



Commandant
United States Coast Guard

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COMDTCHANGENOTE 1000
03 APR 2018

COMMANDANT CHANGE NOTICE 1000

Subj: CH-6 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.
 - a. Members who elect to retire or separate in lieu of accepting orders (RILO/SILO) are still required to retire/separate no later 1 August per ALCOAST 516/13.
 - b. The rating name change from Food Service Specialist (FS) to Culinary Specialist (CS) per ALCOAST 003/17.
 - c. Thirty days reintegration and respite Proceed Time following a high op-tempo unaccompanied overseas assignment per approval from Commandant (CG- 133).
 - d. Assignment to Deployable Specialized Forces (DSF) position criteria updated.
 - e. Assignment to Helicopter Interdiction Tactical Squadron (HITRON) Precision Marksman Aviation (PM-A) position criteria added to a new section.

DISTRIBUTION – SDL No. 168

	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
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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
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
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NON-STANDARD DISTRIBUTION:

- f. MSD American Samoa added to the list of isolated duty stations authorized compensatory absence.
- g. Aligned standards for application to special assignments with the Enlisted Employee Review Process and standards by eliminating criteria specific to a mark of “3” or lower.
- h. Eliminate the moratorium for application to recruiting duty for members who have Folliculitis.
- i. Provided administrative adjustment and clarity on special liberty policies.

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).
- 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 Commandant Change Notice. An electronic version will be located on the following Commandant (CG-612) web sites. Internet: <http://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-C4IT-CG-6-/The-Office-of-Information-Management-CG-61/aboutCGDS/>, 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>
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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: <http://dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-C4IT-CG-6/The-Office-of-Information-Management-CG-61/Forms-Management/>; 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.

A. S. MCKINLEY /s/
Rear Admiral, U.S. Coast Guard Reserve
Director of Reserve and Military Personnel

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command sign transfer orders. Facsimile signatures on travel or transfer orders are not authorized.

1.A.2.e. Retirement or Separation in Lieu of Orders

Officers, chief warrant officers, and enlisted members who request retirement or separation in lieu of orders (RILO/SILO) must notify Commander (CG PSC-EPM-2) for enlisted members, (CG PSC-OPM-2) for officers, or (CG PSC-RPM-2) for SELRES members via standard Coast Guard message traffic within five working days of orders issue date or date time group of general message announcing assignment panel results (30 days for SELRES members). Members desiring to RILO will simultaneously request a retirement date no later than **1 August** of the year in which orders were received in accordance with Articles 1.C.9.a.(2) for officers and 1.C.11.a.(3)(a) for enlisted members of reference (b), Military Separations, COMDTINST M1000.4 (series). Enlisted members desiring to SILO may be separated prior to the expiration of their enlistment by reason of convenience of the government in accordance with Article 1.B.12. of reference (b), Military Separations, COMDTINST M1000.4.

1.A.3. Using Abbreviations in Messages About Transferring Coast Guard Members

Reference (c), Personnel and Pay Procedures Manual, PPCINST M1000.2 (series), contains a list of approved abbreviated equivalents for certain phrases, sentences, or groups of sentences employed in transfer orders. Commands authorized to issue them should use these and any other abbreviations to the maximum extent possible provided the document retains clarity, an overriding consideration.

1.A.4. Tour Lengths

1.A.4.a. Officers

Tour lengths for active duty officers are listed below; SELRES tour lengths are prescribed in Chapter 5 of reference (a), Reserve Policy Manual, COMDTINST M1001.28 (series). They represent assignment goals which Commander (CG PSC-OPM) strives to attain in managing the officer corps. It is not realistic to expect every member will experience these tour lengths with each assignment since Commander (CG PSC-OPM) has the authority to adjust individual tour lengths to meet service needs. While Commander (CG PSC-OPM) is responsible for balancing these needs with those of the member, the personnel system's dynamic nature sometimes precludes completing a tour of duty as described below. An individual officer's orders prescribe their tour length. Commander (CG PSC-OPM) considers extending or reducing tour lengths for officers in billets individually, consistent with service needs.

(1) CONUS Tour Lengths. Four years except for the following:

a. 18-month Tours	
Staff Positions	First tour OCS O-1s and O-2s in staff jobs to rotate to an operational unit during the normal summer rotation period.

b. Two-Year Tours	
Afloat Units (CONUS and OCONUS)	All units not specified as a three-year tour.
Aviation Units	O-5 COs
Staff positions (Headquarter/Area/District Units, Training Centers, Logistics and Service Centers, and Bases)	CG Academy Assistant Superintendent; Area/District Chiefs of Staff, Chief of Response, Chief of Prevention; CG-00 Staff, CG-09 Staff, CG-0941, Ethnic and Gender Policy Advisors; executive assistants; O-6 principal deputies; flag aides.

c. Three-Year Tours	
Afloat Units (CONUS and OCONUS)	WLB CO; WLBB CO; WTGB CO; WIX CO; WLBB EO; WMEC EO; WAGB AEO; CWO EO; and all other CWOs assigned to WLBB, WLB, WLM, WLI, and
Aviation Units	O-6 COs; CO AIRSTA Washington; pre-command OPS, EO, XO; ATC Mobile TRADIV Chief; Corpus Christi Flight Instructor; ATC Mobile STAN Branch IPs; HITRON; and AIRSTA Atlantic City.
Ops Ashore Units	Sectors; Stations; MSU/MSD; TACLET; Strike Team (except CWOs); MFPU; CO and XO of MSST and MSRT.
Staff positions (Headquarter/Area/District Units, Training Centers, Logistics and Service Centers, and Bases)	CO, XO, and OPS; CG PSC Division Chiefs; CG PSC-OPM staff; CG PSC-RPM Branch Chief; CG PSC-EPM Branch Chief, Assignment Officers, and CAC Coordinators; VTS duty; ICC; IIP; ITD; Training Teams; Command Centers; District DIRAUX; OPBAT; NCOE's; CG Crypto Group Units/Detachments; CG Academy Cadet Branch Chief and Company Officers; OCS Staff; DCMS Product Line Managers; Chief Trial Judge (CG-094J); CG-82 staff; CG-831 Chief; Command and Staff College Graduates Serving in CG-DOD. All O-2s (unless on post-graduate/advanced training payback when it will be a four-year tour).

- a. Maritime enforcement specialists (MEs) assigned to the Maritime Security Response Team Direct Action Section and Maritime Safety and Security Team Maritime Law Enforcement/Force Protection,
- b. Assigned or designated canine handlers.

Note 3: Screening Process. Members and dependents must be screened to determine their suitability for assignment to these remote locations. Use the command checklist for OCONUS screening contained in Article 1.H. of this Manual to conduct this screening.

Note 4: Tour lengths for surfmen at designated surf stations. Surfmen are assigned to surf stations in either a certified status or a prospective surfman status. The tour lengths for each of these statuses are shown below:

- a. Tour lengths for certified surfmen assigned to designated surf stations are four years, with the exception of Stations Hatteras Inlet and Quillayute River, which are three-year tours. Additionally, due to semi-isolated location, one half of the E-4 to E-6 surfmen billets at Station Quillayute River are two-year tour lengths.
- b. Tour lengths for prospective surfmen will be two years as a trainee and four years as a surfman for a total of six years with the exception of Station Hatteras Inlet, which will be two years as a trainee and three years as a surfman. Furthermore, because of semi-isolated location and short surf season, prospective surfmen will not normally be sent to Station Quillayute River. Assignment officers will indicate on the member's orders what status (certified or prospective surfman) the member will be assuming and the member's tour length. Upon completion of their initial surf tour, surfmen should expect a follow-on tour at a designated surf station.
- c. Surfmen/prospective surfmen will remain for the full tour with the exception of personnel advanced to pay grade E-7 or above. Needs of the service will determine whether personnel advanced to E-7 or above will complete a full tour.
- d. Members assigned as prospective surfmen who do not show satisfactory progress toward qualification will be subject to reassignment.

Note 5: For travel entitlements in conjunction with consecutive overseas travel (COT) of duty, refer to the Joint Federal Travel Regulations (JFTR), paragraph U7200.

- a. If an advancement creates an over-billet situation, members with one year or more at their present geographic station will be subject to transfer upon acceptance of advancement to pay grades E-7 through E-9. Every effort will be made to minimize the number of transfers upon advancement to E-7 through E-9. Other enlisted members who become excess to unit allowance through advancement may be subject to transfer out of the geographic area after two years on board, or

at any time if a billet vacancy exists in the same geographic area. These personnel may be transferred earlier than two years at their request, or if service needs mandate transfer. Due consideration will be given to special training provided at the unit.

