



Commandant
United States Coast Guard

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COMDTCHANGENOTE 1000
4 JAN 2017

COMMANDANT CHANGE NOTICE 1000

Subj: CH-3 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.
 - a. With the addition of this Commandant Change Notice, Military Assignments and Authorized Absences, COMDTINST M1000.8A, is updated.
 - b. Administration of Coast Guard and Navy Officers Assigned to the Coast Guard/Navy Officer Exchange Programs, COMDTINST M1000.5F is cancelled.
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.
 - a. Ceremonial Honor Guard women minimum height requirement changed from 5 feet 10 inches to 5 feet 8 inches, Chapter 1.E.11.b.8.a.
 - b. Administration of Coast Guard/Navy Officer Exchange Programs, Chapter 3.
6. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.

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NON-STANDARD DISTRIBUTION:

COMDTCHANGENOTE1000

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. 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: <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:

Remove

Page xiv - xv

Pages 1-109 - 1-110

Replace

Page xiv - xv

Pages 1-109 - 1-110

Chapter 3

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/>; 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.

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

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1.E.11.b. Additional Qualifications

In addition to the minimum standards outlined in Article 1.E.2.a. of this Manual, a member applying for Ceremonial Honor Guard duty should:

- (1) Background Investigation. Must have a favorable Single Scope Background Investigation (SSBI) completed within the last two years and been serving on continuous active duty with the Coast Guard since completion of the SSBI. Members will not perform Presidential support duty until the completed SSBI has been received and screened. A denial or revocation of a security clearance disqualifies a member for assignment to the Ceremonial Honor Guard.
- (2) Personal Qualities. Must be stable, of excellent character and discretion, and unquestioned loyalty to the United States.
- (3) Family Requirements. The member and adult, living members of their immediate family must be either native born or naturalized citizens of the United States. ("Immediate family" includes the current spouse; natural or foster parents or guardians; sisters and brothers by birth, adoption, or marriage of the parents; and children by birth, adoption, or marriage.) The Secret Service may grant waivers, through Commandant (CG-2), on a case-by-case basis.
- (4) Loyalty to the United States. The member's family members and those persons to whom the member is bound by affection or obligation should neither be subject to physical, mental, or other forms of duress by a foreign power nor advocate using force or violence to overthrow the government of the United States or altering the form of government of the United States by unconstitutional means.
- (5) Spouse Name Check. Commandant (CG-2) will conduct a name check on member's spouse through the Federal Bureau of Investigation General Indices.
- (6) Interaction with High Government Officials. Since this duty may involve contact with the President of the United States, the First Family, and other individuals in high government positions, applicants must present a clean-cut, smart, pleasant appearance and possess a sufficient degree of intelligence, maturity, and literacy to respond to casual conversation with these officials.
- (7) Characteristics Evaluated for Selection. Applicants must be aware assignment to this special duty involves more than ceremonial or glamorous duty. If selected, members must not only maintain a flawless appearance, but also expect arduous work, long hours, and demands for expertise. Applicants should possess an enthusiastic attitude with confidence and motivation to meet the challenge of the assignment. Characteristics that will be evaluated during the selection process include maturity, self-control, objectivity, forthrightness, sincerity, attitude toward the service, others, and themselves, cooperation, and motivation.

(8) Physical Requirements. The following additional physical requirements apply:

- (a) Men must be 6 feet 0 inches to 6 feet 4 inches and women 5 feet 8 inches to 6 feet 4 inches,
- (b) Must be proficient in basic drill requirements,
- (c) Must have visual acuity not requiring glasses (contact lenses may be worn),
- (d) Must not have visible tattoos, unsightly scars, birthmarks, or severe acne,
- (e) Must not have a history of serious back or knee injuries, and
- (f) The face must be clean shaven at all times. Those with approved waivers for folliculitis are not eligible for assignment to the Ceremonial Honor Guard.

1.E.11.c. Unsuitability for Assignment

Members with any serious derogatory information in the following categories are not suitable for assignment to the Ceremonial Honor Guard:

- (1) Criteria set forth in the Personnel Security and Suitability Program, COMDTINST M5520.12 (series),
- (2) Record of courts-martial or indication of consideration for administrative separation in lieu of courts-martial,
- (3) A history of serious involvement with civil or military law enforcement agencies. Records of frequent minor involvement with law enforcement agencies will be assessed to determine whether the member has a tendency toward irresponsibility,
- (4) Record of neglect or substandard performance of duty or evidence of poor attitude or lack of motivation toward responsibilities, or
- (5) Evidence of any other personal habits, characteristics, activities, or associations that would reasonably place doubt on the member's reliability, or that would warrant a determination that a member is not suitable for assignment to Presidential support duties. Activities that may be considered as disqualifying under this paragraph include, among others, any record of:
 - (a) Recent serious indebtedness,
 - (b) Drunkenness or alcoholism,
 - (c) Serious family or marital problems,

Chapter 3 Administration of Coast Guard/Navy Officer Exchange Program

A. **APPLICABILITY.** The procedures prescribed herein are applicable to Coast Guard and Navy officers assigned as part of mutually approved Coast Guard/Navy officer exchange programs.

B. **GENERAL.**

1. **Definitions.**

a. **Parent Service** - The Service in which an officer is commissioned.

b. **Receiving Service** - The Service to which an officer is assigned under the terms of the exchange program.

c. **Administrative Command** - A unit of the exchange officer's parent Service to which the exchange officer is attached for administration and accountability while assigned to the exchange program.

