



Commandant
United States Coast Guard

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COMDTCHANGENOTE 1000
21 APR 2017

COMMANDANT CHANGE NOTICE 1000

Subj: CH-5 TO MILITARY SEPARATIONS, COMDTINST M1000.4

1. PURPOSE. This Commandant Change Notice publishes a change to Military Separations, COMDTINST M1000.4.
2. ACTION. All Coast Guard unit commanders, commanding officers, officer-in-charge, deputy/assistant commandants, and chiefs of headquarters staff elements must 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 document is intended to provide operational requirements 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. This Change updates separation policies and standards for Reserve Program Administrators (RPAs). Article 1.C.7 of this Manual has been replaced with a new Chapter 5. Rules protecting RPAs not selected for promotion for a second time have been updated. Permanent RPAs with at least 5 years commissioned service must be treated the same as Regular officer the same amount of commissioned service for separation for cause.
6. 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 in conjunction with the Office of Environmental Management, and are categorically excluded (CE) under current USCG CE # 33 from further environmental analysis, in accordance with Section 2.B.2.

DISTRIBUTION – SDL No. 168

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NON-STANDARD DISTRIBUTION:

and Figure 2-1 of the National Environmental Policy Act Implementing Procedures and Policy for Considering Environmental Impacts, COMDTINST M16475.1 (series).

- b. This directive 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 CFR Parts 1500-1508, DHS and Coast Guard NEPA policy, and compliance with all other environmental mandates.
7. DISTRUBUTION. 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>.
 8. PROCEDURE. If maintaining a paper library, remove and replace the following sections of the Military Separations, COMDTINST M1000.4:

<u>Remove</u>	<u>Insert</u>
Table of Contents, CH-5 1-149 to 1-154	Table of Contents, CH-5 1-149 to 1-154 Chapter 5

9. RECORDS MANAGEMENT CONSIDERATIONS. This Commandant Change Notice has been evaluated for potential records management impacts. The development of 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 the 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.
10. FORMS/REPORTS. The forms referenced in this Commandant Change Notice are available in USCG Electronic Forms on the Standard Workstation or on the Internet: <http://www.uscg.mil/forms/>; CG Portal at <https://cgportal2.uscg.mil/library/forms/SitePages/Home.aspx>.

11. 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.

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

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her entitlement to retirement or separation for physical disability require hospitalization or medical observation that cannot be completed before the date when he or she would be required to retire (10 U.S.C. §1305).

- (3) To satisfy a specific Service need, the Commandant also may defer retirement under Article 1.C.6.b.(1) of this Manual of a commissioned warrant officer with his or her consent and if a board of officers so recommends for up to 60 days after the officer turns 62 years old (10 U.S.C. §1305). Chief warrant officers who want to continue on active duty beyond 30 years may apply to Commander (CG PSC-OPM-1) between nine and 12 months before the mandatory retirement date. Extensions may be granted for any period up to a maximum of four years for a single request. Subsequent extensions may be granted based on additional requests. Chief warrant officers so extended and selected for promotion are required to serve two years in the new grade. A chief warrant officer serving on an extension may apply for voluntary retirement when he or she meets all eligibility requirements listed in Article 1.C.9. of this Manual. Extension requests will be kept on file pending the identification of specific Service needs. Whenever a need arises, a board of officers screens eligible applicants and selects the best-qualified candidate. If an extension is not approved by six months before the mandatory retirement date, the request will be removed from the file and the member retires on the mandatory retirement date. A member may withdraw a request from consideration at any time. Submit extension requests in a letter format with the following information:

- (a) The reason to request the extension.
- (b) The officer's statement indicating he or she is willing to serve in any assignment or geographic area.
- (c) Desired length of extension.
- (d) A concise recommendation by the member's chain of command.

1.C.6.c. Compulsory Retirement at Age 62

- (1) Any permanent regular commissioned warrant officer who has at least 20 years of active service and is at least 62 years of age must retire on the first day of the month that occurs 60 days after his or her 62nd birthday (10 U.S.C. §1251 and §1263).
- (2) The Commandant may defer any commissioned warrant officer's retirement for up to four months under Article 1.C.6.c.(1) of this Manual if, due to unavoidable circumstances, evaluation of his or her physical condition and determination of his or her entitlement to retirement or separation for physical disability require hospitalization or medical observation that cannot be completed before his or her mandatory retirement date (10 U.S.C. §1263).

1.C.7. Reserved

Policies and Standards for Reserve Program Administrators (RPA) have been moved to Chapter 7 of this Manual. Pages 1-151-152 are reserved.

