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FM COMDT COGARD WASHINGTON DC
TO ALCOAST
BT

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ALCOAST 361/24

SSIC 7220

SUBJ: LEAVE BALANCE GUIDANCE FOR END OF FISCAL YEAR 2024

A. Military Assignments and Authorized Absences, COMDTINST M1000.8A

B. 10 U.S.C. Section 701

C. COMDT COGARD WASHINGTON DC 281049Z AUG 24/ALCOAST 332/24

1. To avoid leave balance issues at the end of the fiscal year, commands and supervisors are directed to approve or disapprove all pending Direct Access (DA) absence requests by COB 20SEP2024. Requests submitted after this date must be approved or denied immediately. Military members should check their DA account to ensure all pending requests have been cleared prior to the deadline.
2. Per REF (B), military members are authorized to carry over a maximum of 60 days of leave into the next fiscal year; exceptions are described in REF (C). Processing pending absence requests will significantly reduce leave balance errors and minimize the impact on members from both losing leave (leave adjusted to 60 days) and being charged in FY25 for leave taken in FY24.

3. Directions on how to view a complete list of pending absence requests and how to correct, modify, and/or delete requests can be found in this Direct Access User Guide:

(Copy and Paste URL Below into Browser)

<https://www.dcms.uscg.mil/Portals/10/CG-1/PPC/GUIDES/GP/Absence/Chargeable%20Absence%20Requests.pdf>

4. POC. Leave-related policy questions can be sent to HQS-PolicyandStandards@uscg.mil. For Direct Access assistance, members and commands can contact PPC Customer Care via their servicing Personnel and Admin Office.
5. RADM M. W. Raymond, Assistant Commandant for Military Personnel (CG-1M), sends.
6. Internet release is authorized.