

Chapter Overview

Introduction The objective of this chapter is to provide a concise, user friendly job aid for completing administrative remarks, recording medals and awards, reporting completion of NJP or courts-martial proceedings, reporting unauthorized absence or deserter status and reporting return from unauthorized absence or deserter status. This chapter provides checklist, guides, and information required to complete these tasks.

In this chapter

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A	Performance	10-A-1
B	Discipline	10-B-1

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Section Overview

Introduction This section will help you to locate the policies and procedures for completing an administrative remark entry, guide you through the procedures for reporting medals and awards, and aid you in completing and reviewing an Enlisted Employee Review Worksheet (EERW).

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Administrative Remarks (CG-3307)

Introduction The CG-3307 provides a means of recording miscellaneous entries, which are not recorded elsewhere in a Personnel Data Record (PDR). Administrative Remarks entries are made, to document counseling, or to record any other information required by current directives, or considered to be of historical value.

Reference (a) COMDTINST 1000.14 (series), (Preparation and Submission of Administrative Remarks
(b) PPPM, Enclosure 6

Policies and procedures • The only authorized CG-3307 entries are those listed in Enclosure (6) to this manual.
• The policies governing the use of the CG-3307 can be found in Ref. (a).

Example entries See Reference (b) for examples.

Reporting Medals and Awards

Introduction All medals and awards that have been presented to the member must be reported to the SPO for entry into Direct Access.

References Direct Access Guide, Honors and Awards

Reporting Awards When a member receives a medal or award, forward a copy of the certificate or other documentation to the Direct Access input office (SPO or Unit). A listing of all Award Codes can be found in an Excel spreadsheet on the [PSC Website: http://www.uscg.mil/hq/psc/3pm.htm](http://www.uscg.mil/hq/psc/3pm.htm).

Direct Access Path Home > Develop Workforce > Manage Competencies (GBL) > Use > Honors and Awards

Processing Good Conduct Awards Process table for active duty and reserve Good Conduct Awards.

Stage	Who Does It	What Happens
1	SPO	Forwards a list to the unit of members who are eligible for awards between the 15th of the current month to the 14th of the next month
2	Unit/SPO (See note)	Prepares Good Conduct Award Certificate for the unit commanding officer's signature
3	Unit	Completes Direct Access transaction or forwards a copy of the signed award certificate or documentation to SPO for Direct Access input
4	SPO	Completes Direct Access transaction if unit is unable to enter the data

Note: If unit has no administrative support attached, the SPO will complete the Good Conduct Award Certificate and forward to the unit.

How to Complete the Enlisted Employee Review Worksheet for Units without Access to Direct Access

Purpose The objective of this section is to provide a concise, user-friendly job aid for completing Enlisted Employee Review Worksheet (EERW). Refer to Chapter 10-B of the PERSMAN, for information about the Enlisted Employee Review System.

Discussion The EERW should only be used for personnel assigned to commands without access to Direct Access. Some examples of affected commands are:

- CG Recruiting Offices
- CG personnel assigned at MEPS
- Underway vessels (to be input upon return to homeport)
- Detached duty.

Direct Access does not allow input of Employee Reviews older than one year. In that case the unit must submit the completed EERW and forward to PSC (adv) for processing.

Process This is the process used for submission of Enlisted Employee Review Worksheets.

Stage	Who Does It	What Happens
1	Unit	<ul style="list-style-type: none">• Determines members that need to be evaluated.• Obtains the EERW from parent command (forms are available on the PSC website at the following location http://www.uscg.mil/hq/psc/forms). Vessels anticipating underway periods during a period ending date should have sufficient copies prior to sailing.• Ensures member signs EERW within 21 days of period ending date.• Mails completed EERW to parent command for data entry into EERS.
2	SPO	<ul style="list-style-type: none">• Enters information from EERW into Direct Access.• Prints Enlisted Employee Review Summary (EERS) from Direct Access.• Returns counseling sheet to Unit.
3	Unit	<ul style="list-style-type: none">• Verifies EERS for accuracy, counsels member, gets signature, and files summary sheet in member's record.

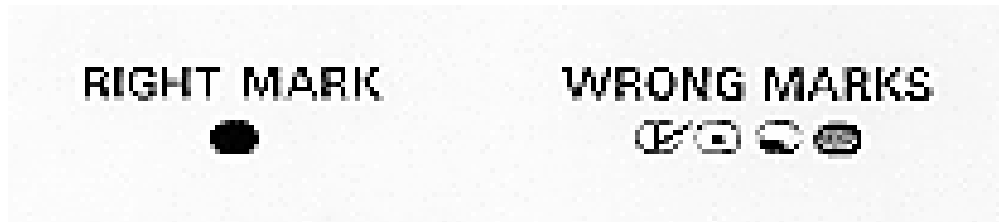
How to Complete the Enlisted Employee Review Worksheet for Units without Access to Direct Access, Continued

**Before you
begin**

EERW's must be used for all Enlisted Employee Reviews (EER) submitted with a period end date later than 1AUG02 when applicable or if connectivity issues prevent entry into Direct Access. All EER's must be submitted online.

A properly completed EERW is required for entry by parent command. Incorrect forms will be sent back to the unit for corrections.

