



Commandant
United States Coast Guard

US Coast Guard Stop 7907
2703 Martin Luther King Jr Ave SE
Washington, D.C. 20593-7907
Staff Symbol: CG-1331
Phone: (202) 475-5375
Fax: (202) 372-8473

COMDTCHANGENOTE 1000
25 July 2017

COMMANDANT CHANGE NOTICE 1000

Subj: CH-5 TO THE MILITARY ASSIGNMENTS AND AUTHORIZED ABSENCES,
COMDTINST M1000.8A

1. PURPOSE. This Commandant Change Notice publishes a change to the Military Assignments and Authorized Absences, COMDTINST M1000.8A.
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 Assignments and Authorized Absences, COMDTINST M1000.8A, 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 operational 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.
 - a. MCPOCG and CGRF-MC policy removed from Chapter 1; moving to the Command Senior Enlisted Leader (CSEL) Program, COMDTINST 1306.1 (series).
 - b. Incorporating ACN 054/17, updating Assignment Priority policy.
 - c. Assignment policy for warrant officer specialty force managers, formerly in Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3 (series), is added with a new Chapter 4.
 - d. Rating Force Master Chief (RFMC) policy moved into Chapter 5.

DISTRIBUTION – SDL No. 168

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NON-STANDARD DISTRIBUTION:

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 # 1 and 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).
- 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. 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: <https://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-C4IT-CG-6-/The-Office-of-Information-Management-CG-61/aboutCGDS/>, and CGPortal: <https://cgportal2.uscg.mil/library/directives/SitePages/Home.aspx>.

8. PROCEDURE. If maintaining a paper library, remove and replace the following pages of the Military Assignments and Authorized Absences, COMDTINST M1000.8A:

<u>Remove</u>	<u>Replace</u>
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	Chapter 4
	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:

<https://www.uscg.mil/forms/>; and CG Portal at
<https://cgportal2.uscg.mil/library/forms/SitePages/Home.aspx>.

11. REQUESTS FOR CHANGES. Units and individuals may recommend changes via their chain of command using the Coast Guard memorandum to: HQS-PolicyandStandards@uscg.mil.

A. S. MCKINLEY /s/
Rear Admiral, U.S. Coast Guard Reserve
Acting Director of Reserve and Military Personnel

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days before the departure date from OCONUS units in order to give personnel as much time as possible to attend to personal matters before transfer. These standards do not normally apply for assignment of class "A" School graduates or strikers.

1.B.2.b. Responsibility of Administrative Commands

A subordinate or administrative command receiving orders to transfer a member will inform the member and their command as soon as practical, but no more than three days after receipt of the orders. Notice occurs when the responsible administrative command notifies the member's command of the orders in writing or directly by phone, official message, or copy of the written transfer order.

1.B.3. Geographic Stability

1.B.3.a. Central Assignment Control (CAC)

The Commandant recognizes the undesirability of frequent assignment changes. A succession of short tours imposes hardships on members and their families and fails to provide the stability important to successful, efficient operations. On the other hand, excessive tour lengths may fail to provide the broad experience in a rating necessary to develop a well-rounded Coast Guard member. Central assignment control (CAC) of the assignment process removes district boundaries as a constraining factor in assigning personnel, stabilizes tour lengths, and more equitably distributes preferred and less desirable duty throughout the rating and enlisted personnel structure. One exception to the district boundary constraint applies to nonrated members completing their first assignment, who normally are transferred within their geographic area unless service needs dictate otherwise.

1.B.3.b. Achieving Geographic Stability

Geographic stability can be achieved by the following:

- (1) Completing full tours of duty,
- (2) Granting extensions liberally,
- (3) Providing local stability by completing two tours of duty (not necessarily at same unit) in a local area without effecting a household goods move, and
- (4) Providing regional stability by completing multiple tours of duty within a geographical region minimizing family and Coast Guard PCS transfer costs and family and personal disruption.

