



Commandant
United States Coast Guard

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COMDTCHANGENOTE 1000
10 APR 2017

COMMANDANT CHANGE NOTICE 1000

Subj: CH-4 TO MILITARY SEPARATIONS, COMDTINST M1000.4

1. PURPOSE. This Commandant Change Notice publishes a change to Military Separations, COMDTINST M1000.4, specifically to add a chapter regarding the Senior Enlisted Continuation Board.
2. ACTION. All Coast Guard unit commanders, commanding officers, officers-in-charge, deputy/assistant commandants, and chiefs of headquarters staff elements shall comply with the provisions of this Commandant Change Notice. Internet release is authorized.
3. DIRECTIVES AFFECTED. With the addition of this Commandant Change Notice, Military Separations, COMDTINST M1000.4, is updated.
4. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide guidance for Coast Guard personnel and is not intended to nor does it impose legally-binding requirements on any party outside the Coast Guard.
5. MAJOR CHANGES. Chapter 4, titled Senior Enlisted Continuation Boards, of this Manual has been added.
6. IMPACT ASSESSMENT. This Commandant Change Notice does not impose new tasking or change existing tasking to Coast Guard commands.
7. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.
 - a. The development of this Commandant Change Notice and the general policies contained within it have been thoroughly reviewed by the originating office and are categorically excluded under current Coast Guard categorical exclusion and #33 from further

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environmental analysis, in accordance with Section 2.B.2. and Figure 2-1 of the National Environmental Policy Act Implementing Procedures and Policy for Considering Environmental Impacts, COMDTINST M16475.1 (series).

- b. This Commandant Change Notice will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from the general policies in this Commandant Change Notice must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), Council on Environmental Policy NEPA regulations at 40 Code of Federal Regulations Parts 1500-1508, Department of Homeland Security and Coast Guard NEPA policy, and compliance with all other environmental mandates.
8. DISTRIBUTION. No paper distribution will be made of this Commandant Change Notice. An electronic version will be located on the following Commandant (CG-612) web sites. Internet: <http://www.uscg.mil/directives/>, and CGPortal: <https://cgportal2.uscg.mil/library/directives/SitePages/Home.aspx>.
9. PROCEDURE. If maintaining a paper library, remove and replace the following sections of Military Separations, COMDTINST M1000.4:

Remove

Record of Changes
Table of Contents

Replace

Record of Changes,
Table of Contents
Chapter 4

10. RECORDS MANAGEMENT CONSIDERATIONS. This Commandant Change Notice has been thoroughly reviewed during the directives clearance process, and it has been determined there are no further records scheduling requirements, in accordance with Federal Records Act, 44 U.S.C. 3101 et seq., National Archives and Records Administration (NARA) requirements, and Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy does not have any significant or substantial change to existing records management requirements.
11. FORMS/REPORTS. The forms referenced in this Commandant Change Notice and in Military Separations, COMDTINST M1000.4, are available in USCG Electronic Forms on the Standard Workstation or on the Internet at <http://www.uscg.mil/forms/> and CG Portal at <https://cgportal2.uscg.mil/library/forms/SitePages/Home.aspx>

12. REQUEST FOR CHANGES. Recommendations for changes or improvements to Military Separations, COMDTINST M1000.4 (series), are welcome and should be submitted via the chain of command to the Office of Military Personnel, Policy and Standards Division, Commandant (CG-1331), at HQS-PolicyandStandards@uscg.mil.

KURT B. HINRICHS /s/
Rear Admiral, U.S. Coast Guard Reserve
Director of Reserve and Military Personnel

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CHAPTER 4 SENIOR ENLISTED CONTINUATION BOARD

4.A. Discussion

The Senior Enlisted Continuation Board (SECB) must carefully consider, without prejudice or partiality, the record of every eligible candidate and not select for continuation those active duty enlisted members whose service is no longer in the best interest of the Coast Guard. Those members not continued must be retired in accordance with this Manual.

4.A.1. Authority

The legal authority for this policy is 10 U.S.C. § 1169.

4.A.2. Covered members

- a. This chapter applies to active duty component senior enlisted members only. Members in pay grades E-7 and above are considered senior enlisted members.
- b. Reserve enlisted members, including those on extended active duty, must follow guidance in reference (i), Reserve Policy Manual, COMDTINST M1001.28 (series).

4.A.3. Other Coast Guard policies and laws

4.A.3.a. Physical Disability

(1) Reference (c), Physical Disability Evaluation System, COMDTINST M1850.2 (series), must take precedence over SECB policy for active duty enlisted members awaiting a fit for duty (FFD) determination.