- Keep these important rules in mind while completing EERW's.
 - Use a pen or pencil
 - Darken the ovals completely, as in this example:



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Continued on next page

**Section A
PERFORMANCE**

How to Complete the Enlisted Employee Review Worksheet for Units without Access to Direct Access, Continued

Completing the EERW Follow these steps and examples to complete the EERW.

Note: If you have any questions after reading these directions, please contact PSC (ADV) at 785-339-3400 for assistance, before attempting to complete the form.

Step	Action																																																																																											
1	Determine the reason for evaluation.																																																																																											
2	<p>Please darken the correct ovals in blocks 1-5.</p> <table border="1"> <thead> <tr> <th>Block</th> <th>Enter</th> </tr> </thead> <tbody> <tr> <td align="center">1</td> <td>Print member's full name/rate and unit</td> </tr> <tr> <td align="center">2</td> <td>Enter member's Employee Id</td> </tr> <tr> <td align="center">3</td> <td>Darken the oval for the appropriate pay grade</td> </tr> <tr> <td align="center">4</td> <td>Enter the correct reason code for the evaluation</td> </tr> <tr> <td align="center">5</td> <td>Enter the correct period ending date</td> </tr> </tbody> </table> <table border="1"> <tr> <td align="center">1</td> <td colspan="2">RATE, FIRST NAME, LAST NAME:</td> <td colspan="2">UNIT NAME:</td> </tr> <tr> <td align="center">2</td> <td>EMPLOYEE ID #</td> <td align="center">4</td> <td colspan="2">REASON</td> </tr> <tr> <td colspan="2"> <table border="1"> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input 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**Section A
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How to Complete the Enlisted Employee Review Worksheet for Units without Access to Direct Access, Continued

**Completing the
EERW (cont'd)**

Step	Action						
3	Darken the ovals that properly evaluate the member. <ul style="list-style-type: none"> • Use only one mark per field. • The supervisor and marking official should use a pencil and enter a mark in the oval, which can be erased if necessary. • The approving official agrees/disagrees and darkens the appropriate oval. 						
4	All marks of: <ul style="list-style-type: none"> • 1; • 2; • 7; • Not Recommended; or • Unsatisfactory in Conduct Must have supporting documentation attached to the EERW.						
5	LEADERSHIP POTENTIAL Provide written documentation for all personnel E-6 and above describing in detail their potential for future leadership responsibilities.						
6	Darken the correct Conduct oval. <div style="border: 1px solid black; padding: 5px;"> <p>CONDUCT</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%; text-align: left;">COMPETENCY</th> <th style="width: 33%; text-align: center;">UNSATISFACTORY <input type="checkbox"/></th> <th style="width: 33%; text-align: center;">SATISFACTORY <input type="checkbox"/></th> </tr> </thead> <tbody> <tr> <td style="font-size: small;"> CONDUCT The degree to which this member, through personal behavior, conformed to the rules, regulations, and military standards, on and off duty. </td> <td style="font-size: small;"> Failed to meet minimum standards as evidenced by NJP, CM, or civil conviction; or brought discredit to the Coast Guard as evidenced by adverse CG-3307 entries including financial irresponsibility, non-support of dependents, or alcohol incidents; or failed to conform to civilian and military rules, regulations, and standards. </td> <td style="font-size: small;"> No NJP, CM, or civil conviction; and promoted and supported respect for rules, regulations, and civilian and military standards as evidenced by no adverse CG-3307 entries. </td> </tr> </tbody> </table> </div> <p>A mark of unsatisfactory requires adverse supporting documentation.</p>	COMPETENCY	UNSATISFACTORY <input type="checkbox"/>	SATISFACTORY <input type="checkbox"/>	CONDUCT The degree to which this member, through personal behavior, conformed to the rules, regulations, and military standards, on and off duty.	Failed to meet minimum standards as evidenced by NJP, CM, or civil conviction; or brought discredit to the Coast Guard as evidenced by adverse CG-3307 entries including financial irresponsibility, non-support of dependents, or alcohol incidents; or failed to conform to civilian and military rules, regulations, and standards.	No NJP, CM, or civil conviction; and promoted and supported respect for rules, regulations, and civilian and military standards as evidenced by no adverse CG-3307 entries.
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**Section A
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How to Complete the Enlisted Employee Review Worksheet for Units without Access to Direct Access, Continued