- b. Personnel shortages elsewhere may require transfer of personnel prior to completing three years even though not in excess. Every effort will be made to ensure at least two years between transfers and to discuss the situation with the command prior to issuing any orders.
- c. Prescribed tours may be extended voluntarily or involuntarily based upon service needs.
- d. Members with less than one year of obligated service remaining on a first enlistment will not normally be eligible for a PCS transfer, with the exception of transferring members from isolated and other OCONUS duty to process members for discharge.
- e. OCONUS. Additional guidance for transfers to and from OCONUS can be found in Article 1.G of this Manual.

Note 6: American Samoa is an unaccompanied tour for all members assigned.

Note 7: **This note was removed.**

1.A.4.c. Command Cadre Short Tour Protocol

The ability of the Coast Guard to efficiently and effectively execute our missions ultimately depends on the health, vibrancy, training, and capabilities of our units. Early rotations, especially from command cadre and critical leadership positions, often create workforce turmoil that can adversely impact unit cohesion, continuity, and mission readiness. Therefore, the following guidelines are provided to facilitate early rotations from command cadre and key leadership positions:

- (1) Captains and commanders assigned to commanding officer or unit commander positions will not be reassigned more than six months before their tour completion date without specific approval of Commandant (CG-01).
- (2) LCDRs and below assigned as commanding officers and officers in charge, except those accepting appointment to LT or CWO, will not be reassigned more than six months before their tour completion date without specific approval of Commandant (CG-1).
- (3) Deputy commanders, executive officers, and executive petty officers will not ordinarily be reassigned more than six months before their tour completion date except to meet critical service needs, including but not limited to, command

future retention and/or reassignment to Commander (CG PSC-OPM), (CG PSC-EPM), or (CG PSC-RPM) and continues to deny the member access until the parent command receives final disposition.

1.A.12.b. Final Disposition

- (1) Commander (CG PSC-EPM) may offer a change in rating to enlisted members who must be removed from the HS rating but not necessarily from the service.
 - (2) The provisions of Articles 1.A.14., 1.A.19., or 1.A.20. of reference (b), Military Separations, COMDTINST M1000.4 (series), as appropriate, apply to Coast Guard officers. USPHS officers are processed according to the current regulations for Coast Guard retention or are returned to USPHS.
 - (3) Members will be dismissed from HS "A" School for chemical abuse and/or drug trafficking. Members with a history of drug abuse from any source may not be assigned to any health services school.
 - (4) Current active duty or reserve health services members who have a past history of drug abuse, as determined by examining personnel data records or personal admission, may be considered for a one-time waiver of this article for past offenses or circumstances, provided that member's command concurs and submits a recommendation and complete supporting documents to Commander (CG PSC-OPM), (CG PSC-EPM), or (CG PSC-RPM).
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1.A.13. Logistics and/or Financial Support Members' Fiscal Improprieties

1.A.13.a. General

Members serving in the logistics, procurement, and financial management programs occupy positions of special trust, which frequently require them to control, secure, and issue a wide variety of valuable government property, cash, accountable forms (e.g., credit cards, Purchase Order-Invoice Voucher, Form SF-44s) and sensitive financial information. Therefore, the commanding officer will handle all cases of these members' financial impropriety (personal or professional) as a security breach.

1.A.13.b. Actions Taken Upon Security Violation

If any commanding officer suspects a security violation, they will deny that member access to cash funds, expensive government property, and accountable forms except when the member is directly supervised by the commanding officer, officer-in-charge, or an officer or senior petty officer designated as supervisor. The commanding officer submits a full report with recommendations for future retention and/or reassignment to Commander (CG PSC-OPM), (CG PSC-EPM), or (CG PSC-RPM) and continues to deny the member access until the parent command receives final disposition. This Article specifically includes but is not limited to all CWO (F&S), SKs, and CSs. The following

action, at a minimum, may be taken:

- (1) Commander (CG PSC-EPM) may offer a change in rating to enlisted members who must be removed from the CS or SK ratings, but the offense does not necessitate separation from the service.
 - (2) The provisions of Articles 1.A.14., 1.A.19., or 1.A.20. of this Manual, as appropriate, apply to Coast Guard officers.
 - (3) Member will be dismissed from CS or SK "A" School for serious financial improprieties and/or mismanagement. Members with a history of financial problems from any source may not be assigned to CS or SK "A" School.
 - (4) Current active duty or reserve logistics and financial support personnel who have a past history of financial improprieties, as determined by examining personnel data records or personal admission, an opportunity to be considered for a one-time waiver of this Article for past offenses or circumstances, provided that member's command concurs and submits a recommendation, complete with supporting documents to Commander (CG PSC-OPM), (CG PSC-EPM), or (CG PSC-RPM).
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1.A.14. Sponsor Services

1.A.14.a. General

Most Coast Guard members (married and single) can safely rely on the community to provide housing and other support services. It is important for members to know enough about the community in advance to make informed decisions on where to look for housing and other services that will adequately satisfy their particular needs. Relocating to a new duty station and getting established in a new community can be a trying experience. Some members require little or no assistance while others have unique requirements a standard information packet just cannot meet. The individualized assistance and support a member and their dependents receive from the new command can set the tone for the tour and significantly affect the member's satisfaction or dissatisfaction with Coast Guard life. Positive command interest and sponsor enthusiasm are invaluable at this critical time in attitude formulation. Support at all levels is required to ensure program effectiveness.

1.A.14.b. Procedures

- (1) It is mandatory for a receiving command to assign a sponsor to all incoming personnel en route.
- (2) The command should provide members on initial PCS orders (recruit training, Academy, OCS, and other graduates) additional first-time information on the Coast Guard Housing Program, including descriptions of government-owned and leased housing, their eligibility requirements, housing referral, basic allowance for quarters

record, and the command's recommendation. Candidates may submit a letter to the president of the board and include any attachments they feel the board should consider.

- (c) **Ensure candidate's PDR is carefully reviewed to evaluate their capabilities and that the candidate has no mark of unsatisfactory in conduct for four years prior to submission of request.**
- (d) Ensure BM candidates meet requirements of the Coast Guard Deck Watch Officer Examination Program, COMDTINST M16672.5 (series). Members not in compliance will not be permitted to appear before the OIC review board.
- (e) Review and utilize the following publications, manuals, or directives as references in the evaluation of the candidates:
- [1] U.S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the International Aeronautical and Maritime Search and Rescue Manual (IAMSAR), COMDTINST M16130.2 (series),
 - [2] Aids to Navigation Manual – Positioning, COMDTINST M16500.1 (series);
Aids to Navigation Manual – Technical, COMDTINST M16500.3 (series);
Aids to Navigation Manual – Administration, COMDTINST M16500.7 (series).
Aids to Navigation Manual – Structures, COMDINST M16500.25 (series),
 - [3] Naval Engineering Manual, COMDTINST M9000.6 (series),
 - [4] Civil Engineering Manual, COMDTINST M11000.11 (series),
 - [5] Reference (m), U.S. Coast Guard Boat Operations and Training (BOAT) Manual, Volume I, COMDTINST M16114.32 (series),
 - [6] Coast Guard Family Advocacy Program, COMDTINST 1750.7 (series),
 - [7] Command at Sea Orientation Publication, COMDTPUB P1500.17 (series),
 - [8] Reference (n), United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series),
 - [9] Manual for Courts-Martial,
 - [10] Coast Guard Investigations Manual, COMDTINST M5527.1 (series), and
 - [11] Ordnance Manual, COMDTINST M8000.2 (series).

(f) Determine the candidate's ability to command and, where appropriate, certify the member as:

[1] Qualified to command afloat multi-mission,

[2] Qualified to command afloat ATON,

[3] Qualified to command ashore multi-mission,

[4] Qualified to command ashore ATON,

[5] Qualified to command both ashore and afloat multi-mission, and

[6] Qualified to command both ashore and afloat ATON.

(g) Candidates for command afloat must have a deck watch officer letter. (No waivers.) Candidates for command ashore must have been qualified as a coxswain on a Coast Guard boat, excluding punts and skiffs. (No waivers.)

1.C.6.f. OIC Pre-Board

- (1) All candidates will be screened at an OIC pre-board.
- (2) Pre-board panels will mirror the area/district boards in accordance with Articles 1.C.6.e. and 1.C.6.b.(2) of this Manual. The assignment of the board president will not be delegated below the response chief.
- (3) Afloat units should check with their respective OIC review board coordinator for the location of the pre-board. Underway commands can request to conduct their own pre-boards when OPTEMPO dictates.
- (4) The pre-board will evaluate, assist, and ensure only potentially fully qualified members appear before the area/district OIC review board. Those members that the pre-board finds not prepared for the area/district OIC review board will be provided specific written guidance in the areas where they need improvement via the District Review Board Evaluation and Reporting Form, Form CG-5113. Pass/fail data will be forwarded to the BM RFMC.
- (5) The pre-board will provide a list of qualified candidates to the appropriate area/district OIC review board NLT 30 days prior to the announced OIC review board date.

1.C.6.g. Pre-Board and Area/District Review Board Results

- (1) Results of the pre-board and area/district review board for each candidate will be recorded on District Review Board Evaluation and Reporting Form, Form CG-5113.

