

COMDTCHANGENOTE 1000
26 Jun 2015

Subj: CH-1 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, the Military Assignments and Authorized Absences manual, COMDTINST M1000.8A, 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. The change notice establishes the following major changes:
 - a. Establishes Consideration of Request for PCS by Victim of Sexual Assault, Chapter 1.A.17.

Replaces the phrase “physical condition” in Chapter 2.A.5.f.(1).(a) with the phrase “medical condition.”
 - b. Establishes additional criteria for no-fault disenrollment to include “victims of sexual assault, where the assault occurred after the accession into the Coast Guard and throughout the duration of their designated Class “A” School,” Chapter 1.C.4.b.(2).(a).
6. DISTRUBUTION. No paper distribution will be made of this Manual. Official distribution will be via the Coast Guard Directive System (CGDS) DVD. An electronic version will be

DISTRIBUTION – SDL No. 166

	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z	
A	X	X		X	X	X	X		X	X	X	X	X	X	X	X	X		X		X	X					
B	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
C	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
D	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X
E	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X		
F																	X	X	X								
G		X	X	X	X																						
H	X	X	X	X	X	X	X	X		X	X																

NON-STANDARD DISTRIBUTION:

located on the following Commandant (CG-612) web sites. Intranet: <http://cgweb.comdt.uscg.mil/CGDirectives/Welcome.htm>, Internet: <http://www.uscg.mil/directives/>, and CGPortal: <https://cgportal2.uscg.mil/library/directives/SitePages/Home.aspx>

7. 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>
Pages i-xv	Pages i-xv
Pages 1-29	Pages 1-29 – 1-29A
Page 1-65 – 1-68	Page 1-65 – 1-68
Page 2-9 – 2-10	Page 2-9 – 2-10

8. 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.

9. 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). Because this Manual contains guidance on, and provisions for, compliance with applicable environmental mandates, Coast Guard categorical exclusion #33 is appropriate.
- 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 Manual 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.

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:

COMDTCHANGENOTE1000

<http://www.uscg.mil/forms/>; CG Portal at

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

<http://cgweb.comdt.uscg.mil/CGForms>.

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.

D. T. Mathers /s/

Captain, U.S. Coast Guard

Acting Director of Reserve and Military Personnel

Directorate

Table of Contents

CHAPTER 1 DISTRIBUTION AND TRANSFER OF PERSONNEL.....	1-1
1.A. Assignment Policies for All Members.....	1-1
1.A.1. General.....	1-1
1.A.1.a. Objective.....	1-1
1.A.1.b. Distributing Personnel.....	1-1
1.A.2. Transfer Orders.....	1-2
1.A.2.a. General.....	1-2
1.A.2.b. Transfer Orders Issued by Coast Guard Personnel Service Center.....	1-2
1.A.2.c. Action on Receiving Transfer Orders.....	1-2
1.A.2.d. Signatures.....	1-2
1.A.2.e. Retirement or Separation in Lieu of Orders.....	1-3
1.A.3. Using Abbreviations in Messages About Transferring Coast Guard Members.....	1-3
1.A.4. Tour Lengths.....	1-3
1.A.4.a. Officers.....	1-3
1.A.4.b. Enlisted Personnel.....	1-6
1.A.4.c. Command Cadre Short Tour Protocol.....	1-12
1.A.5. Members' Availability for Unrestricted Assignments.....	1-13
1.A.5.a. Policy.....	1-13
1.A.5.b. Caring For Dependents/Special Needs.....	1-13
1.A.5.c. Fair Implementation.....	1-13
1.A.5.d. Command Expectations.....	1-13
1.A.5.e. Enlisted Members Unavailable for Short Term.....	1-14
1.A.5.f. Officers Unavailable for Full Duty.....	1-14
1.A.5.g. Annual Certification.....	1-14
1.A.5.h. Members Who are Human Immunodeficiency Virus (HIV) Antibody Positive.....	1-14
1.A.6. Women's Duty Assignments and Rotations.....	1-15
1.A.6.a. Policy.....	1-15
1.A.6.b. Assignments while Pregnant.....	1-15
1.A.7. Policy on Assigning Married Couples When Both Are In the Service.....	1-16
1.A.7.a. General.....	1-16
1.A.7.b. Reassignment.....	1-17
1.A.7.c. Types of Units to Which Assigned.....	1-17
1.A.7.d. Simultaneous Shipboard Duty.....	1-17
1.A.7.e. Collocation with Other Armed Services' Members.....	1-17
1.A.7.f. OCONUS Duty.....	1-18
1.A.7.g. Service Needs.....	1-18
1.A.8. Administrative Assignments.....	1-18
1.A.8.a. Purpose.....	1-18
1.A.8.b. Procedures for Transferring and Receiving Commands.....	1-18
1.A.8.c. Members Under Orders to a Certain Assignment.....	1-20
1.A.9. Transferring Patients Between Hospitals.....	1-20

1.A.9.a.	Transfer to a Uniformed Services Medical Treatment Facility (USMTF).....	1-20
1.A.9.b.	Transfer by USAF Aeromedical Evacuation.....	1-20
1.A.9.c.	Transfer After Emergency Admission.....	1-20
1.A.9.d.	Transfer for Required Care.....	1-21
1.A.9.e.	Transferring Patients Suffering Mental Diseases.....	1-21
1.A.10.	Returning Patients from OCONUS Duty.....	1-21
1.A.10.a.	Information Provided.....	1-21
1.A.10.b.	Issuing Orders.....	1-21
1.A.10.c.	Casualty Report.....	1-22
1.A.11.	Transferring Members at Time of Sailing.....	1-22
1.A.11.a.	Personnel Absent at Sailing.....	1-22
1.A.11.b.	Members in Receipt of Orders.....	1-22
1.A.11.c.	Preparing Endorsements.....	1-22
1.A.12.	Health Services Personnel and Drug Abuse.....	1-22
1.A.12.a.	General.....	1-22
1.A.12.b.	Final Disposition.....	1-23
1.A.13.	Logistics and/or Financial Support Members' Fiscal Improprieties.....	1-23
1.A.13.a.	General.....	1-23
1.A.13.b.	Actions Taken Upon Security Violation.....	1-23
1.A.14.	Sponsor Services.....	1-24
1.A.14.a.	General.....	1-24
1.A.14.b.	Procedures.....	1-24
1.A.15.	Sole Survivors.....	1-26
1.A.15.a.	General.....	1-26
1.A.15.b.	Assignments.....	1-27
1.A.15.c.	Once Qualified.....	1-27
1.A.15.d.	Cases Not Covered.....	1-27
1.A.16.	Social Climate Considerations.....	1-27
1.A.16.a.	General.....	1-27
1.A.16.b.	Assessing Social Climate Conditions.....	1-28
1.A.16.c.	Assignment to Locations with Social Climate Concerns.....	1-28
1.A.16.d.	Social Climate Transfer.....	1-29
1.A.17.	Consideration of Request for PCS by Victim of Sexual Assault.....	1-29
1.A.17.a.	Background.....	1-29
1.A.17.b.	Timeline.....	1-29
1.B.	Assignment Policies for all Enlisted Members.....	1-33
1.B.1.	General.....	1-33
1.B.1.a.	Request for Transfer.....	1-33
1.B.1.b.	Personnel Service Center Assignments.....	1-33
1.B.1.c.	Assignment Decisions.....	1-33
1.B.1.d.	Suitability for Transfer.....	1-33
1.B.1.e.	Not Physically Qualified.....	1-34
1.B.1.f.	Age Considerations.....	1-34
1.B.1.g.	Other Considerations.....	1-34
1.B.1.h.	Assignment to Officers' Quarters.....	1-35
1.B.1.i.	Check List for Transfer and Receipt of Enlisted Personnel.....	1-35