(2) The PDES process does not exempt a member from becoming an SECB candidate. SECB candidates must be reviewed by the SECB regardless of status/progress in the PDES.

(3) If an SECB candidate is not continued and is rated fit for duty, they must be processed for length of service retirement when the PDES process is complete or the date required in Article 4.H. of this Manual, whichever is later.

(4) All members found to be not fit for duty, regardless of SECB status, must be separated for physical disability in accordance with reference (c), Physical Disability Evaluation System, COMDTINST M1850.2 (series).

4.A.3.b. Misconduct

Commander (CG PSC-EPM) may suspend SECB non-continuation retirement orders pending the disposition of any offense.

4.A.3.c. HYT Year Policy

(1) The SECB policy aligns with the HYT policy described in this Manual. The two policies are distinct and should not be confused with each other.

(2) HYT PGP waivers for SECB non-continued members must be cancelled in accordance with Article 3.H.3.b. of this Manual.

4.A.3.d. Other Personnel Boards

(1) Non-continued members are not entitled to a reenlistment board as described in this Manual.

(2) Non-continued members are not entitled to an administrative separation board as described in this Manual.

(3) The SECB is separate and distinct from individual involuntary retirement board (IIRB) described in Article 1.C.10.c. of this Manual. The SECB is a proactive review of SECB candidates across the Coast Guard while the IIRB is convened on a case by case basis.

4.B. Roles and Responsibilities

4.B.1. Assistant Commandant for Human Resources

Commandant (CG-1) must annually determine if Commander (CG PSC) must hold an SECB.

4.B.2. Commander, Coast Guard Personnel Service Center (CG PSC)

a. Commander (CG PSC-c) serves as the approving authority for this Board.

b. Commander (CG PSC-EPM) must:

(1) Announce the names of SECB candidates at least thirty days before convening an SECB.

(2) Determine membership serving on the board in accordance with Article 4.G.3. of this Manual.

(3) Conduct the board.

(4) Approve or modify the recommendations of the board. Such a modification must only be to continue a member who was incorrectly recommended for non-continuation.

(5) Notify non-continued members in writing of the results of the SECB as least 6 months prior to their involuntary retirement date.

(6) Retire members not continued by the SECB in accordance with Article 4.H. and other retirement policy in this Manual.

4.B.3. Enlisted Members

All enlisted members must:

- a. be responsible for knowing their active duty base date (ADBD) and understanding when they become an SECB candidate,
- b. contact Commander (CG PSC-EPM) in case their name is erroneously added or omitted from the SECB candidate announcement list, and;
- c. review their records for accuracy and make corrections in accordance with Correcting Military Records, COMDTINST 1070.1 (series).

4.C. Definitions

4.C.1. Active military service

All active duty and active duty for training in the United States Army, Navy, Air Force, Marine Corps, and Coast Guard or any component of these services. (10 U.S.C. § 101). The term active military service is interchangeable with the term time in service (TIS). Both are reflected in a member's active duty base date (ADBD).

4.C.2. SECB Candidate

- a. An enlisted member in the paygrade of E-7 or higher whose active military service time meets the following criteria on 31 December of each year.
 1. Greater than or equal to 20 and less than 21 years active military service
 2. Greater than or equal to 25 to and less than 26 years active military service
- b. Regardless of the exact date a member meets this criteria during a calendar year, 31 December will be the cut-off that determines whether a member is an SECB candidate, and is the date the member must become an SECB candidate.
- c. The SECB may be held at any time during the calendar year during which an enlisted member becomes an SECB candidate or during the following year. However, if the SECB is held in the following year, the SECB must be held early enough to allow Commander (CG PSC) to comply with the notification requirement in Article 4.B.2.b.(5) of this Manual. An SECB candidate must only be considered by one SECB at each active military service milestone listed in Article 4.C.2.

4.C.3. Non-continued members

Any SECB candidate explicitly non-continued by the SECB. These members must retire in accordance with Article 4.H. of this Manual.

4.C.4. Omissions

Any member required to be an SECB candidate, but who was not considered by the SECB. Such a member must be reviewed as an SECB candidate at the next SECB that is convened, regardless of the member's total active military service.

