

U.S. Coast Guard
**Request for Crediting Prior Civilian Work Experience or Active
Duty Uniformed Service Not Otherwise Creditable for Enhanced
Rate of Annual Leave Accrual**

NOTE: Candidate's Federal job application/resume must be attached

NAME of CANDIDATE		ORGANIZATION	
POSITION TITLE	SERIES/GRADE/STEP	TYPE OF APPOINTMENT	EFFECTIVE DATE OF APPOINTMENT

List below any prior civilian work experience or active duty uniformed service not otherwise creditable for which you are requesting credit toward the candidate's enhanced annual leave accrual rate.

Name and Address of Organization	From Year-Month-Day	To Year-Month-Day	Type of Work Schedule	<i>(To be completed by CG-1211)</i> Experience credited toward the candidate's enhanced annual leave accrual rate - Y/N

Supervisor	Title	Date
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Endorsing Official (Co of Command, etc)	Title	Date
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CSA/HR Specialist	Date
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CG-121 (Approving Official)	Title	Date
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Written Justification. Requesting Official must justify the request against the criteria specified in CREDIT FOR PRIOR CIVILIAN WORK EXPERIENCE AND ACTIVE DUTY UNIFORMED SERVICE NOT OTHERWISE CREDITABLE IN DETERMINING ENHANCED RATES OF ANNUAL LEAVE ACCRUAL, COMDTINST 12630.2, paragraph 9, and describe the reasons the position the candidate was hired for was difficult to fill. The justification should also describe why the specific experience acquired by the employee in the prior civilian or active uniformed service position(s) above will enable the Coast Guard to accomplish an important mission or performance goal. If more than one period of service is requested, please provide justification for each period of service.