1.B.2.	Advance Notice of Transfer.....	1-37
1.B.2.a.	Issuing Transfer Orders.....	1-37
1.B.2.b.	Responsibility of Administrative Commands.....	1-38
1.B.3.	Geographic Stability.....	1-38
1.B.3.a.	Central Assignment Control (CAC).....	1-38
1.B.3.b.	Achieving Geographic Stability.....	1-38
1.B.3.c.	Assignment Continuum.....	1-38
1.B.4.	Assignment Priority.....	1-39
1.B.4.a.	Assignment Priorities Considered in Selecting Rated Personnel for Assignments.....	1-39
1.B.4.b.	Reassigning Members Due to Position Deletion, Unit Decommissioning, or Advancement 1-40	
1.B.4.c.	Losing Assignment Priority.....	1-40
1.B.4.d.	Assignment Priorities for Non-Rates, Strikers, and Class “A” School Graduates.....	1-41
1.B.4.e.	Assignment Priorities for Surfmen (CXNSJ, CXNSK or CXNSM) at Designated Surf Stations 1-41	
1.B.5.	Sea and Shore Duty.....	1-41
1.B.5.a.	Ratio of Sea to Shore Duty.....	1-41
1.B.5.b.	Sea Duty for Advancement.....	1-41
1.B.6.	Obligated Service for Assignment.....	1-41
1.B.6.a.	General.....	1-41
1.B.6.b.	CONUS Reassignments.....	1-42
1.B.6.c.	OCONUS Reassignments.....	1-42
1.B.7.	Recalling and Assigning Retired and Reserve Members to Extended Active Duty Other Than Active Duty for Training (ADT).....	1-43
1.B.7.a.	General.....	1-43
1.B.7.b.	Recalling Reserve Personnel to Active Duty.....	1-43
1.B.7.c.	Recalling Retired Personnel to Extended Active Duty.....	1-43
1.B.8.	Restoring to Duty and Assigning Personnel Released from Correctional Centers.....	1-43
1.B.9.	Using Enlisted Personnel in Messes.....	1-44
1.B.9.a.	Officers' Mess Responsibilities.....	1-44
1.B.9.b.	Coast Guard Dining Facility (CGDF).....	1-44
1.B.9.c.	Request by Member.....	1-44
1.B.9.d.	Documentation.....	1-44
1.B.10.	Mutual Exchange of Station and Unilateral Transfers.....	1-44
1.B.10.a.	General.....	1-44
1.B.10.b.	Criteria.....	1-45
1.B.10.c.	Procedure.....	1-46
1.B.11.	Humanitarian Assignments.....	1-47
1.B.11.a.	General.....	1-47
1.B.11.b.	Purpose.....	1-47
1.B.11.c.	Duration.....	1-48
1.B.11.d.	Criteria.....	1-48
1.B.11.e.	Urgent Hardship Cases.....	1-49
1.B.11.f.	Restrictions on HUMS.....	1-49
1.B.11.g.	Preparing Requests.....	1-50
1.B.11.h.	Submitting Requests While in a Leave Status.....	1-51

- 1.B.11.i. Command Endorsement 1-51
- 1.B.11.j. Request to Extend a HUMS..... 1-52
- 1.B.11.k. Reporting HUMS Completion..... 1-52
- 1.B.11.l. Special Instructions..... 1-53
- 1.C. Assignment Process for Rated and Designated Members 1-54**
 - 1.C.1. Overview 1-54
 - 1.C.1.a. General..... 1-54
 - 1.C.1.b. The Assignment Year (AY) Process 1-54
 - 1.C.1.c. Non-Routine Assignments..... 1-58
 - 1.C.2. Communicating with Assignment Officers 1-58
 - 1.C.2.a. The e-Resume 1-58
 - 1.C.2.b. Electronic Mail (E-Mail) 1-59
 - 1.C.2.c. Telephone Calls 1-59
 - 1.C.2.d. Unit POCs..... 1-59
 - 1.C.3. Assignment Policy Upon Advancement 1-59
 - 1.C.3.a. Service Needs 1-59
 - 1.C.3.b. Position Vacancies..... 1-60
 - 1.C.3.c. Assignment Officer Priorities for Assignments..... 1-60
 - 1.C.3.d. Senior Enlisted Assignment Policy (SEAP)..... 1-60
 - 1.C.3.e. Assigning Newly Advanced Personnel E-4 to E-9..... 1-61
 - 1.C.3.f. Projected Advancement to Chief Petty Officer 1-62
 - 1.C.3.g. Petty Officer Assignment Policy (POAP) 1-63
 - 1.C.4. Assignment of Strikers and “A” School Graduates and Disenrollees 1-64
 - 1.C.4.a. General..... 1-64
 - 1.C.4.b. Reassignment of Class “A” School Disenrollees 1-64
 - 1.C.5. Duties of Medical Personnel and Geneva Convention 1-66
 - 1.C.5.a. Primary Duties Other than Medical..... 1-66
 - 1.C.5.b. Utilization of Medical Personnel..... 1-66
 - 1.C.6. Assignment as Officer In Charge (OIC) 1-66
 - 1.C.6.a. Program Manager 1-66
 - 1.C.6.b. General..... 1-67
 - 1.C.6.c. OIC Review Board Coordinator 1-68
 - 1.C.6.d. Request to Appear Before the Area/District OIC Review Board 1-69
 - 1.C.6.e. Area/District OIC Review Board Procedures..... 1-69
 - 1.C.6.f. OIC Pre-Board..... 1-72
 - 1.C.6.g. Pre-Board and Area/District Review Board Results 1-72
 - 1.C.6.h. Assignment as OIC..... 1-73
 - 1.C.6.i. Submission of Request 1-74
 - 1.C.6.j. Qualifications for Assignment..... 1-74
 - 1.C.6.k. Assignment Policy..... 1-75
 - 1.C.6.l. Special Duty Assignment Pay (SDAP) and Relief for Cause (RFC) Procedures 1-75
 - 1.C.7. Assignment as Engineer Petty Officer (EPO)..... 1-76
 - 1.C.7.a. General..... 1-76
 - 1.C.7.b. Qualification for Assignment 1-76
 - 1.C.7.c. Submission of Request 1-76
 - 1.C.7.d. Selection Procedure 1-77

