

Chapter 9: Performance and Discipline

Introduction This chapter discusses performance and discipline.

In This Chapter This chapter contains the following sections:

Section	Title	Page
A	Performance	9-2
B	Discipline	9-9

Section A: Performance

A.1. **Introduction** This section discusses completing administrative remarks, reporting medals and awards, and completing and reviewing an Enlisted Evaluation Report (EER).

- A.2. **References**
- (a) [Administrative Remarks, Form 3307, COMDTINST 1000.14 \(series\)](#)
 - (b) [Coast Guard Military Medals and Awards Manual, COMDTINST M1650.25 \(series\)](#)
 - (c) [Enlistments, Evaluations, and Advancements, COMDTINST M1000.2 \(series\)](#)
 - (d) [Enlisted Evaluation System Procedures Manual, PSCINST M1611.2 \(series\)](#)
 - (e) [Coast Guard Military Human Resource Record \(CGMHRR\) System, COMDTINST 1080.10 \(series\)](#)

A.3. **Administrative Remarks (CG-3307)** Reference (a) establishes policy and standards for preparation and submission of Administrative Remarks ([CG-3307](#)) entries and applies to all personnel involved in this process. The CG-3307 provides a means of recording miscellaneous entries, which are not recorded elsewhere in the CGMHRR/OMPF. 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.

A.4. **Authorized Entries** Per Reference (a), units shall only use the [CG-3307](#) to document events on the List of Authorized [CG-3307](#) (Administrative Remarks) Entries at <https://www.dcms.uscg.mil/ppc/pd/page7/>.

A.5. **Preparation of CG-3307** Complete Administrative Remarks ([CG-3307](#)) as follows:

Block	Entry
Text Area	Text of entry per the authorized examples include: <ul style="list-style-type: none"> • Entry Type: (See “A.6. Entry Types” on the next page.) • Reference: • Responsible Level: • Entry:
1	Member’s permanent unit
2	Name of unit preparing form, may be left blank if same as item #1

NOTE:	If a unit other than the member’s current permanent duty station is preparing the CG-3307 entry, that unit name MUST also appear beneath the typed signature block.
3	Member’s name in Last, First, Middle Initial format
4	Member’s Employee ID Number
5	Officer’s Grade (ENS, LTJG, etc.) or Enlisted member’s Rate (SN, BM2, MKC, etc.)
6	Authorized Signature
7	Member Signature
NOTE:	<p>If a member is not available for signature, so state, and include the reason(s). If a member refuses to acknowledge an entry, see Reference (a), paragraph 9.1.</p> <p>Digital signatures (e-signatures) on CG-3307 entries are authorized. However, due to technical issues, a signature field has not been added to the Adobe Acrobat (PDF) form. Users can add e-signatures to PDFs created from MS Word.</p>

Table 9-1 Preparation of CG-3307

A.6. Entry Types Administrative Remarks ([CG-3307](#)) entries are divided into the following entry types:

1. Accession (ACC)
2. Advancement and Reduction (AR)
3. Assignment and Transfer (AT)
4. Selected Reserve (SELRES) Enlisted Bonus Programs (BON)
5. Performance and Discipline (PD)
6. Reserve Incapacitation Benefits RIB)
7. Reserve Personnel Management (RPM)
8. Separation (SEP)
9. Selective Reenlistment Bonus (SRB)

A.7. Distribution of [CG-3307](#) The unit completing the entry distributes the [CG-3307](#) as follows:

- Forwards signed original to the P&A Office to be filed IAW Reference (e).
- Uploads a copy to [iPERMS](#) IAW Reference (e).

- A copy is provided to the member.

NOTE:

If sending photocopies to CG PSC, ensure the original document is signed before copying. Alternatively, original signatures may appear on both the original and copy. Copies must contain the member’s EMPLID in the upper right hand corner.

A.8. Exception to Distribution of [CG-3307](#)

Original [CG-3307](#)'s remaining at the time of separation/reenlistment must be attached to either the original Discharge and Reenlistment Contract or DD-214 IAW Reference (e).

A.9. Reporting Medals and Awards

For detailed instructions, see Chapter 5-D of this publication as well as Reference (b) for additional information.

A.10. Enlisted Evaluation Report (EER)

The purpose of the Enlisted Evaluation System (EES) Enlisted Evaluation Report (EER) is to provide feedback on an enlisted member’s performance and to assist in determining suitability for advancement, selection and assignments. Refer to Chapter 4 of Reference (c) and Chapter 5 of Reference (d) for information about the Enlisted Evaluation System.

An EER will be completed in DA using the [EES Enlisted Evaluation Report](#) user guide IAW Reference (d). The EER Form(s) ([CG-3788A-G](#)) are optional and may be used, generally by units with limited or no connectivity (i.e. cutters away from homeport operating for extended periods without shore-side connectivity), during the marking process. If these forms are used, the marks must still be entered into DA (including required comments) IAW Reference (d).

DA does not allow input of Enlisted Evaluations older than one year. In that case, the unit must submit the completed EER and forward to PPC (ADV) for processing.

A.11. EER Process for Units with Limited/No Access to DA

This is the process used for the submission of Enlisted Evaluation Reports when there is limited or no access to DA.

Step	Who Does It	What Happens
1	Unit	<ul style="list-style-type: none"> • Determines members that need to be evaluated. • Obtains the EER (forms are available by rank on the PPC website at https://www.dcms.uscg.mil/forms/). Vessels anticipating underway periods during a period ending date should have sufficient copies prior to sailing. • Ensures member signs EER within 21 days of period ending date.

		<ul style="list-style-type: none"> Mails completed EER to parent command for data entry into DA.
2	P&A Office	<ul style="list-style-type: none"> Enters information from EER into DA. Prints Member Counseling Report from DA. Returns Member Counseling Report to Unit.
3	Unit	<ul style="list-style-type: none"> Verifies Member Counseling Report for accuracy, counsels member, gets signature, and files report in member's record.

Table 9-2 EER Process for Units with Limited/No Access to DA

A.12.
Completing the EER

A properly completed EER is required for entry by parent command. Incorrect forms will be sent back to the unit for corrections. Follow these steps and examples to complete the EER Form in conjunction with Reference (d).