**Completing the
EERW (cont'd)**

Step	Action									
7	<p>The supervisor, marking official and approving official must darken in one oval for a mark of not recommended or recommended.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">SUPERVISOR:</td> <td style="padding: 2px;"><input type="checkbox"/> Not Recommended <input type="checkbox"/> Recommended</td> </tr> <tr> <td style="padding: 2px;">MARKING OFFICIAL:</td> <td style="padding: 2px;"><input type="checkbox"/> Not Recommended <input type="checkbox"/> Recommended</td> </tr> <tr> <td style="padding: 2px;">APPROVING OFFICIAL:</td> <td style="padding: 2px;"><input type="checkbox"/> Not Recommended <input type="checkbox"/> Recommended</td> </tr> </table> </div> <ul style="list-style-type: none"> All members marked Not Recommended will not receive a SWE nor be allowed placement on a supplemental advancement or striker list. Personnel receiving a Not Recommended will also be removed from any and all current advancement lists. All evaluations completed in the spring are for the November SWE cycle. Evaluations completed in the fall are for the May SWE cycle. Reservists are evaluated IAW the submission schedule located in 10-B-5 of the PERSMAN for participation in the October RSWE cycle. 	SUPERVISOR:	<input type="checkbox"/> Not Recommended <input type="checkbox"/> Recommended	MARKING OFFICIAL:	<input type="checkbox"/> Not Recommended <input type="checkbox"/> Recommended	APPROVING OFFICIAL:	<input type="checkbox"/> Not Recommended <input type="checkbox"/> Recommended			
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8	<p>The EERW <u>must</u> have four signatures for processing.</p> <ol style="list-style-type: none"> The supervisor Marking official Approving official Member <div style="border: 1px solid black; padding: 5px; margin: 10px auto;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; padding: 2px;">SUPERVISOR:</td> <td style="width: 20%; padding: 2px;"><input type="checkbox"/> Not Recommended <input type="checkbox"/> Recommended</td> <td style="padding: 2px;">I CERTIFY THAT I HAVE EVALUATED THIS MEMBER AGAINST THE WRITTEN PERFORMANCE STANDARDS AND HAVE PROVIDED WRITTEN DOCUMENTATION FOR SUPPORT OF EACH MARK OF 1, 2, 7, OR UNSATISFACTORY CONDUCT AND TERMINATION OF GOOD CONDUCT ELIGIBILITY. Signature _____ Rate/Rank _____ Date _____</td> </tr> <tr> <td style="padding: 2px;">MARKING OFFICIAL:</td> <td style="padding: 2px;"><input type="checkbox"/> Not Recommended <input type="checkbox"/> Recommended</td> <td style="padding: 2px;">I CERTIFY THAT I HAVE EVALUATED THIS MEMBER AGAINST THE WRITTEN PERFORMANCE STANDARDS AND HAVE PROVIDED WRITTEN DOCUMENTATION FOR SUPPORT OF EACH MARK OF 1, 2, 7, OR UNSATISFACTORY CONDUCT AND TERMINATION OF GOOD CONDUCT ELIGIBILITY. Signature _____ Rate/Rank _____ Date _____</td> </tr> <tr> <td style="padding: 2px;">APPROVING OFFICIAL:</td> <td style="padding: 2px;"><input type="checkbox"/> Not Recommended <input type="checkbox"/> Recommended</td> <td style="padding: 2px;"> <input type="checkbox"/> Concur <input type="checkbox"/> Do not concur, changes made <input type="checkbox"/> Counseling/ Documentation for 1, 2, and 7's required <input type="checkbox"/> Counseling required (specify areas) <div style="float: right; margin-top: 5px;"> Signature _____ Rate/Rank _____ Date _____ </div> </td> </tr> </table> <p style="font-size: small; margin-top: 5px;">MEMBER: I ACKNOWLEDGE HAVING BEEN COUNSELED ON AND HAVE REVIEWED MY ENLISTED PERFORMANCE FORM FOR THIS PERIOD. I HAVE BEEN BRIEFED ON AND FULLY UNDERSTAND THE SIGNIFICANCE THAT THE ASSIGNED MARKS HAVE ON MY GOOD CONDUCT ELIGIBILITY. I UNDERSTAND THAT I HAVE 15 CALENDAR DAYS IN WHICH TO SUBMIT A MARKS APPEAL. I HAVE BEEN BRIEFED ON AND FULLY UNDERSTAND THE ACTION TAKEN ON MY ADVANCEMENT POTENTIAL.</p> <div style="text-align: right; margin-top: 10px;"> Signature _____ Date _____ </div> </div>	SUPERVISOR:	<input type="checkbox"/> Not Recommended <input type="checkbox"/> Recommended	I CERTIFY THAT I HAVE EVALUATED THIS MEMBER AGAINST THE WRITTEN PERFORMANCE STANDARDS AND HAVE PROVIDED WRITTEN DOCUMENTATION FOR SUPPORT OF EACH MARK OF 1, 2, 7, OR UNSATISFACTORY CONDUCT AND TERMINATION OF GOOD CONDUCT ELIGIBILITY. Signature _____ Rate/Rank _____ Date _____	MARKING OFFICIAL:	<input type="checkbox"/> Not Recommended <input type="checkbox"/> Recommended	I CERTIFY THAT I HAVE EVALUATED THIS MEMBER AGAINST THE WRITTEN PERFORMANCE STANDARDS AND HAVE PROVIDED WRITTEN DOCUMENTATION FOR SUPPORT OF EACH MARK OF 1, 2, 7, OR UNSATISFACTORY CONDUCT AND TERMINATION OF GOOD CONDUCT ELIGIBILITY. Signature _____ Rate/Rank _____ Date _____	APPROVING OFFICIAL:	<input type="checkbox"/> Not Recommended <input type="checkbox"/> Recommended	<input type="checkbox"/> Concur <input type="checkbox"/> Do not concur, changes made <input type="checkbox"/> Counseling/ Documentation for 1, 2, and 7's required <input type="checkbox"/> Counseling required (specify areas) <div style="float: right; margin-top: 5px;"> Signature _____ Rate/Rank _____ Date _____ </div>
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Administrative Review of the Enlisted Employee Review Worksheet

Introduction Everyone involved in the enlisted evaluation process has a responsibility to ensure the form is properly completed. An audit of the worksheet will ensure it is processed properly the first time.