1.C.7.e. Assignment Policy	1-77
1.C.8. Assignment as Executive Petty Officer (XPO).....	1-78
1.C.8.a. General.....	1-78
1.C.8.b. Qualifications for Assignment.....	1-78
1.C.8.c. Submission of Request	1-78
1.C.8.d. Selection and Assignment Procedure	1-79
1.C.9. Assignment To Vessel Traffic Service (VTS) Duty	1-79
1.C.9.a. General.....	1-79
1.C.9.b. Qualifications.....	1-80
1.C.9.c. Commanding Officer's Endorsement.....	1-80
1.C.10. Assignment to National Strike Force Duty.....	1-81
1.C.10.a. General.....	1-81
1.C.10.b. Qualifications.....	1-81
1.C.10.c. Training	1-82
1.C.10.d. Submitting Requests.....	1-83
1.C.11. Assignment to Polar Icebreaker Duty	1-83
1.C.11.a. General.....	1-83
1.C.11.b. Qualifications.....	1-83
1.C.11.c. Required Action if Member Not Qualified.....	1-84
1.C.12. Assignment to Select Deployable Specialized Forces (DSF) Positions	1-85
1.C.12.a. General.....	1-85
1.C.12.b. DSF Positions Requiring Pre-Assignment Screening	1-85
1.C.12.c. Qualifications.....	1-86
1.C.12.d. Interview	1-86
1.C.12.e. Submission of Requests.....	1-87
1.C.12.f. Training	1-87
1.C.12.g. Assignment.....	1-87
1.C.12.h. Removal from DSF Assignment.....	1-87
1.C.13. Food Service Assistance and Training (FSAT) Team Positions	1-88
1.C.13.a. General.....	1-88
1.C.13.b. Assignment.....	1-88
1.C.13.c. Additional Qualifications	1-88
1.C.13.d. FSAT Member Training.....	1-89
1.C.13.e. Evaluating FSAT Members.....	1-89
1.C.14. Assignment to Maritime Force Protection Unit Duty.....	1-89
1.C.14.a. General.....	1-89
1.C.14.b. Qualifications.....	1-89
1.C.15. Assignment to International Ice Patrol (IIP) Duty.....	1-90
1.C.15.a. General.....	1-90
1.C.15.b. Qualifications.....	1-90
1.C.15.c. Submitting Requests.....	1-91
1.C.16. Assignment to Independent Duty Positions.....	1-91
1.C.16.a. General.....	1-91
1.C.16.b. Qualifications.....	1-91
1.C.16.c. Submitting Requests.....	1-92
1.C.17. Assignment to Food Service Officer Positions.....	1-92

- 1.C.17.a. General..... 1-92
- 1.C.17.b. Qualifications..... 1-92
- 1.C.17.c. Submitting Requests..... 1-93
- 1.D. Assignment Policies for Non-rated Members 1-94**
- 1.D.1. General..... 1-94
 - 1.D.1.a. Assignments 1-94
 - 1.D.1.b. Issuance of Orders 1-94
 - 1.D.1.c. Assignment Priorities 1-94
- 1.D.2. Recruit Assignment Policy 1-94
 - 1.D.2.a. Initial Assignment..... 1-94
 - 1.D.2.b. Successful Completion of Recruit Training 1-95
- 1.D.3. Non-rated Tours of Duty..... 1-96
- 1.D.4. Communications Between Non-Rated Members and Assignment Officers..... 1-96
 - 1.D.4.a. The e-Resume 1-96
 - 1.D.4.b. Telephone Calls 1-96
 - 1.D.4.c. Other Communication Methods 1-96
- 1.E. Assignment Policies for Special Duty Positions 1-97**
- 1.E.1. General Policy..... 1-97
 - 1.E.1.a. Overview 1-97
 - 1.E.1.b. Assignment Priority..... 1-97
 - 1.E.1.c. Geographic Stability 1-97
 - 1.E.1.d. Tour Length 1-97
 - 1.E.1.e. Collateral Duties 1-97
- 1.E.2. Qualifications..... 1-98
 - 1.E.2.a. Minimum Standards For All Special Duty Assignments 1-98
 - 1.E.2.b. Career Pattern 1-99
 - 1.E.2.c. Applications and Command Endorsement 1-99
- 1.E.3. Rating Assignment Officer Application Review for Members Desiring Out of Rate Assignments..... 1-99
 - 1.E.3.a. Assignment Officer Review 1-99
 - 1.E.3.b. Interview 1-100
 - 1.E.3.c. Best Qualified 1-101
- 1.E.4. Reassigning Members Unsited for Special Duty..... 1-101
- 1.E.5. Vacant 1-101
- 1.E.6. Instructor Duty..... 1-102
 - 1.E.6.a. Position Locations 1-102
 - 1.E.6.b. Additional Qualifications 1-102
 - 1.E.6.c. Instructor Training..... 1-103
 - 1.E.6.d. Evaluating Instructors..... 1-103
 - 1.E.6.e. Qualification Codes 1-103
- 1.E.7. Recruiting Duty..... 1-103
 - 1.E.7.a. Recruiting Mission 1-103
 - 1.E.7.b. Key Element to Providing Human Resources 1-103
 - 1.E.7.c. Additional Qualifications 1-103
 - 1.E.7.d. Submitting Requests..... 1-103

1.E.7.e.	Training	1-104
1.E.7.f.	Assignment	1-104
1.E.8.	Recruit Regimental Duty (Including Company Commander)	1-104
1.E.8.a.	Battalion Commander and Company Commander Duties	1-104
1.E.8.b.	Additional Qualifications	1-104
1.E.8.c.	Submitting Requests	1-105
1.E.8.d.	Interview	1-105
1.E.8.e.	Training	1-106
1.E.9.	Special Agent	1-106
1.E.9.a.	Coast Guard Investigative Service (CGIS)	1-106
1.E.9.b.	Additional Qualifications	1-106
1.E.9.c.	Submitting Requests	1-107
1.E.10.	Intelligence Duties	1-107
1.E.10.a.	Intelligence Team	1-107
1.E.10.b.	Additional Qualifications	1-107
1.E.10.c.	Assignment	1-108
1.E.11.	Ceremonial Honor Guard	1-108
1.E.11.a.	General	1-108
1.E.11.b.	Additional Qualifications	1-109
1.E.11.c.	Unsuitability for Assignment	1-110
1.E.11.d.	Submitting Requests	1-111
1.E.11.e.	Assignment Procedures	1-111
1.E.11.f.	Assignment to Class "A" School	1-112
1.E.12.	Command Senior Enlisted Leader (CSEL) Program	1-112
1.E.13.	Drug and Alcohol Abuse Representative	1-112
1.E.13.a.	Selection Factors	1-112
1.E.13.b.	Additional Qualifications	1-113
1.E.13.c.	Interview	1-113
1.E.13.d.	Training	1-113
1.E.14.	Alcoholism Treatment Specialist and Drug and Alcohol Abuse Counselor Duty	1-114
1.E.14.a.	General	1-114
1.E.14.b.	Additional Qualifications	1-114
1.E.14.c.	Interview	1-114
1.E.14.d.	Training	1-115
1.E.14.e.	Duties	1-115
1.E.15.	Military Entrance Processing Station (MEPS)	1-115
1.E.15.a.	General	1-115
1.E.15.b.	Additional Qualifications	1-115
1.E.16.	Equal Opportunity Advisor (EOA) Duty	1-116
1.E.16.a.	Civil Rights Mission	1-116
1.E.16.b.	EOA Duties	1-116
1.E.16.c.	Additional Qualifications	1-117
1.E.16.d.	Interview	1-117
1.E.16.e.	Submitting Requests	1-117
1.E.16.f.	Training	1-117
1.E.17.	Standard Boat Standardization Team (STANTEAM) Duty	1-118