Step	Action																							
1	Determine the reason for evaluation.																							
2	<p>Complete the following fields.</p> <table border="1" style="width: 100%;"> <thead> <tr> <th>Block</th> <th>Enter</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Enter member's rate, first name, last name.</td> </tr> <tr> <td>2</td> <td>Enter member's EMPLID.</td> </tr> <tr> <td>3</td> <td>Enter member's unit name.</td> </tr> <tr> <td>4</td> <td>Enter the correct period ending date (MM/DD/YYYY).</td> </tr> <tr> <td>5</td> <td>Darken the correct oval if using form CG-3788A. This block will be prefilled for forms CG-3788B-G.</td> </tr> <tr> <td>6</td> <td>Darken the correct oval for the reason for the evaluation.</td> </tr> </tbody> </table> <table border="1" style="width: 100%;"> <tr> <td>1. RATE, FIRST NAME, LAST NAME</td> <td colspan="2">2. EMPLOYEE ID #</td> </tr> <tr> <td>3. UNIT NAME</td> <td>4. PERIOD ENDING (MM/DD/YYYY)</td> <td>5. PAY GRADE <input type="radio"/> E-1 <input type="radio"/> E-2 <input type="radio"/> E-3</td> </tr> <tr> <td colspan="3"> 6. REASON (CHOOSE ONLY ONE REASON) REGULAR: <input type="radio"/> SEMI ANNUAL UNSCHEDULED (review references to determine when required): <input type="radio"/> DISCIPLINE <input type="radio"/> CHANGE OF COMMANDING OFFICER'S RECOMMENDATION <input type="radio"/> PROBATION <input type="radio"/> REDUCTION (OTHER THAN DISCIPLINARY) <input type="radio"/> RESERVE ADOS <input type="radio"/> TRANSFER <input type="radio"/> CHANGE IN APPROVING OFFICIAL </td> </tr> </table>	Block	Enter	1	Enter member's rate, first name, last name.	2	Enter member's EMPLID.	3	Enter member's unit name.	4	Enter the correct period ending date (MM/DD/YYYY).	5	Darken the correct oval if using form CG-3788A . This block will be prefilled for forms CG-3788B-G .	6	Darken the correct oval for the reason for the evaluation.	1. RATE, FIRST NAME, LAST NAME	2. EMPLOYEE ID #		3. UNIT NAME	4. PERIOD ENDING (MM/DD/YYYY)	5. PAY GRADE <input type="radio"/> E-1 <input type="radio"/> E-2 <input type="radio"/> E-3	6. REASON (CHOOSE ONLY ONE REASON) REGULAR: <input type="radio"/> SEMI ANNUAL UNSCHEDULED (review references to determine when required): <input type="radio"/> DISCIPLINE <input type="radio"/> CHANGE OF COMMANDING OFFICER'S RECOMMENDATION <input type="radio"/> PROBATION <input type="radio"/> REDUCTION (OTHER THAN DISCIPLINARY) <input type="radio"/> RESERVE ADOS <input type="radio"/> TRANSFER <input type="radio"/> CHANGE IN APPROVING OFFICIAL		
Block	Enter																							
1	Enter member's rate, first name, last name.																							
2	Enter member's EMPLID.																							
3	Enter member's unit name.																							
4	Enter the correct period ending date (MM/DD/YYYY).																							
5	Darken the correct oval if using form CG-3788A . This block will be prefilled for forms CG-3788B-G .																							
6	Darken the correct oval for the reason for the evaluation.																							
1. RATE, FIRST NAME, LAST NAME	2. EMPLOYEE ID #																							
3. UNIT NAME	4. PERIOD ENDING (MM/DD/YYYY)	5. PAY GRADE <input type="radio"/> E-1 <input type="radio"/> E-2 <input type="radio"/> E-3																						
6. REASON (CHOOSE ONLY ONE REASON) REGULAR: <input type="radio"/> SEMI ANNUAL UNSCHEDULED (review references to determine when required): <input type="radio"/> DISCIPLINE <input type="radio"/> CHANGE OF COMMANDING OFFICER'S RECOMMENDATION <input type="radio"/> PROBATION <input type="radio"/> REDUCTION (OTHER THAN DISCIPLINARY) <input type="radio"/> RESERVE ADOS <input type="radio"/> TRANSFER <input type="radio"/> CHANGE IN APPROVING OFFICIAL																								
3	<p>Darken the ovals that properly evaluate the member.</p> <ul style="list-style-type: none"> Use only one mark per field. 																							

	<ul style="list-style-type: none"> 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	<p>Comments are required per Reference (c):</p> <ul style="list-style-type: none"> To address the future potential of all members E-4 and above; For any competency rating marks of 1, 2, 3 or 7; When a member is not ready or not recommend for advancement (X or N); and EERs that result in assignment of an unsatisfactory conduct mark (U). 								
5	<p>Darken the correct Conduct oval. A mark of unsatisfactory requires adverse supporting documentation.</p> <table border="1" data-bbox="342 642 1422 852"> <thead> <tr> <th data-bbox="342 642 578 667">CONDUCT</th> <th data-bbox="578 642 1003 667">UNSATISFACTORY</th> <th data-bbox="1003 642 1422 667">SATISFACTORY</th> </tr> </thead> <tbody> <tr> <td data-bbox="342 667 578 852">The degree to which this member, through personal behavior, conformed to the rules, regulations, military standards, and Coast Guard core values, both on and off duty.</td> <td data-bbox="578 667 1003 852"> <p><i>(Comments must be provided on a separate page. Comments should be specific and sufficient to describe the conduct that led to an "Unsatisfactory" mark.)</i></p> <p>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 to dependents, or alcohol incidents; or failed to conform to civilian and military rules, regulations, and standards.</p> <p style="text-align: center;"><input type="radio"/></p> </td> <td data-bbox="1003 667 1422 852"> <p>No NJP, CM, or civil conviction; promoted and supported respect for rules, regulations, and civilian and military standards.</p> <p style="text-align: center;"><input type="radio"/></p> </td> </tr> </tbody> </table>	CONDUCT	UNSATISFACTORY	SATISFACTORY	The degree to which this member, through personal behavior, conformed to the rules, regulations, military standards, and Coast Guard core values, both on and off duty.	<p><i>(Comments must be provided on a separate page. Comments should be specific and sufficient to describe the conduct that led to an "Unsatisfactory" mark.)</i></p> <p>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 to dependents, or alcohol incidents; or failed to conform to civilian and military rules, regulations, and standards.</p> <p style="text-align: center;"><input type="radio"/></p>	<p>No NJP, CM, or civil conviction; promoted and supported respect for rules, regulations, and civilian and military standards.</p> <p style="text-align: center;"><input type="radio"/></p>		
CONDUCT	UNSATISFACTORY	SATISFACTORY							
The degree to which this member, through personal behavior, conformed to the rules, regulations, military standards, and Coast Guard core values, both on and off duty.	<p><i>(Comments must be provided on a separate page. Comments should be specific and sufficient to describe the conduct that led to an "Unsatisfactory" mark.)</i></p> <p>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 to dependents, or alcohol incidents; or failed to conform to civilian and military rules, regulations, and standards.</p> <p style="text-align: center;"><input type="radio"/></p>	<p>No NJP, CM, or civil conviction; promoted and supported respect for rules, regulations, and civilian and military standards.</p> <p style="text-align: center;"><input type="radio"/></p>							
6	<p>FUTURE POTENTIAL Comments:</p> <p>Provide succinct, written comments describing the member’s potential for future leadership responsibilities including their potential to successfully serve in future special, independent, or command cadre assignments.</p>								
7	<p>ADVANCEMENT POTENTIAL:</p> <p>The supervisor, marking official and approving official must darken in one oval for a mark of Advancement Potential (see guidelines below and on form).</p> <table border="1" data-bbox="342 1157 1422 1367"> <thead> <tr> <th colspan="2" data-bbox="342 1157 1422 1178">ADVANCEMENT POTENTIAL <i>(Comments must be provided on a separate page for not ready and not recommended):</i></th> </tr> </thead> <tbody> <tr> <td data-bbox="342 1178 545 1199">READY:</td> <td data-bbox="545 1178 1422 1230">Assign this mark if, in the view of the rating official, at the time of this evaluation the individual has the capability and capacity to carry out the duties and responsibilities of the next higher grade, and has satisfied all eligibility and qualification requirements for the next higher grade. Required time in grade shall not be considered when determining overall eligibility for advancement.</td> </tr> <tr> <td data-bbox="342 1230 545 1251">NOT READY:</td> <td data-bbox="545 1230 1422 1304">Assign this mark if, in the view of the rating official, at the time of this evaluation the individual is satisfactorily performing their required duties but is not yet ready to carry out the duties and responsibilities of the next higher grade, or has not satisfied all eligibility and qualification requirements for the next higher grade. Required time in grade shall not be considered when determining overall eligibility for advancement.</td> </tr> <tr> <td data-bbox="342 1304 545 1325">NOT RECOMMENDED:</td> <td data-bbox="545 1304 1422 1367">Assign this mark if, in the view of the rating official, the individual should not be advanced to the next higher grade, regardless of qualification or eligibility, due to negative conduct or poor performance, including an unsatisfactory conduct mark, or good order and discipline issues.</td> </tr> </tbody> </table> <ul style="list-style-type: none"> All members marked Not Recommended/Not Ready will not receive a SWE nor be allowed placement on a supplemental advancement or striker list. Personnel receiving a Not Recommended/Not Ready will also be removed from any and all current advancement lists. All evaluations completed are for the May SWE cycle. Reservists are evaluated IAW the submission schedule located in Section 4-C of Reference (c) for participation in the October RSWE cycle. 	ADVANCEMENT POTENTIAL <i>(Comments must be provided on a separate page for not ready and not recommended):</i>		READY:	Assign this mark if, in the view of the rating official, at the time of this evaluation the individual has the capability and capacity to carry out the duties and responsibilities of the next higher grade, and has satisfied all eligibility and qualification requirements for the next higher grade. Required time in grade shall not be considered when determining overall eligibility for advancement.	NOT READY:	Assign this mark if, in the view of the rating official, at the time of this evaluation the individual is satisfactorily performing their required duties but is not yet ready to carry out the duties and responsibilities of the next higher grade, or has not satisfied all eligibility and qualification requirements for the next higher grade. Required time in grade shall not be considered when determining overall eligibility for advancement.	NOT RECOMMENDED:	Assign this mark if, in the view of the rating official, the individual should not be advanced to the next higher grade, regardless of qualification or eligibility, due to negative conduct or poor performance, including an unsatisfactory conduct mark, or good order and discipline issues.
ADVANCEMENT POTENTIAL <i>(Comments must be provided on a separate page for not ready and not recommended):</i>									
READY:	Assign this mark if, in the view of the rating official, at the time of this evaluation the individual has the capability and capacity to carry out the duties and responsibilities of the next higher grade, and has satisfied all eligibility and qualification requirements for the next higher grade. Required time in grade shall not be considered when determining overall eligibility for advancement.								
NOT READY:	Assign this mark if, in the view of the rating official, at the time of this evaluation the individual is satisfactorily performing their required duties but is not yet ready to carry out the duties and responsibilities of the next higher grade, or has not satisfied all eligibility and qualification requirements for the next higher grade. Required time in grade shall not be considered when determining overall eligibility for advancement.								
NOT RECOMMENDED:	Assign this mark if, in the view of the rating official, the individual should not be advanced to the next higher grade, regardless of qualification or eligibility, due to negative conduct or poor performance, including an unsatisfactory conduct mark, or good order and discipline issues.								
8	<p>The EER form <u>must</u> have four signatures for processing:</p> <ul style="list-style-type: none"> Supervisor Marking official Approving official Member 								