Remember the critical nature of the EERW demands that members, commands, parent commands, and processing points adhere strictly to these guidelines to provide the best service to the member being evaluated.

Reasons the EERW rejects Listed below are several reasons the EERW will be rejected by your parent command. Pay special attention to these areas during your review of each worksheet.

1. Wrong period ending date/wrong evaluation reason.
2. Too many marks in field -- Occurs when the rating chain properly changes a factor mark but fails to erase the original mark completely.
3. No marks in field -- One oval per factor must be darkened.
4. Need supporting documentation.
5. Pay grade does not match -- The unit marks the member for semi-annual evaluation when in fact the member advanced at an earlier date.
6. No signature -- The supervisor, marking official, approving official, and the member must sign the worksheet.

Note: If for some reason the member will be unavailable at the end of the marking period, ensure enough lead-time in EERW preparation to obtain the signature by mail if necessary. This guidance applies to the evaluation of Reserve personnel in particular.

Unit Responsibility Any worksheet that is improperly completed will be returned to the unit for correction.

Note: If the member has transferred; it is the unit's responsibility to forward the EERW to the new command.

For more information or assistance Any questions concerning the Enlisted Employee Review Worksheet should be referred to PSC (ADV) at 785-339-3400. You can also e-mail Advancements at: PSC-DG-ADV@.uscg.mil.

Section A
PERFORMANCE

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Section Overview

Introduction This section will guide you through the procedures following NJP or courts-martial proceedings, reporting a member UA or a deserter, and reporting a member who has returned after being absent or declared a deserter.

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Nonjudicial Punishment (NJP) Checklist

Introduction This checklist has been provided as a job aid to assist the unit/HRS/SPO in completing all necessary tasks required after NJP proceedings. This job aid is designed to be reproduced locally.

Reference

- (a) [MJM](#), Article 1-G-3, Personnel Record Entries
- (b) Direct Access Online Manual, [EER Instructions](#)
- (c) [PERSMAN](#)
- (d) [Military Personnel Security Program](#), COMDTINST M5520.12(series)

NJP checklist Follow these procedures after NJP proceedings.

Step	Action	Reference	Date
1	Forward a copy of the CG 4910 to the SPO	MJM	
2	Complete an Enlisted Employee Review in Direct Access. Use "Discipline" for the review type and enter remarks in the comments section for the conduct competency.	PERSMAN, 10-B-2 Direct Access Enlisted Employee Review Instructions	
3	File the original Report Of Offense And Disposition (CG-4910), Acknowledgment of Rights Acceptance of NJP, PIO's report and appeals in the unit punishment log.	MJM, 1 -G-4	
4	Initiate report to COMDT (CG-862).	PERSEC, 2-V	

Courts-Martial Checklists

Introduction These checklists have been provided as a job aid to assist the unit/HRS/SPO in completing all necessary tasks required after a courts-martial. This job aid is designed to be reproduced locally.

Reference (a) [MJM](#),
 Section 5-G, Courts-Martial Action and Review
 Section 5-E, Suspension of Sentence
 (b) [PERSMAN](#)
 (c) [PERSEC](#)

Summary courts-martial Follow these procedures after the convening authority has acted on a summary courts-martial where the member was found guilty.

Step	Action	Reference	Date
1	Forward to the servicing HRS/SPO: <ul style="list-style-type: none">• Copy of DD-Form 2329• Acknowledgment of Rights• Copy of Supplementary Promulgating Order	MJM	
2	Complete an Enlisted Employee Review in Direct Access. Use "Discipline" for the review type and enter remarks in the comments section for the conduct competency.	PERSMAN, 10-B-2 Direct Access Enlisted Employee Review Instructions	
3	Initiate report to COMDT (CG-862).	PERSEC, 2-V	

Continued on next page

**Section B
DISCIPLINE**

Courts-Martial Checklists, Continued

Special or general courts-martial Follow these procedures after the convening authority has acted on a special or general courts-martial.

Step	Action	Reference	Date
1	<ul style="list-style-type: none">Forward copy of promulgating order to servicing HRS/SPO	MJM	
2	Notify servicing HRS/SPO of member's fine repayment intentions (if fine imposed)	MJM	
3	Complete an Enlisted Employee Review in Direct Access. Use "Discipline" for the review type and enter remarks in the comments section for the conduct competency.	PERSMAN, 10-B-2 Direct Access Enlisted Employee Review Instructions	
4	Initiate report to COMDT (CG-862).	PERSEC, 2-V	

Confinement Processing

Introduction This section has been provided as a job aid to assist the unit and SPO in completing all necessary tasks required when a member is sentenced to confinement.

