

Chapter 7: Continuation of Service

Introduction

This chapter discusses the continuation of service via Extensions/Re-extensions, Retentions, Recalls, Enlistments and Reenlistments.

References

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- (a) [Enlistments, Evaluations and Advancements, COMDTINST M1000.2 \(series\)](#)
 - (b) [Military Bonus and Incentive Programs, COMDTINST M7220.2 \(series\)](#)
 - (c) [Coast Guard Pay Manual, COMDTINST M7220.29 \(series\)](#)
 - (d) [Coast Guard Military Human Resource Record \(CGMHRR\) System, COMDTINST 1080.10 \(series\)](#)
 - (e) [Military Assignments and Authorized Absences, COMDTINST M1000.8 \(series\)](#)
 - (f) [Military Separations, COMDTINST M1000.4 \(series\)](#)
 - (g) [Discipline and Conduct, COMDTINST M1600.2 \(series\)](#)
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Section A: Reenlistments and Voluntary Extensions/Re-extensions

- A.1. **Introduction** This section discusses the process for members reenlisting or extending/re-extending
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- A.2. **Discussion** Members reenlisting or extending/re-extending an enlistment are not separated from DA on the date of reenlistment or eextension/re-extension. DA recognizes this service as continuous and, if all documents are input timely, pay continues uninterrupted.
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- A.3. **Reenlistment or Extension/ Reextension** Use this process for reenlistments and voluntary extensions or re-extensions.

Step	Who Does It	What Happens
1	P&A Office	<p>Six months prior to the member’s Expiration of Enlistment (EOE), ensures that member meets eligibility requirements and conducts pre-discharge interview. Documents the interview on the appropriate CG-3307 (SEP-07 (series)) IAW Reference (a) and forwards to the member’s command.</p> <p>Per Reference (b), if eligible, counsels:</p> <ul style="list-style-type: none"> • Active Duty member on the Selective Reenlistment Bonus (SRB) program and the affect early reenlistment can have on it. • Reserve member on affiliation/bonuses before marking SRB Block four “Yes” on the CG-2045. <p>Advises the member on what their leave balance will be on the effective date of separation, and the number of days of leave previously sold during their career IAW Reference (c).</p> <p>Verifies U.S. citizenship. If the member is a citizen of the Republic of the Philippines, ensures CG-3307 (SEP-06 Counseled regarding the loss of entitlement to file for U.S. citizenship) entry is completed. This policy does not apply to members who are citizens of the Republic of the Philippines who enlisted on or after 18 Sep 2008.</p>
2	Unit	<p>Five months prior to the member’s EOE, the Commanding Officer conducts a pre-discharge interview. Advises the member on whether they are eligible to reenlist, as documented on CG-3307 IAW Reference (a). Forwards signed CG-3307 to the P&A Office.</p>

NOTE:	If the member indicates indecision or a desire not to reenlist or extend, it must be documented on a CG-3307 IAW Reference (a).	
3	P&A Office	Four months prior to the member’s EOE, completes CG-3307 if the member is undecided or intends not to extend or reenlist IAW Reference (a).
4	Unit	Three months prior to the member’s EOE, the CO or XO holds a follow up interview and documents on CG-3307 IAW Reference (a). Forwards signed CG-3307 to the P&A Office.
5	P&A Office	Three months prior to the member’s EOE, contacts and counsels the member on options. Assists the member in preparing the CG-2045 . Verifies that the CG-2045 is accurate and complete. Routes through chain of command for signatures.
NOTE:	Member is eligible to sell leave upon reenlistment or <u>first</u> extension.	
6	Unit	Immediately upon signature of the CG-2045, routes the form back to the P&A Office.
7	P&A Office	Within two business days of receipt of the signed CG-2045, verifies that the contents and signatures are accurate and complete. Five business days prior to the signature date of the contract, prepares the contract in DA using the Contract Data – Reenlistment or Contract Data – EXT/REX user guide. Reviews to confirm contents of contract are correct and complete. Forwards to the unit for execution.
8	Unit	Ensures the contract is executed on the date of the contract. Immediately upon execution, returns the signed contract and other documentation to P&A Office for input in DA.
NOTE:	For reenlistments, the unit conducts a reenlistment ceremony. Completes and presents CG-5675 (Oath of Reenlistment Certificate) to the member and, if applicable and desired by the member, form CG-5674 (Spouse Reenlistment Appreciation Letter) and form CG-5673 (Child’s Appreciation Letter) IAW Reference (a).	
9	P&A Office	Within two business days of receipt, ensures that the contract is signed and complete, then submits the contract in DA.

