



Commandant
United States Coast Guard

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COMDTCHANGENOTE 1000
28 APR 2017

COMMANDANT CHANGE NOTICE 1000

Subj: CH-4 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. Overseas screening process has been removed and delegated to Commander (CG PSC).
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).

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NON-STANDARD DISTRIBUTION:

- 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 Manual. An electronic version will be located on the following Commandant (CG-612) web sites. Internet:
<https://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:
- | | |
|-------------------|-------------------|
| <u>Remove</u> | <u>Replace</u> |
| Table of Contents | Table of Contents |
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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.

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

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1.H. Overseas Service and Assignments

1.H.1. General

1.H.1.a. Overseas Service

Overseas service is defined as military duty performed while assigned to a military installation or activity permanently based outside the 48 contiguous United States and the District of Columbia.

(1) 10 U.S.C. §671 governs prior service requirements for assignments overseas.

(2) For purposes of this chapter, and in accordance with the Joint Travel Regulations (JTR) the terms “OCONUS”, outside the continental U.S., and “overseas” are used interchangeably.

1.H.1.b. Accompanied, Unaccompanied, Dependent-Restricted OCONUS Assignments

(1) Coast Guard OCONUS permanent duty assignments for members with dependents fall under three categories

- (a) Accompanied - a tour at a Permanent Duty Station (PDS) at which command sponsored dependents may be authorized to accompany their sponsors at government expense.**
- (b) Unaccompanied - a tour at a PDS at which command sponsored dependents may be authorized to accompany their sponsors at government expense, but the member has elected to serve unaccompanied by their dependents or whose dependents have travelled to the PDS at personal expense and are not command sponsored.**
- (c) Dependent-Restricted -A tour at any OCONUS PDS that does not permit command sponsored dependents.**

(2) All Coast Guard OCONUS assignments, except those listed in Section 1.A.4. of this manual, are accompanied assignments.

(3) Members assigned to OCONUS accompanied PDS who elect to serve their assignments in an unaccompanied status shall:

- (a) Make their election prior to the effective date of their orders, preferably during their Overseas Screening process and;**
- (b) Receive counseling during their Overseas Screening on the impact of their election on pay, allowances, and dependent travel entitlements and;**

- (c) **Have their election clearly indicated in the remarks section of their PCS order (“I elect to serve this assignment in an unaccompanied status”).**
-

1.H.2. Overseas Household Goods Shipments and Entitlements

1.H.2.a Counseling Requirements

Benefits counseling, including household good (HHGs), must be conducted for all members assigned to overseas units regardless of overseas screening requirements set forth in this chapter. In the case of accompanied assignments, counseling for members with dependents shall include explanation of members’ option to elect an unaccompanied tour and the impact of that election on pay, allowances, and dependent travel.

1.H.2.b. Household Goods (HHG)

Proper and thorough HHG counseling is imperative as it is in the public and transferring member’s best interest to avoid spending public funds unnecessarily in shipping privately owned household goods to and from OCONUS. Logistics challenges, travel/shipment timelines, and potentially isolated duty locations demand member’s fully understand the HHG process for OCONUS assignments.

- (1) Counseling may be received in person from a transportation officer (TO), or members may self counsel using the Defense Personal Property System (DPS).**
 - (a) After receiving signed PCS orders, members must visit www.move.mil to register in DPS. DPS allows members and their spouses to self counsel, request HHG packing, pick-up, and delivery dates, and/or request authorization to conduct a Personally Procured HHG Movement (PPM) online.**
 - (b) When a member self counsels in DPS, they must select a TO to schedule their shipment or approve a PPM. Members must be aware that once they have selected a TO, they will be required to provided a copy of their signed orders to the TO before they can book the HHG shipment or approve a PPM.**
 - (c) Members conducting both a PPM and a funded government HHG movement must enter both moves in DPS separately. DPS may also be used to file any needed damage claims.**
- (2) The pamphlet “It’s Your Move,” COMDTPUB P4050.5, contains guidance for members proceeding OCONUS.**
- (3) Members receiving orders to an OCONUS duty station shall arrange counseling per article 1.H.2.a above regarding OCONUS HHG entitlements, restrictions on privately owned vehicle (POV) size, and communicate with their new command well in advance of transfer date.**