References (a) PERSMAN, Articles 8-F-4 and 7-A-21

Confinement for 90 days or less with no punitive discharge When a member is sentenced to confinement for 90 days or less with no punitive discharge the unit will:

1. Make notification in accordance with Personnel Manual, 8.F.4.K.
2. Issue TDY orders to confinement facility.

The SPO will:

1. Stop pay entitlements as applicable. A member in military confinement may lose entitlement to BAS, BAH, COLA, Hardship Duty Pay-Location, Career Sea Pay/Premium, Crew & Noncrew Flight Pay, Imminent Danger Pay, SDAP, ACIP, Board PYA Pay, HDIP-VBSS, FLPP, or Diving Duty Pay. See Figure 3-2, 4-2, 4-4, and 4-5 of the [CG Pay Manual](#) for more information.
2. BAH Entitlements are member specific (i.e. with dependents and without dependents). Refer to court documents for stopping BAH. BAH with dependents may continue to run for 6 months depending on judge's ruling.
3. Enter Court Memorandum. Reported Date is date of courts-martial. Action Date is 14 days after date of courts-martial.
4. Place member in a confinement status ([Administer Workforce](#) > [Monitor Absence\(GBL\)](#) > [Use](#) > General Absence). Start Date/Time will be date of courts-martial unless the member was in pre-trial confinement. If member was in pre-trial confinement, the start date/time will be the date member was placed in pre-trial confinement.
5. Return member from confinement status and restart pay entitlement, as applicable, upon the member's release from confinement.

Continued on next page

Confinement Processing, Continued

Confinement for over 90 days or confinement with an unsuspended punitive discharge approved by the convening authority

Coast Guard members with sentences to confinement of 90 days or more, or with an unsuspended punitive discharge approved by the convening authority, shall be assigned to the Personnel Service Center, Topeka, KS, for administrative control. Members will also be administratively assigned to PSC if the assignment authority considers it unlikely that the offender will be ordered to return to his or her parent command after release from confinement.

This is the process:

When Member	Then the ...	Does This ...
Is sentenced to 90 days or more confinement or confinement with an unsuspended punitive discharge (approved by the convening authority)	Unit	Makes notification in accordance with Personnel Manual, 8.F.4.K.
	SPO	<p>Obtains the Results of Trial letter. This letter contains the member's adjudged sentence. Completes the following transactions in Direct Access:</p> <ul style="list-style-type: none"> • Stop pay entitlements as applicable. A member in military confinement may lose entitlement to BAS, BAH, COLA, Hardship Duty Pay-Location, Career Sea Pay/Premium, Crew & Noncrew Flight Pay, Imminent Danger Pay, SDAP, ACIP, Board PYA Pay, HDIP-VBSS, FLPP, or Diving Duty Pay. See Figure 3-2, 4-2, 4-4, and 4-5 of the CG Pay Manual for more information. • Enters Court Memorandum. Reported Date is date of courts-martial. Action Date is 14 days after date of courts-martial. • Places member in a confinement status (<u>Administer Workforce > Monitor Absence(GBL) > Use > General Absence</u>). Start Date/Time will be date of courts-martial unless the member was in pre-trial confinement. If member was in pre-trial confinement, the start date/time will be the date member was placed in pre-trial confinement.

Note: If discharges are upgraded by convening authority, the member's record will be transferred back to the original unit for discharge processing.

If allotment amounts exceed the total amount of 2/3^{rds} pay after forfeiture for special courts-martial, then the allotments are stopped.

Continued on next page

**Section B
DISCIPLINE**

Confinement Processing, Continued

Confinement for over 90 days or confinement with an unsuspended punitive discharge approved by the convening authority (continued)

When Member	Then the ...	Does This ...
Is sentenced to 90 days or more confinement or confinement with an unsuspended punitive discharge (approved by the convening authority)	SPO	<ul style="list-style-type: none"> • Mails the SPO PDR to PSC (pers). The Medical PDR will be maintained by the assigned brig. • Faxes a copy of Court Memorandum to PSC (pers) at (785)339-3790.
	PSC SPO (PERS)	<p>Transfers member to confinement facility:</p> <ol style="list-style-type: none"> 1. Obtains the Department ID and Position number for facility (<u>Develop Workforce</u> > <u>Manage Positions</u> > <u>Inquire</u> > Positions at a Dept) 2. Issues PCS order to transfer member to Department/Position obtained above (<u>Develop Workforce</u> > <u>Plan Successions(GBL)</u> > <u>Use</u> > Succession Plan) <ul style="list-style-type: none"> • Effective date of PCS is the day before confinement begins. • Next Succession Plan Date is day of confinement. 3. Completes PCS Endorsements (<u>Administer Workforce</u> > <u>Track Global Assignments(GBL)</u> > <u>Use</u> > PCS Orders) <ul style="list-style-type: none"> • Actual Depart Date is same as Court Memorandum. <ul style="list-style-type: none"> • Updates DEERS/RAPIDS with confinement status. • Enters member into the Confinement/Appellate database. • Ensures entitlements have stopped and court memorandum has been entered. <ul style="list-style-type: none"> ○ If total forfeiture of pay and allowance is awarded, stops SGLI after the 31st day of confinement. Use Benefit Plan code “Y”. ○ Changes BAH accordingly. Effective date will be date of confinement. (BAH-F) ○ Enlisted - Stops BAS entitlement. Starts BAS minus DMR. ○ Officer – Continues BAS entitlement. ○ Changes COLA to PSC zip code (66683). ○ Changes special pay and allowances accordingly (e.g. Flight Pay, HDIP, etc)

Note: Appellate Leave issues are maintained by PSC (pers).