1.E.17.a. General.....	1-118
1.E.17.b. Assignment.....	1-118
1.E.17.c. Additional Qualifications.....	1-118
1.E.17.d. STANTEAM Member Training.....	1-118
1.E.17.e. Evaluating STANTEAM Members.....	1-119
1.E.18. Aviation Standardization Team (STANTEAM) Duty.....	1-119
1.E.18.a. General.....	1-119
1.E.18.b. Assignment.....	1-119
1.E.18.c. Qualifications.....	1-119
1.E.18.d. Applications and Command Endorsement.....	1-120
1.E.18.e. Aviation STANTEAM Member Training.....	1-120
1.E.18.f. Competency Codes.....	1-120
1.E.18.g. Reassignment.....	1-120
1.E.19. Surfman Instructor Duty, National Motor Lifeboat School.....	1-121
1.E.19.a. General.....	1-121
1.E.19.b. Additional Qualifications.....	1-121
1.E.19.c. Surfman Instructor Training.....	1-121
1.E.19.d. Evaluating Surfman Instructor Applicants.....	1-121
1.E.20. USCGC Barque EAGLE Non-Rate Assignments.....	1-122
1.E.20.a. General.....	1-122
1.E.20.b. Screening Process.....	1-122
1.E.20.c. Assignment Procedures.....	1-122
1.E.20.d. Assignment to Class “A” School.....	1-122
1.E.21. Master Chief Petty Officer of the Coast Guard.....	1-123
1.E.21.a. Policy.....	1-123
1.E.21.b. Eligibility Criteria.....	1-123
1.E.21.c. Application Process.....	1-123
1.E.21.d. Endorsement Considerations.....	1-124
1.E.21.e. Selection Process.....	1-124
1.E.21.f. Responsibilities.....	1-124
1.E.22. Coast Guard Reserve Force Master Chief.....	1-125
1.E.22.a. Policy.....	1-125
1.E.22.b. Eligibility Criteria.....	1-125
1.E.22.c. Application Process.....	1-126
1.E.22.d. Endorsement Considerations.....	1-126
1.E.22.e. Selection Process.....	1-127
1.E.22.f. Responsibilities.....	1-127
Exhibit 1.E.1. Evaluation of Applicant for Special Details.....	1-128
1.F. Relief for Cause/Removal From Primary Duties.....	1-129
1.F.1. Relief for Cause.....	1-129
1.F.1.a. General.....	1-129
1.F.1.b. Discussion.....	1-129
1.F.1.c. Authority for Relief for Cause.....	1-129
1.F.1.d. Basis for Relief.....	1-130
1.F.1.e. Procedures to Request a Temporary Relief for Cause (RFC).....	1-131
1.F.1.f. Procedures to Request a Permanent Relief for Cause (RFC).....	1-132

1.F.1.g. Miscellaneous	1-133
1.F.2. Removal from Primary Duties for Commissioned and Warrant Officers	1-133
1.F.2.a. Removal from Primary Duties (RPD)	1-133
1.F.2.b. Circumstances that may Warrant Removal from Primary Duties	1-133
1.F.2.c. Inability to Perform Primary Duties Not Subject to RPD Policy	1-134
1.F.2.d. Removing an Officer from Primary Duties	1-134
1.F.3. Reassignment Not Constituting Removal from Primary Duties (RPD)	1-134
1.F.3.a. General.....	1-134
1.F.3.b. Inability to Perform Primary Duties not Subject to this Article	1-135
1.F.3.c. Requesting an Officer's Reassignment.....	1-135
1.F.4. Reassignment from Positions Requiring Special Screening.....	1-135
1.F.4.a. Recommendation for Reassignment.....	1-136
1.F.4.b. Reassignment Factors	1-137
1.F.4.c. Commanding Officer Responsibilities	1-137
1.F.4.d. Unscheduled Evaluation Resulting from Reassigning Members Unsited for Special Duty 1-137	
Exhibit 1.F.1. Acknowledgement Letter.....	1-140
1.G. Travel Orders; Proceed and Travel Time.....	1-141
1.G.1. General Information.....	1-141
1.G.1.a. General.....	1-141
1.G.1.b. Financial Limitations.....	1-141
1.G.2. Types of Travel.....	1-142
1.G.2.a. Permanent Change of Station (PCS)	1-142
1.G.2.b. Temporary Duty (TDY).....	1-142
1.G.2.c. Blanket or Repeated Travel	1-143
1.G.2.d. Administrative Absences.....	1-143
1.G.2.e. Foreign Travel	1-144
1.G.3. Officers Authorized to Issue and Approve Travel Orders.....	1-144
1.G.3.a. General.....	1-144
1.G.3.b. Limitations on TDY Orders.....	1-144
1.G.3.c. Commandant.....	1-145
1.G.3.d. Area Commanders and Force Readiness Command	1-145
1.G.3.e. District Commanders and Commanders of Service/Logistics Centers	1-145
1.G.3.f. Superintendent, U.S. Coast Guard Academy	1-147
1.G.3.g. Commander, Coast Guard Personnel Service Center (CG PSC).....	1-148
1.G.3.h. Commanding Officers of Headquarters Units	1-148
1.G.3.i. Other	1-149
1.G.4. Signing Travel Orders.....	1-149
1.G.5. Action on Receiving Orders Indicating Detachment Without a Specific Date	1-149
1.G.6. Proceed Time	1-150
1.G.6.a. General.....	1-150
1.G.6.b. When Authorized.....	1-151
1.G.6.c. When Not Authorized.....	1-151
1.G.7. Determining Modes of Transportation.....	1-152
1.G.7.a. General.....	1-152
1.G.7.b. Travel by Government Conveyance	1-152