4.D. Advancements, Time in Rate (TIR), Appointments, and Reductions in pay grade

1. SECB policy is based solely on the amount of active military service and is not impacted by advancements, TIR, or reductions in pay grade.
2. Non-continued members must not advance prior to retirement.
3. Non-continued members may not apply for appointment as a Warrant Officer (WO).
4. Non-continued members who have applied for appointment as a WO, but who have not been selected for the WO Final Eligibility List, will be removed from further consideration for the WO, including removal from the WO Preboard Eligibility list.
5. An SECB candidate will not be reviewed by the SECB if they were previously selected by a WO Appointment Board and selected for an effective WO Final Eligibility list. However, if the SECB candidate is not appointed as a WO, refuses appointment, or is removed from the effective WO Final Eligibility List, then that member will be reviewed as an SECB candidate at the next SECB that is convened, regardless of the member's total active military service.

4.E. Reenlistments and extensions

Members may reenlist or extend their enlistment in accordance with reference (1), Enlisted Accessions, Evaluations, and Advancements, COMDTINST M1000.2 (series). Regardless of their end of contract date, non-continued members must retire in accordance with Chapter 4.H. of this Manual.

4.F. Obligated service

SECB policy takes precedence over obligated service. Members may be denied opportunities that result in obligated service past the required retirement date specified in Article 4.H. of this Manual. Examples include tuition assistance, full time education, and transfer of G.I. Bill benefits to dependents.

4.G. Conducting the SECB

4.G.1. Reasons for Non-continuation

- a. The SECB must only recommend members for non-continuation for reasons listed in this Article.
 - (1) Substandard performance of duty,
 - (2) Performance probation or incompetency,
 - (3) An unsatisfactory conduct mark,
 - (4) Moral or professional dereliction, including, but not limited to Relief for Cause,
 - (5) Failure to meet service norms or regulations concerning alcohol abuse including, but not limited to, documented instances or conviction(s) for operating a vehicle, or any other mode of transportation under the influence of alcohol or controlled substances during the period of review,
 - (6) Any documented instances of sexual assault and/or harassment,
 - (7) Any documented instances of Equal Employment Opportunity (EEO) violations,
 - (8) Any documented offense that meets the criteria for separation under Articles 1.B.17.b.(2) and (3) of this Manual,
 - (9) Financial irresponsibility; such as failure to pay just debts or a pattern of government travel charge card (GTCC) delinquency due to misuse or pattern of failure to pay outstanding balance, or
 - (10) Other documented adverse information clearly indicating that the SECB candidate's continuation may be inconsistent with national security interest or may otherwise not be in the best interest of the Coast Guard, not limited to revocation of security clearance.
- b. Even if a member meets one or more of the criteria in Article 4.G.1.a. of this Manual, the Board may still recommend the member for continuation.
- c. The SECB must not be given a target number to select for non-continuation.

4.G.2. Window for Review

The SECB may only recommend an SECB candidate for non-continuation based on matters of record created within five years of the date that a member becomes a candidate. However, matters of record that document a pattern of performance and/or conduct that occurred prior to the five year window may be considered if information in matters of record created within the five year window is consistent with the pattern.

4.G.3. Membership Requirements

The board must be composed of:

- a. a minimum of five personnel in the pay-grade of E-9 or higher,
- b. the president must be a captain or senior, and;
- c. at least 50% of the membership must be enlisted in the pay-grade of E-9. If serving as a member, the Master Chief Petty Officer of the Coast Guard must count towards this requirement.

4.G.4. Board Report

Each board's report must contain:

- a. A cover sheet,
- b. A membership roster,
- c. The convening, meeting, and adjourning dates,
- d. A list of candidates recommended for continuation,
- e. A list of candidates not recommended for continuation,
- f. A certification that in the opinion of at least three members if the board has five, or two-thirds of the members if the board has six or more members, the candidates who are recommended for non-continuation, and;
- g. Each member's signature.

4.H. Retirement

4.H.1. Timeline

- a. All non-continued members will retire no later than 1 September of the year following the year they became an SECB candidate. Non-continued members with a previously approved retirement occurring after this date must have their retirement date adjusted to comply with this Article.
- b. The member may request to Commander (CG PSC-EPM-1) to be retired, due to non-continuation, up to six months prior to the above required separation date. The nature of the retirement must not change because the member requested an earlier retirement.

4.H.2. Nature of retirement

- a. The SPD code must be LBD and the retirement is involuntary.
- b. The Reenlistment Eligibility (RE) code is 2.

4.H.3. Separation pay

SECB candidates must be retirement eligible upon separation and are therefore not eligible for separation pay (10 USC § 1174 (e)(2)(D))

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