SUPERVISOR: MARKING OFFICIAL: APPROVING OFFICIAL: MEMBER: SIGNATURE	<input type="radio"/> Ready <input type="radio"/> Not Ready <input type="radio"/> Not Recommended	I CERTIFY THAT I HAVE EVALUATED THIS MEMBER AGAINST THE WRITTEN PERFORMANCE STANDARDS AND I HAVE PROVIDED WRITTEN DOCUMENTATION FOR SUPPORT OF EACH MARK OF 1, 2, 3, 7, OR UNSATISFACTORY CONDUCT AND TERMINATION OF GOOD CONDUCT ELIGIBILITY. _____ SUPERVISOR'S NAME	_____ RATE/RANK	_____ DATE
	<input type="radio"/> Ready <input type="radio"/> Not Ready <input type="radio"/> Not Recommended	I CERTIFY THAT I HAVE EVALUATED THIS MEMBER AGAINST THE WRITTEN PERFORMANCE STANDARDS AND I HAVE PROVIDED WRITTEN DOCUMENTATION FOR SUPPORT OF EACH MARK OF 1, 2, 3, 7, OR UNSATISFACTORY CONDUCT AND TERMINATION OF GOOD CONDUCT ELIGIBILITY. _____ MARKING OFFICIAL'S NAME	_____ RATE/RANK	_____ DATE
	<input type="radio"/> Ready <input type="radio"/> Not Ready <input type="radio"/> Not Recommended	<input type="radio"/> Concur <input type="radio"/> Do Not Concur, changes made <input type="radio"/> Required comments for unsatisfactory conduct, not ready, or not recommended for advancement attached on separate page. _____ APPROVING OFFICIAL'S NAME	_____ RATE/RANK	_____ DATE
	I ACKNOWLEDGE HAVING BEEN COUNSELED ON AND REVIEWED MY ENLISTED EVALUATION REPORT 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 RECOMMENDATION AND LEADERSHIP POTENTIAL. _____ DATE			
NOTE:	If you have any questions after reading these directions, please contact PPC (ADV) at 1-866-772-8724 for assistance, before attempting to complete the form.			

Table 9-3 Completing the EER

A.13. Administrative Review of the EER

Everyone involved in the enlisted evaluation process must ensure the form is completed properly IAW Reference (d) and Chapter 2, Section A of this publication. An audit of the form will ensure it is processed correctly the first time. The critical nature of the EER demands that members, commands, parent commands, and processing points adhere strictly to these guidelines to provide the best service to the member being evaluated.

A.14. Reasons the EER Rejects

Here are several reasons why the EER will be rejected by the parent command. Pay special attention to these areas during your review of each form:

- Wrong period ending date/wrong evaluation reason.
- Too many marks in field -- Occurs when the rating chain properly changes a factor mark but fails to erase the original mark completely.
- No marks in field -- One oval per factor must be darkened.
- Needs supporting documentation.
- Pay grade does not match -- The unit marks the member for semi-annual evaluation when in fact the member advanced at an earlier date.
- Missing signature(s) -- 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 EER preparation to obtain the signature by mail if necessary. This guidance applies to the evaluation of Reserve personnel in particular.

**A.15. 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 EER to the new command.

**A.16. For
Additional
Assistance**

Refer to the [EPM-3 SharePoint](#) site for more information. General questions, concerns or recommendations regarding Reference (d) may be submitted by email to HQS-DG-CGPSC-EPM-3-Evaluations@uscg.mil.

Section B: Discipline

B.1. Introduction This section discusses the procedures following disciplinary actions.

- B.2. References**
- (a) [Military Justice Manual, COMDTINST M5810.1 \(series\)](#)
 - (b) [Discipline and Conduct, COMDTINST M1600.2 \(series\)](#)
 - (c) [Performance Training and Education Manual \(PTM\), COMDTINST 1500.10 \(series\)](#)
 - (d) [Coast Guard Military Medals and Awards Manual, COMDTINST M1650.25 \(series\)](#)
 - (e) [Personnel Vetting Program \(Security Clearance, Suitability and Credentialing\), COMDTINST 5520.12 \(series\)](#)
 - (f) [Coast Guard Pay Manual, COMDTINST M7220.29 \(series\)](#)
 - (g) [Enlistments, Evaluations and Advancements, COMDTINST M1000.2 \(series\)](#)
 - (h) [Officer Accessions, Evaluations and Promotions, COMDTINST M1000.3 \(series\)](#)
 - (i) [Military Assignments and Authorized Absences, COMDTINST M1000.8 \(series\)](#)
 - (j) [Coast Guard Military Human Resource Record \(CGMHRR\) System, COMDTINST 1080.10 \(series\)](#)
 - (k) [Military Substance Abuse and Behavioral Addiction Program, COMDTINST 1000.10 \(series\)](#)
 - (l) [Reserve Policy Manual, COMDTINST M1001.28 \(series\)](#)
 - (m) [Title 10 U.S.C. § 651; 802; 815; 830; 832; and 12302](#)
 - (n) [Manual for Courts-Martial United States \(2019 Edition\)](#)
 - (o) [Reserve Duty Status and Participation, COMDTINST 1001.2 \(series\)](#)

B.3. Nonjudicial Punishment (NJP) Process Use these procedures to process a member’s nonjudicial punishment IAW Reference (a) as well as the [NJP Checklist](#) found on the [USCG Military Justice](#) website.