- (4) **A timely information exchange between the member and their new command about the member's housing requirements (family size and composition, heavy appliances owned, approximate arrival date, etc.) compared to what is available to satisfy them should permit intelligent choices about what to ship and what to store; preventing unneeded wear and tear on their goods resulting from such shipments.**

1.H.2.c. Entitlements and Allowances

- (1) **Benefits and entitlements counseling must be conducted by the departing unit and by a member familiar with, or responsible for personnel and administration.**
- (2) **Station entitlements and allowances in support of an overseas PCS assignment are payable in accordance with the JTR and reference (t), Coast Guard Pay Manual, COMDTINST M7220.29 (series).**

1.H.2.d. Unaccompanied and Dependent-Restricted Entitlements

Entitlements for members with dependents assigned OCONUS or to a dependent-restricted duty station will require additional authorizations. Proper counseling in these assignment situations is critical. Members subject to the situations below will ensure their entitlement counseling addresses the following:

- (1) **Before PCS detachment, member with dependents who executes a PCS from a OCONUS duty station to either a dependent-restricted duty station or a OCONUS duty station and elects the unaccompanied tour, may be authorized to receive a housing allowance and station (COLA) allowance if the dependents remain at the old OCONUS duty station, or for a designated dependent location. The member will submit a Housing Allowance Protection Worksheet (CG-2025A) to CG PSC-PSD-fs.**
- (2) **Before PCS detachment, member with dependents who execute a PCS from a CONUS duty station to either a dependent-restricted duty station or a OCONUS duty station and elects the unaccompanied tour, may be paid a housing allowance for the old CONUS duty station if the dependents remain at the old CONUS duty station. CONUS COLA will be based on the dependents location. If the member relocates their dependents to a designated place in CONUS, the housing allowance and CONUS COLA will be based on the dependent location. The member will submit a Housing Allowance Protection Worksheet (CG-2025A) to CG PSC-PSD-fs.**
- (3) **The housing assignments for a member with dependents at a OCONUS PDS under either a dependent-restricted tour or voluntarily-elected unaccompanied tour are:**

- a. DoD leased single-type quarters,
 - b. CG leased single-type quarters,
 - c. CG owned single-type quarters (Unaccompanied Personnel Housing (UPH)),
 - d. CG owned single-type quarters (shipboard), or
 - e. If determined that Gov't quarters are not available for assignment at the member's OCONUS PDS, the member may be authorized a Family Separation Housing (FSH) allowance. See the Family Separation Housing Worksheet (CG-7220).
-

1.H.3. Overseas Screening

1.H.3.a. Requirements

Screening shall be conducted for assignments involving overseas duty (as determined by Commander, (CG PSC) regardless of whether the current and new duty stations are in the same geographic area.

1.H.3.b. Responsibilities

- (1) Commander, (CG PSC) shall execute all aspects of the screening process. As such, PSC may exempt certain locations from screening and/or require additional screening for OCONUS locations based on Department of Defense directives or CG determinations.
- (2) Procedures governing overseas unit screening and assignments, as well as exemptions from this policy will be issued via PSC directives.

1.H.3.c. Authorities

- (1) Approval Authority. The Base Personnel Support Department Head, at Entry Approval Points designated by Commander, (CG PSC), shall serve as the approval authority for overseas unit screenings. For SMTC, the Personnel Department equivalent shall serve as the approval authority.
 - (2) Appeal Authority. Commander, (CG PSC) is the appeal authority for overseas screening determinations. Appeals to overseas screening determinations, with supporting documentation, shall be sent from the member's departing command to Commander, (CG PSC) through the Entry Approval Point and CG PSC-epm-2/opm-2.
-

1.H.4. Determining Member and Dependent Suitability for Overseas Duty

1.H.4.a. Member Responsibility

- (1) Prior to submitting an e-Resume for requesting an assignment to an overseas unit, members shall complete a screening in accordance with Commander, (CG

PSC) directives to ensure they, and their family, are eligible to compete for an overseas unit.

- (2) Every dependent who will accompany a member to an overseas location shall be screened.
- (3) Upon receipt of orders from CG PSC-epm-2/opm-2, the screening shall be updated and submitted to the designated Entry Approval Point for processing.

1.H.4.b. Command Responsibility

Before transferring members to duty OCONUS, commanding officers will ensure the instructions contained in this Article are completed.

