

June Top 10 Tuesday Q & A

**Q:** Is the Discharge certificate an ADMIN or SPO function?

**A:** In accordance with Military Separations Instruction M1000.4: **For Enlisted members**, the commanding officer may delegate a commissioned officer, chief warrant officer, chief petty officer, or first class petty officer as custodian responsible for discharge certificates. Those designated will ensure safekeeping, accountability, and proper issue of all discharge certificates. **For Officers**, Commander (CG PSC-OPM) will determine the type of discharge and direct the Servicing Personnel Office (SPO) to prepare the appropriate discharge certificate in the officer's separation order, either in writing or via message. Under no circumstances will any ship or station ever issue any form of discharge certificate to an individual separated from the Service as a chief warrant or commissioned officer.

**Q:** Is permissive leave authorized for involuntary discharges?

**A:** Yes, however read the specific information below. This policy does not apply for routine RELADs and Discharges. Also, RELADs and Discharges are NOT allowed proceed or travel time.

According to COMDTINST M1000.8 2.A.10.a:

Administrative absence is a period of authorized absence, not chargeable as leave to:

- (1) Attend or participate in activities of a semi-official nature that benefit the Coast Guard,
- (2) Search for a residence at the new duty station when in receipt of PCS orders,
- (3) Allow members to return to their old duty stations to move their families to their new duty stations when PCS orders were issued and executed on short notice (fewer than 60 days),
- (4) Allow retiring and **involuntarily separated** members time to participate in pre-separation job search and house hunting activities prior to separation, or
- (5) To allow rest and recuperation from duty in the most austere and dangerous combat environments. See Article 2.A.10.b.(13) of this Manual for further guidance.

**Q:** Ever going to fix text wrap in Block 18 on dd214?

**A:** The formatting on the DD214 has been a frustrating process. It looks a million times better than when it first rolled out. That being said, there isn't a current CRQ in place to fix this. Please send us an example so we can pass it up the chain.

**Q:** If member's go on TERM leave before retirement, are entitlements stopped day of departure? Or do we allow them to play the pay game and take some leave here and there so entitlements keep running?

**A:** Terminal Leave is defined as leave taken when a member departs the unit with no intention to return. If they want to take leave, come back, take leave, etc. it should be processed on a regular Absence Request.

**Q:** If members are separating temporarily and are going to affiliate with the IRR despite not having military obligation left, would they sign a 2 year reenlistment contract with rpm or with the departing SPO?

**A:** All the policy and procedures for Temporary Separations are outlined in COMDTINST M1040.6. All members must follow PSC procedures for affiliating with the CG Reserve for a maximum of 2 years. It is our understanding that the local Command/SPO coordinates and accesses the member into the appropriate Reserve component.

**Q:** Will reserve members be authorized to get DD-214's for Contingency Ops that were completed prior to the addition of that verbiage?

**A:** It is our understanding that it was not a retroactive decision. However, there were times in the past where Reservists on Title 14 were issued a DD-214 before this rule was in place.

**CORRECTION TO OUR LEAVE CALCULATION:**

The scenario I used involved a member retiring on September 1<sup>st</sup>. I made the mistake using the Retirement Date vice their last day of Active Duty. The correct calculation should be:

End of May -	75.0
June -	2.5
July -	2.5
<u>August -</u>	<u>2.5</u>
	82.5 days

Since you can't take a half day of leave, this member had a total of 82 days of terminal leave.

My apologies for any confusion this may have caused.

Madeline Jackson