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Temporary Separation FAQs

1. What is the Temporary Separation program?

Temporary Separation is outlined in the Temporary Separations Policy Manual (COMDTINST M1040.6). The Temporary Separation policy allows Coast Guard members to temporarily separate and pursue growth or other opportunities outside the service, while providing a mechanism for their return to active duty. The long-term intent of this program is to retain the valuable experience and training our members possess that might otherwise be lost. Under this policy, career oriented officers and enlisted members are authorized to separate from Active Duty for up to two years, twice during their career with a minimum of 24 months in between separations.

This policy originally was called the Care of Newborn Child (CNC) policy. It was designed to allow a new mother to take up to a 24-month absence to care for a child. It was modified to the present policy that allows all eligible members to take up to a 24-month absence (the reason for absence is irrelevant).

The decision to submit a TEMPSEP request is a serious one because it is a resignation of your commission in the USCG. The projected separation triggers transfer and advancement actions that, if reversed, cause hardship to other members. A member desiring to cancel an approved separation under this policy will be required to complete a minimum of two years active duty from the date of cancellation. Cancellation of an approved separation will be based on Service needs.

Members who are approved for separation under this policy are required to affiliate with the Reserve during the separation. Members may request assignment in any of the following Reserve Component Categories: Selected Reserve (SELRES), Individual Ready Reserve (IRR), Active Status List (ASL) or Inactive Status List (ISL). If the member returns to active duty, a date of rank adjustment will occur to account for the TEMPSEP period.

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2. Am I eligible to request Temporary Separation?

Officer eligibility is limited to career officers who have served on active Coast Guard duty for at least five years without a break in service immediately preceding the effective separation date. This includes permanent commissioned officers in the grade of lieutenant or above, permanent commissioned warrant officers who have completed their three-year probationary period, temporary regular officers who have completed at least five years of active duty and three years of active duty commissioned service, or Reserve Program Administrators (non-provisional) in the grade of lieutenant or above.

The following are **not** eligible:

- Personnel who have previously separated from the Service under this policy who separated less than 24 months ago.
- Members with active duty obligated service.
- Reserve Officers (except for RPAs)
- Retirement-eligible members
- Members pending investigation, performance probation, NJP, courts-martial, or civilian criminal charges or proceedings.
- Officers in a failed selection promotion status.
- Officers of the Permanent Commissioned Teaching Staff (PCTS)
- Officers who are NOT tour complete, this excludes those requesting for CNC
- Members in receipt of PCS orders
- Members with a disciplinary action within two years prior to the requested separation date
- Members currently not in compliance with MAW standards

3. How do I request Temporary Separation?

Temporary Separation is a program an officer can request to participate in when he or she resigns his or her commission.

An officer submits his/her request to separate under this policy as an unqualified resignation in the form prescribed in **Chapter 1.A.4** of the Separations Manual (COMDTINST M1000.4). A signed [Statement of Understanding of Conditions for Temporary Separation](#), selecting which Reserve component category the member is interested in joining, must be attached to the request.

The opm-1 website has all of the documents necessary to submit a request for Resignation under the TEMPSEP policy: <http://www.uscg.mil/psc/opm/Opm1/opm-1Separations.asp>.

Once your separation memo is approved by your command and the SOU is completed and signed, the preferred submission method is by scanning and emailing it to ARL-PF-CGPSC-OPM-1-Separations@uscg.mil.

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Personnel who already have an approved resignation may request, prior to that date, to be separated under this policy, if eligible. This may be done with a memo and by emailing the Statement of Understanding of Conditions for Temporary Separation to ARL-PF-CGPSC-OPM-1-Separations@uscg.mil prior to the date of separation. It will not be processed after a person has separated.

4. How do I rejoin the regular Coast Guard following a period of Temporary Separation as per the policy?

The applicant must submit a [Notice of Intent to Return](#) at least six months, but not earlier than one year, before the intended date of return to Active Duty. *To ensure the greatest job opportunity, applicants should consider submitting their notice of intent by 1 October to compete for assignments in the following summer.*

If affiliated with the Coast Guard Reserve, required after 24 June 2016, the officer sends the notice of intent to Commander, Coast Guard Personnel Command (CG PSC (opm-1)). This can be e-mailed to [ARL-PF-CGPSC-OPM-1](#).

If not affiliated with the Coast Guard Reserve, the officer needs to contact his/her local Coast Guard Recruiter and [Commander, Coast Guard Recruiting Command \(CG RC\)](#). It takes longer as many more steps are required to re-access officers not affiliated with the Reserve. The Notice of Intent should be sent by traceable means to:

Commanding Officer
Coast Guard Recruiting Command (CG RC)
U. S. Coast Guard
2703 Martin Luther King Jr Ave SE STOP 7200
Washington, DC 20593-7200

As soon as an officer submits his/her Notice of Intent to Return to Active Duty after Temporary Separation to either CG PSC (opm-1) or CGRC:

1. CG PSC (opm-1) submits the officer's name to the Senate for appointment.
2. CG PSC (opm-2) will determine the applicant's duty assignment and issue his or her orders as far in advance as possible (90 days is optimal) before the appointment date.