Step	Who	Action
1	Command	Within two business days after the NJP, forwards a copy of the completed Report of Offense and Disposition (CG-4910) to the P&A Office for final administrative action IAW Reference (a).

<p>NOTE:</p>	<p>If a mast proceeding was held, but no punishment was awarded, then no further action is necessary (regardless of whether the matter was dismissed, dismissed with a warning, dismissed with administrative action taken, referred to courts-martial, or resulted in a recommendation for a general court-martial).</p>	
	<p>Command (cont.)</p>	<p><u>For Enlisted:</u> Completes an Enlisted Evaluation System Report in DA using the EES Enlisted Evaluation Report user guide. Uses “Discipline” for the review type and enters remarks in the comments section for the conduct competency, IAW Reference (g).</p>
<p>NOTE:</p>	<p>An Administrative Remarks Entry (CG-3307) to document termination of eligibility for the Coast Guard Good Conduct Award is not required. The member’s signature on the EER Counseling Sheet indicates acknowledgment of the impact of their employee review on their Good Conduct eligibility.</p>	
	<p>Command (cont.)</p>	<p><u>For Officers:</u> Completes an Officer Evaluation Report (OER). Prepares a Special OER including the Reported-on Officer’s performance and any other matter on which the officer may be evaluated. This OER does NOT count for continuity. If the conduct resulting in non-judicial punishment occurs during the current reporting period, a special report is not required if the process is completed, i.e., not subject to further review, by the time that the regular report is due to be submitted for the current period. The basis for the non-judicial punishment shall be reported in the regular report IAW References (b) and (h). Cancels “A” School application/placement, if applicable, IAW Reference (c). Initiates report (CG-5588) to the CG Security Center, IAW Reference (e). Files the following in the unit punishment log for a period of four years IAW Reference (a):</p> <ul style="list-style-type: none"> • Original CG-4910 • Disciplinary Action (court memorandum) print out • Acknowledgment of Rights (CG-4100A) • Acceptance of NJP (CG-5810 (series)) • Preliminary Inquiry Officer (PIO) report and all enclosures • Final action on appeal (if any)

2	P&A Office	<p>Within two business days of receipt of the CG-4910, enters the disciplinary action into DA using the Disciplinary Actions user guide.</p> <p>Forwards source documents and endorsed forms to the SPO for review and approval.</p> <p>For members who are reduced in Pay Grade from E-4 and above to E-3 and below and assigned to a sea duty vessel and authorized to reside in private sector quarters, who receive BAH or OHA at the without dependent rate, or BAH or OHA at the with-dependents rate (based on payment of child support):</p> <ul style="list-style-type: none"> • Within three business days after receipt of the CG-4910, advises command, SPO and the member that they are no longer authorized BAH or OHA without dependent rate, or BAH or OHA with dependents (based on payment of child support). And, as of the effective date of the reduction in pay grade, are only authorized BAH Partial (or, if paying child support to a former spouse that is not an active duty uniformed service member, BAH-DIFF). • If a member is paying child support to a former spouse that is an active duty member of a uniformed service, and who is receiving BAH/OHA on behalf of the dependent, BAH-DIFF or BAH with-dependents is not authorized, IAW Reference (f).
3	SPO	<p>Within three business days of receipt, verifies Disciplinary Action entries in DA and notifies P&A Office of any corrections needed. If none, approves Disciplinary Action in DA using the Disciplinary Actions user guide.</p>

Table 9-4 Nonjudicial Punishment (NJP) Process

B.4. Summary Court-Martial Process

Use this process after the convening authority has acted on a Summary Court-Martial.

Step	Who	Action
1	Command	<p>Within two business days after the Summary Court-Martial, forwards a copy of DD Form 2329, Acknowledgement of Rights and a copy of the Report of Results of Trial to the P&A Office IAW Reference (a).</p> <p><u>For Enlisted:</u></p> <p>Completes an Enlisted Evaluation System Report in DA using the EES Enlisted Evaluation Report user guide. Uses “Discipline” for the review type and enters remarks in the</p>

		comments section for the conduct competency, IAW Reference (g).
NOTE:	<p>An Administrative Remarks Entry (CG-3307) to document termination of eligibility for the Coast Guard Good Conduct Award is not required. The member’s signature on the EER Counseling Sheet indicates acknowledgment of the impact of their employee review on their Good Conduct eligibility.</p>	
	Command (cont.)	<p><u>For Officers:</u></p> <p>Completes an Officer Evaluation Report (OER). Prepares a Special OER after the Summary Court-Martial after the convening authority has taken action and the finding of guilty has NOT been disapproved, including the Reported-on Officer’s including the Reported-on Officer’s performance and any other matter on which the officer may be evaluated. This OER does NOT count for continuity. If the conduct resulting in the court-martial occurs during the current reporting period, a special report is not required if the process is completed, i.e., not subject to further review, by the time that the regular report is due to be submitted for the current period. The basis for the court-martial shall be reported in the regular report IAW References (b) and (h).</p> <p>Initiates report (CG-5588) to the CG Security Center, IAW Reference (e).</p>
2	P&A Office	Within two business days of receipt of the CG-4910, enters the Disciplinary Action into DA using the Disciplinary Actions user guide. Forwards source documents and endorsed forms to the SPO for review and approval.
3	SPO	Within three business days of receipt, verifies Disciplinary Action entries in DA and notifies P&A Office of any corrections needed. If none, approves Disciplinary Action in DA using the Disciplinary Actions user guide.

Table 9-5 Summary Court-Martial Process

B.5. Special or General Court-Martial Process Use this process after the convening authority has acted on a Special or General Court-Martial.

Step	Who	Action
1	Command	Within two business days after the Special or General Court-Martial, forwards copies of all initial and supplementary

		<p>promulgating orders and a copy of the Report of Results of Trial to the P&A Office IAW Reference (a).</p> <p><u>For Enlisted:</u></p> <p>Completes an Enlisted Evaluation System Report in DA using the EES Enlisted Evaluation Report user guide. Uses “Discipline” for the review type and enters remarks in the comments section for the conduct competency, IAW Reference (g).</p>
NOTE:	<p>An Administrative Remarks Entry (CG-3307) to document termination of eligibility for the Coast Guard Good Conduct Award is not required. The member’s signature on the EER Counseling Sheet indicates acknowledgment of the impact of their employee review on their Good Conduct eligibility.</p>	
	Command (cont.)	<p><u>For Officers:</u></p> <p>Completes an Officer Evaluation Report (OER). Prepares a Special OER after the Summary Court-Martial after the convening authority has taken action and the finding of guilty has NOT been disapproved, including the Reported-on Officer’s including the Reported-on Officer’s performance and any other matter on which the officer may be evaluated. This OER does NOT count for continuity. If the conduct resulting in the court-martial occurs during the current reporting period, a special report is not required if the process is completed, i.e., not subject to further review, by the time that the regular report is due to be submitted for the current period. The basis for the court-martial shall be reported in the regular report IAW References (b) and (h).</p> <p>Initiates report (CG-5588) to the CG Security Center, IAW Reference (e).</p>
2	P&A Office	<p>Within two business days of receipt of the CG-4910, enters the Disciplinary Action into DA using the Disciplinary Actions user guide. Forwards source documents and endorsed forms to the SPO for review and approval.</p>
3	SPO	<p>Within three business days of receipt, verifies Disciplinary Action entries in DA and notifies P&A Office of any corrections needed. If none, approves Disciplinary Action in DA using the Disciplinary Actions user guide.</p>

Table 9-6 Special or General Court-Martial Process

B.6. **Confinement for Less Than 90 Days with No Punitive Discharge Process** Use this process when a member is sentenced to confinement for less than 90 days with no punitive discharge.