1.B.3.c. Assignment Continuum

- (1) Assignment priorities (Article 1.B.4. of this Manual) are critical in the enlisted

assignment process, particularly for arduous or hard-to-fill isolated, afloat, and OCONUS duty assignments. Assignment priority must continue to be the driving factor in transferring members completing these assignments. However, when assignment priorities are equal, geographic stability should be the major factor. More than 60 percent of the enlisted workforce serves in assignments CONUS ashore; therefore, geographic stability should be the foremost consideration for most of these assignments. Assignment officers generally will not assign members back-to-back command afloat billets unless there are too few qualified personnel to fill vacancies. This policy is intended to create and maintain a sufficient pool of qualified personnel and provide a more experienced officer-in-charge.

- (2) The assignment officer (AO) will consider the following assignment continuum when making any assignment decision:
 - (a) Service needs.
 - (b) Assignment priorities and geographic stability. The AO first will attempt to reassign the member within the local area (local stability). If an appropriate assignment is not available there, the AO will attempt to reassign the member within the geographic boundaries of the current district (regional stability) where they are now stationed. If the district geographic area does not provide an assignment opportunity, then the AO will consider the entire area (Atlantic or Pacific as appropriate).
 - (c) Career enhancement, diversity, and qualification requirements; advancement potential; and social climate of the proposed location to ensure the health and well being of every member and their family.
 - (3) AOs will continue to ensure members receive the career enhancement and diversity necessary for future advancements. Geographic stability does not mean a member will not complete an assignment afloat or ashore, but rather successive assignments may be located within the same geographic region. Geographic stability also does not mean a member may fill the same billet for two consecutive tours. Each member's career enhancement, diversity, and advancement potential are paramount in the AO's assignment decision.
-

1.B.4. Assignment Priority

1.B.4.a. Assignment Priorities Considered in Selecting Rated Personnel for Assignments

Assignment priorities are critical in the enlisted assignment process, particularly for arduous or hard-to-fill restricted, afloat and OCONUS duty assignments. Members who have completed full tours normally receive preference in their next assignment based on the priority.

1.B.4.b. Roles and Responsibilities

- (1) Commandant (CG-1) is the approving authority for any change to AP.
- (2) Commander (CG PSC-EPM) must triennially:
 - a. Solicit for changes to AP,
 - b. hold an AP review panel to recommend changes to AP, and
 - c. promulgate the AP for all units.

1.B.4.c. Assignment Priorities for Rated personnel, other than Class "A" School Graduates

- (1) **General.**
 - a. APs will be applied across the entire unit/unit type for all ratings unless Commandant (CG-1) determines the need for different APs (by position) due to service need; such exceptions will be rare.
 - b. Members assigned to a unit downgraded in AP will maintain their current higher AP until tour complete.
 - c. All members serving in units in which the AP is upgraded will immediately assume the higher AP.
- (2) **Position Deletion or Unit Decommissioning.** If service needs dictate an AO must issue PCS orders within one year after a member's reporting date due to position deletion or unit decommissioning, the affected member may retain the assignment priority of their previous unit. However, overall service needs will determine whether such members will be allowed to compete in the next assignment season or be transferred sooner to fill critical service vacancies.
- (3) **Advancements.** When assigning a newly-advanced member, assignment officers will follow the guidelines of Article 1.C.3.e. of this Manual regardless of assignment priorities.
- (4) **Losing Assignment Priority.** Members who are tour complete and do not submit an e-Resume within the time frame prescribed by Commander (CG PSC) will lose their assignment priority.
- (5) **Assignment Priorities for Surfmen (CXNSJ, CXNSK or CXNSM) at Designated Surf Stations.** Members serving as surfmen at a designated surf station that must maintain certified surfmen will receive an assignment priority of three after they have successfully completed two consecutive tours at those stations. Members are considered to have successfully completed a surf tour only after having been certified on at least one surf-capable boat (42' SPC-NLB, 47' MLB,

1.B.4.d. Assignment Priorities for Non-Rates, Strikers, and Class “A” School Graduates

The above assignment priorities do not apply to strikers, class “A” School graduates, or initial assignment of non-rates. Service needs take precedence over all other factors in deciding these members’ assignments and transfers.

