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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: Separation (SEP-10)  Reference: Section 1-B Military Separations, COMDTINST M1000.4 (series), COMDTINST 7220.1 (series), and DD 214 Manual.  Responsible Level: Unit  Entry:  DDMMMYYYY: Released from active duty due to expiration of enlistment and immediately transferred to the Coast Guard reserve (indicate Unit or IRR) to complete obligation of military service. Member provided Certificate of Release or Discharge from active duty form (DD-214) and other separation documents as required by Article 1-B-36, Military Separations, COMDTINST M1000.4 (series). Member counseled regarding:   1. reenlistment opportunities including SRB entitlements and Coast Guard reserve opportunities/benefits; 2. Thrift Savings Plan (TSP) withdrawal options and procedures and/or opportunity to contribute to the TSP within 60 days of joining the Ready Reserve; 3. the provisions of COMDTINST 1760.7 (series); 4. liability for SGLI premiums unless member declines coverage or joins the Individual Ready Reserve (IRR); 5. the requirement to answer official correspondence; 6. responding to Annual Screening Questionnaires; 7. maintaining physical fitness and weight standards; 8. maintaining your initial uniform issue for a period of four years; 9. the surrendering of your GTCC card prior to departure from active duty; 10. maintaining continuous service status; and 11. promptly advising CG PSC-RPM if in IRR, or the SPO if assigned to a drilling unit of changes of residence and changes of phone number(s) or mailing address and any physical condition or other factor that would affect your immediate availability for active military service.   A. B. SEA, YNCM, USCG By Direction CG Sectror (P&A), Boston, MA  DDMMMYYYY : I acknowledge the above entry.  Member's Signature | | |
| 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 (09/23)

Expiration: 09/33

PREVIOUS EDITIONS ARE OBSOLETE

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