- (a) All pre-board evaluation forms will be forwarded to the area/district review board as part of each candidate's package NLT two weeks before the area/district OIC review board is scheduled to meet.
 - (b) All area/district evaluation forms will be forwarded to the area/district commander, via the respective OIC review board coordinator, for transmittal under one cover letter to Commander (CG PSC-EPM-2), no later than 1 May and 1 November each year with a copy forwarded to the BM RFMC.
- (2) Results of the area/district OIC review board will be made a part of the member's PDR.
 - (3) Each member considered by the area/district OIC review board will be apprised of their recommendations by letter from the board via the chain of command. The following minimum remarks are required:

"You have been found qualified to command (afloat and/or ashore) (multi-mission and/or ATON) by the recent area/district OIC review board. As a result of this certification, your commanding officer is authorized to assign you qualification code(s)."

OR

"You have been found not qualified for assignment to a certified OIC position. If you desire to be reconsidered by a subsequent area/district OIC review board, it is recommended you seek additional knowledge in the areas addressed on the District Review Board Evaluation and Reporting Form, Form CG-5113."

- (4) Personnel reporting units will enter the results of the area/district OIC review board on an Administrative Remarks, Form CG-3307, and assign appropriate qualification codes.
- (5) OIC certification remains permanent unless removed as the result of a permanent relief for cause per Article 1.F. of this Manual. A command may request that a member serving in a non-command position have their OIC competency removed for the reasons listed in Article 1.F.1.d. following the process found in Article 1.F.1.e. and 1.F.1.f. of this Manual.

1.C.6.h. Assignment as OIC

OIC positions currently exist in the BM and ET ratings.

- (1) Assigning enlisted personnel to OIC positions is the responsibility of Commander (CG PSC-EPM-2).
- (2) These assignments require a careful screening process because of the high degree of

competence and skill required for independent operation. Proven leadership and performance, proper background experience, maturity, dedication, and professionalism are requisite qualifications for command.

- (3) As a matter of career planning, petty officers who aspire to command should request appropriate executive petty officer (XPO) assignments or other leadership positions in order to gain necessary experience. For example: 1st LT on a WPB, OPS PO at a large station, etc.

1.C.6.i. Submission of Request

- (1) Requests for assignment as OIC will be submitted to Commander (CG PSC-EPM-2) through the commanding officer on the e-Resume. Applications should be submitted one year in advance of desired assignment.
- (2) Commands can now review members' performance marks through the enlisted employee review summaries in Direct Access.
- (3) The commanding officer or sector commander will endorse the request to include comments regarding the applicant's:
 - (a) Performance in leadership positions and overall performance,
 - (b) Depth of professional knowledge,
 - (c) Ability to demonstrate sound judgment,
 - (d) Ability to work harmoniously with others, and
 - (e) Consistency in presenting a smart military bearing and appearance.

1.C.6.j. Qualifications for Assignment

- (1) Candidates must have no marks of unsatisfactory in conduct for the last four years prior to convening Commander (CG PSC-EPM)'s OIC screening panel.**
- (2) Members may have no record of civil arrest, court martial, non-judicial punishment (NJP), alcoholism, drug misuse, indebtedness, etc., for the last four years.
- (3) Candidates may have no physical impairment that precludes worldwide assignment.
- (4) Candidates must be in compliance with the weight/body fat standards in accordance with reference (1), Coast Guard Weight and Body Fat Standards Program Manual, COMDTINST M1020.8 (series).
- (5) BMs not having satisfactorily served afloat in the past seven years or who have not

actively maintained certification as coxswain on Coast Guard boats, excluding punts and skiffs, within the last seven years will not normally be assigned as OIC afloat.

1.C.6.k. Assignment Policy

- (1) Commander (CG PSC-EPM-2) will assign personnel to OIC positions based upon:
 - (a) Demonstrated leadership and performance,
 - (b) Command recommendation,
 - (c) Career experience,
 - (d) Availability of assignments, and
 - (e) Personal preference.
- (2) Reporting dates will be scheduled to provide an onboard relief with a suitable break-in period.
- (3) OIC tour lengths will be as prescribed in Article 1.A.4.b. of this Manual. To ensure operational readiness, some flexibility in tour length will be necessary to phase rotations between the OIC and XPO. Otherwise, extensions will not normally be granted.
- (4) Personnel selected for an OIC assignment OCONUS or afloat should anticipate attending training nine months prior to their assignment.
- (5) The removal of an OIC for substandard performance may be effected by the Commandant at the recommendation of the chain of command. If a commanding officer considers a member not qualified due to performance deficiencies or disciplinary action, a request for removal will be submitted to Commander (CG PSC) via the chain of command. Removal from an OIC position will be in accordance with Article 1.F.1.d. of this Manual.

1.C.6.l. Special Duty Assignment Pay (SDAP) and Relief for Cause (RFC) Procedures

- (1) General. Legislative Authority, 37 U.S.C. §307, authorizes the Coast Guard to pay personnel special duty assignment pay (SDAP) "both as a retention incentive to perform extremely demanding duties or duties demanding an unusual degree of responsibility and as an inducement to persuade qualified personnel to volunteer for such duties." In accordance with law, SDAP is paid at the Coast Guard's discretion as prescribed in regulations established by Commandant (CG-1).
- (2) SDAP Termination. As authorized by law and established in regulation, the Coast Guard may terminate SDAP for a variety of reasons, including when a member is

temporarily relieved for cause (RFC).

- (3) Reference. Special Duty Assignment Pay (SDAP), COMDTINST 1430.1 (series), establishes regulations for managing SDAP and contains specific procedures on payment or termination of SDAP during RFC.
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1.C.7. Assignment as Engineer Petty Officer (EPO)

1.C.7.a. General

Certain engineer positions require exceptionally well-qualified personnel as engineering petty officers (EPO). Only engineers will be assigned.

- (1) The assignment of enlisted personnel to these positions is the responsibility of Commander (CG PSC-EPM-2).
- (2) **EPO assignments require a special screening process because of the high degree of competence and skill required for these positions. Proven leadership and performance, proper background experience, maturity, dedication, and professionalism are requisite to serve as command.**

1.C.7.b. Qualification for Assignment

- (1) **Candidates must have no mark of unsatisfactory in conduct for four years prior to submission of request.**
- (2) Candidates may have no record of civil arrest, court-martial, non-judicial punishment (NJP), alcoholism, drug misuse, indebtedness, etc., for four years prior to submission of request.
- (3) Candidates may have no physical impairments that precludes worldwide assignment.
- (4) Candidates must comply with weight standards contained in reference (1), Coast Guard Weight and Body Fat Standards Program Manual, COMDTINST M1020.8 (series).

1.C.7.c. Submission of Request

- (1) Requests for EPO assignment will be submitted to Commander (CG PSC-EPM-2) through the chain of command on e-Resume.
- (2) The commanding officer, officer-in-charge, or designated commanding officer of personnel will submit a command endorsement to include comments regarding the applicant's:

- (a) Leadership required for independent duty,
- (b) Technical competence required for the job,
- (c) Maturity,
- (d) Dedication,
- (e) Professionalism,
- (f) Military bearing and appearance, and
- (g) Adherence to the Commandant's weight standards.

1.C.7.d. Selection Procedure

- (1) Commander (CG PSC-EPM-2) will review all requests for EPO assignments. Only those with the appropriate endorsement will be considered. If the total number of EPO positions available exceed the number of requests on file, Commander (CG PSC-EPM-2) will make assignments based on service needs using the best qualified personnel available.
- (2) Commander (CG PSC-EPM-2) will assign personnel to EPO positions based on:
 - (a) Demonstrated leadership and performance,
 - (b) Command endorsement,
 - (c) Previous qualifications,
 - (d) Career experience, and
 - (e) Personal preference.

1.C.7.e. Assignment Policy

- (1) Personnel who have served satisfactorily as EPO must follow procedures outlined in Article 1.C.7.c. of this Manual to request subsequent EPO assignments.
 - (2) Tour lengths for EPO assignments are prescribed in Article 1.A.4.b. of this Manual.
 - (3) Relief for cause of an EPO will be conducted in accordance with the procedures outlined in Article 1.F. of this Manual. Commander (CG PSC-EPM) orders permanent relief for cause for EPOs.
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1.C.8. Assignment as Executive Petty Officer (XPO)

1.C.8.a. General

Certain enlisted positions require qualified members as executive petty officers (XPOs).

(1) Commander (CG PSC-EPM-2) assigns enlisted personnel to these positions.

(2) **XPO assignments require a special screening process because of the high degree of competence and skill required for these positions. Proven leadership and performance, proper background experience, maturity, dedication, and professionalism are requisite to serve as command.**

1.C.8.b. Qualifications for Assignment

(1) **Candidates must have no marks of unsatisfactory in conduct for four years prior to submission of request.**

(2) Candidates may have no record of civil arrest, court martial, nonjudicial punishment (NJP), alcoholism, drug misuse, indebtedness, etc., for four years prior to submission of request.

