



Commandant
United States Coast Guard

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COMDTCHANGENOTE 1040
21 APR 2017

COMMANDANT CHANGE NOTICE 1040

Subj: CH-1 TO TEMPORARY SEPARATIONS, COMDTINST M1040.6

1. PURPOSE. This Commandant Change Notice publishes a change to Temporary Separations, COMDTINST M1040.6.
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, Temporary Separations, COMDTINST M1040.6 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. RPAs are no longer required to be assigned to the Inactive Status List (ISL) while on Temporary Separation. Regular officers are no longer required to be screened by the Regular to Reserve Board. Formatting errors in Chapter 8 have been corrected.
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. and Figure 2-1 of the National Environmental Policy Act Implementing Procedures and Policy for Considering Environmental Impacts, COMDTINST M16475.1 (series).

DISTRIBUTION – SDL No. 168

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NON-STANDARD DISTRIBUTION:

- 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 Temporary Separations, COMDTINST M1040.6:
- | | |
|------------------|------------------|
| <u>Remove</u> | <u>Insert</u> |
| Chapter 6 | Chapter 6 |
| Pages 8-1 to 8-2 | Pages 8-1 to 8-2 |
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 Temporary Separations, COMDTINST M1040.6 (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

Chapter 6 Affiliation with the Reserve

- A. Overview. Affiliation with the Reserve greatly eases the Coast Guard's ability to return a member to active duty.
- B. All members.
1. **All TEMPSEP members must affiliate with the Coast Guard Reserve and follow Commander (CG PSC) procedures for affiliating with the Coast Guard Reserve.**
 2. Commander (CG PSC) must assign members at the needs of the Service.
 3. Assignment and subsequent service to any of the following sub-categories of the Reserve is acceptable:
 - a. Selected Reserve (SELRES),
 - b. Individual Ready Reserve (IRR),
 - c. Active Status List (ASL), or
 - d. Inactive Status List (ISL).
 4. Commander (CG PSC) must advise members, who wish minimal affiliation or requirements with the Coast Guard Reserve, to request assignment to the ISL.
 5. TEMPSEP Reservists must be treated the same as non-TEMPSEP Reservists and subject to all Reserve requirements, including involuntary recall, drilling requirements, etc. in accordance with Reference (d), Reserve Policy Manual, COMDTINST M1001.28 (series).
 6. Members must receive all entitlements in accordance with Reference (d), Reserve Policy Manual, COMDTINST M1001.28 (series) including retirement credit service in the active component of the Coast Guard.
 7. Members may earn any type of retirement points for any reason, other than voluntary EAD, without cancelling the TEMPSEP agreement.
 8. Separating from the Coast Guard Reserve must void the TEMPSEP agreement.
 9. Members must have their TEMPSEP agreement cancelled if separated involuntarily or if there is documentation of misconduct while affiliated in the Reserve.
 10. Members must have their TEMPSEP agreement cancelled if performing voluntary EAD (including becoming a provisional RPA). These members may not return to active duty via TEMPSEP.

C. Officers.

1. **Commander (CG PSC) must not recommend to the Secretary concerned a change to the :**
 - a. **pay-grade of any officer approved for TEMPSEP, or**
 - b. **precedence of any officer approved for TEMPSEP. (14 USC § 744).**
2. **Officers who were selected for promotion on the Active Duty or RPA promotion lists but separated prior to promotion must be promoted on the IDPL in accordance with Reference (b), Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3 (series) and Reference (d), Reserve Policy Manual, COMDTINST M1001.28 (series) .**
3. **RPA's must give up their permanent designation and be released from active duty (RELAD).**
4. **Time in the Reserve, including the Inactive Status List (ISL), must count towards total commissioned service.**

D. Enlisted. Members whose rating is active duty specific must change their rate, in accordance with Reference (c), Coast Guard Recruiting Manual, COMDTINST M1100.2 (series).

Chapter 8 Return to Active Duty

A. Overview. This Chapter covers policy and standards for when a member returns to active duty from TEMPSEP. The intent of this Chapter is to return the member, as much as possible, to the career progression point when they left active duty.

B. All members.

1. Member returning to active duty are entitled to PCS costs to their new duty station in accordance with Reference (f), Joint Travel Regulations.
2. Members must be granted their previous:
 - a. pay-grade,
 - b. relative precedence or TIR toward promotion/advancement, and
 - (1) commission type (if a Regular commissioned officer),
 - (2) specialty (if a warrant officer),
 - (3) rating (if enlisted), or
 - (4) permanent RPA designation status, if formerly a permanent RPA.
3. Members selected for promotion or advanced in the Reserve must not retain the higher pay-grade upon return to active duty. Members desiring to keep the higher pay-grade on active duty must cancel their TEMPSEP agreement and request EAD.
4. Members must not retain any precedence or TIR considerations for serving in the Reserve.
5. Upon return to active duty, Commanders (CG PSC-OPM/EPM-2) will assign members in accordance with Reference (e), Military Assignments and Authorized Absences, COMDTINST M1000.8 (series).

C. Officers.

1. The effective date of pay and allowances will be the date the officer:
 - a. executes the Regular commissioned Acceptance and Oath of Office, or
 - b. for permanent RPAs, returns to active duty per 10 U.S.C. § 12301(d).
2. If delays by the Service or Department prevent timely reappointment as a Regular commissioned officer or RPA, the officer must be issued short-term active duty orders. This active duty time is not counted as TEMPSEP for date of rank considerations.
3. Officer's Rank, Date of Rank (DOR), and Precedence Adjustments.
 - a. General.

- (1) The date the officer made the request to return to active duty must not affect the Date of Rank (DOR) or precedence adjustment.
- (2) An officer's rank or selection status on the IDPL must not affect Date of Rank (DOR) or precedence adjustment.
- (3) Commander (CG PSC-OPM-1) must make DOR determinations as necessary. These determinations must not be appealed.
- (4) For officers with the same date of rank, officers with adjusted dates of rank must be senior to officers without adjusted dates of rank. This applies to all adjustments described in this Manual.

b. Selected for promotion, but not promoted, prior to separation from active duty. Upon return to active duty, an officer previously selected on the Active Duty or RPA Promotion Lists, but not promoted prior to separation, will either:

- (1) **Be placed back on the appropriate promotion list at the same relative position held prior to separation, if that list is still in effect and the officer's name has not been reached, or**
- (2) **Be offered an appointment in the higher grade, if the officer's name was reached or passed by on a previous list. The date of the new rank must be the day returning to active duty.**

c. Not considered for promotion on the Active Duty or RPA promotion lists prior to separation from active duty. These officers must have their DOR adjusted, day for day, the amount of time spent on TEMPSEP. The officer's resulting precedence must take into account this DOR adjustment.

d. DOR adjustments. Adjustments for officers covered under Article 8.C.3.c. of this Manual must only consider:

- (1) **the date the officer separated from active duty, and**
- (2) **the effective date of pay and allowances specified in Articles 8.C.1. or 8.C.2. of this Manual.**

D. Enlisted.

1. Members who were required to change their rate must be restored to their original rate.
2. Member whose name was above the initial cut on the enlisted advancement list prior to separation:
 - a. Will be placed back on the enlisted advancement list at the same relative position held prior to separation, if that list is still in effect and the member's name has not been reached or bypassed.