1.B.5. Sea and Shore Duty

1.B.5.a. Ratio of Sea to Shore Duty

The ratio of sea duty to shore duty billets in each rating largely determines the number of sea and isolated duty tours served compared to the number of shore duty tours served in a career. This ratio varies for each pay grade within each rating. Assignment officers will review previous assignment history and, consistent with service needs, afford a fair share of sea duty and shore duty to each member.

1.B.5.b. Sea Duty for Advancement

Assignment officers routinely will assign afloat members lacking the sea duty required to advance to the next pay grade as soon as service needs permit.

1.B.6. Obligated Service for Assignment

1.B.6.a. General

Unless otherwise indicated, these obligated service (OBLISERV) requirements apply when service members transfer PCS.

For enlisted members not in a retirement eligible status or serving on an indefinite enlistment contract, the OBLISERV requirement for the purposes of PCS orders will be executed within five working days of orders issuance. Otherwise, Commander (CG PSC-EPM) will be notified via message of enlisted members failing to meet OBLISERV requirements. To better manage the enlisted workforce and reduce unnecessary overages at units, the failure to OBLISERV may also result in the member being separated prior to the expiration of their enlistment by reason of convenience of the government. See Article 1.B.12. of reference (b), Military Separations, COMDTINST M1000.4 (series), for separation guidance.

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Pages 1-124 to 1-127 are reserved. Pages continue on Page 1-128.

Exhibit 1.E.1. Evaluation of Applicant for Special Details

NAME _____ DATE _____
RATE _____

YES NO

- 1. Creates favorable impression in appearance, bearing and manner. Dresses neatly and cleanly.
- 2. Verbal expression is adequate for public contact work. Education is sufficient.
- 3. Character consistent with Coast Guard Standards.
- 4. Self-confident, but not overbearing.
- 5. Possesses maturity required for assignment.
- 6. Has unquestionable loyalty to the United States.
- 7. Free of any foreign connections. Applicant and their immediate family are U.S. citizens.
- 8. Member appears to control their personal affairs. No record of indebtedness or domestic problems were revealed.
- 9. Disclaims any incidents that would reflect adversely on themselves. Denies any use and/or possession of narcotics or dangerous drugs. Indicates no arrests or detention by law enforcement officials, except for minor traffic violations.
- 10. Medical records reveal no record of immaturity, emotional instability, neurotic tendencies, or other disqualifying medical history. Appears to be physically qualified for assignment.
- 11. Review of military personnel records reveal no unfavorable information. All forms for BI have been reviewed for accuracy and completeness.

REMARKS (use additional sheets if necessary) _____

RECOMMENDATION _____

Chief, Intelligence and Law Enforcement Branch

Special Agent

Chapter 4 **Warrant Officer Specialty Force Manager (SFM)**

A. Responsibilities

1. Warrant officer (WO) specialty force managers (SFM) are senior members of a WO specialty assigned within a program office at Coast Guard Headquarters. The SFMs provide advice on specific issues and changes that impact not only the specialties they manage, but coordinate force management initiatives that impact the entire WO corps. SFMs manage the structure of their workforce and ensure that personnel are prepared to meet current and future missions to coincide with program goals.
2. A specialty force manager is the principle advocate for their specialty and advisor to senior policy and capability officers on matters concerning WO specialties and workforce. The SFMs are responsible for oversight within their programs, which includes the number of personnel in the specialty, location of billets, setting competency standards, and developing job and promotion qualifications and content of formal and on-the-job training/professional development. SFMs have a crucial role in unit staffing and communications of specialty and program issues within the organization. These specialty force managers are high visibility positions that interact with senior leadership and management positions at the directorate and Assistant Commandant levels and must serve as role models, while exemplifying and promoting the Coast Guard's Core Values of Honor, Respect, and Devotion to Duty.