(3) Candidates may have no physical impairment that precludes worldwide assignment.

(4) Candidates must meet the Commandant's weight standards listed in reference (1), Coast Guard Weight and Body Fat Standards Program Manual, COMDTINST M1020.8 (series).

1.C.8.c. Submission of Request

(1) Submit requests for assignment as XPO to Commander (CG PSC-EPM-2) through the commanding officer or officer-in-charge on the e-Resume.

(2) The commanding officer or officer-in-charge will endorse the request addressing whether the applicant meets the requirements of Article 1.C.8.b. of this Manual and include specific comments on each of these characteristics:

(a) Performance in leadership positions and overall performance,

(b) Depth of professional knowledge,

(c) Ability to demonstrate sound judgment,

(d) Ability to work harmoniously with others, and

(e) Consistency in presenting a smart military bearing and appearance.

1.C.8.d. Selection and Assignment Procedure

- (1) Commander (CG PSC-EPM-2) will review all XPO assignment requests but consider only those with appropriate endorsements. Assignments will be based on service needs using the best qualified personnel available.
 - (2) Commander (CG PSC-EPM-2) will assign personnel to XPO positions based upon:
 - (a) Demonstrated leadership and performance,
 - (b) Command recommendation,
 - (c) Career experience and qualifications,
 - (d) Availability of assignments, and
 - (e) Personal preference.
 - (3) Every effort will be made to allow each XPO an on-site relief with a suitable break-in period.
 - (4) Tour lengths for XPO assignments are prescribed in Article 1.A.4.b. of this Manual. To ensure operational readiness, some flexibility in tour lengths may be necessary to phase rotations between the CO or OIC and XPO. Otherwise, extensions will not normally be granted.
 - (5) Relief for cause of an XPO will be conducted in accordance with the procedures outlined in Article 1.F. of this Manual. Commander (CG PSC-EPM) orders permanent relief for cause for XPOs.
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1.C.9. Assignment To Vessel Traffic Service (VTS) Duty**1.C.9.a. General**

Vessel Traffic Service (VTS) duty is a unique duty involving receiving, processing, analyzing, and disseminating navigation and maritime traffic safety information. Members assigned to a VTS use state-of-the-art market equipment (e.g., radar, computers, radio communications, and closed circuit television) in performing their duties. The VTS training program represents a considerable investment in time and personnel resources. The public expectations and mission requirements of the VTS program demand assigned members interact with maritime pilots, port officials, and other maritime professionals. Accordingly, members assigned to VTS duty must possess a high degree of maturity and stability and exercise sound judgment in performing their duties.

1.C.9.b. Qualifications

- (1) Have a current physical examination on record, which must be reviewed before assignment to ensure the member meets all applicable physical standards. Pay particular attention to ensure the member possesses the following attributes:**
 - (a) Good hearing and acceptable visual acuity (member must comply with current Coast Guard medical standards),**
 - (b) Normal color perception, and**
 - (c) No speech impediments.**
- (2) Not be in medical board status when assigned to VTS duty.**
- (3) Have no documented drug or alcohol abuse history within one year of assignment.**
- (4) Satisfactory performance. Candidates must have no marks of unsatisfactory for two years prior to request.**
- (5) Satisfactory conduct. A documented history of courts-martial, multiple non-judicial punishments, or a civil conviction for any charge other than a minor one (e.g., traffic violations) in the past two years are not eligible for assignment to VTS duty.**
- (6) Eligibility for a secret security clearance.**

1.C.9.c. Commanding Officer's Endorsement

- (1) Due to the nature of this unique assignment, the member's commanding officer must make a definitive recommendation on the member's e-Resume, about the member's qualifications, capabilities, and suitability for assignment to VTS duty as Article 1.C.9.b. of this Manual describes.**
 - (2) A commanding officer can forward the member's e-Resume even if the member has not met the minimum qualifications, provided the commanding officer's remarks justify the requested exception. Commander (CG PSC-EPM-2) will consider all requests sent in this manner on a case-by-case basis.**
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1.C.10. Assignment to National Strike Force Duty

1.C.10.a. General

The strike teams respond to oil and hazardous material discharges and plan for integration into on-scene operations by participating in regional contingency planning. This includes establishing and maintaining liaison with personnel in all levels of government (federal, state, and local) and industry; training Coast Guard personnel and other personnel from other agencies to engage effectively in response activities; participating in the testing programs associated with Coast Guard development of pollution removal hardware. In addition to training others, Strike Team personnel undergo extensive training at formal schools and at the unit level in order to safely and effectively transport, operate, maintain, and refurbish specialized oil and hazardous chemical response equipment. Strike Teams staff must be carefully selected personnel of the highest caliber to carry out these important functions. The enlisted position structure includes personnel in the BM, DC, EM, HS, MK, MST, YN, and SK ratings. Strike team duty involves strenuous, hazardous work with frequent TDY, constant recall status, cross-training to perform the duties of other ratings, extensive training in the various aspects of the National Strike Force mission, frequent contact with other federal agencies, industry, and the general public.

1.C.10.b. Qualifications

- (1) Three years' obligated service remaining on reporting.
- (2) Consistently exhibit mature judgment, even temperament, tact, diplomacy, and discretion.
- (3) Possess the ability to correspond with and address the public professionally and confidently.
- (4) Ability to speak and write clearly.
- (5) No court-martial or felony convictions (federal, state or local) in the past six years.
- (6) No non-judicial punishment or misdemeanor convictions (federal, state or local) in the past three years.
- (7) No alcohol incident during the past four years.
- (8) **Candidates must have no mark of unsatisfactory in conduct two years prior to submission of request.**
- (9) **Eligibility for the security clearance required for the assignment requested.**

- (10) Qualify to operate a motor vehicle, hold a valid state operator's license, and no history of repeated traffic violations.**
- (11) A history of demonstrated sound financial management; no record of excessive indebtedness or indication of non-payment of just debts.**
- (12) Members may not be pregnant at the time of assignment.**
- (13) Members must be clean-shaven; however a neatly trimmed mustache is allowed. Those with approved waivers for folliculitis are not eligible for National Strike Force duty assignments.**
- (14) Good health, with no record of physical problems requiring frequent treatment or precluding strenuous and continuous physical activities, and no record of psychological problems precluding flying, swimming, and assuming responsibility. Members must successfully meet pre-assignment physical qualifications outlined in reference (d), Coast Guard Medical Manual, COMDTINST M6000.1 (series).**
- (15) Have sharp military bearing and a smart appearance. Must comply with weight standards contained in reference (l), Coast Guard Weight and Body Fat Standards Manual, COMDTINST M1020.8 (series).**

1.C.10.c. Training

Previous attendance at any of these courses or schools is desirable:

- (1) Marine Safety Petty Officer course or similar training from previous marine safety schools,
- (2) Hazardous material and/or oil response training,
- (3) Instructor training,
- (4) For MK's: Hydraulic Systems and Equipment Operation and Maintenance and Outboard Motor Maintenance Training (MK-23),
- (5) Tractor-trailer driver's training,
- (6) Safety and occupational health training,
- (7) Emergency medical technician training,
- (8) For SK's: LUFS training, contracting warrant,
- (9) For BM's: Coxswain's school, and

(10) For DC's: Welding school.

1.C.10.d. Submitting Requests

- (1) Submit requests via commanding officer on e-Resume. Commanding officers will interview applicants to determine they fully understand the personal impact associated with being assigned to a unit requiring a continuous recall status and frequent, unplanned TDY for extended periods. The endorsement will include the commanding officer's statement of the applicant's understanding and whether the applicant meets the qualifications of Article 1.C.10.b. of this Manual. If the applicant is considered a good candidate but is not qualified in some specific requirement, the commanding officer may recommend consideration of a waiver.
 - (2) Each rating assignment officer (AO) will review requests for assignment to the National Strike Force to ensure members meet the minimum requirements described above. If the minimum requirements are met, the AO will develop a list of potential candidates for each available position. The AO will forward this list to the commanding officer of the applicable strike team. The commanding officer will then prioritize this list based upon information gathered from the member, their spouse (if applicable), the member's current unit, etc. The strike team commanding officer will then forward this prioritized list to the cognizant AO to complete the assignment process.
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1.C.11. Assignment to Polar Icebreaker Duty

1.C.11.a. General

Polar icebreaker duty is a unique assignment involving extended deployments, long separations from family, and operations in extremely remote areas of the world. As a result, assigned personnel and their dependents must be carefully screened.