- (1) Departing Commands shall follow Commander, (CG PSC) directives to conduct a screening of a member, and their dependents, prior to submission of an e-resume.
- (2) Commands shall conduct, complete, and submit a screening to the Entry Approval Point within 15 calendar days after receipt of PCS orders from CG PSC-epm-2/opm-2. Completed screenings shall be forwarded to the Entry Approval Point designated by Commander, (CG PSC).
- (3) Coast Guard TRACENs, the Coast Guard Academy, service schools, and advanced education programs shall follow PSC directives and timelines.
- (4) TRACEN Cape May shall work with the Entry Approval Point for recruit screening approval.

1.H.4.c. Suitability Decision Factors

Multiple factors are considered in determining suitability for overseas duty to include but not limited to:

- (1) Performance,
 - (2) conduct,
 - (3) member and dependent medical/dental conditions,
 - (4) special needs (as documented in the Special Needs Program),
 - (5) criminal/alcohol offenses, or
 - (6) indebtedness (including liens).
-

1.H.5. Selecting Members for Duty OCONUS

1.H.5.a. Service Requirements

Enlisted personnel selected for transfer OCONUS must have sufficient obligated

active duty service as of date of departure from CONUS.

1.H.5.b. Family Size Guideline

While the number of dependents (family size) does not necessarily disqualify a member from an assignment overseas PDS, there are factors and considerations that make accommodation of a large family extremely difficult, if not impossible.

- (1) Commanding officers will advise all personnel that adequate housing at reasonable costs may be in short supply or non-existent at overseas PDS for members with large families.
 - (2) Commands shall also advise members regarding dependents who do not receive command sponsorship and who are subsequently ineligible for overseas allowances and government quarters.
 - (3) The decision to approve overseas screening (based on the member's responses to the screening questionnaire and the needs of gaining PDS) for a member with dependents exceeding guidelines established by CG PSC rests solely with the Entry Approval Point .
-

1.H.6. Member/Dependent Return from OCONUS

1.H.6.a. Members' Return for Separation or Retirement

The provisions in this section apply only to OCONUS assignments.

- (1) Article 1.C.1. of this Manual or Article 1.B.29 of reference (b), Military Separations, COMDTINST M1000.4 (series), as appropriate, contain the procedures for processing members serving at a duty station OCONUS when they are due for retirement or separation due to expiration of enlistment or release from active duty and who are not re-enlisting or extending at that duty station. If transferred for separation processing, the member will be detached in time to permit them to report to the processing activity between 12 and 15 working days before the retirement or separation date.
- (2) When retirement or separation is scheduled in close proximity to rotation, transfer will be as indicated below:
 - (a) Transfer members serving in non-restricted assignments OCONUS who have requested voluntary retirement for a date after normal rotation date as follows:
 - [1] If requested retirement is within six months of rotation, retain the member on board the unit and later transfer them to the nearest debarkation point in accordance with Article 1.C.1. of reference (b),

Military Separations, COMDTINST M1000.4 (series).

[2] If requested retirement is more than six months after rotation, the member may be transferred to CONUS for routine assignment to a unit subject to service needs.

- (b) Retain OCONUS until separating members serving assignments for a tour of 24 or more months and who on completing the prescribed tour will have six or fewer months' active obligated service remaining after rotation. If a member agrees to extend their period of active obligated service to have 12 months of active service remaining on completing the tour OCONUS, transfer them on normal rotation eligibility.**
- (c) Routinely transfer personnel serving in restricted assignments OCONUS to CONUS on their normal rotation dates and assign them in accordance with service needs.**

1.H.6.b. Dependent Return from OCONUS.

- (1) A member is eligible for dependents travel to CONUS provided the dependents have met the requirements for command sponsorship.**
 - (2) Early return of dependent(s) prior to member completion of a full tour is authorized when the requirements stated in the JTR have been met.**
 - (a) Due to the irreversible implications, an early return of dependent(s) must be employed judiciously and as a last resort. In each circumstance, it must be shown that dependent travel is in the government's best interest, there is a valid need for the dependent(s) to move, that the problem or situation occurred after arrival at the OCONUS unit, and local resources cannot resolve the problem.**
 - (b) Commands must seek assistance from the servicing Work/Life office in making this determination.**
 - (3) Request for early return of dependents should be sent by the most expedient means to Commander, (CG PSC-OPM-2) or (CG PSC-EPM-2), as appropriate, via the Entry Approval Point Base Personnel Department Head.**
-