

DEPARTMENT OF HOMELAND SECURITY
U.S. COAST GUARD

**REQUEST FOR CREDITING PRIOR CIVILIAN WORK EXPERIENCE OR ACTIVE DUTY
UNIFORMED SERVICE NOT OTHERWISE CREDITABLE
FOR ENHANCED RATE OF ANNUAL LEAVE ACCRUAL**

NOTE: Candidate's Federal job application/resume must be attached

NAME OF CANDIDATE		ORGANIZATION	
POSITION TITLE	SERIES/GRADE/STEP	TYPE OF APPOINTMENT	EFFECTIVE DATE OF APPOINTMENT

List below any prior civilian work experience or active duty uniformed service not otherwise creditable for which you are requesting credit toward the candidate's enhanced annual leave accrual rate.

Name and Address of Organization	From Year-Month-Day	To Year-Month-Day	Type of Work Schedule	(To be completed by CG-1211) Experience credited toward the candidate's enhanced annual leave accrual rate - Y/N

Supervisor	Title	Date
Endorsing Official	Title	Date
(Co of Command, etc)		
CSA/HR Specialist		Date
CG-121	Title	Date
(Approving Official)		



Written Justification. Requesting Official must justify the request against the criteria specified in CREDIT FOR PRIOR CIVILIAN WORK EXPERIENCE AND ACTIVE DUTY UNIFORMED SERVICE NOT OTHERWISE CREDITABLE IN DETERMINING ENHANCED RATES OF ANNUAL LEAVE ACCRUAL, COMDTINST 12630.2, paragraph 9, and describe the reasons the position the candidate was hired for was difficult to fill. The justification should also describe why the specific experience acquired by the employee in the prior civilian or active uniformed service position(s) above will enable the Coast Guard to accomplish an important mission or performance goal. If more than one period of service is requested, please provide justification for each period of service.

PRIVACY ACT STATEMENT

Authority: 5 U.S.C. 301; 10 U.S.C. 1071-1107; 14 U.S.C. 93(a)(17); 14 U.S.C. 632-33; 44 U.S.C. 3101; 29 C.F.R. 1630.14(d); 45 C.F.R. 164.524; Executive Order 9397.

Purpose: To facilitate and document health care, determine normal duty rotations and suitability for overseas assignments, develop automated information relating to medical readiness in wartime and contingency operations, determine eligibility for disability, and to maintain health care records as a function of general health maintenance.

Routine Uses: This information will be used to provide, plan and coordinate health care, aid in preventative health and communicable disease control programs; report medical conditions required by law to federal, state, and local agencies; compile statistical data; conduct research; teach; determine suitability of personnel for service or assignments; adjudicate claims, determine benefits; and other lawful purposes, including law enforcement and litigation; conducting authorized investigations; evaluating care rendered; determining professional certification and hospital accreditation, and providing physical qualifications of patients to agencies of federal, state, or local government upon request in the pursuit of their official duties. The information may also be disclosed externally as a "routine use" pursuant to DHS/USCG-011, Military Personnel Health Records System of Records, 73 Federal Register 77773 (December 19, 2008).

Disclosure: Furnishing this information is mandatory for military personnel, and voluntary for all other personnel. However, failure to provide this information may result in the delay of comprehensive health care.