1.C.11.b. Qualifications

When a member receives orders to icebreaker duty, their commanding officer will ensure the member complies with the following:

- (1) Medical. Members and their dependents must be screened for any documented medical problems that would preclude or complicate assignment. The member must complete an OCONUS transfer/sea duty deployment physical.
- (2) Dental. Normally, dental defects do not preclude assignment to icebreaker duty. The member should have no dental defects that are likely to require extensive or prolonged treatment. The member must have a type 2 dental exam. Only in those extreme cases when personnel are unable to perform assigned duties due to dental conditions will they be considered unsuitable for icebreaker duty.

- (3) Alcohol. Personnel with a documented history of unresolved alcohol abuse are considered unsuitable for icebreaker duty. Those who successfully complete an alcohol rehabilitation program and have experienced no alcohol involvement for one year after completing the program are suitable for icebreaker duty. Those who complete the alcohol rehabilitation program while assigned to an icebreaker will be returned to icebreaker duty unless the rehabilitation facility indicates that such return would be detrimental to recovery.
- (4) Performance. **Candidates must have no marks of unsatisfactory in conduct for two years prior to submission of request.**
- (5) Disciplinary. Members with a history of courts-martial, multiple non-judicial punishments, or involvement with civil authorities in the previous two years are not qualified for icebreaker duty, nor are members with any one-time, major offense (e.g., a felony) in their current enlistment.
- (6) Single Parents. Single parents are not disqualified from serving on icebreakers. Refer to Article 1.A.6. of this Manual.
- (7) Indebtedness. Members with serious financial problems or indebtedness that has not been reconciled with the creditor(s) or interested parties, or a documented history of indebtedness over a three-year period are not qualified. Refer to Article 2.D. of reference (f), Discipline and Conduct, COMDTINST M1600.2 (series), for policy on processing cases of indebtedness.
- (8) Defense Enrollment Eligibility Reporting System (DEERS). Members and their dependents must be enrolled in DEERS.
- (9) Active Obligated Service. Members must have enough active obligated service to complete the tour of duty. The receiving command will contact the transferring command's administrative officer, executive officer, or commanding officer within 45 days after notice of the member's assignment to determine if the member and their dependents are qualified and advise all concerned if any problems are noted or suspected.
- (10) Sponsor. The receiving command must assign a sponsor for incoming members.
- (11) Documentation. If a member is considered suitable in all respects for icebreaker duty, their commanding officer will ensure an Administrative Remarks, Form CG-3307, is entered in the member's personnel data record per reference (c), Personnel and Pay Procedures Manual, PPCINST M1000.2 (series).

1.C.11.c. Required Action if Member Not Qualified

The member's unit must notify Commander (CG PSC-EPM-2) as soon as possible if the member does not meet the qualifications for assignment to icebreaker duty.

1.C.12. Assignment to Select Deployable Specialized Forces (DSF) Positions

1.C.12.a. General

Unique in the Coast Guard, Deployable Specialized Forces (DSF) primary duties include high-end law enforcement, counter-terrorism tactical operations, **advanced interdiction boat operations**, and environmental/chemical hazard response. These operations require members to participate in high risk and high stress training in challenging operational environments. Extended deployments and frequent recalls are common. Because DSF duty is particularly demanding, applicants for select DSF positions, listed below, must be carefully screened. Previous operational and shipboard experience, family situation, duty performance, and personal qualifications are all selection considerations.

1.C.12.b. DSF Positions Requiring Pre-Assignment Screening

Applicants for assignment to the following types of DSF positions must successfully complete a pre-assignment screening:

- (1) **Maritime Security Response Team (MSRT) Direct Action Section (DAS) Member.** These positions are ME specific and consist of high-risk training, challenging physical requirements, and high-end operational boarding scenarios. They are located at both MSRT East in Chesapeake, VA and MSRT West in San Diego, CA. After initial qualification as a DAS member, additional opportunities to be assigned to a chemical, biological, radiological, and nuclear (CBRN) sub-team, a precision marksman/observer, and a canine explosive detection handler may be available. Qualification as a DAS member requires successful certification in waterborne hook and climb and airborne fast rope advanced interdiction techniques and completion of the Basic Tactical Operations Course (BTOC) and Advanced Tactical Operations Course (ATOC).
- (2) **Law Enforcement Detachment (LEDET) Member.** Selection to serve on a LEDET results in an assignment to either the Pacific Tactical Law Enforcement Team (TACLET) in San Diego, CA or to TACLET South in Miami, FL. LEDET duty is heavily focused on counterdrug operations while deployed on United States and allied naval ships. Extended deployments and frequent recalls are common. Qualification as a LEDET member requires successful completion of the BTOC.

NOTE: MEs are highly encouraged to seek assignment as a DAS and LEDET member early in their careers. DSF positions make up 50 percent of the ME rating and certification as a tactical operator obtained from these positions is essential for rating development, advancement, and assignment to highly sought after senior ME positions.

- a. **Canine Explosive Detection Team (CEDT) Handlers.** ME specific, CEDT handlers require a high level of discipline and maturity. Members often

interact with the public, senior officials, and other government agency representatives. CEDT handler positions are located at MSRTs and select MSSTs. Selection, training, and certification of handlers are outlined in the Canine Explosive Detection Policy, COMDTINST 16601.15 (series).

- b. **Tactical Delivery Team (TDT) Advanced Interdiction (AI) Coxswains.** Located at MSRTs and MSST SD, TDT AI coxswains are advanced interdiction forces that provide a rapid response capability for higher risk national security or law enforcement operations in the nation's ports, littorals, approaches, and high seas. AI coxswains are required to certify in accordance with the Boat Assault Force (BAF) Policy Instruction Manual, COMDTINST M16240.3 (series).
- c. **National Strike Force Coordination Center/National Strike Force Response Supervisors and Technicians.** Article 1.C.10. of this Manual provides guidance for assignment to National Strike Force positions.

1.C.12.c. Qualifications

To identify those members with the highest probability of success in these demanding positions, to be considered for assignment to DSF duties outlined in Article 1.C.12.b. of this Manual, petty officers must fulfill these criteria:

- (1) **Performance.** Candidates must have no mark of unsatisfactory in conduct for two years prior to submission of request. Must consistently exhibit mature judgment, even temperament, tact, diplomacy, and discretion.
- (2) **Physical Fitness.** Must meet the Commandant's minimum physical fitness standards for BO/BTM.
- (3) **Medical.** Members selected for assignment to DSF positions duty must successfully complete an OCONUS/sea duty screening examination prior to departing current assignment.
- (4) **Security Clearance.** Must be eligible for a secret security clearance.
- (5) **Government Travel Charge Card (GTCC).** Must be eligible for a GTCC.
- (6) **Indebtedness.** Members with serious financial problems, indebtedness they have not reconciled with creditor(s) or interested parties, or a documented history of indebtedness over a three-year period are not qualified.
- (7) **Boarding Team Qualification.** Specific to assignments to a MSRT DAS, CEDT positions, and LEDET, members must be boarding team member (BTM) or boarding officer (BO) qualified at their current unit or within the last three years. Exceptions may be granted for highly-motivated personnel with previous civilian or DOD law enforcement experience serving at units not requiring BTM or BO qualification.

1.C.12.d. Screening Panel

Coast Guard Personnel Service Center will convene an annual assignment panel to screen tour complete MEs for assignment to those DSF units identified in paragraph 1.C.12.b. The panel will objectively review each member's record to determine suitability for DSF service. Details of each year's panel will be promulgated via message traffic prior to the start of the assignment year.

1.C.12.e. Submission of Requests

Requests for DSF duty may be submitted on an e-Resume to Commander (CG PSC) at any time. Requests must include a command endorsement from the commanding officer and will provide the following:

(1) The following statement from the member:

“I have read and understand Article 1.C.12, Military Assignments and Authorized Absences, COMDTINST M1000.8 (series) relating to suitability for Deployable Specialized Forces (DSF) duty. Neither I nor my dependents possess any physical or mental abnormalities, except as indicated, which might result in a determination that I am disqualified for such duty: (state disqualifications or indicate “None to my knowledge.”). I consider myself fully qualified for DSF duty.”

(2) Command recommendation to include comments regarding the member's performance as a boarding team member or boarding officer if required by Article 1.C.12.c.(7) of this Manual. The command recommendation must also include comments regarding the member's performance and department specific to the assignments listed in Article 1.C.12.b.(1) (2) (3) & (4) of this Manual.

1.C.12.f. Training

The receiving DSF unit will coordinate initial or refresher training as required for newly assigned personnel.

1.C.12.g. Assignment

(1) Article 1.A.4.b. of this Manual states the general policy on tours of duty.

(2) Commander (CG PSC-EPM-2) assigns personnel to and from DSF duty.

1.C.12.h. Removal from DSF Assignment

Refer to Article 1.F.4. of this Manual for guidance on reassigning members no longer suited for DSF positions listed paragraph 1.C.12.b of this manual.