Step	Who	Action
1	Command	<ul style="list-style-type: none"> • Makes notification IAW Ref (b). • Issues TDY orders to confinement facility.
2	P&A Office	Enters pay entitlement adjustments in DA, as applicable.
NOTE:	<p>A member in military confinement may lose entitlement to BAS, BAH, COLA, HDP, Career Sea Pay/Premium, HAZPAY/FD/HP, HF/IDP, SDP, AP, AvIP, BCP/PA, HAZPAY-VB, FLPP or Diving Duty Pay IAW Reference (f). BAH entitlements are member specific (i.e., with/without dependents). Refer to court documents for adjusting pay.</p>	
	P&A Office (cont.)	<p>Places member in a confinement status using the General Absences user guide. The Start Date/Time will be the date of the court-martial, unless the member was in pre-trial confinement (where the Start Date/Time will be the date the member was placed in pre-trial confinement).</p> <p>Submits a Disciplinary Action in DA using the Disciplinary Actions user guide. Follow the instructions in the guide to ensure preservation of historical data.</p> <p>Forwards source documents and endorsed forms to the SPO for review and approval.</p>
NOTE:	<p>For the Initial step of action, the Action Date should be the same as the Reported Date (default). On subsequent steps, a new row will be added with a new Action Date.</p>	
3	SPO	Within three business days of receipt, verifies Disciplinary Action entries in DA and notifies P&A Office of any corrections needed. If none, approves Disciplinary Action in DA using the Disciplinary Actions user guide.
4	P&A Office	Within two business days after member's release from confinement, returns member from confinement status and restarts pay entitlements in DA, as applicable.

5	SPO	Within three business days of notification of release, reviews and approves DA transaction(s), as appropriate.
---	-----	--

Table 9-7 Confinement for Less Than 90 Days with No Punitive Discharge Process

B.7. Confinement for 90 Days or more OR with an Unsuspended Punitive Discharge Process 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 PPC (LGL) for administrative control.

Step	Who	Action
1	P&A Office	<p>Obtains the Statement of Trial Results (STR). This letter contains the member’s adjudged sentence.</p> <p>Within two business days of receipt of the STR, completes the following:</p> <ul style="list-style-type: none"> • Adjusts pay entitlements in DA as applicable. A member in military confinement may lose entitlement to BAS, BAH, COLA, HDP, Career Sea Pay/Premium, HAZPAY/FD/HP, HF/IDP, SDP, AP, AvIP, BCP/PA, HAZPAY-VB, FLPP, or Diving Duty Pay IAW Reference (f). • Adds a new BAH row with a BAH Quarter Status of F, with an effective date that matches the date of confinement. • Submits a disciplinary action in DA using the Disciplinary Actions user guide. The Reported Date will be Initial is the date of the court-martial. The Action Date may be 14 days after the date of the court-martial. Ensure only offenses the member was <u>found guilty of</u> are entered. • Places member in a confinement status using the General Absences user guide. The Start Date/Time will be the date of the court-martial unless the member was in pre-trial confinement (where the Start Date/Time will be the date the member was placed in pre-trial confinement). • The Medical PDR will be maintained by the assigned brig. • Emails a copy of the STR to PPC (LGL) at PPC-DG-LGL-App@uscg.mil. • Forwards source documents and endorsed forms to the SPO for review and approval.
2	SPO	Within three business days of receipt, verifies Disciplinary Action entries in DA and notifies P&A Office of any corrections

		needed. If none, approves Disciplinary Action in DA using the Disciplinary Actions user guide.
NOTE:	If allotment amounts exceed the total amount of two-thirds pay after forfeiture for Special Courts-Martial, the allotments are stopped.	
3	P&A Office	Sends a PPC online trouble ticket requesting PCS orders be created for member who will PCS to the brig including the date of court martial and the length of sentence IAW STR.
4	PPC (LGL)	<p>Within three business days of receipt:</p> <ul style="list-style-type: none"> • Creates PCS orders in DA to the confinement facility with Department ID and Position number for facility. • Completes PCS endorsements. • Maintains records IAW the Legal Office Appellate Records Processing SOP.
NOTE:	Appellate Leave procedures are maintained by PPC (LGL).	

Table 9-8 Confinement for 90 Days or more OR with an Unsuspended Punitive Discharge Process

B.8. Appellate Leave Process Use this process when a member is released from confinement and placed into an appellate leave status.

Step	Who	Action
1	Member	<ul style="list-style-type: none"> • In coordination with the Brig Liaison, completes and signs DOD Voluntary/Involuntary Appellate Leave Action (DD Form 2717) and SGLI form SGLV-8286. • Emails both forms to PPC (LGL) at PPC-DG-LGL-App@uscg.mil.
2	PPC (LGL)	<ul style="list-style-type: none"> • Places member in an appellate leave status using the General Absences user guide. • Ensures Retention contract is updated every 6 months.
NOTE:	Final pay will be determined upon transfer to appellate leave status. A DD-214 is issued when a separation authorization is issued by CGPSC (EPM/OPM/RPM).	

Table 9-9 Appellate Leave Process

B.9. Unauthorized Absence (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 IAW Reference (b).

B.10. UA for 24 Hours or More

Use this process to account for a member that has been UA for 24 hours or more.

When the member	Who	Action
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 P&A Office. • Notifies and directs the Unit Govt Travel Charge Card (GTCC) Coordinator to immediately suspend the account, pending investigation.
Fails to report TDY to unit or enters UA while TDY	TDY Unit	Notifies Permanent Unit.
	Permanent Unit	<ul style="list-style-type: none"> • Notifies P&A Office that maintains member’s CGMHRR. • Notifies and directs the Unit GTCC Coordinator to immediately suspend the account, pending investigation.
Fails to report for normal duty	Permanent Unit	<ul style="list-style-type: none"> • Notifies P&A Office. • Notifies and directs the Unit GTCC Coordinator to immediately suspend the account, pending investigation.
NOTE:	If the member is an officer, also notify CGPSC (OPM).	

Table 9-10 UA for 24 Hours or More

B.11. UA for 10 Days

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

I regret the necessity of informing you that your (son/daughter/spouse/other relationship as appropriate), (insert full name and rate), who enlisted (or was commissioned) in the Coast Guard on (date of enlistment or commissioning) and was attached to this unit has been on unauthorized absence since (date). Should you know the whereabouts of your (son/daughter/spouse/other relationship), I suggest that you urge your (son/daughter/spouse/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/spouse/other relationship) remain absent for

30 days, your (son/daughter/spouse/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.

B.12. UA at Time of Sailing Process

Use this process when a member is UA at time of sailing.

Step	Action
1	Immediately completes an Administrative Remarks CG-3307 (PD-05) and makes the appropriate 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 P&A Office ashore. • Includes on the CG-3307, the unit transferred to and the disposition of records and personal effects. • Forwards original CG-3307 to CGPSC (PSD-MR), with a copy to P&A Office and unit file.
3	Inventories 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, reports absence to the nearest US consulate. Includes instructions for disposition of the absentee, if apprehended.
5	Immediately notifies and directs the Unit GTCC Coordinator to suspend the account, pending investigation.

Table 9-11 UA at Time of Sailing Process

B.13. Declaring a Member a Deserter

Use this process to declare a desertion IAW Reference (b).

Step	Action
1	On the 31 st day of absence, issues DD Form 553 . If deserter is mentally irresponsible at the time of absence from a hospital, inform CGPSC (EPM/OPM/RPM), via chain-of-command, by letter.