Appellate Processing

When Member is released from confinement	Then the ...	Does This ...
Transfer member from confinement into appellate leave status	Member	<ul style="list-style-type: none">• Completes and signs DD Form 2717 (DOD Voluntary/Involuntary Appellate Leave Action) and SGLI form SGLV-8286. Both forms are faxed to PSC SPO
	PSC SPO (PERS)	<ul style="list-style-type: none">• Follows procedures in PSC Appellate Leave Checklist.• Ensure Retention contract is updated every 6 months.• Final pay will be determined upon transfer to appellate leave status. DD-214 is issued when discharge authority is provided by CGPC(epm/opm).

**Section B
DISCIPLINE**

Unauthorized Absence

Introduction This has been provided as a job aid in determining the procedures when a member is in an unauthorized absence (UA) status.

References (a) PERSMAN, Articles 8-C-1 and 8-C-2

UA for less than 24 hours When a member has been UA for less than 24 hours, the unit is responsible for initiating any and all disciplinary action.

UA for over 24 hours Use this table when a member fails to report and is placed in unauthorized absence status.

When Member	Then the ...	Does This ...
Fails to report in PCS	Receiving unit	<ul style="list-style-type: none"> • Contacts unit from which transferred to determine if orders were amended or canceled • Notifies HRS/SPO • Notifies and directs the Unit Travel Charge Card Coordinator to immediately suspend the account pending investigation
Fails to report TDY to unit or enters UA while TDY	TDY unit	<ul style="list-style-type: none"> • Notifies permanent unit
	Permanent unit	<ul style="list-style-type: none"> • Notifies HRS/SPO that maintains PDR • Notifies and directs the Unit Travel Charge Card Coordinator to immediately suspend the account pending investigation
Fails to report for normal duty	Permanent unit	<ul style="list-style-type: none"> • Notifies HRS/SPO • Notifies and directs the Unit Travel Charge Card Coordinator to immediately suspend the account pending investigation

Note: If member is an officer also notify CGPC (opm).

Continued on next page

**Section B
DISCIPLINE**

Unauthorized Absence, Continued

UA for 10 days When the member has been UA or 10 days, notify the next of kin by letter as follows:

I regret the necessity of informing you that your (son/daughter/other relationship as appropriate), (insert full name and rate), who enlisted in the Coast Guard on (date of enlistment) and was attached to this unit has been on unauthorized absence since (date). Should you know the whereabouts of your (son/daughter/other relationship), I suggest that you urge your (son/daughter/other relationship) to surrender to the nearest Coast Guard or other military activity immediately since the gravity of the military offense increases with each day of absence. Should your (son/daughter/other relationship) remain absent for 30 days, your (son/daughter/other relationship) will be declared a deserter, and a federal warrant will be issued. Additionally, information concerning the unauthorized absence will be provided to the National Crime Information Center. This information will be available to all law enforcement agencies throughout the country.

For member in paygrade E-4 (less than 4 years service) or more junior, with dependents add the following paragraph in letters to the dependents.

If your (appropriate relationship) remains in an unauthorized absence status for more than 29 days, you may be entitled to Basic Allowance for Housing (BAH), not to exceed 2 months. To be eligible for BAH you must not be assigned to Government Quarters, and cannot be residing with the member. Your request for BAH must be submitted within 3 months of the date that your (appropriate relationship)'s absence commenced. Please include a statement indicating that you are not residing with your (appropriate relationship).

Submit your request to:

COMMANDING OFFICER (MAS)
COAST GUARD PERSONNEL SERVICE CENTER
444 S. E. QUINCY STREET
TOPEKA, KS 66683-3591

If you have any questions, contact (local unit) for assistance.

- If the member is E-4 (less than 4 years service) or more junior and dependents are residing with a guardian, send a separate letter to the guardian.

Continued on next page

**Section B
DISCIPLINE**

Unauthorized Absence, Continued

UA at time of sailing

Follow these procedures when a member is UA at time of sailing.

Step	Action
1	Complete the following CG-3307 entry (P&D-5) Missed sailing of this vessel from (place of sailing) on (date) on route to (destination). Member had knowledge of the time movement was scheduled. Note: Make a notation on the sailing list.
2	If the vessel deploys for 10 or more days: <ul style="list-style-type: none">• Administratively transfer the absentee TDY to the nearest HRS/SPO ashore• Complete a CG-3307 (P&D-5) showing unit transferred to and disposition of records and personal effects• Forward original CG-3307 immediately to CGPC (adm-3), copy to HRS/SPO and unit file
3	Inventory absentee's personal effects and coordinate with the Transportation Officer for shipment of absentee's personal effects Note: Shipment will be charged against the member's pay.
4	If member is absent while the vessel is in a foreign port, report absence to the nearest US consulate. Include instructions for disposition of the absentee if apprehended.
5	Notify and direct the Unit Travel Charge Card Coordinator to immediately suspend the account pending investigation.