1.C.13. Food Service Assistance and Training (FSAT) Team Positions

1.C.13.a. General

Food Service Assistance and Training (FSAT) Teams travel throughout the Coast Guard to provide technical assistance, vocational training, mentoring, and policy interpretation, guidance on food production techniques, menu development, nutritional cooking methods and sanitation training. The FSAT Teams provide valuable procedural and policy interpretation to food service specialists (FSSs) and commands; provide data and policy recommendations to Commandant (CG-1111) and conduct financial and food service evaluations of Coast Guard dining facilities. Assignment to FSAT duties is reserved for those members who have an intimate and exceptional working knowledge, skill and experience in operating dining facilities. Those assigned to the FSAT Teams should expect an extensive travel schedule with frequent family separations.

1.C.13.b Assignment

Personnel are assigned to FSAT duties in accordance with authorized allowances.

1.C.13.c. Additional Qualifications

In addition to the minimum standards outlined in Article 1.E.2.a. of this Manual, a member applying for a FSAT position must:

- (1) Serve in pay grades E-7, E-8, or E-9, or E-6 and be above the cutoff on the current E-7 eligibility list.
- (2) Have a written command endorsement that specifically addresses the member's ability to: speak in public, articulate Coast Guard policy, communicate both written and verbally, provide mentoring, interact with senior officers, adhere to Coast Guard core values, and have the potential for success in a FSAT position.
- (3) Have a minimum 5 years sea duty, 3 years of which must have been served aboard Coast Guard Cutters.
- (4) Have successfully served as a food service officer within 3 years of applying for a FSAT position. (Not applicable for pay grade E-9).
- (5) Possess a government travel card with an account in good standing. FSAT members must be capable of performing extensive travel throughout their respective area of responsibility.
- (6) Meet the requirements for Instructors per Article 1.E.6. of this Manual.
- (7) Have the ability to effectively deliver instruction and training to large audiences with junior and senior enlisted and officers in attendance.

(9) Must have satisfactory performance. **Candidates must have no marks of unsatisfactory in conduct for two years prior to submission of request.**

(10) No alcohol incidents during the past four years.

(11) Must hold the flight forecast (MST04) qualification codes (applies to E-6 to E-8 MSTs only).

1.C.15.c. Submitting Requests

(1) Members will submit requests via their commanding officer through the standard e-Resume process. The command endorsement will include the commanding officer's statement of the applicant's understanding and whether the applicant meets the qualifications of Article 1.C.15.b. of this Manual. If the applicant is considered a good candidate but is not qualified in some specific requirement, the commanding officer may recommend consideration of a waiver.

(2) Each rating assignment officers (AO) will review requests for assignment to IIP to ensure members meet the minimum requirements described above. If the minimum requirements are met, the AO will develop a list of potential candidates for each available position. The AO will forward this list to the deputy commander, IIP (DCIIP). DCIIP and the IIP command senior chief will then interview each potential candidate and prioritize the AO's list based upon information gathered from the member and the member's current unit. DCIIP will forward the prioritized lists to the MST and YN AOs to complete the assignment process.

1.C.16. Assignment to Independent Duty Positions

1.C.16.a. General

Independent duty assignment are assignments in pay grade E-6 and below in which there is only one member in any specific rating assigned to the unit, there is no immediate or local rate specific support, and that E-6 or below is solely charged with carrying out the duties and responsibilities of that rate. Independent duty assignments require exceptional leadership and responsibility that are above and beyond a regular rated assignment. Only qualified members will be considered for assignment to independent duty positions.

1.C.16.b. Qualifications

(1) **Candidates must have no mark of unsatisfactory in conduct for two years prior to submission of request;**

(2) Candidates may have no record of performance probation, civil arrest, courts-martial, non-judicial punishment (NJP), alcoholism, drug misuse, indebtedness, etc., for two

years prior to submission of request; and

- (3) Candidates must comply with weight standards contained in reference (1), Coast Guard Weight and Body Fat Standards Manual, COMDTINST M1020.8 (series).

Note: Some ratings may have previous rated underway experience requirements.

1.C.16.c. Submitting Requests

- (1) Members will submit requests via their commanding officer through the standard e-Resume process. The command endorsement will address the member's ability to perform the duties of their rating absent any leadership and will include an assessment of the member's maturity and technical competence.
 - (2) Commander (CG PSC-EPM-2) will assign personnel to independent duty positions based on the following:
 - (a) Command endorsement,
 - (b) Past performance, and
 - (c) Career experience.
-

1.C.17. Assignment to Food Service Officer Positions

1.C.17.a. General

Certain food service specialist positions require exceptionally well-qualified personnel to serve as food service officers (FSO). FSO assignments require a special selection procedure because of the particularly high degree of leadership, performance, professional competence, and skill required for the job.

1.C.17.b. Qualifications

- (1) Candidates must have no mark of unsatisfactory in conduct for two years prior to submission of request,**
- (2) Candidates may have no record of performance probation, civil arrest, courts-martial, non-judicial punishment (NJP), alcoholism, drug misuse, indebtedness, etc., for two years prior to submission of request, and
- (3) Candidates must comply with weight standards contained in reference (1), Coast Guard Weight and Body Fat Standards Manual, COMDTINST M1020.8 (series).

1.E. Assignment Policies for Special Duty Positions

1.E.1. General Policy

1.E.1.a. Overview

This Chapter describes types of special duty assignment, screening, and relief procedures. The special duty assignment screening process requires the member to meet standard minimum qualifications, submit an application with command endorsement, be reviewed by the rating and special duty assignment officers and the command or program manager, and be selected for the specific special duties desired. As explained below, many of the policies described in this Chapter are waived or do not apply to this type of duty and assignment. All members are expected to remain current in their rating.

1.E.1.b. Assignment Priority

In recognition of the arduous duty that some of our members must serve based on service needs, assignment priority is a primary factor in routine enlisted assignments for rated personnel. However, it is not a major factor in special duty assignments that are driven primarily by service need for members with special skills, knowledge or abilities outside those expected of members of the same rate and rating.

1.E.1.c. Geographic Stability

Members requesting special duty assignments must be aware that assignments are based on the qualifications of the member for the particular special duty requested, not on the specific location of that duty. Geographic stability should not be the primary reason for requesting such duty. If selected for special duty, members must be available for assignment to that duty regardless of geographic location.

1.E.1.d. Tour Length

The tour lengths for various special duty assignments are included elsewhere in this Chapter under the appropriate heading for specific assignments. Members in special duty assignments can expect to serve one full tour. On completing a full tour, members normally are reassigned to duties in rating. Assignment officers will consider granting requests for a one-year tour extension if the command favorably endorses the request and service has no need for the member to return to duty in their rating. Additional extensions may be approved; however, the maximum time served at one unit or in the same position is six years. Under unusual situations (e.g., Special Agents) additional tours may be permitted. Members who request additional tours must repeat the special duty assignment screening process.

1.E.1.e. Collateral Duties

Commanding officers (COs) have the authority to assign such collateral duties as

appropriate to members assigned to their command. COs further have the authority to assign or reassign duties within their command as appropriate. Procedure for reassignment of members unsuited for special duty are specified in Article 1.F.4. of this Manual.

1.E.2. Qualifications

1.E.2.a. Minimum Standards For All Special Duty Assignments

Members must possess standard minimum qualifications for all special duty assignments. Additional requirements that may apply are included elsewhere in this Chapter under the appropriate heading for the specific type of assignment. Commands will ensure the member, during the application process and also before executing their orders, meets the standard minimum qualifications. If an applicant becomes ineligible anytime after applying for a special duty assignment, their command will send a message to Commander (CG PSC-EPM).

The standard minimum qualifications are as follows:

- (1) Must consistently exhibit mature judgment, even temperament, tact, diplomacy, and discretion,
- (2) Have the abilities to correspond with and address the public pleasantly and confidently and to speak and write clearly,
- (3) No court-martial or felony convictions (federal, state or local) in the past six years,
- (4) No non-judicial punishment during the past four years,
- (5) No misdemeanor convictions (federal, state or local) in the past four years,
- (6) No alcohol incident during the past four years,
- (7) **Candidates must have no mark of unsatisfactory in conduct for four years prior to submission of requests,**
- (8) **Must be eligible for the security clearance required for the assignment requested,**
- (9) **Have more than four years' active duty in the Coast Guard,**
- (10) **Qualify to operate a motor vehicle, hold a valid state-operating license, and have no history of repeated traffic violations,**
- (11) **A history of demonstrated financial responsibility; no record of excessive indebtedness or indication of non-payment of just debts,**

1.E.6.c. Instructor Training

The commanding officer will indicate whether a candidate who has not previously attended instructor training school will be available to attend training before reporting for duty.

1.E.6.d. Evaluating Instructors

Instructors will be evaluated as early as possible. Those who are found unsuitable will be reassigned, as necessary, under Article 1.F.4. of this Manual.

1.E.6.e. Qualification Codes

After a member has served satisfactorily as an instructor for one year, the training command's commanding officer will assign the appropriate qualification code.