NOTE:	<p>A member may be declared a deserter before the 31st day, when the member's intentions are known. When declaration is done early, issue DD Form 553 on the day member is declared a deserter.</p>
2	<p>Notifies next of kin by letter with the following:</p> <p>I regret the necessity of informing you that your (son/daughter/spouse/other relationship as appropriate) (full name and rate), who enlisted (or was commissioned) in the Coast Guard at (place of enlistment) on (date of enlistment or commissioning), 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/spouse/other relationship), I suggest that you urge your (son/daughter/spouse/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/spouse/other relationship). You should return this card to the nearest U. S. Coast Guard unit.</p>
3	<p>Sends original DD Form 553 to CGPSC (PSD-MR). Distributes signed copies of DD Form 553 to:</p> <ul style="list-style-type: none"> • Deserter's P&A Office. • District Commander of the district that the deserter is absent from. • District Commander of the district where deserter's home of record is located. • CG Personnel Service Center (EPM/OPM/RPM). • Coast Guard Investigative Service (CGIS). • Recruiting office nearest to the home of record. • Next of kin via certified mail, return receipt requested, deliver to addressee only. • Mayor (or chief of police) of the home of record and of any town to which the deserter may have proceeded. • Commanding Officer of the Coast Guard unit and the Armed Forces Police establishment nearest the home of record and any area the deserter may have proceeded. • In the case of a non-U.S. citizen believed to be in a foreign country: U.S. DEPARTMENT OF STATE VISA OFFICE – CANO STATE ANNEX NO 2, WASHINGTON, DC 20520 • In the case of an U.S. citizen believed to be in a foreign country: U.S. DEPARTMENT OF STATE PASSPORT OFFICE – PPT/C

	1425 K STREET NW WASHINGTON, DC 20524
4	Inventories and transfers deserter’s personal effects IAW Reference (b).
5	P&A Office uploads required documents to iPERMS within 5 days IAW Reference (j).

Table 9-12 Declaring a Member a Deserter

B.14. Delivery of Absentee/Deserter by Civil Authorities Use this process and consult with the servicing legal office.

Step	Action
1	Before accepting delivery by civil authorities ensures: <ul style="list-style-type: none"> • No criminal charges are pending. • If charges are pending, forward a full report to CGPSC (EPM/OPM/RPM). • 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.

Table 9-13 Delivery of Absentee/Deserter by Civil Authorities

B.15. Adequate Facilities for Retention upon Delivery by Civil Authorities Before accepting delivery of an absentee or deserter, ensure the unit is considered an adequate facility IAW Reference (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 the unit does not meet these requirements, units should request instruction from District Commander (O).

B.16. Reporting Return of Absentee/Deserter 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](#).
Notify the proper authority as shown in the reporting return table below including the following:

- 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.

When return is to	And unit is	Then report to
Unit from which absent		<ul style="list-style-type: none"> • District commander • Info: CGPSC (EPM/OPM/RPM)
Unit other than from which absent	under the operational control of a Sector	Sector commander by telephone or other rapid means. Sector will take action according to the Uniform Code of Military Justice.
Unit in same district	not under the operational control of a Sector	<ul style="list-style-type: none"> • District commander • Unit from which absent • Info: CGPSC (EPM/OPM/RPM)
Unit outside district	not under the operational control of a Sector	<ul style="list-style-type: none"> • District commander from which absent • Unit from which absent • Info: CGPSC (EPM/OPM/RPM), Local district commander
NOTE:	<p>If absentee was apprehended or delivered (vs surrendered), report return to CGPSC (EPM/OPM/RPM).</p>	

Table 9-14 Reporting Return of Absentee/Deserter

B.17. District Responsibility upon Return of Absentee/Deserter

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 CGPSC (EPM/OPM/RPM) 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 PPC (MAS) for checkage of the member’s pay account for travel costs.

B.18. Reporting the Return of an Absentee/Deserter from Another Branch

Use this process to report the return of an absentee or deserter from another branch of the U. S. Armed Forces.

of the Armed Forces

Step	Action
1	Immediately notifies the commanding officer of the parent organization by message and request instructions.
2	Include the following as info addressees, as appropriate: <ul style="list-style-type: none"> • CGPSC (EPM/OPM/RPM) • 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	Provide an original and one copy of the statement to the representative of the agency taking custody of the member.

Table 9-15 Reporting the Return of an Absentee/Deserter from Another Branch of the Armed Forces

B.19. Reporting Civil Arrest or Conviction Use this process to report a civil arrest or conviction.

Stage	Who	Action
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 Sector level this will be the Security Officer) IAW Reference (b). • Notifies P&A Office if the member is not entitled to service credit while in the custody of civil authorities IAW Reference (f).
2	Security Officer	IAW Reference (e), upon notification of member’s arrest: <ul style="list-style-type: none"> • Completes a Personnel Security Action Request (CG-5588). • Sends completed CG-5588 to Coast Guard Security Center. • Sends copies of the report to: CGPSC (EPM/OPM/RPM) and (PSD-MR).

		<ul style="list-style-type: none"> Sends a copy of the report to the district or area security officer (if not co-located).
3	P&A Office	<p>IAW Reference (g), upon notification of member’s arrest and detention beyond the normal expiration of authorized leave or liberty:</p> <ul style="list-style-type: none"> Completes a General Absence transaction in DA. Upon the member’s return to duty, completes another General Absence and starts appropriate entitlements.
4	Security Officer	<p>Upon notification of member’s arrest and detention and every 60 days until final disposition of the case is known:</p> <ul style="list-style-type: none"> Submits an interim report to CG SECCEN using form CG-5588. Sends a copy of the report to the district or area security officer (if not co-located), CGPSC (EPM/OPM/RPM) and (PSD-MR).
NOTE:	<p>Reference (a) specifies 30 days as the interval for interim reports, while Reference (e) specifies 60 days.</p>	
5	Security Officer	<p>Upon notification of the final disposition of the case:</p> <ul style="list-style-type: none"> Submits a Final report to CG SECCEN using form CG-5588. Sends a copy of the report to the district or area security officer (if not co-located), CGPSC (EPM/OPM/RPM) and (PSD-MR).

Table 9-16 Reporting Civil Arrest or Conviction

B.20. Alcohol Incident (AI) Checklist

This checklist will assist the unit/P&A/SPO in completing all necessary tasks required after an AI. This checklist is designed to be reproduced locally.

Step	Action	Reference	Date/Initials
1	Forward the original CG-3307 (P&D-13) or (P&D-14) to the P&A/SPO. (CG-3307 is prepared by unit Command Drug and Alcohol Representative (CDAR)).	Ref (h) Ref (k)	
2	For Enlisted: Complete an EES Enlisted Evaluation Report in DA. Use “Discipline” for the review type and enter remarks in the comments section for the conduct competency. Use the date of the AI for the “Effective Date”.	Ref (g), 4-C-1-b	

NOTE:	<p>An Administrative Remarks Entry (CG-3307) to document termination of eligibility for the Coast Guard Good Conduct Award is not required. The member’s signature on the EER Counseling Sheet indicates acknowledgment of the impact on their Good Conduct eligibility.</p>		
3	Cancel “A” School, if applicable.	Ref (c), 7-E-2-a-7	

Table 9-17 Alcohol Incident (AI) Checklist

B.21. Reserve Involuntary Order to Active Duty for Discipline

Coast Guard Reservists are subject to the provisions of the Uniform Code of Military Justice (UCMJ) while performing Active Duty (AD), Active Duty for Training (ADT), and Inactive Duty Training (IDT) until the date the member is released from that status.

A Reservist may be involuntarily ordered to Active Duty under Title 10 U.S.C. § 802(d) for an offense committed during periods of active or inactive duty for the purpose of:

- Article 15, Non-Judicial Punishment (NJP)
- Article 32, Investigation
- Courts-Martial

B.22. Authority to Recall

A Reserve member may only be involuntarily ordered to Active Duty under Title 10 U.S.C. § 802(d) by a person empowered to convene a General Courts-Martial, as defined in Chapter 4 of Reference (a).

A Reserve member ordered to Active Duty under Title 10 U.S.C. § 802(d) for disciplinary purposes may not be sentenced to confinement, or be required to serve a punishment consisting of any restriction on liberty without prior authorization from CG-R (See Article 2(d)(5), UCMJ; Chapter 4 of Reference (a)).