- 1.G.7.c. Travel by Commercial Carrier..... 1-152
- 1.G.7.d. Travel by Privately Owned Conveyance (POC)..... 1-153
- 1.G.7.e. PCS Travel Between Alaska and CONUS 1-153
- 1.G.8. Circuitous Travel 1-155
 - 1.G.8.a. Circuitous Travel to PCS..... 1-155
 - 1.G.8.b. Leave Policy 1-155
 - 1.G.8.c. OCONUS Travel 1-155
- 1.G.9. Travel Time During Execution of Orders..... 1-156
 - 1.G.9.a. General..... 1-156
 - 1.G.9.b. CONUS Travel 1-157
 - 1.G.9.c. OCONUS Travel 1-157
 - 1.G.9.d. Travel for Permanent Change of Station (PCS) 1-157
- 1.G.10. Travel Time for Coast Guard Reserve Members..... 1-161
 - 1.G.10.a. General..... 1-161
 - 1.G.10.b. Travel Time by Privately Owned Conveyance (POC) 1-161
- 1.G.11. Delay En Route During Execution of Orders 1-161
 - 1.G.11.a. General..... 1-161
 - 1.G.11.b. Computation 1-162
- 1.G.12. Military Travel Orders 1-163
 - 1.G.12.a. Forms of Orders..... 1-163
 - 1.G.12.b. Individual Orders Required 1-164
 - 1.G.12.c. Military Travel Orders..... 1-164
- Exhibit 1.G.1. Glossary of Terms 1-165
- Exhibit 1.G.2. Proceed Time..... 1-171

- 1.H. Duty Outside the Continental United States (OCONUS) and Moving Dependents and Household Goods OCONUS..... 1-172**
 - 1.H.1. General..... 1-172
 - 1.H.1.a. OCONUS Service..... 1-172
 - 1.H.1.b. Required Prior Service for Assignment OCONUS 1-172
 - 1.H.1.c. Assigning A Sponsor..... 1-173
 - 1.H.1.d. Members’ Return for Separation or Retirement..... 1-173
 - 1.H.1.e. Glossary of Terms 1-174
 - 1.H.2. Determining Members’ and Dependents’ Suitability for OCONUS Duty 1-174
 - 1.H.2.a. Member Responsibility..... 1-174
 - 1.H.2.b. Command Screening..... 1-174
 - 1.H.3. Suitability Decision Factors..... 1-175
 - 1.H.3.a. Medical 1-175
 - 1.H.3.b. Dental..... 1-176
 - 1.H.3.c. Alcohol 1-176
 - 1.H.3.d. Performance..... 1-176
 - 1.H.3.e. Discipline..... 1-176
 - 1.H.3.f. Pregnancy 1-176
 - 1.H.3.g. Single Parents 1-177
 - 1.H.3.h. Indebtedness 1-177
 - 1.H.3.i. Dependent Screening..... 1-177
 - 1.H.4. Additional Procedures..... 1-177

1.H.4.a.	Clearance Before Detachment	1-177
1.H.4.b.	Administrative Processing	1-177
1.H.4.c.	Member or Dependent Unsited for Duty OCONUS	1-178
1.H.5.	Member's/Dependent's Early Return from OCONUS	1-178
1.H.5.a.	Reassigning Member Before Tour Completion/Early Return of Dependent(s)	1-178
1.H.5.b.	Reassignment at Member's Request.....	1-178
1.H.6.	Selecting Enlisted Members for Duty OCONUS	1-179
1.H.6.a.	Obligated Service Requirements	1-179
1.H.6.b.	Family Size Guideline	1-179
1.H.7.	Preparing Members for Duty OCONUS.....	1-180
1.H.7.a.	General.....	1-180
1.H.7.b.	Physical Fitness for Duty OCONUS	1-180
1.H.7.c.	Orders	1-181
1.H.7.d.	Enlisted Members.....	1-181
1.H.8.	Tours of Duty OCONUS	1-181
1.H.8.a.	General.....	1-181
1.H.8.b.	Member Married to Active Duty Coast Guard Member	1-182
1.H.8.c.	Extending OCONUS Tours.....	1-183
1.H.8.d.	Transferring from One OCONUS Unit to Another OCONUS Unit	1-183
1.H.8.e.	OCONUS Tour Lengths When Marital Status Changes	1-183
1.H.9.	Moving Dependents and Household Goods OCONUS.....	1-184
1.H.9.a.	Entry of Dependents and Household Goods.....	1-184
1.H.9.b.	Command Sponsorship of Dependents.....	1-184
1.H.9.c.	Transporting Dependents to an OCONUS Area.....	1-185
1.H.9.d.	Transporting Dependents from an OCONUS Area.....	1-186
1.H.9.e.	Household Goods	1-186
1.H.10.	Monetary Allowances.....	1-187
Exhibit 1.H.1.	Command Checklist for OCONUS Screening.....	1-188
Exhibit 1.H.3.	Entry Approval Points.....	1-200
CHAPTER 2 AUTHORIZED ABSENCE		2-1
2.A.	Leave.....	2-1
2.A.1.	Statutory Authority	2-1
2.A.1.a.	Title 10, U.S.C.....	2-1
2.A.1.b.	Public Law 93-344.....	2-1
2.A.1.c.	Public Law 94-361.....	2-1
2.A.2.	Definitions.....	2-2
2.A.2.a.	Leave	2-2
2.A.2.b.	Earned Leave	2-2
2.A.2.c.	Advance Leave	2-2
2.A.2.d.	Excess Leave	2-2
2.A.2.e.	Sick Leave	2-2
2.A.2.f.	Academy Graduation Leave	2-2
2.A.2.g.	Advance Leave That Becomes Excess Leave	2-3
2.A.2.h.	Leave to Visit Foreign Countries and Places OCONUS	2-3

2.A.2.i.	Paternity Leave	2-3
2.A.2.j.	Adoption Leave	2-3
2.A.2.k.	Non-Chargeable Rest and Recuperation Leave (NCRR)	2-3
2.A.3.	General Instructions for Granting Leave	2-4
2.A.3.a.	Opportunity to Take Leave.....	2-4
2.A.3.b.	Yard Periods	2-4
2.A.3.c.	While Assigned in CONUS.....	2-4
2.A.3.d.	Combining Leave and Liberty.....	2-4
2.A.3.e.	Financial Responsibilities.....	2-4
2.A.3.f.	Leave Address	2-4
2.A.3.g.	Leave Status.....	2-5
2.A.3.h.	Expiration of Leave	2-5
2.A.4.	Granting and Charging Leave.....	2-5
2.A.4.a.	Amount of Leave Granted.....	2-5
2.A.4.b.	Advance Leave	2-5
2.A.4.c.	Additional Advance Leave	2-6
2.A.4.d.	Requests to Commander (CG PSC)	2-6
2.A.5.	Occasion for Leave and Authority to Grant.....	2-6
2.A.5.a.	Area Commanders	2-6
2.A.5.b.	Regular Leave.....	2-6
2.A.5.c.	Delay En Route.....	2-6
2.A.5.d.	Emergency Leave	2-7
2.A.5.e.	Home Awaiting Orders Status.....	2-7
2.A.5.f.	Sick Leave	2-9
2.A.5.g.	Maternity Leave.....	2-10
2.A.5.h.	Elective Medical Care	2-11
2.A.5.i.	Adoption Leave	2-11
2.A.6.	Leave in Connection with Temporary Duty	2-12
2.A.6.a.	Delay En route.....	2-12
2.A.6.b.	Careful Screening of Leave Requests.....	2-12
2.A.7.	Emergency Leave Transportation	2-12
2.A.7.a.	Statutory Authority	2-12
2.A.7.b.	Alternate Locations.....	2-12
2.A.7.c.	Using Government and/or Commercial Transport.....	2-13
2.A.7.d.	Funding for Emergency Leave Travel Requests	2-13
2.A.8.	Leave Involving Travel OCONUS	2-13
2.A.8.a.	Other than Emergency Leave	2-13
2.A.8.b.	Emergency Leave	2-13
2.A.9.	Christmas and New Year’s Leave for Training.....	2-14
2.A.9.a.	General.....	2-14
2.A.9.b.	Holiday Period.....	2-14
2.A.10.	Administrative Absences	2-14
2.A.10.a.	When Authorized.....	2-14
2.A.10.b.	Authorized Activities.....	2-15
2.A.10.c.	Unauthorized Travel.....	2-19
2.A.10.d.	Prior to Isolated Duty	2-20