1.E.7. Recruiting Duty**1.E.7.a. Recruiting Mission**

The Coast Guard's recruiting mission is "To meet the Commandant's military recruiting goals by enhancing public awareness and maintaining the best qualified, diverse applicant pool with an innovative trustworthy team of professionals." Recruiting qualified personnel for the Coast Guard is a complex, highly competitive task. The Coast Guard competes directly with the Department of Defense services and private industry for the new personnel resources required each year.

1.E.7.b. Key Element to Providing Human Resources

The recruiter is the key element in providing human resources for the Coast Guard. The recruiter is the first contact with the service for the vast majority of Coast Guard military members. The selection, motivation, and training of a recruiter is a top priority to the success of the Coast Guard's mission.

1.E.7.c. Removed

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1.E.7.d. Submitting Requests

Applications for recruiting duty will not be made earlier than one year prior to

completion of member's present tour of duty. Requests will be submitted on an e-Resume with a command endorsement included.

1.E.7.e. Training

Personnel selected for their first and subsequent tours in recruiting duty will attend formal indoctrination at Recruiter's School.

1.E.7.f. Assignment

After a recruiting assignment, members normally transfer to duties within their rating. On completing duty in their rating, members may be considered for another recruiting tour depending on service needs. Members with more than 10 years of service may request consecutive recruiting assignment. Commander (CG PSC-EPM-2) controls assigning personnel to and from recruiting duties.

1.E.8. Recruit Regimental Duty (Including Company Commander)

1.E.8.a. Battalion Commander and Company Commander Duties

Battalion commander (BC) and company commander (CC) duties are some of the most important and demanding duties in the Coast Guard, requiring the highest degree of leadership and exemplification of our core values of honor, respect, and devotion to duty. The BC is in charge of the CCs, whose impact on recruits at this initial stage in their career is critical. Senior CC's share in supervising junior CC's. Members assigned to BC and CC duty must be physically and emotionally qualified to train recruits, capable of maintaining control of their emotions in stressful situations and ready to handle the job's physical demands. The normal tour of duty is three years.

1.E.8.b. Additional Qualifications

In addition to meeting the minimum standards outlined in Article 1.E.2.a. of this Manual and completing the company commander qualification process, a member applying for recruiting regimental duty must:

- (1) Be an E-8 or E-9 for assignment to BC,
- (2) Be an E-7 with at least six years of Coast Guard service for assignment as a Lead company commander,
- (3) Be an E-4, E-5, or E-6 with at least three years of Coast Guard service for assignment as a company commander,
- (4) Have a high level of maturity and even temperament. A staff psychologist will conduct psychological and personality screening of prospective CC's,

- (5) Have no physical limitations that would preclude progressive participation in a physical fitness program including among other activities, running, swimming, push-ups, and sit-ups, culminating in a physical fitness test administered by the training center staff on reporting and semi-annually thereafter,
- (6) **Have an exceptional personal appearance.**
- (7) Have demonstrated an interest in teaching, and
- (8) Although not considered mandatory, a good career pattern of general duty is very desirable for all of these assignments. A recent tour of sea duty is also desirable.

1.E.8.c. Submitting Requests

Members desiring assignment to duty as a BC or CC should submit an e-Resume. The required commanding officer's endorsement should include the following information:

- (1) A definite recommendation,
- (2) Comments on any pronounced accent or speech defects,
- (3) Comments on the member's ability to lead and train junior personnel,
- (4) Comments on the member's performance, and
- (5) Marital status and number of dependents.

1.E.8.d. Interview

- (1) When a member requests assignment to BC or CC duty, their commanding officer will interview the member to determine if the candidate is fully qualified as described in this Article.
- (2) Once Commander (CG PSC-EPM) has screened a member as meeting the profile desired for such assignment, the member will normally be issued TDY orders to Training Center Cape May for assessment. When the member is being considered for assignment to CC duty upon rotation from a remote area, the assessment may be conducted at another location as determined by the training center staff.
- (3) Commanding Officer, Training Center Cape May will designate appropriate personnel to coordinate with Commander (CG PSC-EPM) to assess each application. The assessment results will be used to determine if the applicant possesses the high standards of personal conduct, moral integrity, and professional skills necessary to

serve as a role model for recruit trainees. The assessment process will include, at a minimum, a psychological screening test, physical fitness assessment, personal interview, and the member's brief (five minute) oral presentation. The training center staff will make recommendations for assignment to Commander (CG PSC-EPM) based on the results of the assessment.

(4) Training Center Cape May will provide funding to cover the TDY costs associated with the assessment.

1.E.8.e. Training

Members selected for CC duty will receive formal training at the Training Center Cape May CC School upon reporting for PCS assignment.

1.E.9. Special Agent

1.E.9.a. Coast Guard Investigative Service (CGIS)

Coast Guard Investigative Service (CGIS) is comprised of carefully selected, professionally trained and educated special agents who assist Coast Guard commands in maintaining internal security, integrity, and good order and discipline. In addition, special agents conduct investigations external to the Coast Guard, addressing issues such as drug and alien smuggling, environmental crimes, and crimes against the government in general. Special agents also conduct background investigations and national agency checks to ensure the national security and the security of the Coast Guard. Special agents receive their initial training at Federal Law Enforcement Training Center, Glynco, GA, and receive further training at various colleges, institutions, and schools. Applicants are carefully screened and evaluated at their local command as well as by the regional CGIS office. The final selection is made by the Director, Coast Guard Investigative Service based on all information available regarding the applicants. The selections are on a "best qualified" basis. The following qualifications are the minimum qualifications to be eligible for special agent duty. The initial tour of duty is four years, with subsequent assignments dependent upon program and service needs; however, there is no guarantee of subsequent assignments.

1.E.9.b. Additional Qualifications

- (1) Be in pay grade E-6 or higher.
- (2) Have completed a minimum of one year of college (30 credit hours), verified by college transcript. A waiver to this requirement will be considered if special circumstances warrant a waiver.
- (3) Be serving on active duty in the regular Coast Guard with at least six years active military service, two of which must be Coast Guard service, before selection for training. Before transferring for training, members must agree to reenlist or

- (d) Mental ailments or psychological disorders,
- (e) Involvement with narcotics, marijuana, or dangerous drugs, or
- (f) Aggressive tendencies or record of illegal use or possession of weapons.

1.E.11.d. Submitting Requests

- (1) Applicants must submit these items to Commander (CG PSC-EPM-2) when requesting assignment to the Ceremonial Honor Guard:
 - (a) Two photographs (full length and side views), and
 - (b) Police Record Check, Form DD-369.
- (2) The commanding officer's endorsement will evaluate the member in detail and state the member's personal data record and health record have been checked and show no derogatory information in any category in Article 1.E.11.c. of this Manual.
- (3) On receiving the request, district commander (ap) will carefully review the supporting papers for completion and accuracy and arrange for district commander (ole) to interview the applicant. The officer conducting the interview will set forth in detail an estimate of the applicant's potential for assignment to the Ceremonial Honor Guard. Any adverse information discovered during the interview or in reviewing the applicant's record must be included and fully explained. On completing the interview, district commander (ole) will complete an Evaluation of Applicant for Special Detail (See Exhibit 1.E.1. of this Manual.) and send it, the completed interview, and member's application procedures to district commander (ap).

1.E.11.e. Assignment Procedures

- (1) On receiving applications, Commander (CG PSC-EPM) will check to ensure all required forms and supporting documentation are in order. If so, Commandant (CG-2) will be requested to initiate a background investigation, which takes 60 to 90 days. Commandant (CG-2) is the final screening authority in all cases.
- (2) When the background investigation has been completed, Commander (CG PSC-EPM) will advise district commander (ap) or the commanding officer of a headquarters unit concerned whether the member meets the criteria for this special duty.
- (3) Commanding officers will ensure that all travel orders assigning personnel to duty with the Ceremonial Honor Guard indicate transfer to the basic receiving unit and annotate them:

“For duty in accordance with Article 1.E.11., Military Assignments and

Authorized Absence, COMDTINST M1000.8 (series).”

- (4) Commanding Officer, Telecommunications and Information Systems Command (TISCOM), will ensure that personnel are not assigned to Presidential support duties until their final clearance has been received.
- (5) The Commandant will assign quotas to Training Center Cape May for selecting qualified recruits for assignment to the Ceremonial Honor Guard. While desired, volunteers are not mandatory to fill assigned quotas. Commanding Officer, Training Center Cape May, will ensure strict compliance with the screening requirements outlined in this Chapter, including all applicable enclosures. All supporting documents will be reviewed carefully for completion and accuracy before sending directly to Commandant (CG-2). Since selection quotas will be issued to the training center, Commander (CG PSC-EPM) need not receive the applications for recruit personnel.