B.23. Nonjudicial Punishment (NJP) for Reservists

Article 15, UCMJ, provides commanding officers with the authority to impose NJP without resort to the judicial forum of a courts-martial. Chapter 2 of Reference (a) addresses current policy on administering NJP. This section addresses the procedures for involuntarily ordering a Reservist to Active Duty for the purpose of imposing NJP.

NJP may be imposed while a member is performing IDT and ADT; however, a Reservist may not be retained on IDT or ADT solely for the purpose of maintaining NJP authority. In order to preserve IDT and ADT training days for actual training or if it is impractical to wait for the next scheduled IDT or ADT period or the member fails to report for duty, commanding officers may request to involuntarily order a Reservist to Active Duty and place the member on 10 U.S.C. § 802(d) ADOS-AC orders. Whenever practical, the requested period of Active Duty should

coincide with the member’s regular IDT schedule (e.g., same day of the week as normal IDT).

The financial responsibility to involuntarily order a Reservist to Active Duty for the purpose of imposing NJP is incurred by the unit recalling the member for discipline. Follow the checklist in 9.B.3 of this publication for the proper disposition of the NJP.

NOTE:

Since an option doesn’t currently exist to create 10 U.S.C. § 802(d) ADOS-AC orders for the purpose of imposing an NJP in DA, please select regular ADOS-AC orders, but specify the purpose for the orders in the Order Notes.

B.24. Process for NJP for Reservists Follow this process when recording a NJP for a Reserve member.

Step	Who Does It	What Happens
1	Unit	<ul style="list-style-type: none"> • After the NJP date has been determined by the Executive Officer or Executive Petty Officer, follow the processes and procedures in section B.3 of this chapter. <p>For Involuntary Order to Active Duty:</p> <ul style="list-style-type: none"> • Prepares Figure 9-1 (below) requesting involuntary order to Active Duty. • The memorandum shall address the purpose of the orders, (i.e., NJP, the reason for involuntarily ordering to Active Duty and the estimated duration). • Forwards memorandum to PAC-13/LOG-1/ DXR.
2	Unit Level Admin Staff (if ordering to Active Duty)	<p>Prepares Reserve orders in DA using the Reserve Active Duty Orders user guide and routes for approval to:</p> <ul style="list-style-type: none"> • PAC-13 for Deployable Specialized Forces (DSF) units/members • LOG-1 for Deputy Commandant for Mission Support (DCMS) members • District (DXR) for Area/District members. <p>Ensures the person being routed to will be available to process the request.</p>
NOTE:	<p>The duty type for the orders should be Invol Active Duty, Title 10. Order notes must include, “Member has been involuntarily ordered to active duty</p>	

	<i>other than training under Title 10 U.S.C. § 802(d) for the purpose of imposing a Nonjudicial Punishment (NJP).”</i>	
3	PAC-13/LOG-1/ DXR	<p>PAC-13 - Reviews and approves funding (Pay/FICA/Travel) for all Reserve Members (RES MBRs) assigned to Port Security Units (PSU), Coastal Riverine Squadrons/Groups (CRS/CRG) and any member augmenting the deploying unit.</p> <p>LOG-1 - Reviews and approves the use of Department of Defense (DoD) contingency funds (e.g., Overseas Contingency Operations (OCO)) for all Reserve Months allocated to DCMS units that support OCO and for use of non-DoD contingency funds for RES MBRs assigned to DCMS units.</p> <p>District (DXR) for the appropriate District approves the use of non-DoD contingency funds for RES MBRs assigned to Deputy Commandant for Operations (DCO).</p> <ul style="list-style-type: none"> Endorses and forwards memorandum requesting involuntary order to Active Duty to the Officer Exercising General Court-Martial Jurisdiction (OEGCMJ).
4	OEGCMJ	Forwards memo to CG-R to see if confinement or other restraints on liberty are considered for punishments.
5	CG-R	<ul style="list-style-type: none"> Approves or denies request for involuntary Title 10 U.S.C. § 802(d) orders if confinement or other restraints on liberty are considered for punishments. Returns approved or denied memorandum to OEGCMJ.
6	OEGCMJ	<ul style="list-style-type: none"> Approves or denies request to involuntarily order member to Active Duty. Returns approved or denied memorandum to PAC-13/LOG-1/DXR.
7	PAC-13/LOG-1/ DXR	<ul style="list-style-type: none"> Upon approval from the OEGCMJ, authorizes the orders using the DXR - Reserve Orders Authorization user guide. Emails the member’s P&A Office, notifying them that the orders are authorized. Include the member’s name and EMPLID.
8	P&A Office	<ul style="list-style-type: none"> Within two business days of notification that orders are authorized, verifies orders are completed correctly. Routes the orders to the P&A Supervisor using the Reserve Specific Reserve Active Duty Orders Processing user guide. Notifies P&A Supervisor that the orders are authorized and awaiting approval.

		<ul style="list-style-type: none"> • Cancels orders if the member notifies the OEGCMJ, in writing, of a demand to trial by court-martial in lieu of NJP.
9	P&A Supervisor	Within two business days of notification, reviews and approves the orders, placing them in a “Ready” status using the Reserve Active Duty Orders Processing user guide.
10	P&A Office	<ul style="list-style-type: none"> • Reminder: P&A Office E5 and above Yeoman may sign orders if authorized “By Direction” IAW Reference (j). • Signs and forwards orders to the member. • Cancels orders if the member notifies the OEGCMJ, in writing, of a demand to trial by court-martial in lieu of NJP. • Uploads required documents to iPERMS IAW Reference (j).
11	Member	<ul style="list-style-type: none"> • Reports as ordered. Notifies Supervisor and P&A Office of arrival on date of arrival.
12	P&A Office	Within two business days of notification from the member of their arrival, places the orders in an “En route” status using the SPO - Reserve Active Duty Orders Processing user guide. Notifies SPO that the member has reported awaiting orders approval.
13	SPO	Within three business days of notification, places the orders in an “En route” status using the SPO – Reserve Active Duty Orders Processing user guide.
14	P&A Office	Depending on the outcome, creates/approves Separation Orders in DA from the CIW using the appropriate Separation user guide.

Table 9-18 Process for NJP for Reservists

B.25. Process for Investigation/Court-Martial for Reservists

Commanding officers shall use the Title 10 U.S.C. § 802(d) recall authority for the purpose of Special or General Court-Martial. Involuntary Title 10 U.S.C. § 802(d) orders shall be initiated in DA and may be issued on a day-for-day basis. Commands who pursue disciplinary action for Court-Martial with the intent of confinement or restriction must request authorization from CG-R through the OEGCMJ over the member. All requests must contain supporting documentation justifying the request for involuntary activation.

Reserve involuntary recall orders will be funded accordingly:

- Short-term orders of 180 days or less shall be funded by the charging unit (or convening authority).
- Long-term orders of 180 days or more shall be funded by CG (AFC-01) and approved by PSC-RPM-2.

Upon approval of long-term Reserve orders, PSC-RPM-3 will assume administrative responsibility of the Reserve member. CG-8 and PSC-RPM-2 will collaborate to provide a legal support billet for the Reserve member while awaiting disciplinary actions. Use the checklist provided in section B.3. of this chapter for final disposition of the Court-Martial.

NOTE:

Since an option doesn't currently exist to create 10 U.S.C. § 802(d) ADOS-AC orders for the purpose of Special or General Court-Martial in DA, please select regular ADOS-AC orders, but specify the purpose for the orders in the Order Notes.