2.A.10.e. Authority to Issue Orders	2-20
2.A.11. Entitlement.....	2-20
2.A.11.a. Exceptions	2-20
2.A.11.b. Deductions.....	2-20
2.A.12. Day of Departure, Day of Return.....	2-21
2.A.12.a. Commencement of Leave.....	2-21
2.A.12.b. Examples	2-21
2.A.12.c. Equivalent Schedules.....	2-21
2.A.13. Hospitalization While on Leave.....	2-22
2.A.14. Orders to Temporary Duty While on Leave	2-22
2.A.14.a. Endorsement of Orders.....	2-22
2.A.14.b. Recall to Duty.....	2-22
2.A.15. Limitations On Earned Leave	2-22
2.A.15.a. Maximum Number of Days.....	2-22
2.A.15.b. Authority to Carry Over Leave in Excess of 60 Days.....	2-23
2.A.15.c. Using Accrued Leave	2-23
2.A.16. Absence Without Leave.....	2-25
2.A.16.a. General.....	2-25
2.A.16.b. Absence Excused as Unavoidable.....	2-25
2.A.17. Release by Civil Authorities on Bail or Otherwise.....	2-26
2.A.17.a. Granting Leave	2-26
2.A.17.b. Confinement by Civil Authorities	2-26
2.A.18. Administrative Status of Persons Subpoenaed or Otherwise Served with Process	2-26
2.A.18.a. When Serving in an Official Capacity.....	2-26
2.A.18.b. Member Testifying	2-27
2.A.18.c. United States or Member Not Involved as a Party	2-27
2.A.18.d. Regular Leave.....	2-27
2.A.18.e. Leave for Testimony Not Under Compulsion of Any Valid Legal Process.....	2-27
2.A.18.f. Title 6, Code of Federal Regulations.....	2-28
2.A.19. Computing and Verifying Leave	2-28
2.A.19.a. Times When Computed.....	2-28
2.A.19.b. Method of Computing	2-28
2.A.20. Lump Sum Leave Payments	2-30
2.A.20.a. Authorization.....	2-30
2.A.20.b. Members Not Authorized Lump Sum Leave Payment	2-30
2.A.20.c. Entering a Service Academy	2-31
2.A.20.d. Reserve and Retired Personnel.....	2-32
2.A.21. Appellate Leave.....	2-32
2.A.21.a. Voluntary Appellate Leave.....	2-32
2.A.21.b. Options for Accrued Leave.....	2-32
2.A.21.c. Restrictions on Leave Pay	2-32
2.A.21.d. Member's Rights and Obligations.....	2-32
2.A.21.e. Required Appellate Leave.....	2-34
2.A.21.f. Leave Payment Options.....	2-34
2.A.21.g. Members Serving Abroad.....	2-35
2.A.21.h. Member's Entitlements.....	2-35

2.A.21.i. Responsibilities.....	2-35
2.A.21.j. Letter to Member	2-37
2.A.22. Checkage of Pay for Excess Leave.....	2-40
2.A.22.a. On Return from Excess Leave.....	2-40
2.A.22.b. Minus Leave Balance	2-41
2.A.22.c. Exceptions to Checkage of Pay and Allowances.....	2-41
2.A.22.d. Entering a Service Academy	2-41
2.A.22.e. Result of Being Declared a Deserter	2-41
2.A.22.f. Fractional Part of a Day.....	2-42
2.A.22.g. Overpayment from a Checkage of Pay.....	2-42
2.A.23. Pay and Allowances During Absences	2-42
2.A.23.a. Authorized Leave or Liberty	2-42
2.A.23.b. Unauthorized Absence.....	2-42
2.A.23.c. Absence due to Sickness or Injury	2-42
2.B. Liberty and Compensatory Absence	2-43
2.B.1. Definition of Liberty	2-43
2.B.1.a. Liberty	2-43
2.B.1.b. Regular Liberty.....	2-43
2.B.1.c. Special Liberty.....	2-43
2.B.2. Policy on Liberty.....	2-43
2.B.2.a. Granting of Liberty.....	2-43
2.B.2.b. Regular Liberty.....	2-43
2.B.2.c. Special Liberty.....	2-44
2.B.2.d. Combining Regular and Special Liberty	2-44
2.B.2.e. Compensatory Time	2-44
2.B.2.f. Treatment for Infectious or Contagious Diseases.....	2-44
2.B.2.g. Public Holidays	2-44
2.B.2.h. Deprivation of Liberty.....	2-45
2.B.3. Liberty Incentive for Aiding the Coast Guard Recruiting Effort.....	2-45
2.B.3.a. Special Liberty Incentive for Recruiting	2-45
2.B.3.b. Statement Requesting Special Liberty Incentive for Recruiting	2-45
2.B.3.c. Certifying Special Liberty Incentive for Recruiting.....	2-46
2.B.3.d. Unit Responsibilities	2-46
2.B.4. Liberty-Granting Authority.....	2-46
2.B.4.a. Commanding Officers	2-46
2.B.4.b. District Commander	2-46
2.B.5. Absence Over Liberty	2-46
2.B.5.a. Unavoidable Absences	2-46
2.B.5.b. Avoidable Absences	2-47
2.B.5.c. Computations.....	2-47
2.B.6. Compensatory Absence	2-48
2.B.6.a. Definition.....	2-48
2.B.6.b. Purpose	2-48
2.B.6.c. Responsibility	2-48
2.B.6.d. Limitations.....	2-48
2.B.6.e. Leave With Compensatory Absence	2-49

- Exhibit 2.B.1. List of Isolated Duty Stations Authorized Compensatory Absence..... 2-49
- 2.C. Sailing Lists 2-50**
 - 2.C.1. General 2-50
 - 2.C.2. Type of List Required 2-50
 - 2.C.3. Submitting Lists 2-50
 - 2.C.3.a. With a Personnel Allowance 2-50
 - 2.C.3.b. Without a Personnel Allowance 2-50

necessary before a decision is made.

- (3) If a social climate concern is presented by a military member or command, and upon Commander (CG PSC's) review is found not to be adequately supported by actual social climate conditions, the concern need not be considered further in the assignment process. Commander (CG PSC-EPM), (CG PSC-OPM) or (CG PSC-RPM), as appropriate, is the final authority on assignment decisions in such matters.

