

E-Mail ALSPO E/16

Subj: STATEMENT OF SERVICE LETTER FOR CIVILIAN APPOINTMENT

Ref: (a) [COMDT COGARD WASHINGTON DC 150753Z APR16 /ALCOAST 144/CG-1, COMDTNOTE 12920](#)
(b) [Military Separations Manual, COMDTINST M1000.4](#)
(c) [Personnel and Pay Procedures Manual, PPCINST M1000.2 \(series\)](#)

Introduction This E-Mail ALSPO message provides the procedure for issuing a Statement of Service Letter for a member separating from active duty who is seeking a civilian appointment.

Policy Per reference (a), the Coast Guard requires 120 day certification of availability from applicants for civilian appointments who are planning to retire or separate from the military.

Purpose A Statement of Service Letter (SOSL) is a written document certifying that the servicemember is expected to be discharged or released from active duty service under honorable conditions no later than 120 days from the date the letter is signed.

SOSL Content The SOSL must be on Coast Guard letterhead and include the following information:

- military dates of service and
- expected discharge or release date,
- character of service,
- military rank,
- type of discharge and
- date when terminal leave will begin.

The SOSL must be signed by, or by direction of military members' military personnel offices, unit commanders or higher headquarters.

The member must authorize release of the information.

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Process

The unit Commanding Officer/Officer-in-charge issues the SOSL, upon request of the member, who is separating from the Coast Guard within 120 days and who meets the criteria for discharge under honorable conditions as described in reference (b) (See Article 1.A.2.b for officers or Article 1.B.2.C(1)(a) for enlisted personnel). See enclosure (1) for an example SOSL letter format.

Directives affected

The contents of this E-Mail ALSPO message will be incorporated into the applicable sections of reference (c).

Questions

Direct questions regarding the 120 day certification policy for Coast Guard military members to COMDT (CG-1331) at HQS-PolicyandStandards@uscg.mil.

Direct other questions regarding the content of this E-Mail ALSPO message to PPC Customer Care at:



(866) 772-8724/(785) 339-2200



<http://www.uscg.mil/ppc/ccb/> (Online Trouble Ticket/Inquiry Form)



PPC-DG-CustomerCare@uscg.mil (E-Mail)

Released by

Internet release authorized.

/s/

P. F. BRADY, JR, CAPT, USCG
Commanding Officer

Encl (1) SOSL Example/Template

USCG Statement of Service Letter (SOSL) Example/Template

U.S. Department of
Homeland Security

United States
Coast Guard



Commanding Officer
United States Coast Guard
Unit Name

Address 1
Address 2
City, ST, Zip
Staff Symbol:
Phone:
FAX:

1070
March 9, 2016

Title
Attn:
Address 1
Address 2
City, ST, Zip

Dear Sir or Madam:

In compliance with 5 U.S.C. § 2108a, The Hire Heroes Act of 2011 (P.L. 112-56) this letter is to certify that **(ENTER RANK/PAYGRADE & NAME)** has served on Active Duty in the United States Coast Guard since **March 1999**, and is within 120 days from separation.

(ENTER RANK/PAYGRADE & LAST NAME) is currently serving in accordance with Active Duty orders at **(ENTER CURRENT UNIT & ADDRESS)** since July 2014 and will separate from the United States Coast Guard on October 31, 2016.

Full Name:	(FIRST MI LAST)
Rank/Rate:	Lieutenant
Pay Grade:	O-3
Date of Birth:	February 09, 1976
Active Duty Base Date:	February 16, 2000
Separation Date:	October 01, 2016
Terminal Leave Date:	August 01, 2016
Character of Service:	Honorable/General

If you have any further questions contact me at the above number.

Sincerely,

A. B. SEA
Chief Warrant Officer
U. S. Coast Guard
By direction

I authorize the release of the above information.

(FIRST MI, LAST), LT, USCG