Step	Who Does It	What Happens
1	Unit	<ul style="list-style-type: none"> • Prepares Figure 9-2 (below) requesting involuntary order to Active Duty indicating the purpose of the orders, (i.e., Administrative Investigation, Court-Martial and estimated duration of orders, etc.) • Forwards memorandum to CG-R through chain of command and the OEGCMJ over the member.
2	OEGCMJ	<ul style="list-style-type: none"> • Reviews memorandum and endorses request. • Forwards memorandum to CG-R, if confinement or other restraints on liberty are considered for punishments, otherwise PSC-RPM-2.
3	CG-R	<ul style="list-style-type: none"> • Approves or denies request for orders. • Forwards endorsement to PSC-RPM-2.
4	PSC-RPM-2	Requests Legal Support Billet from CG-8.
5	Unit Level Admin Staff or PSC-RPM-3 (who will provide admin support if orders are greater than 180 days)	<p>Prepares Reserve orders in DA using the Reserve Active Duty Orders user guide and routes for approval to:</p> <ul style="list-style-type: none"> • PAC-13 for Deployable Specialized Forces (DSF) units/members • LOG-1 for Deputy Commandant for Mission Support (DCMS) members • District (DXR) for Area/District members. <p>Ensures the person being routed to will be available to process the request.</p>
NOTE:	The duty type for the orders should be Invol Active Duty, Title 10. Order notes must include:	

	<p><i>“Member has been involuntarily ordered to Active Duty other than training under Title 10 U.S.C. § 802(d) for the purpose of Special or General Court-Martial.”</i></p> <p><i>“This call to Active Duty is in a temporary duty status (TDY). PCS entitlements are not authorized.”</i></p>	
6	PAC-13/LOG-1/ DXR	<ul style="list-style-type: none"> • Authorizes the orders using the DXR - Reserve Orders Authorization user guide. • Emails the member’s P&A office, notifying them that the orders are authorized. Include the member’s name and EMPLID.
7	P&A Office	<ul style="list-style-type: none"> • Within two business days of notification that orders are authorized by PAC-13/LOG-1/District (DXR), verifies orders are completed correctly. • Routes the orders to the P&A Supervisor using the Reserve Active Duty Orders Processing user guide. • Cancels orders if the member notifies the OEGCMJ, in writing, of a demand to trial by court-martial in lieu of NJP.
8	P&A Supervisor	Within two business days of notification, reviews and approves the orders, placing them in a “Ready” status using the Reserve Active Duty Orders Processing user guide.
9	P&A Office	<ul style="list-style-type: none"> • Reminder: P&A Office E5 and above Yeoman may sign orders if authorized “By Direction” IAW Reference (j). • Signs and forwards orders to the member. • Cancels orders if the member notifies the OEGCMJ, in writing, of a demand to trial by court-martial in lieu of NJP. • Uploads required documents to iPERMS IAW Reference (j).
10	Member	Reports as ordered. Notifies Supervisor and P&A Office of arrival on date of arrival.
11	P&A Office	<ul style="list-style-type: none"> • Within two business days of notification from the member of their arrival, places the orders in an “En route” status using the SPO - Reserve Active Duty Orders Processing user guide. • Notifies SPO that the member has reported awaiting orders approval.
12	SPO	Within three business days of notification, places the orders in an “En route” status using the SPO – Reserve Active Duty Orders Processing user guide.

13	P&A Office	<ul style="list-style-type: none"> • Upon completion of disciplinary proceedings, makes appropriate entries in DA (see discipline checklists as appropriate in this chapter). • Upon conclusion of the proceedings, if a punitive discharge or confinement greater than 90 days is adjudged, uploads required documents to iPERMS IAW Reference (j).
14	PPC (LGL)	Reviews the Reservist’s CGMHRR and updates IAW Appellate Records Processing SOP.

Table 9-19 Process for Investigation/Court-Martial for Reservists

B.26. Reserve Confinement for Less than 90 Days with No Punitive Damages

See B.6. of this chapter since the process is identical for Active Duty members.

B.27. Reserve Confinement for 90 Days or more OR with an Unsuspended Punitive Discharge Process

See B.7. of this chapter since the process is identical for Active Duty members.

B.28. Reserve Appellate Leave Process

This is the process when a Reserve member is released from confinement and placed into an appellate leave status.

Step	Who Does It	What Happens
1	Member	<ul style="list-style-type: none"> • In coordination with the Brig Liaison, completes and signs DD Form 2717 (DOD Voluntary/Involuntary Appellate Leave Action) and SGLI form SGLV-8286. • Emails a copy of both forms to PPC Legal (LGL) at PPC-DG-LGL-App@uscg.mil.
2	PPC (LGL)	<ul style="list-style-type: none"> • Follows the procedures in the PPC (LGL) Appellate Records Processing SOP. • Ensures Title 10 U.S.C. § 802(d) orders are issued annually during the appellant process. • The Reserve member will remain in an active orders status for the duration of the appellant leave process.

		<ul style="list-style-type: none"> Final pay will be determined upon transfer to appellate leave status. A DD-214 is issued when discharge authority is provided by CGPSC (RPM).
--	--	---

Table 9-20 Reserve Appellate Leave Process

U.S. Department of Homeland Security United States Coast Guard	Commandant United States Coast Guard	Staff Symbol: Phone: () Fax: () Email:
		[Select SSIC] 09 Jan 2020
MEMORANDUM		
From: A.B. Sea, CAPT CG SECTOR SAN FRANCISCO	Reply to Attn of:	Kat N. Hat, LT (555) 555-5555
To: OEGCMJ OVER THE MEMBER Thru: DOL-1/DXR/PAC-13		
Subj: REQUEST FOR TITLE 10 U.S.C. § 802(D) ORDERS FOR MILITARY JUSTICE PROCEEDINGS		
Ref: (a) Military Justice Manual, COMDTINST M5810.1 (series) (b) Personnel and Pay Procedures Manual (PPPM), PPCINST M1000.2 (series)		
<ol style="list-style-type: none"> 1. Request to involuntarily order to Active Duty IT1 Sam I Am, EMPLID 1234567 under Title 10 U.S.C. § 802(d) for the purpose of administering Non-Judicial Punishment (NJP). 2. (Provide information supporting the request for involuntary Active duty orders.) 3. (Expected duration of the orders.) 4. (Unit POC.) <p style="text-align: center;">#</p>		

Figure 9-1 Sample Memo - Requesting Title 10 Orders for NJP

U.S. Department of Homeland Security United States Coast Guard 		Commandant United States Coast Guard	Staff Symbol: Phone: () Fax: () Email:
			[Select SSIC] 09 Jan 2020
MEMORANDUM			
From:	A.B. Sea, CAPT CG SECTOR SAN FRANCISCO	Reply to Attn of:	Kat N. Hat, LT (555) 555-5555
To:	COMDT (CG-R)		
Thru:	OEGCMJ OVER THE MEMBER DOL-1/DXR/PAC-13		
Subj:	REQUEST FOR TITLE 10 U.S.C. § 802(D) ORDERS FOR MILITARY JUSTICE PROCEEDINGS		
Ref:	(a) Military Justice Manual, COMDTINST M5810.1 (series) (b) Manual for Courts-Martial United States (2019 Edition) (c) Personnel and Pay Procedures Manual (PPPM), PPCINST M1000.2 (series)		
1. Request to involuntarily order to Active Duty IT1 Sam I Am, EMPLID 1234567 under Title 10 U.S.C. § 802(d) for the purpose of disciplinary action under the Uniform Code of Military Justice.			
2. (Provide information supporting the request for involuntary Active duty orders.)			
3. (Expected duration of the orders.)			
4. (Unit POC.)			
#			
Enclosure:	(1) (Include all documentation for request)		
Dist:	[Optional Dist]		
Copy:	CG PSC-rpm		
Blind Copy:	[Optional Blind Copy]		

Figure 9-2 Sample Memo - Requesting Title 10 Orders for Disciplinary Action