1.C.8. Permanent Commissioned Teaching Staff Members' Retirement

1.C.8.a. Voluntary Retirement

- (1) 20-Year Retirement. Any professor, associate professor, assistant professor, or instructor in the Coast Guard who has completed 20 years' active service, at least 10 years of which in active commissioned service, may apply and, at the Secretary's discretion, retire from active service with the retired pay of the grade he or she holds on retirement (14 U.S.C. §190 and 14 U.S.C. §291).
- (2) 30-Year Retirement. Any Coast Guard professor, associate professor, assistant professor, or instructor who has completed 30 years' service may apply and, at the Commandant's discretion, retire from active service with the retired pay of the grade he or she holds on retirement (14 U.S.C. §190 and 14 U.S.C. §292).

1.C.8.b. Involuntary Retirement

Unless they retire earlier, Permanent Commissioned Teaching Staff (PCTS) members shall retire on 30 June of the promotion year in which they complete 30 years' active commissioned service.

- (1) If the member requests and the Superintendent favorably recommends the member's retention as in the Academy's best interests, Commander (CG PSC-OPM) may approve a member's continued service on active duty for additional one- or two-year periods up to a total of 35 years of commissioned service. A member so retained, unless retired under some other provision, retires when that extension expires unless action is taken to further retain the member under this Article. The Superintendent should make his or her recommendation under this Article at least one year before the member's scheduled retirement date.
- (2) If not earlier retired, PCTS members retire on 30 June of the promotion year in which they complete 35 years' active commissioned service. If the Superintendent favorably recommends a member's retention as necessary to fulfill a compelling Service need, Commander (CG PSC-OPM) may delay a member's involuntary retirement under this paragraph for up to two years. Unless they retire under some other provision, these members retire when such extension expires unless action is taken to further retain them under this Article. The Superintendent should make his or her recommendation under this Article at least one year before the member's scheduled retirement date.

1.C.8.c. Compulsory Retirement at Age 64

Any professor, associate professor, assistant professor, or instructor in the Coast Guard who reaches the age of 64 shall retire from active service with the retired pay of the grade he or she held on retirement (14 U.S.C. §190).

1.C.8.d. Retaining Captains

The provisions of 14 U.S.C. §288 on captains' mandatory retirement and 14 U.S.C. §289 on captain continuation boards does not apply to PCTS members.

1.C.9. Procedures for Officers' Retirement

1.C.9.a. Request for Voluntary Retirement

Commander (CG PSC-OPM) has final approval or disapproval authority of voluntary retirement requests. In approving a request for voluntary retirement, Commander (CG PSC-OPM) may specify an effective date other than that requested if a change is necessary in the Service's best interests to provide time for orderly relief or, in some cases, complete the current or an ordered tour of duty. Commander (CG PSC-OPM) will consider requests based on the Service's overall needs and the merits of an individual case using the following guidelines:

- (1) An officer considering a voluntary retirement should refer to 1.C.5. of this Manual (regular commissioned officers) or 1.C.6. of this Manual (warrant officers) and meet the following criteria:
 - (a) Complete the two-year obligated service requirement incurred for a permanent promotion. (An officer will not be promoted if he or she has an approved voluntary retirement on file.),
 - (b) Complete at least one year of duty at duty station if assigned INCONUS,
 - (c) Complete at least two years of duty at current duty station if assigned OCONUS on a with-dependents tour. (If a member has been assigned to more than one unit in the same OCONUS area, he or she must have at least two years in that area and one year at his or her current unit.)
 - (d) Complete the prescribed tour length or at least two years, whichever is less, when assigned OCONUS on a without-dependents tour.
 - (e) Submit a request between two years and six months before the desired retirement date using the format in Article 1.C.9.a.(9) of this Manual.
- (2) Officers desiring a retirement date not meeting the requirements set forth in 1.C.9.a.(1) above may request a waiver, however, the request must be accompanied

Chapter 5 Reserve Program Administrators (RPAs)

- A. Overview. This Chapter states policies and standards for separating RPAs, including release to inactive duty and retirement.
1. After release from active duty, former RPAs may be discharged or retired in accordance with Reserve Policy Manual, COMDTINST M1001.28 (series).
 2. Permanent and provisional RPAs must be treated the same in all respects like Regular officers of the same grade for the purposes of this Manual, unless specifically required by law or Coast Guard policy.
- B. Loss of RPA Designation. RPAs must serve on active duty with a Reserve commission (10 U.S.C. § 12011).
1. Release from active duty for any reason must cause the officer to lose their RPA designation.
 2. An RPA may remove their designation and stay on active duty in accordance with Chapter 7 of Reference (a).
- C. Voluntary Release from Active Duty.
1. Commander (CG PSC-OPM) may remove an RPA's designation and release officer to inactive duty upon the RPA's request.
 2. An RPA who does not accept an active duty promotion must be released to inactive duty on the last day of the month in which the promotion would have been effective unless he or she is eligible for and requests retirement on the first day of the following month. The RPA shall, if otherwise eligible, be promoted on the IDPL.
- D. Separation for Cause. The causes for separation listed in Article 1.A.14.c. of this Manual apply to separating a RPA.
1. At least one Reserve officer must serve as a member of each of the boards described in this Article.
 2. A permanent RPA with at least five years commissioned service, not to be confused with five years of service as an RPA, being considered for discharge or release from active duty must be processed using the three-board process described in Article 1.A.14. of this Manual.
 3. A permanent RPA with fewer than five years commissioned service or any provisional RPA, regardless of the years of commissioned service, must be processed for discharge or release from active duty as outlined in Article 1.A.10.b. of this Manual
- E. Failure of Selection for Designation, Promotion, or Continuation.