B. Application and Selection Procedures

1. Announcement. Commander (CG PSC-OPM-2) will provide anticipated SFM vacancy announcements to the WO corps via the officer shopping list.
2. Application_Process. Those eligible WOs desiring assignment to a SFM position shall submit an e-Resume requesting assignment. Applicants shall include in the remarks section of the Direct Access (DA) e-Resume a statement as to why they request assignment to a SFM position and what experience the applicant has to offer in the SFM position. The e-Resume is required to be submitted via the applicant's chain of command. Command endorsements should address the applicant's ability to perform the duties and responsibilities as a SFM, specifically their effective writing and project management skills.
3. Selection. Commander (CG PSC-OPM-2) will work with the specific program and workforce management staffs to select applicants.
4. Tour-Length. Members who are completing or have been ordered to a standard tour as a specialty force manager may extend beyond 30 years' active service for a period not to exceed completion of a standard tour as the SFM.

C. Minimum Eligibility Requirements

1. Pay Grade. Must currently be serving in or have been selected for promotion to W-4 pay grade.
2. Performance. Have an exceptional performance record and demonstrated a breadth of experience gained from a varied assignment background that includes staff and field level positions.
3. Discipline. May not have had an alcohol incident, non-judicial punishment, letter of reprimand, or misdemeanor conviction (federal, state, or local) in the past eight years.
4. Military Bearing. Exemplify an image of sharp military bearing and present a confident image with a smart appearance. Must be in compliance with weight standards requirements contained in reference (1), Coast Guard Weight and Body Fat Standards Program Manual, COMDTINST M1020.8 (series).
5. Obligated Service. Must obligate a minimum of two years active service in order to fill the duty as a SFM.

D. Duties and Responsibilities. The duties and responsibilities listed below are not intended to be all inclusive, or compulsory.

1. Identify performance needs, competencies, and standards within their respective specialty(ies) and the entire WO workforce.
2. Identify specialty specific skills/competencies for each billet within their workforce.
3. Monitor programmatic concerns identified between units and the Coast Guard Personnel Service Center (CG PSC-OPM).
4. Conduct periodic occupational analysis of their specialty(ies).
5. Establish/maintain communication channels for the WO workforce.
6. Develop program and human resource (HR) system knowledge in order to successfully provide insight regarding future requirements.
7. Provide service/program specific information to the annual WO selection and promotion board processes. In addition, provide information to the WO Command Afloat Screening Panel (CASP) and other WO boards and panels as needed.
8. Provide specialty specific information pertinent to performance issues of a WO being reviewed under the provisions of Article 1.A.20. of Reference (b), Military Separations, COMDTINST M1000.4 (series).
9. Monitor qualifications and eligibility requirements for the WO accession process.

10. Gather, analyze, and catalog pay grade, time in service (TIS), time in grade (TIG), occupational analysis, and American Council on Education (ACE) data and recommendations. Identify trends and formulate improvements and enhancements that align roles, missions, needs, and assessments of the specialties and WO workforce with future needs of the Coast Guard.
 11. Provide programmatic input to each request for a lateral change in warrant specialty in accordance with the provisions of Article 3.B. of Reference (q), Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3 (series).
 12. Provide programmatic input to Commander (CG PSC-OPM) for all members being considered for reversion from temporary officer status to chief warrant officer in accordance with Chapter 1 of Reference (q), Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3 (series).
- E. Action Review and advise program regarding position reprogramming, as a result of semi-annual reprogramming request (SARR) and out-year resource proposals (RP).

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Chapter 5 **Rating Force Master Chief (RFMC)**

A. Overview. This Chapter states policies and standards for assigning Rating Force Master Chiefs (RFMCs). A Rating Force Master Chief (RFMC) is the senior subject matter expert in their respective rating (10 U.S.C. § 101 (b)(9)) and serves as advocate and advisor for all matters that could impact the health and professional development of their rating.