1.A.16.d. Social Climate Transfer

When a social climate incident is formally reported, and the findings show that the rights of a Coast Guard military member or dependent of a military member have been violated, a possible option for resolution is to transfer the military member. Generally, this option is only considered with the member's concurrence and only after the unit commander has been unable to resolve the complaint with local officials. Consistent with service need and the unit commander's recommendation, Commander (CG PSC) will consider such requests, if it appears the local social climate conditions will likely subject the member or dependent to additional discrimination or harassment in the future. Consultation between Commander (CG PSC) and Commandant (CG-00H), the unit commander, and the member is often necessary. Reassignment in such cases is not guaranteed, as service need may require the member to remain in the area until a replacement is found or the member completes the tour of duty. See the Social Climate Incident Process Flowchart in Chapter 3 of reference (h), Coast Guard Civil Rights Manual, COMDTINST M5350.4 (series), for details.

1.A.17. Consideration of Request for PCS by Victim of Sexual Assault

1.A.17.a. Background

- (1) 10 U.S.C. 673 requires consideration of PCS based on the request of a victim of sexual assault, stalking, or other sexual misconduct.**
- (2) The term victim applies to anyone who files an unrestricted report, whether the investigation has been completed or not.**
- (3) A presumption shall be established in favor of transferring a Service member (who initiated the transfer request) following an unrestricted report of sexual assault.**
- (4) For Selected Reserve members, the below applies only to Selected Reserve assignments and not to ADOS or other short term assignments.**

1.A.17.b. Timeline

- (1) Victims who make an unrestricted report in accordance with the Sexual Assault Prevention and Response (SAPR) Program, COMDTINST 1754.10 (series) may**

submit a request for PCS transfer through their commanding officer (CO). The request must be made at the same unit the unrestricted report was made. If the offense occurred at a previous unit, a request can still be made, but the below timelines and CO/flag review do not apply. Prior to making the request, the member shall be given the opportunity to discuss the decision with a Special Victim Counsel.

- (2) The victim's request does not need to list a specific billet for requested transfer. However, victims are encouraged to submit their desired billets. Assignments will be made with consideration for victim recovery and the availability of support resources.**
- (3) The commanding officer must forward the request, with their recommendation, to CG PSC within 72 hours.**
- (4) CG PSC-opm/epm/rpm will either approve or disapprove within two weeks of receiving the request. If approved, CG PSC will work with appropriate stakeholders to determine an appropriate billet.**
- (5) Victims, whose requests are disapproved, have seven days, from the date of notification of disapproval, to appeal the disapproval and forward their request to the first flag officer in their chain of command. This flag officer must forward the appeal, with their recommendation, to Commander, CG PSC within 72 hours.**
- (6) Commander, CG PSC will approve or disapprove within two weeks of receiving the request from the chain of command flag officer. If approved, CG PSC will work with appropriate stakeholders to determine an appropriate billet.**

the previous unit's chain of command. All class "A" School training commands will request assignment of disenrollees by message to Commander (CG PSC-EPM-2) or (CG PSC-RPM) as appropriate, within 72 hours of a member's disenrollment. The message will include the following information:

- (a) Disenrollee's name and EMPLID number,
 - (b) Reason for disenrollment (e.g., ineligibility, member's request, fault due to member's own actions, academic, or other - explain),
 - (c) Date disenrolled,
 - (d) Date reported to training command,
 - (e) Type of orders under which member was directed to attend school (PCS/TEM DUINS, PCS/DUINS, or TEM DUINS),
 - (f) Number of dependent(s),
 - (g) Location of dependent(s), and
 - (h) At least four assignment choices.
- (2) Commander (CG PSC-EPM-2) will utilize the following guidelines when responding to a disenrollment message:
- (a) For a no-fault disenrollment, which includes failure to meet academic or physical fitness requirements despite member's best efforts to succeed, injuries in the line of duty, bona fide family emergencies, **or victims of sexual assault who were assaulted after accession into the Coast Guard**, Commander (CG PSC-EPM-2) will normally transfer the member to a unit near the training center based on service needs. The member may resubmit another Class "A" School Training Request, Form CG-5286, immediately upon disenrollment. After two no-fault disenrollments, the member is prohibited from reapplying to any "A" School for one year from the date of second disenrollment.
 - (b) For a fault disenrollment, which includes cheating, misconduct, injuries not in the line of duty, non-judicial punishment, or voluntary disenrollment, Commander (CG PSC-EPM-2) will transfer the member to meet service needs. The member is prohibited from reapplying to any "A" School for one year from the date of disenrollment.
 - (c) For a failure to meet eligibility requirements, which includes failure to meet obligated service requirements (See Article 1.B.6. of this Manual and reference (j), Performance, Training and Education Manual, COMDTINST M1500.10 (series).); minimum training prerequisites, or weight/physical fitness standards per

reference (1), Coast Guard Weight and Body Fat Standards Program Manual, COMDTINST M1020.8 (series), Commander (CG PSC-EPM-2) will normally transfer the member back to their previous unit.

1.C.5. Duties of Medical Personnel and Geneva Convention

1.C.5.a. Primary Duties Other than Medical

Members trained for medical duties such as health services technicians who are assigned primary duties by Commander (CG PSC-EPM-2) other than medical, are not considered medical personnel for the purposes of the Geneva Convention. These primary duties may include, but are not limited to, special agent, recruit company commander, and ceremonial honor guard. Members so assigned will not have any exemptions or protections provided for medical personnel by the Geneva Convention.

1.C.5.b. Utilization of Medical Personnel

Commanding officers are authorized to assign medical personnel whose primary duties are health care, to general duties, except as noted below:

- (1) Medical personnel are not to be utilized for duties that require the bearing of arms (except for the limited purposes allowed by the Geneva Conventions for their own defense or protection of the wounded and sick in their charge), even though the bearing of arms may be purely ceremonial.
 - (2) Medical personnel are not to be utilized for combat duties that are not related to medical care or administration.
-

1.C.6. Assignment as Officer In Charge (OIC)

1.C.6.a. Program Manager

Commandant (CG-731) is the Headquarters program manager responsible for OIC review board procedures. Commandant (CG-731) will maintain the review board process with input from Commandant (CG-751) and the BM rating force master chief (RFMC) and will:

- (1) Conduct periodic reviews of the process.
- (2) Update policy and procedures as needed.
- (3) Change policy and procedures as needed.
- (4) Provide feedback to area/district OIC review board coordinators.
- (5) Conduct phone conference with district board presidents prior to the OIC review

board cycle identified in Article 1.C.6.d.1. of this Manual.

Note 1: The BM RFMC will implement measurement procedures and capture data and disseminate to include: pass/fail rates, and reasons people did not pass.

Note 2: Recommended changes to, or comments regarding, the OIC review board process will be forwarded to Commandant (CG-731).