1. Failure of Designation. A provisional RPA who is not designated for permanency must be released to inactive duty not later than 30 June of the promotion year in which the non-designation occurs.
2. Failure of Selection.
 - a. An RPA who fails selection for promotion on a fully qualified basis to the next higher grade must be released to inactive duty not later than 30 June of the promotion year in which the non-selection occurs.
 - b. An RPA who fails selection for promotion to the next higher grade for a second time on a best qualified basis must be released to inactive duty not later than 30 June of the promotion year in which the second selection failure occurs, unless exempted by Article 5.E.3. of this Manual.
3. Protection from separation for failure of selection. The following officers are exempted from Article 5.D.2.b. of this Manual and must not be involuntarily released from active duty as result of non-selection for promotion. Credit towards a reserve retirement must not be considered for continuation on active duty.
 - a. An RPA who has at least 18 but less than 20 years of active duty on 30 June of the promotion year in which they fail selection for a second time. (10 U.S.C. § 12686).
 - b. A permanent RPA in the grade of Commander with less than 18 years of active duty.
 - c. A permanent RPA in the grade of Lieutenant Commander who has over 15 years of active duty on 30 June of the promotion year in which they fail selection for a second or more time.
 - d. A permanent RPA in the grade of Lieutenant Commander who has less than 15 years of active duty on 30 June of the promotion year in which they fail selection for a second or more time must be considered for retention by an RPA retention board following the RPA selection board.
 - (1) Officers approved for retention shall be continued for two years and may be continued multiple times.
 - (2) The RPA retention board must select officers on a fully qualified basis.
4. Captains - Failure of Continuation.
 - a. RPA captains eligible for active duty retirement and not recommended for continuation on active duty by a board convened for that purpose must be retired no later than 30 June of the promotion year in which the board convened unless they otherwise request retirement.
 - b. RPA captains ineligible for active duty retirement under any provision of law and not recommended for continuation by a board convened for that purpose remain on active duty for release to inactive duty or retirement, if they request, on the last day of the month in which they complete 20 years of active duty, unless removed earlier under another provision of law.

5. Timeline for Failure of Selection. RPAs must follow the same timelines as Regular officers, listed in Article 1.C.5. and 1.A.12. of this Manual.

F. Completing 30 Years' Commissioned Service.

1. RPAs serving as captain or below must be released to inactive duty on the last day of the month in which they complete 30 years of commissioned service unless they request retirement effective on the first day of the following month.
2. Unless earlier released under other provisions of law or regulations, RPAs with over 30 years of commissioned service but ineligible to retire under 14 U.S.C. § 291 continue on extended active duty until the last day of the month in which they become eligible to retire. They must then be released to inactive duty unless they request retirement on the first day of the next month.

G. Mandatory Retirement of Running Mates. RPA captains must be released to inactive duty unless they are eligible for and request retirement on or before the date (30 June) their running mates retire on completing 30 years' commissioned service under 14 U.S.C. § 288. Unless earlier released under other provisions of law or regulations, an RPA ineligible to retire under 14 U.S.C. § 291 continues on active duty until the last day of the month in which he or she becomes eligible for a regular retirement. The officer must then be released to inactive duty or, at his or her request, retired.

H. Separation Pay Entitlement.

1. Any RPA released from active duty under these provisions is entitled to separation pay under 10 U.S.C. § 1174, provided he or she has served six or more continuous years of active duty immediately before the release date.
2. Periods of active duty that have breaks of 30 days or less are considered continuous service when determining eligibility for Separation Pay.
3. Any RPA may, at their request, be released to inactive duty at an earlier date without loss of benefits as if they had been discharged on the date specified under Article 5.E. of this Manual.

I. Grade on Retirement.

1. Article 1.C.12.g. of this Manual applies to retiring RPAs for determining Highest Grade on Retirement.
2. An RPA who is on an approved list of officers selected for promotion to the next higher grade who retires for physical disability under 10 U.S.C. Chapter 61 before being promoted, retires in the grade to which he or she was selected for promotion. (14 USC § 294)

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