

**SAMPLE VERBIAGE FOR PROBATIONARY CG-3307
(1.B.15)**

(Date): This is to inform you that for the past (x) months your behavior and conduct have been unsatisfactory when compared with that of your peers in your grade. Consequently, you are being placed in a six-month probationary period commencing this date. Your probation will run through (six months from start date). During this probationary period, you will be observed, counseled, and mentored to ensure you have the necessary tools available to you to successfully complete this probation. Should you fail to successfully complete this probationary period, you are subject to being processed for separation from the Coast Guard by reason of unsuitability.

The reason(s) you are being placed in this probationary status (is/are): List all instances of substandard behavior and conduct with a brief description of the event(s).

In order to successfully complete this probation and be retained in the Coast Guard, you must accomplish the following: List all required actions (e.g., report on time all the time, put forth conscientious effort to qualify at watch station(s), render proper customs and courtesies as dictated by Coast Guard and military tradition, etc.).

(The following paragraph is commonly referred to as the early termination clause, and is provided for in 1.B.15.c. However, it MUST be included in the CG-3307 placing the member on probation.)

You are being placed in this six-month probationary period to afford you the opportunity to become a productive, contributing member of the Coast Guard. However, should you fail to make a conscientious effort to overcome your documented deficiencies in behavior and conduct, or should you violate the conditions of your probation in any way, at any time, I am authorized to recommend your separation at any time prior to the expiration of this probation.

CO'S NAME, RANK

(Date): I acknowledge receipt of the above counseling, and I understand the contents thereof. In addition, I acknowledge that I am subject to separation prior to the expiration of this probation if I fail to make an effort to overcome my deficiencies or violate the conditions of my probation.

MEMBER NAME, RATE