NOTE:	<p>For a future dated extension contract, the ‘Begin Extension/Re-Extension’ box <u>MUST</u> be checked <u>AFTER</u> the approval process is complete. The contract will NOT begin until this box is checked.</p>	
	<p>Extension/Re-Extension Reports are available in DA, as well as the Contract Data – Extensions & Re-Extensions user guide. If applicable, submits a Selective Re-Enlistment Bonus request with appropriate documentation to PPC (MAS) via trouble ticket to PC-DG-CustomerCare@uscg.mil. See the PPC (MAS) web page for additional information.</p> <p>Uploads completed signed <u>original</u> contract into iPERMS IAW with Reference (d). Forwards the completed signed <u>original</u> contract to the SPO.</p>	
NOTE:	<p>If the member intended to discharge, and then reenlists/extends, ensures the member verifies any allotments in DA are re-started (if stopped) using the Allotments/Voluntary Deductions user guide.</p>	
10	SPO	Within two business days of receipt of signed original contract, approves it in DA using the Contract Data-Approval user guide.
11	P&A Office	One business day after approval, P&A technician completes pay calcs review.
12	PPC (MAS)	If applicable, computes and processes the SRB in one lump sum payment and inputs any necessary transactions into DA to record it. SRB payment is normally processed within two months of trouble ticket submission (depending on workload).
NOTE:	<p>PPC (MAS) will NOT process SRB payment until the reenlistment/extension/re-extension transaction has been approved.</p>	

Table 7-1 Reenlistment or Extension/Re-extension

A.4. Rules for Lump Sum Leave Payment upon Reenlistment or First Extension

See Reference (e) for rules when selling leave upon reenlistment or entering the first extension of an enlistment. Payment of any leave being sold will be included in the first payment following the approval of the reenlistment/begin extension transaction. Refer to the DA [Lump Sum Leave \(LVL\) Sale Overview](#) user guide for more details.

Members who desire to sell leave but are not within 90 days of their normal expiration of enlistment, should enter into an agreement to extend their enlistment to meet the obligated service requirement. These members

will be eligible to sell leave when their first extension of enlistment becomes effective.

Section B: Retention of Members

B.1. This section discusses members being retained.

Introduction

B.2. **Pay vs. Non-Pay Status** Depending on the members’ pay or non-pay status, the pay and allowances will either stop or continue. See below.

Members in a Pay Status whose pay and allowances <u>will continue</u> may include:	Members in a Non-Pay Status whose pay and allowances <u>will stop</u> may include:
<ul style="list-style-type: none"> • Home Awaiting Orders Status (HAOS) • Cutter at Sea • National Emergency • Failure to Pass Separation Physical 	<ul style="list-style-type: none"> • Military Confinement • Appellate Leave • Any other non-pay status

Table 7-2 Pay vs. Non-Pay Status

B.3. **Retain a Member Process** Use this process to retain a member.

Step	Who Does It	What Happens
1	P&A Office	Reviews Reference (a) to determine length of time the enlistment is to be extended. Prior to the effective date of the retention, prepares and submits a new contract in DA using the Retained Beyond Normal Expiration of Enlistment (EOE) user guide to reflect the new EOE.
2	SPO	Within three business days of receipt, approves the contract in DA using the Contract Data – Approving Contracts user guide.
3	P&A Office	Within two business days of approval, verifies that the member’s seniority dates in DA Job Data pagelet accurately reflect the new EOE.

