm-1 will not generate a separate memorandum to you regarding the approval.
- Disapprovals will be processed in Direct Access and you, via your chain of command, will receive notification by a separate memorandum.

**If I'm planning to retire from the Coast Guard, when can I submit my request for retirement?**

- You may submit your retirement request to Commander (CGPC-epm-1) not more than two years or less than six months before your desired retirement date.
- If your request is received more than two years in advance from your requested retirement date, it will be returned to you, via your chain of command, with no action taken.
- If your request is submitted in less than six months in advance to the requested retirement date, it will be processed provided the request is endorsed by your command stating that the command can, and is willing to, support a vacant position (GAP) resulting from your retirement.
- See paragraph 3 of ALCGPSC 164/12 for additional clarification.

**If I'm planning to retire from the Coast Guard, on what date should I request to retire?**

- If you are eligible to retire, having met all applicable provisions of Article 1.C.11 of the Military Separations Manual, COMDTINST M1000.4, you may request to retire on the first day of any month. However, your requested date to retire should be for the first day of any month between May and September in order to facilitate on site relief efforts during the assignment year (AY).
- If your requested date to retire is for the first day of any month between January and April, your request should contain a command endorsement acknowledging and accepting the temporary position gap resulting from your retirement that will occur outside of the normal retirement window of May thru September.

- See paragraph 3 of ALCGPSC 124/12.

### **How should I submit my retirement request?**

- The preferred method of submitting an enlisted voluntary retirement request is by sending a scanned command endorsed memo with all signatures visible via email to [arl-pf-cgpsc-emp-1retirements@uscg.mil](mailto:arl-pf-cgpsc-emp-1retirements@uscg.mil). Requests submitted via email do not require separate paper-copy sent by mail.

### **What are some common mistakes found by CGPC-epm-1 when processing retirement requests?**

- Request not submitted in the format provided in Article 1.C.11 of the Military Separation Manual, COMDTINST M1000.4.
- Request contains no command endorsement.
- Requests not signed or dated by the member.
- Request submitted more than two years out from the requested retirement date.
- Requestor not eligible to retire having completed less than 20 years of active service as of the requested date of retirement.
- Requestor's obligated service requirements not met by requested retirement date. (i.e., obligated service for assignment, advancement, etc.)
- Requestor has a medical board in process.

### **My Commanding Officer just endorsed my retirement request by signing next to the "Thru:" line. How is this interpreted by CGPSC?**

- CG PSC-epm will view this as a favorable endorsement for the content of the memo without comment or qualification.

**Can I submit a retirement request without a command endorsement directly to CGPC?**

- No, all requests and amendments require command endorsement.

**Why are retirements scheduled at the beginning of the month?**

- 5 USC 8301 requires that retirements that are not covered by some other statute are to be executed on the first day of the month. Retirement situations that are not required to be at the beginning of the month are disability retirements and resuming retirement after a recall to active duty.

**Where do retirement certificates come from?**

- PSC (RAS) provides the retirement certificate and spouse's certificates prior to member's retirement or departure on terminal leave.

**What is a Retirement Processing Point (RPP)?**

- The intent of the RPP policy is to help ease the retiring member's "transition" to the area in which he/she desires to retire and are not currently within reasonable commuting distance.
- A RPP is not a PCS transfer nor can you be reimbursed for any costs associated with an RPP.
- The RPP has to be a Coast Guard unit other than the last PDS and it cannot be within the same geographical area of the last PDS but

must be within a reasonable commuting distance to the retiring member's home of selection.

- When approved for a RPP, the retiring member will be directed to report to the Coast Guard unit (RPP) between 12 and 15 working days before the approved effective retirement date.

### **Can I request a delay or cancellation of an approved retirement?**

- There are provisions in Article 1.C.11 of the Military Separations Manual, COMDTINST M1000.4 which provides guidance on delaying or canceling an approved retirement.
- See paragraph 4 of ALCGPSC 164/12 for additional clarification.

### **If I receive new assignment orders, can I request to retire in stead of executing the new assignment orders?**

- If you receive new assignment orders during an AY and you are otherwise eligible to retire by your departure date, you may request to Retire in Lieu of Orders (RILO).
- You must advise Commander (CGPSC-epm) by message within 5 days of receiving the new assignment orders in the Direct Access Airport Terminal, and simultaneously submit a request to retire with an effective date of retirement **on or before 1 August** of that AY.

### **If I am being processed for discharge due to non-compliance with the Coast Guard's weight standards, can I request to retire in stead of being administratively discharged?**

- As provided in Chapter 2 of the Weight/Physical Fitness Standards for Coast Guard Military Personnel, COMDTINST M1020.8G, if you

are subject to separation due to excessive weight/body fat and you are otherwise eligible to retire, you may request to Retire in Lieu of an administrative Discharge (RILD).

- Your request to RILD should be in the same format provided in Article 1.C.11 of the Military Separations Manual, COMDTINST M1000.4, for requesting retirement with the exception of the subject line and paragraph 1. The subject would be "REQUEST TO RETIRE IN LIEU OF ADMINISTRATIVE DISCHARGE" with paragraph 1 reading "I request to retire in lieu of administrative discharge. (sample under Retirement Docs/Tools)
- Your request will be sent to Commander (CGPC epm-1), along with your discharge package completed by your command.
- If your RILD is approved, your retirement date will be the first of the month, following 20 working days from the date the RILD is approved.

**For additional information on retirement processing, please refer to the Coast Guard Pay & Personnel Center's Retirement Processing Web Page at the following link:**

- <http://www.uscg.mil/ppc/ras/RetirementProcessing.asp>