Desertion

Introduction This has been provided to assist you through the procedures for declaring a member to be a deserter.

Reference (a) PERSMAN,
Article 8-A-2b, Deserter
Article 8-A-7, Disposition of Personnel Effects of Absentees or Deserters

Procedure for declaring a member a deserter Use this procedure when declaring a member to be a deserter.

Step	Action
1	<p>Issue DD Form 553 normally the 31st day of absence.</p> <ul style="list-style-type: none">You may declare the member a deserter before the 31st day when the member's intentions are known. <p>Note: In cases where a member was declared a deserter early, issue DD Form 553 on the day member was declared a deserter.</p>
2	<p>Send original DD Form 553 to CGPC (adm-3) Distribute signed copies of DD Form 553 to:</p> <ul style="list-style-type: none">Member's HRS/SPODistrict Commander (o) of the district that the member is absent fromDistrict Commander (o) of the district of the absentee's home of recordCG Personnel Command (epm/opm)Recruiting office nearest to the home of recordNext of kin via certified mail, return receipt requested, deliver to addressee onlyMayor (or chief of police) of the home of record and of any town to which the absentee may have proceeded

Continued on next page

**Section B
DISCIPLINE**

Desertion, Continued

**Procedure for
declaring a
member a
deserter**
(continued)

Step	Action
2 C o n t i n u e d	<ul style="list-style-type: none">• Commanding Officer of the Coast Guard unit and the Armed Forces Police establishment nearest the home of record and any area the absentee may have proceeded to• In the case of an alien believed to be in a foreign country: DEPARTMENT OF STATE ATTN VISA OFFICER-SCA/VO STATE ANNEX NO 2, WASHINGTON, DC 20520• In the case of an U.S. citizen believed to be in a foreign country: DEPARTMENT OF STATE PASSPORT OFFICE/PTLS 1425 K STREET NW WASHINGTON, DC 20524
3	Forward PDR's to the SPO within 2 days
4	Inventory and transfer deserter's personal effects
5	If member is mentally irresponsible at the time of absence from a hospital, inform CGPC (epm), via chain-of-command, by letter

Continued on next page

**Section B
DISCIPLINE**

Desertion, Continued

**Procedure for
declaring a
member a
deserter
(continued)**

Step	Action
6	<p>Notify next of kin by letter with the following:</p> <p>I regret the necessity of informing you that your (son/daughter/other relationship as appropriate) (full name and rate), who enlisted in the Coast Guard at (place of enlistment) on (date of enlistment), and was attached to this unit, has been on unauthorized absence since (date) and is being declared a deserter from the U. S. Coast Guard effective (date). Should you know the whereabouts of your (son/daughter/other relationship), I suggest that you urge your (son/daughter/other relationship) to surrender to the nearest U. S. Coast Guard activity immediately since the gravity of this offense increases with each day of absence. If you have been issued a Uniformed Services Identification and Privilege Card (DD-1173), the privileges of this card are no longer available to you due to desertion of your (son/daughter/other relationship). You should return this card to the nearest U. S. Coast Guard unit.</p>

Reporting Return of Absentee or Deserter

Introduction This has been provided to assist you through the procedure for reporting the return of an absentee or deserter.

Reference (a) PERSMAN, Article 8-C-3, Return of Absentee or Deserter

Delivery by civil authorities Follow these procedures when reporting the return of absentee/deserter.

Step	Action
1	Before accepting delivery by civil authorities ensure: <ul style="list-style-type: none">• That no criminal charges are pending• If charges are pending, forward a full report to CGPC (epm/opm)• Take no action pending receipt of instructions
2	If civil charges are made after custody has been accepted, the provisions of the Manual for Courts-Martial apply.
3	Give civil authorities no assurance that an absentee or deserter will be tried by military court for violations of Federal or State laws, or that any individual will be retained in or discharged from the service.

Adequate facilities for retention

Before accepting delivery of an absentee or deserter ensure your unit is considered an adequate facility IAW Ref (a), 8.C.3.b. To be considered an adequate facility for retention of absentees or deserters, the facility must meet these requirements:

- Shore unit – must be equal to or exceed those of a Coast Guard station.
 - Afloat unit – must be equal to or exceed those of a WLM class cutter.
 - Note: If your unit does not meet these requirements, you should request instruction from district commander (o).
-

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**Section B
DISCIPLINE**

Reporting Return of Absentee or Deserter, Continued

**Report of
Return of
Absentee,
DD Form 616**

If the member has been declared a deserter, prepare and distribute the DD Form 616 to each addressee who was previously sent a DD Form 553.

**Reporting
return**

Notify the proper authority as shown in the reporting return table.

Notification will contain:

- Name and SSN of the member
- Date, hour, and circumstances of return
- Summary of any pending civil charges

Information regarding the date and hour of absence may be obtained from the absentee only after compliance with Article 31(b) of the UCMJ.

**Reporting
return table**

Notify the proper authority as shown in the table below.