1.C.6.b. General

- (1) Currently, OIC positions exist in the boatswain's mate (BM) and electronics technician (ET) ratings. All members assigned to OIC positions require certification that they are OIC qualified. BMs must be certified by a district/sector pre-board, followed by an area/district review board. ETs are certified by a Headquarters screening of personnel data records (PDRs) and command recommendations conducted by Commander (CG PSC-EPM-2), and appropriate program managers.
- (2) OIC review boards may ask questions to determine if a candidate is suitable for an OIC assignment Coast Guard-wide. Questions should be based on Coast Guard-wide operations and not limited to a particular district's procedures. Written tests and questions that are graded elsewhere are discouraged. Boards should ask open-ended questions to determine a candidate's leadership, ethics, and professionalism. Board members will be directed to refrain from the use of role-playing scenarios and asking obscure questions not directly related to command. Topics covered should include, but not be limited to:
 - (a) Readiness,
 - (b) Discipline,
 - (c) Economy of command/finance/supply,
 - (d) Coast Guard missions,
 - (e) Safety,
 - (f) Wellbeing of personnel,
 - (g) Training and education,
 - (h) Inspections,
 - (i) Public affairs,
 - (j) Force protection,
 - (k) Human relations,

- (l) Diversity, and
 - (m) Operational risk management.
- (3) OIC review boards will be abbreviated appropriately for candidates who have already earned OIC certification but are sitting before the board seeking additional competencies. The board president will provide specific guidance in these instances.

Note 1: BMs are required to be certified ashore and afloat, multi-mission or ATON, for advancement to BMCS and BMCM. ETs currently have no requirement to be OIC certified for advancement to E-8 or E-9.

Note 2: BMs, unless previously certified for both ashore and afloat OIC, should request to be scheduled for an OIC review board within one year of advancement to BMC. BM 1's with over two years time in grade may be scheduled for the review board. BM 1s who have less than two years' time in grade but who have served satisfactorily for 12 consecutive months in a designated XPO position may also be scheduled for the review board. Waiver requests for any time requirements will be forwarded to Commandant (CG-731) via the requesting member's chain of command for consideration. Board certification of a BM's capability to serve as OIC ashore and afloat will be mandatory prior to participation in the BMCS or BMCM SWE. No waivers will be given. BMs who are already in paygrade E-8 and do not hold an OIC ashore and afloat certification, (i.e., certification rescinded after advancement to E-8), may not compete in the BMCM SWE until they receive certification. BMCs or BMCSs who lose certification due to a relief for cause may not compete in the SWE for the next pay grade until they appear before a district/area review board and are recertified.

Note 3: All members who have had their certification removed for cause must wait a minimum of two years after removal to be eligible for recertification.

1.C.6.c. OIC Review Board Coordinator

The Pacific Area Commander and Atlantic district commanders will designate, in writing, an OIC review board coordinator. The board coordinator has the overall responsibility to conduct the board and supervises the entire process. The board coordinator is responsible for all aspects of establishing the board including determining timelines, location, obtaining supplies, and coordinating with the board president in the selection of the board members. The coordinator will:

- (1) Release a solicitation message for each board,
- (2) Coordinate logistics,
- (3) Handle administrative requirements,

(CG PSC-EPM) of the date and hour of arrival at a "waiting point" or home. A form for use by the evaluatee stating travel itinerary and arrival at the point of selection will be prepared as follows on a separate sheet and enclosed with the orders:

“Enclosure (1) to orders of (Name of Evaluatee) Dated (Date): Departed (Duty Station) at (Hour), (Date), by: (Transportation Mode: Private Auto, Rail, Commercial Air, etc.). Arrived (Home of Record or Other Place Selected) at (Hour), (Date).”

(Evaluatee’s Signature)”

- (10) Before leaving the current duty station, those parts of the separation or release process, including applicable portions of Certificate of Release or Discharge from Active Duty, DD Form 214, requiring the presence of the evaluatee will be completed so final retirement, discharge, or release action can be accomplished by mail, when later directed.

2.A.5.f. Sick Leave

- (1) Sick leave is granted for illness, injury, and convalescence. In all cases, sick leave that exceeds two days will be reported in accordance with reference (c), Personnel and Pay Procedures Manual, PPCINST M1000.2 (series). Sick leave, not to exceed a cumulative total of 30 days (except as authorized in Article 2.A.5.g. of this Manual) for any one illness or injury, may be granted by district commanders and commanding officers without approval of the Commandant under the following conditions:
- (a) To personnel who have been under medical treatment and whose **medical condition** precludes a return to duty, but does not necessitate further active treatment, and for whom a period of sick leave has been recommended by a medical officer of one of the Uniformed Services, or in the absence of such officers, by a practicing physician. To personnel who have been excused from duty for treatment, or medically directed self-treatment, in home, barracks, or other non-hospital facilities (hotel, motel, occupying beds in dispensaries, etc.), when such absence is accounted for by a certificate from a medical officer of the Uniformed Services, or in the absence of such officers, by a certificate from a practicing physician showing that the person has been unable to perform duty.
- (b) Upon recommendation of a medical board or a physical evaluation board.
- (2) When a hospital used by a member of the Coast Guard is located some distance from the district office, the district commander may designate a command, so located as to be more appropriate, to take action in granting sick leave.
- (3) Requests to Commander (CG PSC-OPM), (CG PSC-EPM), or (CG PSC-RPM) for approval of sick leave beyond the limits mentioned above will be via Coast Guard memorandum and will include full justification by competent medical authority as to

why additional sick leave is needed. Requests will include the following information:

- (a) Name, rate or grade, and employee ID number.
 - (b) Duty station where member will be assigned if sick leave is not granted.
 - (c) Date last fit for duty. In traumatic injury cases, indicate date of injury.
 - (d) Diagnosis. Use only ICD-9 code. Do not use plain language.
 - (e) Medical or surgical treatment received including dates (briefly in six words or less). Do not describe the specific treatment beyond such descriptions as physical therapy, general surgery, outpatient surgery, etc.
 - (f) Present medical care status (inpatient, outpatient, or discharged).
 - (g) Prognosis for return to duty, include date.
 - (h) Possibility of convening medical board and date.
 - (i) Amount of sick leave utilized to date.
 - (j) Amount of additional sick leave requested.
 - (k) Provide medical reason why member cannot perform light desk work duties, full or part time.
 - (l) Medical point of contact (name and phone number).
- (4) Do not grant sick leave to personnel awaiting administrative processing for discharge who have been evaluated by medical authorities as unsuitable for further service by reason of a character and behavior disorder. Refer exceptional cases to Commander (CG PSC-OPM) or (CG PSC-EPM) with full documentation.

2.A.5.g. Maternity Leave

District commanders and commanding officers may grant maternity leave without the Commandant's approval for prenatal periods up to a cumulative total of 30 days. A medical officer or practicing physician will certify all periods of prenatal leave as necessary. In addition, postnatal leave of 42 days will be granted without referral to Commandant. Members on postnatal leave may, with their physician's concurrence, terminate their leave status sooner. Forward requests for approval of prenatal and postnatal sick leave beyond these limits to Commander (CG PSC-EPM) or (CG PSC-OPM) as prescribed in Article 2.A.5.f. of this Manual.