5. What is the timeframe for approval of request and return to AD?

It takes 3-6 months to rehire officers back to Active Duty. After the request is approved by PSC (opm-1), it is submitted for approval to the Commandant, DHS Secretary and Senate confirmation.

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6. How does Temporary Separation affect my promotion status when I return to active duty?

1. If an officer was not previously considered by an ADPL board, he/she will be considered by the next selection board based on the officer's adjusted date of rank.
 2. If an officer was previously selected by an ADPL board,
 - a. he/she will be returned to the same relative position on the ADPL list if that list is still in effect and the officer's name has not been reached. Or;
 - b. be offered an appointment in the higher grade, if the officer's name was reached or passed by on a previous list.
 3. Upon return to active duty, an officer who affiliated with the Reserve and was selected and promoted to the next higher grade on the IDPL:
 - a. Will not be reappointed in the higher regular grade. Or;
 - b. May request to return to active duty on an extended active duty (EAD) contract at the higher grade, member will retain their reserve commission.
 4. Upon return to active duty, an officer who affiliated with the Reserve and was not selected for promotion by the IDPL will not carry that non-selection forward on the ADPL.
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7. How does Temporary Separation affect my Date of Rank (DOR)/precedence on the Active Duty Promotion List (ADPL)?

An officer separated under this policy may lose precedence on the Active Duty Promotion List (ADPL) according to the following:

- An officer appointed to the same grade last held on Active Duty will maintain the same IDPL Date of Rank when re-commissioned as a regular, permanent officer. These Officers will be given the same precedence as before he/she left. They will be returned to the same relative position on the ADPL list if that list is still in effect. If not, they will be placed based on their DOR.
- An officer selected on the ADPL prior to separation and appointed to a higher grade than last held on Active Duty upon return will receive a Date of Rank based on when he/she signs the Oath of Office (CG-9556) to accept the commission. Seniority within that date of rank will be administratively determined by CG PSC (opm).

The effective date of pay and allowances will be the date the applicant executes the Acceptance and Oath of Office.

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8. I heard that the Temporary Separation program can now be used twice, Is this true, and what is the policy?

No. Members are only authorized one TEMPSEP period in their career. TEMP SEP Manual, Ch. 3.D

9. How does coming back onto Active Duty following temporary separation work with assignments?

Please contact the Assignment Officer (PSC (opm-2)) as soon as you make the decision to return to Active Duty. Usually return to active duty from temporary separation should be scheduled for the new assignment season. If there is a service need, the Assignment Officer can Contact opm-2, opm-1 does not know what assignments are available, timeframe, etc.

10. If I wait to resign in lieu of orders, can I still participate in the TEMPSEP program?

No, one of the criteria for eligibility is that a member may not be in receipt of PCS orders.

11. I am a Reserve officer but just got selected by a best-qualified board and have been offered integration. How do I request Temporary Separation since I will be a regular officer by the date I desire to resign?

Yes, as long as you meet all other eligibility criteria. Submit a resignation request with your integration information included in the request. Your request will be cross-referenced with the integration list and, even though you are a Reserve officer now, you will receive separation orders coded for a resignation if your request is approved. In order to meet the 6 month notice timeline, it is better to submit your request while you are still a reserve officer on EAD.

12. Can I participate in the Temporary Separation program if I am selected for promotion?

Yes. If you are an Officer with a regular, permanent commission you can request to Resign under the Temporary Separation program as long as the eligibility criteria has been met.

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13. If returning after 2 years TEMPSEP on orders does CG pay to move household goods to new duty station?

Yes, this is treated as a regular PCS move.

14. Where can I find additional information about Reserve affiliation and the requirements while of the different Reserve Component Categories?

The following resources provide additional information about the Coast Guard Reserve:

1. [Reserve Policy Manual](#) (CIM 1001.28C): Chapter 1 and 4 outline the requirements while assigned to each Reserve Component Category.
2. [IRR and Standby Reserve Member Guide](#):
3. PSC RPM”
 - a. **RPM-1** (Promotions and OERs): www.uscg.mil/rpm/rpm-1
 - b. **RPM-2** (Assignments): www.uscg.mil/rpm/rpm2
 - c. **RPM-3** (IRR, ASL, ISL Admin and SPO support): www.uscg.mil/rpm/rpm3

Additional questions about how the program works with regard to the TempSep program should be emailed to ARL-PF-CGPSC-rpm-Query@uscg.mil.

15. What is the process to affiliate with the Reserve and receive a Reserve Commission?

Approximately once per quarter PSC (opm-1) submits a list of members authorized to TEMPSEP to the Commandant and DHS Secretary requesting approval of a Reserve Commission. When approval is received from DHS, PSC (rpm-1) will release an ALCGPSC message with a list of members approved for a reserve commission. The ALCGPSC message will provide the requirements and deadlines to complete Reserve affiliation. The complete Reserve affiliation process is outlined on this flow chart (below).