When return is to	And unit is	Then report to
Unit from which absent		District commander, Info: CGPC (epm) or CGPC (opm)
Unit other than from which absent	under the operational control of a section or group	Section or group commander by telephone or other rapid means Section or group will take action according to the Uniform Code of Military Justice
Unit in same district	not under the operational control of a section or group	District commander, Info: CGPC (epm), or CGPC (opm) Unit from which absent
Unit outside district	not under the operational control of a section or group	District commander from which absent, Info: CGPC (epm) or CGPC (opm) Unit from which absent Note: If absentee was apprehended or delivered (vs surrendered), report return to CGPC (epm) or CGPC (opm) Info: Local district commander Unit from which absent

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Reporting Return of Absentee or Deserter, Continued

**District
responsibility**

When notified of the return of an absentee or deserter, the district commander for the homeport/permanent duty station from which the member is absent will:

- Direct the return of an absentee or deserter to a unit in the district for disciplinary action.
 - Request assignment instruction from CGPC (epm) or CGPC (opm) if the member has been temporarily assigned to a unit other than the unit from which the member is absent for disciplinary action.
 - Coordinate with PSC (dc) for checkage of the member's pay account for travel costs.
-

**Absentee or
deserter from
other branch of
the Armed
Forces**

Follow these procedures for reporting the return of an absentee or deserter from another branch of the U. S. Armed Forces.

Step	Action
1	Immediately notify the commanding officer of the parent organization by message and request instructions.
2	Included the following as info addressees as appropriate: <ul style="list-style-type: none">• CGPC (epm) or CGPC (opm)• Adjutant General, Department of the Army• Chief of Naval Personnel• Air Adjutant General, Department of the Air Force• Commandant, Marine Corps
3	Prepare a statement in triplicate that includes the following: <ul style="list-style-type: none">• Time date and place taken into CG custody.• Circumstances of return (whether surrendered, delivered, or apprehended).• Name and address of person or agency effecting apprehension or delivery.
4	<ul style="list-style-type: none">• Provide an original and one copy of the statement to the representative of the agency taking custody of the member.

**Section B
DISCIPLINE**

Reporting Civil Arrest or Conviction

Introduction The arrest or conviction of a Coast Guard member (active or reserve) by civil authorities must be reported in accordance with the following references.

Reference (a) [PERSMAN](#), Article 8-B
 (b) [PAYMAN](#), Articles 2-C-4 thru 2-C-6
 (c) [PERSEC](#), Article 2-V

Process Overview This is the process used when reporting civil arrest or conviction. Complete details and procedures can be found in the appropriate references.

Stage	Who Does It	When	What Happens	References
1	Unit	Upon learning of a member's arrest or detention by civil authorities	<ul style="list-style-type: none"> Notifies cognizant Security Officer (For units below the Group level this will be the Group Security Officer). Notifies servicing HRS/SPO if the member is not entitled to service credit while in the custody of civil authorities. 	PERSMAN, Article 8-B PAYMAN, Articles 2-C-4 thru 2-C-6
2	Security Officer	Upon notification of member's arrest	<ul style="list-style-type: none"> Completes a Personnel Security Action Request (CG-5588) (The form is available in the "USCG Adobe Forms Library" program). Sends completed CG-5588 to COMDT (CG-862). Sends copies of the report to: CGPC (epm) or (opm) and (adm-3). Sends a copy of the report to the district or area security officer (if not collocated). 	PERSEC, Article 2-V

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**Section B
DISCIPLINE**

Reporting Civil Arrest or Conviction, Continued

Process Overview, Continued This is the process used when reporting civil arrest or conviction. Complete details and procedures can be found in the appropriate references, continued.

Stage	Who Does It	When	What Happens	References
3	SPO/ISC	Upon notification of member's arrest and detention beyond the normal expiration of authorized leave or liberty	<ul style="list-style-type: none"> Completes a "General Absence" Transaction in Direct Access. <p>Direct Access path: <u>Administer Workforce</u> > <u>Monitor Absence (GBL)</u> > <u>Use</u> > General Absence</p> <ul style="list-style-type: none"> Upon the member's return to duty, completes a "General Absence" Transaction" and "Employee Entitlements" transaction to start allowances. <p>Direct Access path: <u>Home</u> > <u>Compensate Employees</u> > <u>Maintain Entitlements</u> > <u>Use</u> > Employee Entitlements</p>	PAYMAN, 2-C-4 Direct Access Guides, General Absence and Employee Entitlements
4	Security Officer	Upon notification of member's arrest and detention and every 60 days until final disposition of the case is known	<ul style="list-style-type: none"> Submits an interim report to COMDT (CG-862) using form CG-5588. Sends a copy of the report to the district or area security officer (if not collocated), CGPC (epm) or (opm) and (adm-3). <p>Note: PERSMAN, 8-B-2 specifies 30 days as the interval for interim reports, however PERSEC, 2-V (dtd 04 Sep 2001), which was issued after the most recent change to the PERSMAN, page 8-B-2 (Ch 30 dtd. 19 Mar 1999), specifies 60 days.</p>	PERSEC, 2-V
5	Security Officer	Upon notification of the final disposition of the case	<ul style="list-style-type: none"> Submits a Final report to COMDT (CG-862), using form CG-5588. Sends a copy of the report to the district or area security officer (if not collocated), CGPC (epm) or (opm) and (adm-3). 	PERSEC, 2-V

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