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| DEPARTMENT OF HOMELAND SECURITY  U.S. COAST GUARD  **ADMINISTRATIVE REMARKS** | | |
| **PRIVACY ACT STATEMENT**  Pursuant to 5 U.S.C. §552a(e)(3), this Privacy Act Statement serves to inform you of why DHS is requesting the information on this form.  **AUTHORITY**: 14 U.S.C. § 505  **PURPOSE**: To document a USCG service member’s achievements, accomplishments, Uniform Code of Military Justice (UCMJ) infraction(s), or any other USCG military pay or personnel activity.  **ROUTINE USES:** Authorized USCG officials will use this information to validate a USCG service member’s achievements, accomplishments, UCMJ infraction(s) or any other USCG military pay or personnel activity. Any external disclosures of information within this record will be made in accordance with DHS/USCG-014, Military Pay and Personnel, 76 Federal Register 66933 (October 28, 2011).  **CONSEQUENCES OF FAILURE TO PROVIDE INFORMATION:** Providing this information is voluntary. However, failure to provide this information may result in a delay in administrating this form. | | |
| Entry Type: Performance and Discipline (P&D-21)  Reference: Article 2.I.3, 2.O.3, and 2.Q.3 Military Separations, COMDTINST 1000.4 (series)  Responsible Level: Unit  Entry:  DDMMMYYYY: (This is to inform you that for the past (x) months your behavior and conduct have been unsatisfactory when compared with that of your peers in your grade. Consequently, you are being placed on a (x)-month probationary period commencing this date. Your probation will run through (no less than six months from start date). During this probationary period, you will be observed, counseled, and mentored to ensure you have the necessary tools available to you to successfully complete this probation. Should you fail to successfully complete this probationary period, you are subject to being processed for separation from the Coast Guard by reason of (insert discharge reason).  The reason(s) you are being placed in this probationary status (is/are): List all instances of substandard behavior and conduct with a brief descpribtion of the event(s).  In order to successfully complete this probation and be retained in the Coast Guard, you must accomplish the following: List all required actions (e.g., report on time all the time, put forth conscientous effort to qualify at watch station(s), render proper customs and courtesies as dictated by Coast Guard and military traditions, etc.). \*Think of this section as the roadmap for success for the member. The more detailed the better. These requirements may not be punitive in nature and must comply with the limitations in COMDTINST 5810.1H Ch. 1.A.2.\*  ***(The following paragraph is commonly referred to as the early termination clause, and is provided for in 2.O.3. of Military Separations, COMDTINST 1000.4 (series). However, it MUST be included in the CG-3307 placing the member on probation.)***  You are being placed in this (x)-month probationary period to afford you the opportunity to become a productive, contributing member of the Coast Guard. However, should you fail to make a conscientious effort to overcome your documented deficiencies in behavior and conduct, or should you violate the conditions of your probation in any way, at any time, I am authorized to recommend your separation at any time prior to the expiration of this probation.  A. B. SEA, CAPT, USCG Commanding Officer  DDMMMYYYY: I acknowledge receipt of the above counseling, and I understand the contents thereof. In addition, I acknowledge that I am subject to separation prior to the expiration of this probation if I fail to make an effort to overcome my deficiencies or violate the conditions of my probation.  FIRST MI LAST | | |
| 1. NAME OF PERMANENT UNIT | 1. NAME OF UNIT PREPARING THIS FORM | |
| 1. NAME OF MEMBER (Last, First, MI) | 1. EMPLOYEE ID NUMBER | 1. GRADE/RATE |

Scan original into member's OMPF

CG-3307 (9/23)

Expiration: 9/33

PREVIOUS EDITIONS ARE OBSOLETE

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