2. **Personnel Accounting.** Each exchange officer's PCS orders will include the designation of an administrative command. The administrative command must be responsible for:

a. Dissemination of departmental-directives and literature applicable to the exchange officers.

b. Issuing instructions for required parent Service reports.

c. Supplying necessary blank forms peculiar to the parent Service.

d. Answering questions from the receiving Service concerning administrative problems with exchange officers.

3. **Length of Tour.**

a. **USCG/USN Deck Watch Officer Exchange.** The normal tour of duty will be 18 months, subject to extension at the request of either Service and the approval of the other. The maximum tour will be 2 years.

b. **USCG/USN Aviator (Helicopter Pilot) Exchange.** The normal tour of duty will be 2 years, subject to extension at the request of either Service and the approval of the other. The maximum tour will be 3 years.

4. **Security Clearance.** Refer to U.S. Coast Guard Cybersecurity Manual, COMDTINST M5500.13 (series).

C. PERSONNEL POLICIES.

1. **Status.** Exchange officers must be assigned to duties commensurate with their grade and experience. They must assume the authority and supervisory responsibilities inherent to such duties and must have the same status as other officers of the receiving Service of equivalent grade and seniority; however, they must not be assigned pecuniary, law enforcement, or other responsibilities which are specifically delegated to the receiving Service by statute or directive. Situations may arise which require an exchange officer to succeed to command of a unit. Consequently, Navy officers serving in Coast Guard units must be included in the written order of succession to command if otherwise qualified. Although the Navy exchange officer cannot personally perform law enforcement functions such as boardings, inspections and arrests, the officer is, while serving in the capacity of commanding officer of a Coast Guard unit, empowered to order such actions to be performed by Coast Guard personnel. The officer is empowered to order actions as are justified pursuant to the instructions of the operational commander. In the performance of these functions, the officer is afforded the same type and degree of protection (immunity to prosecution) as is afforded any Coast Guard officer in command of a cutter or aircraft deployed for law enforcement missions.

a. **USCG/USN Deck Watch Officer Exchange.** Exchange officers will fill authorized billets and be assigned to those duties normally assigned to junior deck watch officers. Navy officers, even though assigned to the Coast Guard, have no inherent law enforcement authority. They may participate in boarding parties in support roles but may not effect an arrest or seizure. All exchange officers will be trained and qualified as underway OOD's as would any deck watch officer of the receiving Service.

b. **USCG/USN Aviator (Helicopter Pilot) Exchange.** Exchange aviators must be trained and designated in rotary wing aircraft of the receiving Service. Advancement in designation is urged, consistent with the mission requirements of the unit of assignment. Naval aviators assigned to Coast Guard air stations pursuant to this program are authorized to pilot Coast Guard aircraft and are subject to the requirements of the Air Operations Manual, COMDTINST M3710.1 (series).

2. **Discipline.** Exchange officers are generally not subject to court-martial by the receiving command. In accordance with the Manual for Courts-Martial, United States and Coast Guard Military Justice Manual, Exchange officers are subject to nonjudicial punishment under Article 15, UCMJ. If it is determined that such disciplinary action may be required, the unit commanding officer must submit notification to the administrative command (copy to Commandant (CG-13), the Office of Military Justice (CG-LMJ) and Commander, Naval Military Personnel Command (NMPC Code 82)). This does not limit the unit commanding officer in the use of nonpunitive measures or other administrative actions which are not intended to become a part of the officer's permanent record.

3. **Leave.** The unit commanding officer of the receiving unit has the authority to grant leave and issue leave papers to the exchange officer(s).

4. **Awards and Commendations.** Refer to Coast Guard Military Medals and Awards Manual, COMDTINST M1650.25 (series).

D. RECORDS AND REPORTS.

1. Fitness Reports.

a. **Coast Guard Exchange Officers.** Navy commanding officers must write Officer Evaluation Reports on their Coast Guard exchange officers in accordance with Article 10-A of reference (a). A copy of this instruction and appropriate forms will be supplied by the reported-on officer.

b. **Navy Exchange Officers.** Coast Guard unit commanding officers must prepare fitness reports on the Navy exchange officers when and as requested by the Navy officer's administrative command using form NAVPERS 1610/2. The completion of the entire fitness report is important; however, the reporting officer must keep one item in mind. The Coast Guard and Navy use different standards in preparing fitness reports. Due to this fact, it is of the utmost importance to the Navy exchange officer's career that item 18 (comparison) of NAVPERS 1611/1 be completed. They must be rated in comparison with their Coast Guard contemporaries. This is the only way that Navy Personnel Boards can convert the fitness report to Navy standards.

2. Casualty Reports.

a. **Navy Exchange Officers.** Reports of casualty, disabling injury or illness as prescribed in Article 11-A of reference (a), must be made simultaneously to Commandant (CG-13) and the administrative command.

b. **Coast Guard Exchange Officers.** Reports of casualty, disabling injury, or illness must be made in accordance with Navy instructions.

3. **Service and Health Records.** The exchange officer's service and health records must be maintained by the receiving unit.

4. **Security Jacket.**

a. **Coast Guard Exchange Officers.** The Coast Guard exchange officer's security jacket must be held by the administrative command.

b. **Navy Exchange Officers.** The Navy exchange officer's security jacket must be handled in accordance with Navy instructions.

5. **Leave Accounts.** Exchange Officer's leave account must be maintained through the administrative command.

6. **Pay Accounts.** Military pay and allowances of exchange officers will continue to be paid by the administrative command.

7. **Reports by Attached Officers.** Reports and official correspondence prepared by an exchange officer for submission to the administrative command must be forwarded via the commanding officer of the receiving unit.

E. **ACTION.** Area and district commanders, unit commanding officers and Commander, CG Activities Europe must ensure compliance with this instruction.