B. Roles and Responsibilities. Commander, CG PSC will announce via message and convene a screening panel for all members determined eligible in accordance with Article 5.C. of this Manual. At a minimum, the panel will consist of: the current RFMC, a representative from Commandant (CG-7) or DCMS-81, and a member of CG-PSC-EPM.

C. Minimum Eligibility Requirements. RFMCs are senior enlisted members exemplifying the finest leadership abilities and adherence to the Coast Guard's Core Values. Commander (CG PSC-EPM) may waive any requirement in this Article prior to or after the assignment is issued. Applicants must:

1. Pay Grade. Be in pay grade E-9 or above an advertised cut for advancement to E-9 at the time of screening panel.
2. Military Bearing. Be in compliance with body fat standards contained in Reference (l), Coast Guard Weight and Body Fat Standards Program Manual, COMDTINST M1020.8 (series) for previous two years.
3. Discipline. Have not been convicted by court-martial, have a record of civil convictions other than minor traffic violation(s), nor other negative performance documentation for the previous seven years or since advancement to Chief Petty Officer, whichever is longer.
4. Obligated Service. Must agree to 4 year tour.
5. Active Duty. Candidates for RFMC positions will not normally be considered if they will reach 28 years of active duty on or before 1 January of the year in which they would be assigned. RFMCs may only extend beyond the enlisted high year tenure professional growth point limit in Reference (b), Military Separations, COMDTINST M1000.4 (series) to complete the RFMC assignment.

D. RFMC Responsibilities. The duties and responsibilities listed below are not intended to be all inclusive, or compulsory.

1. RFMCs work across multiple directorates to address issues impacting workforce readiness, training, staffing or career development and form strategies that match the needs of the Service with the needs and capabilities of the workforce.

2. RFMCs are responsible for establishing rating specific advancement requirements, including enlisted training and performance qualifications, and for reviewing change in rating and lateral entry requests.
3. RFMCs maintain communications with their rating through various methods, including periodic field visits, force notes and direct contact with individual members.
4. Balance the structure of their workforce and ensure personnel are prepared to meet current and future missions of the Coast Guard.
5. Remain current on planned programs and policies that may impact their respective rating's readiness or member performance and promote overall workforce awareness of relevant guidelines and regulations.
6. Develop new, analyze existing, and maintain training requirements: Review curriculum for resident and nonresident training material. Project future training and course quota requirements. Manage annual training quota usage.
7. Manage Training Allowance Billets (TABS): Coordinating prioritization of TABS, ensuring curricula match needs, work with providers on curricula, provide Program input to selection panel, oversee application process, and liaison with students and assignment officers.
8. Develop Rating Performance Qualifications (RPQs): Maintain currency of RPQs. Coordinate Occupational Analysis, rating review, and publication of new RPQs with FORCECOM.
9. Monitor Enlisted Rating Structure: Monitor body to position match and staffing standards to ensure alignment of pyramid structure with program missions.
10. Forecast impacts on rating and recommend solutions/options.
11. Liaison with Commandant (CG-1), providing programmatic input on enlisted workforce initiatives including, but not limited to:
 - a. Open rate list
 - b. Enlistment/Selective Reenlistment Bonus/Special Pay
 - c. Rate determination packages
 - d. Advancement initiatives
 - e. Waiver Requests
 - f. Change of rating/lateral process

12. Upon invitation, attend appropriate meetings and seminars and participate in headquarters or PSC-convened boards, panels and studies that impact the enlisted workforce.

13. Communicate periodically with the MCPOCG to provide input and exchange ideas regarding all enlisted personnel.

14. Provide articles of interest to enlisted members via Force Notes and CG Intranet addressing current enlisted programs, opportunities, and policies.

15. When fiscally feasible, make periodical visits to applicable schoolhouse to better understand processes and issue facing our junior personnel at these critical development points. In addition, RFMCs should make regular visits to field units to interact with staff and gain a better understanding of challenges facing members within their rating. Not every visit must be in person. Video Teleconference and other cost effective means of virtual connectivity should be utilized to maintain relationships.

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