Table 7-3 Retain a Member Process

Section C: Active Duty Extensions for Reservists and Recall of Reservists or Retirees

C.1. Introduction This section discusses Reservists on Active Duty whose orders are extended, regular members retiring and immediately being recalled to Active Duty and members currently in a recall from retirement status whose Active Duty is being extended.

C.2. Action Required for Each Scenario The P&A Office is responsible for taking the appropriate action required for each scenario. Important: When processing an extension, A) verify whether the member is changing from one type of orders to another, and B) if the member is staying in the same type, that the location, department and position has not changed.

Scenario	Action Required
Reservist on Active Duty Orders whose AD period is being extended	<ul style="list-style-type: none"> • If members are on Title 10 or 14, reviews Sections 10-D and 10-E of this publication. • Extends the orders DA using the Amend Reserve Active Duty Orders user guide. • Submits transaction to Payment Approving Official for approval.
Member retiring and immediately being recalled to AD the next day	<ul style="list-style-type: none"> • See Section 3-C of this publication.
Recalled member whose AD period is being extended	<ul style="list-style-type: none"> • The Assignment Officer creates orders in DA • P&A Office provides copy of signed orders to the member.

Table 7-4 Action Required for Each Scenario

Section D: Immediate Enlistment in the Coast Guard Reserve upon Discharge from the Active Coast Guard Component

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| D.1. Introduction | This section discusses members in the regular Coast Guard being discharged and immediately enlisting in the Coast Guard Reserve. |
| D.2. Definition | The term “Immediate Enlistment” means within 24 hours following separation from the regular Coast Guard. |
| D.3. Process | First the member must be eligible and recommended for Reenlistment. CG PSC (RPM) must approve the member’s Reserve assignment before the member may enlist in the Coast Guard Reserve. If approved for enlistment in the Coast Guard Reserve the member shall be processed for discharge from the regular Coast Guard using the Discharge Checklist listed in Section 3-F of this publication. The member must then be rehired into the Coast Guard Reserve by the P&A servicing the member at the time of separation using the Reserve Rehire user guide. |
| D.4. Enlistment in CG Reserve after 24 Hours | Enlistment in the Coast Guard Reserve after 24 hours following discharge from the regular Coast Guard must be processed at a Coast Guard recruiting office. |
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Section E: Immediate Enlistment of Reserve Members on Extended Active Duty into the Regular Coast Guard

E.1. Introduction This section discusses Coast Guard Reserve members serving on extended active duty of 12 months or more that may be authorized to enlist in the regular Coast Guard if they meet eligibility requirements.

E.2. Procedures for Members on EAD Integrating into the AD CG Component The member shall be processed for discharge from the Coast Guard Reserve and for enlistment in the regular Coast Guard by the regular P&A handling the member's records, using the following procedures:

Step	Who Does It	What Happens
1	Member	In time to allow approval prior to date of reenlistment, submits a memorandum request for reenlistment to Commander (CG PSC-EPM) via the chain of command IAW Reference (a).
2	P&A Office	<ul style="list-style-type: none"> • Within two business days of receipt of approved memo from CG PSC (EPM), creates/approves the discharge transaction in DA using the Discharge/Approving Separation Orders user guide. • Routes to SPO for approval. • Prepares Certificate of Release or Discharge from Active Duty (DD-214).
3	SPO	Within three business days of receipt, approves discharge transaction in DA.
4	P&A Office	<ul style="list-style-type: none"> • On the day of separation or departure on terminal leave, delivers DD-214 to the member. • Completes the Rehire process using the Rehire Prior Service user guide. • Submits request for Statement of Creditable Service (SOCS) from PPC (ADV) via trouble ticket to PPC-DG-CustomerCare@uscg.mil. Since the member is changing components and will need an updated/adjusted Active Duty Base Date.
5	PPC (MAS)	If applicable, calculates the full amount of SRB in one lump sum payment. Inputs any necessary transactions to record the SRB.

Table 7-5 Procedures for Members on EAD Integrating into the AD CG Component

**E.3. Reservists
not on EAD**

Coast Guard Reserve members who desire to enlist in the regular Coast Guard who are NOT currently on EAD of 12 months or more, must be processed at a Coast Guard recruiting office.
