

## **TEMPORARY SEPARATION PROGRAM**

The following page outlines the Temporary Separation (TEMPSEP) Program for Enlisted personnel. (Section 12.F. of the Personnel Manual.)

### **Eligible Enlisted Members**

To qualify for temporary separation for other than Care for Newborn Children (CNC), a member must be career-oriented, serving as an E-4 or above with more than six years of Active Duty service in the U.S. Coast Guard.

To qualify for temporary separation for Care for Newborn Children, a member must be career-oriented, serving as an E-4 or above with more than four years of Active Duty service in the U.S. Coast Guard.

The following members are not eligible for separation under this policy:

- Personnel who have previously separated from the Service under this policy or the old CNC policy.
- Members with active duty obligated service.
- Retirement-eligible members.
- Members pending investigation, performance probation, NJP, courts-martial, or civilian criminal charges or proceedings.
- Members within two (2) years of their Professional Growth Point or on the High Year Tenure (HYT) list published by CGPC-epm.
- Members of a grade level less than E-4.
- For Temp Sep members less than 6 years.
- For CNC members less than 4 years.

### **What is the Temporary Separation program?**

Temporary Separation is outlined in Chapter 12.F. of the Personnel Manual. 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 allowed a one time separation from Active Duty for up to two years.

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 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 eligible to affiliate with the Reserve during the separation. Members who do not immediately affiliate with the Reserves upon temporary separation, may request to affiliate anytime during the temporary separation period.

### **Requesting Temporary Separation**

Enlisted members shall submit their written request for discharge under the temporary separation policy to Commander, (CGPC-epm-I) (with a copy to Commander, (CGPC-rpm) if the member desires to affiliate with the Reserve program) via their Commanding Officer with the signed acknowledgment of conditions as an attachment to the request. If members desire to affiliate with the Reserve program during the temporary separation, and if not included in the original request for temporary separation, they must apply for a Reserve enlistment at least three months in advance of the desired date of separation from Active Duty. This application process must be coordinated with the Coast Guard Personnel Command (CGPC-rpm).

In the forwarding endorsement, commanding officers shall include a statement about the status of any disciplinary action pending, Service schools attended, and a definite recommendation for approval or disapproval.

Enclose a copy of the Marks Sheet, CG-3306, for at least four years of marks. For the 12 months before the submission of the request, the member must have an average of four in all evaluation factors and no unsatisfactory mark in Conduct. For members who have no evaluations during the 12 months preceding the request, use marks for the preceding 24 months before submitting the request.

Personnel who already have an approved separation date may request, prior to that date, to be separated under this policy.

### **Returning from Temporary Separation**

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 not affiliated with Reserve, the applicant shall contact their local Coast Guard recruiter and Commander, (CGPC-CGRC). They shall assist each applicant as necessary in completing the processing file to return to

Active Duty.

If affiliated with Reserve, the applicant shall contact the Commander, CGPC-epm.. CGPC-epm shall assist each applicant as necessary in completing the processing file to return to Active Duty upon termination of the temporary separation.

Enlisted members in ratings requiring security clearances must initiate a National Agency Check before re-enlisting. Also, if a rating requires, members must have a favorable background investigation or update completed within one year of return to Active Duty. Failure to qualify for the proper clearance will require the member to pursue a change in rating or he or she may be subject to separation from the Coast Guard.

**Advancement Issues**

For advancement purposes, enlisted members' pay grade begins on their reenlistment date. Members who return to Active Duty after the temporary separation will receive full credit for any TIR formerly creditable prior to their separation under this policy for computation of their SWE final multiple.