



Commandant
United States Coast Guard

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COMDTCHANGENOTE 1000
30 Mar 2016

Subj: CH-2 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 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. Maternity leave is extended from 42 days to 84 days, Chapter 2.A.5.g.
6. DISTRUBUTION. No paper distribution will be made of this Manual. An electronic version will be 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: <http://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:

Remove
Pages 2-9 – 2-10

Replace
Pages 2-9 – 2-10

DISTRIBUTION – SDL No. 167

	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
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H	X	X	X	X	X	X	X	X		X	X																

NON-STANDARD DISTRIBUTION:

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 # 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). Because this Commandant Change Notice contains guidance on, and provisions for, compliance with applicable environmental mandates, Coast Guard categorical exclusions #1 and 33 are 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 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.

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>; 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.

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

(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 **84 consecutive 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.