



COMDTCHANGENOTE 1000
14 JUN 2016

COMMANDANT CHANGE NOTICE 1000

Subj: CH-2 TO MILITARY SEPARATIONS, COMDTINST M1000.4

1. PURPOSE. This Commandant Change Notice publishes a change to Military Separations, COMDTINST M1000.4.
2. ACTION. All Coast Guard unit commanders, commanding officers, officers-in-charge, deputy/assistant commandants, and chiefs of headquarters staff elements shall comply with the provisions of this Commandant Change Notice. Internet release is authorized.
3. DIRECTIVES AFFECTED. With the addition of this Commandant Change Notice, Military Separations, COMDTINST M1000.4, is updated. Temporary Separations, COMDTINST M1040.6 (series) is promulgated at the same time.
4. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide 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. Chapter 1.E. of this Manual has been moved to its own directive, Temporary Separations, COMDTINST M1040.6 (series).
6. IMPACT ASSESSMENT. This Commandant Change Notice does not impose new tasking or change existing tasking to Coast Guard commands.
7. 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 and are categorically excluded under current Coast Guard categorical exclusions #1 and #33 from further

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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 Commandant Change Notice 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 Code of Federal Regulations Parts 1500-1508, Department of Homeland Security and Coast Guard NEPA policy, and compliance with all other environmental mandates.

8. 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: <http://www.uscg.mil/directives/>, and CGPortal: <https://cgportal2.uscg.mil/library/directives/SitePages/Home.aspx>.

9. PROCEDURE. If maintaining a paper library, remove and replace the following sections of Military Separations, COMDTINST M1000.4:

Remove

Record of Changes
Table of Contents
Pages 1-177 – 1-198

Replace

Record of Changes
Table of Contents
Pages 1-177- 1-178

10. RECORDS MANAGEMENT CONSIDERATIONS. 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 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.

11. FORMS/REPORTS. The forms referenced in this Commandant Change Notice and in Military Separations, COMDTINST M1000.4, are available in USCG Electronic Forms on the Standard Workstation or on the Internet at <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>.

12. REQUEST FOR CHANGES. Recommendations for changes or improvements to Military Separations, COMDTINST M1000.4 (series), are welcome and should be submitted via the chain of command to the Office of Military Personnel, Policy and Standards Division, Commandant (CG-1331), at HQS-PolicyandStandards@uscg.mil.

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

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1.E. Reserved

The Temporary Separations (TEMPSEP) policy has been moved to Temporary Separations, COMDTINST M1040.6 (series)

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