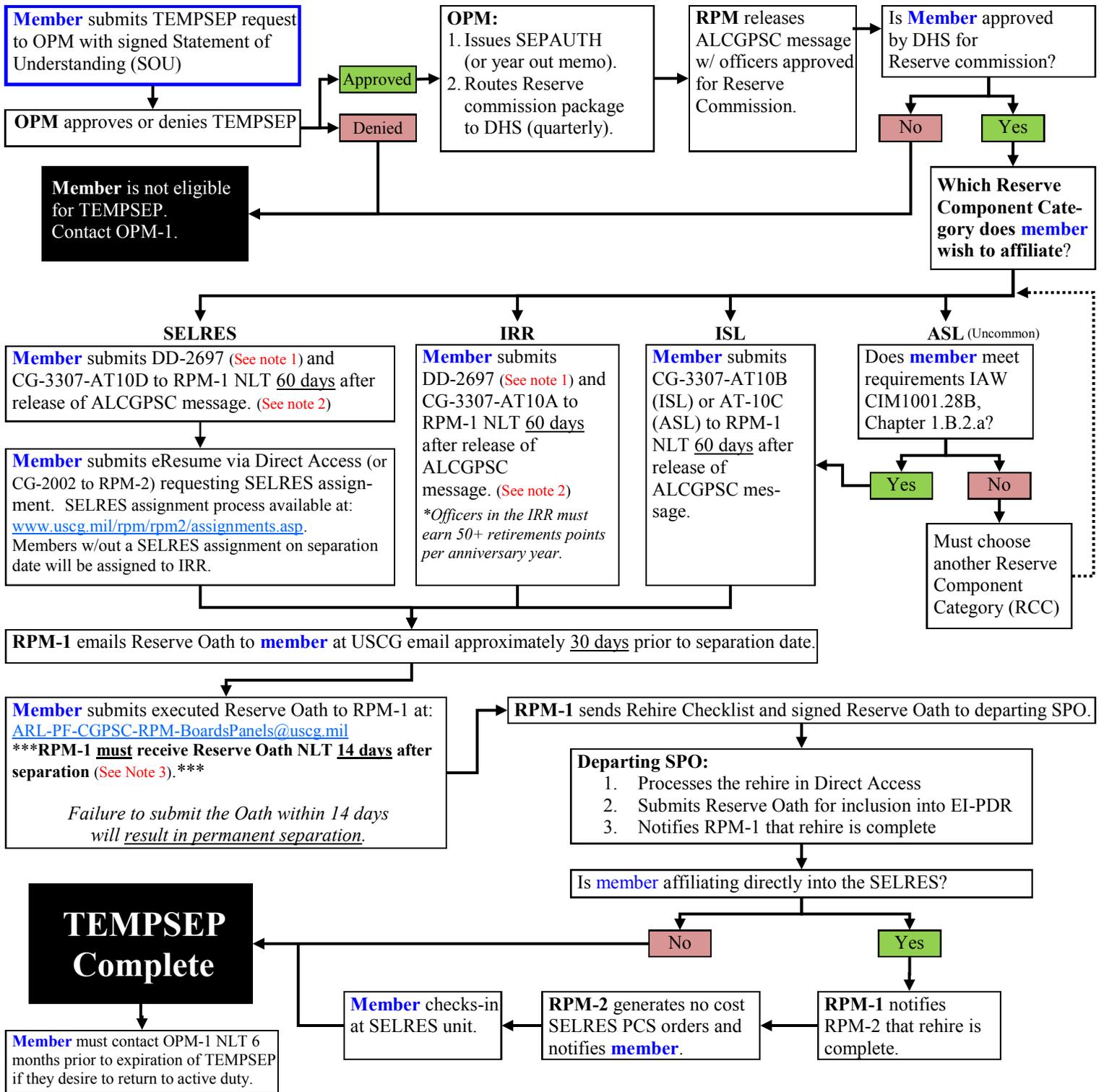
16. When will my name be placed before Congress for Nomination approval?

The approval process usually takes 2-3 months before it gets to the Senate for Confirmation.

17. Assuming I am confirmed who in the Coast Guard would enter all my codes to get me back onto active duty as far as DEERS and Pay stuff?

The Assignment Officer will enter the orders in Direct Access. PSC (opm-1) will change the member's status and ensure the Oath is included in the member's record. The original oath of office should be given to the servicing personnel office of your new unit to ensure that necessary accession and pay transactions are completed.

TEMPSEP Process for Officers



Note 1: The DD-2697 must be dated no more than 12 months prior to the date of separation, and Block 20 must clearly annotate whether or not the member meets medical retention standards in accordance with the Coast Guard Medical Manual, CIM 6000.1(series). Members who do not submit a valid DD-2697 within the deadlines established by CG PSC will automatically be assigned to the ISL. Members who do not meet medical retention standards will require further medical evaluation to determine continued eligibility for TEMPSEP.

Note 2: Members who fail to submit the required documentation within 60 days of release of the ALCGPSC message will be automatically assigned to the ISL.

Note 3: Members who do NOT submit an executed Reserve Oath of Office to RPM-1 within 14 days after separation will have their Temp Sep agreement voided and will be permanently separated.