1.E.11.f. Assignment to Class “A” School

In view of the special training and security requirements necessary for assignment to the Honor Guard, non-rated personnel assigned will not be eligible for assignment to class “A” School until they complete a two-year tour. **After serving four months, non-rated personnel may request to add their names to a class “A” school list of their choice with an administrative hold. The administrative hold will be removed once the member successfully completes their two year-tour.**

1.E.12. Command Senior Enlisted Leader (CSEL) Program

Reference (o), The Command Senior Enlisted Leader (CSEL) Program, COMDTINST 1306.1 (series), outlines the eligibility criteria, duties and responsibilities, and application process for CSEL positions, which include all active and reserve component gold badge command master chiefs (CMC), Coast Guard reserve forces master chief (CGRF-MC), billeted silver badge command master and command senior chiefs (CSC), and collateral duty unit command chiefs (may be CMC, CSC, or Command Chief (CC)). The assignment of the billeted CSEL positions are made by Commander (CG PSC-EPM-2) and (CG PSC-RPM-2) and are governed by the policy contained in this Article.

1.E.13. Drug and Alcohol Abuse Representative

1.E.13.a. Selection Factors

To ensure Drug and Alcohol Abuse Program objectives are implemented, qualified members are encouraged to submit requests for assignment to drug and alcohol abuse representative (D&A Rep) duty. Submit requests via e-Resume. This duty’s importance and sensitivity demand a mature individual knowledgeable about situations common to Coast Guard personnel. Selection factors of prime importance are motivation and ability to effectively communicate with a wide variety of people. Reference (p), Coast Guard Drug and Alcohol Abuse Program, COMDTINST M1000.10 (series), contains further

1.E.19. Surfman Instructor Duty, National Motor Lifeboat School**1.E.19.a. General**

Duty as a surfman instructor at the National Motor Lifeboat School is extremely unique. Instructors must be highly proficient in all aspects of MLB heavy weather operations, present a physically fit and smart military appearance, and be able to work with others under the most demanding and dangerous conditions. Instructors must be highly motivated, possess exceptional interpersonal skills, and have the ability to communicate effectively with personnel in all paygrades, as well as in front of groups.

1.E.19.b. Additional Qualifications

In addition to the minimum standards outlined in Article 1.E.2.a. of this Manual, a member applying for surfman instructor duty must:

- (1) Have held certification as a MLB surfman within the previous 4 years,
- (2) Have a minimum of 4 years experience serving in the capacity as a surfman,
- (3) Have the ability to effectively deliver training under extremely adverse weather conditions, as well as in the classroom,
- (4) Demonstrate an interest in teaching,
- (5) Be able to work harmoniously with others,
- (6) Possess sound judgment, and
- (7) Meet the requirements for instructor duty per Article 1.E.6. of this Manual.

1.E.19.c. Surfman Instructor Training

New surfman instructors will receive extensive on-the-job training (OJT).

1.E.19.d. Evaluating Surfman Instructor Applicants

New surfman instructor applicants may be requested to attend an informal interview with the commanding officer and senior surfman instructor at the National Motor Lifeboat School (funded by NMLB School). Once assigned, new members will be evaluated for suitability as surfman instructor, by the qualified surfman instructor staff, as early as possible. Those members who are found unsuitable will be reassigned, as necessary, under the provisions of Article 1.F.4. of this Manual.

1.E.20. USCGC Barque EAGLE Non-Rate Assignments

1.E.20.a. General

As the Coast Guard's preeminent major afloat training command and only square rigged sailing ship, service aboard EAGLE involves dangers not found on more conventional afloat units. Inherent in EAGLE's mission of seamanship training are the hazards associated with having large numbers of inexperienced cadets and officer candidates working aloft, far above the deck in her rigging, often during severe weather. Unlike other afloat units, the responsibility for the critical first line instruction and safety supervision of embarked trainees falls to the junior enlisted. In order to maximize safety, prospective crewmembers must be thoroughly screened before being assigned.

1.E.20.b. Screening Process

In addition to the minimum standards outlined in Article 1.E.2.a. of this Manual, potential candidates must be screened for suitability using the following criteria:

- (1) Military Bearing. Must display exceptional military bearing and adherence to core values. EAGLE crewmembers are usually the first and often only exposure future officers have with our enlisted workforce. Therefore, it is essential that these crewmembers make positive, lasting impressions on their trainees.
- (2) Volunteers. All candidates must be well-informed volunteers. Performance as an instructor/safety supervisor requires a personal desire and interest in doing the best job possible.
- (3) Working Aloft. Volunteers must be made fully aware of the demanding and unique nature of regularly working up to 147 feet above deck in the ship's rigging. Therefore, it is extremely critical that candidates have no abnormal fear of heights.
- (4) Assignment Preference. Special consideration will be given to qualified candidates interested in striking either BM or MK. Members that successfully advance to petty officer through the striker program can expect to complete a three-year tour.

1.E.20.c. Assignment Procedures

Commanding Officer, CGC EAGLE, will provide screening criteria to Commander (CG PSC-EPM). Commanding Officer, Training Center Cape May will coordinate with Commander (CG PSC-EPM) to ensure strict compliance with the screening requirements.

1.E.20.d. Assignment to Class "A" School

As a result of the specialized training and experience necessary to serve in these critical positions, non-rated personnel assigned will not normally be eligible for assignment to class "A" School until they have completed a two-year tour. **After serving four months, non-rated personnel may request to add their names to a class "A" school list of their choice with an administrative hold. The administrative hold will be removed once the member successfully completes their two year-tour.**

- (3) Permissive travel orders to members attached to their commands subject to the provisions of Article 1.G.2.d. of this Manual.
- (4) Orders to transfer enlisted members to their homes on transfer to the Reserve or release from active duty.

1.G.3.i. Other

- (1) Convening authorities of physical evaluation boards may issue or approve travel orders for enlisted members whom a physical evaluation board has found unfit to perform their rate's duties to their home or location accepted for enlistment, as they may elect, but not beyond the CONUS to await further orders on disability retirement or separation. (See reference (e), Physical Disability Evaluation System, COMDTINST M1850.2 (series).)
- (2) All commanding officers, when given a travel allocation, may issue temporary duty orders to themselves or any officer or enlisted member under their command as necessary to properly conduct official Coast Guard business.
- (3) All commanding officers are authorized to issue permissive travel orders to members under their command subject to the provisions of Article 1.G.2.d. of this Manual.

1.G.4. Signing Travel Orders

Officers authorized to issue or approve travel orders and staff or subordinate officers designated in writing to sign travel orders originating within the command sign travel orders and extensions and modifications to them. Commanding officers, officers in charge, or officers acting in these officers' absence are authorized to sign or endorse orders issued to comply with an order from the Commandant or other competent authority. Facsimile signatures on travel orders are not authorized.

1.G.5. Action on Receiving Orders Indicating Detachment Without a Specific Date

When used in orders interpret these terms as indicated:

- (1) Hereby Detached. If possible, the commanding officer detaches the member within 24 hours after receiving the orders.
- (2) Detached on or About. The commanding officer has a discretionary period of 10 days on either side of the given date. The commanding officer detaches the member concerned during these 20 days. In addition, commanding officers may, without referring to the order issuing authority, adjust an enlisted member's departure date 30 days on either side of the given date, provided the transferring and receiving commands mutually so agree and the adjusted departure date is in the same fiscal year.

- (3) Detached when Directed. Orders should ordinarily be endorsed to detach the member within the limits the orders specify or 10 days after their arrival if the orders do not specify limits.
 - (4) Detached when Relieved. Orders should ordinarily be endorsed to detach the member within 10 days after their relief reports.
 - (5) Proceed. Report within four days, exclusive of travel time and proceed time, after detachment date.
 - (6) Proceed Without Delay. Report within 48 hours, exclusive of travel time and proceed time, after receiving orders.
 - (7) Proceed Immediately. Report within 12 hours, exclusive of travel time, after receiving orders.
 - (8) Proceed on or About. Begin travel within the 10-day discretionary period on either side of a given date in the orders. This phrase applies only to temporary duty orders.
 - (9) Proceed in Time to Report on a Certain Date. Begin travel and complete it in time to ensure reporting on the specified reporting date no matter whether this allows four or fewer days' proceed time or the member takes proceed time before or after travel.
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1.G.6. Proceed Time

1.G.6.a. General

This Article authorizes proceed time, defined in Exhibit 1.G.1. of this Manual for permanent change of station or temporary duty. The commanding officer should minimize the unnecessary time a member is in a transient status. Therefore authorize proceed time only to the extent the amount granted under these guidelines will ease any hardship in having to make personal arrangements either before detaching or after reporting.

- (1) The maximum amount of proceed time authorized is:
 - (a) Four days for orders indicating no haste in reporting, or
 - (b) Two days for orders directing the traveler to "proceed without delay."
 - (c) **Thirty days reintegration and respite following a high op-tempo unaccompanied overseas assignment per approval from Commandant (CG-133).**
- (2) Do not construe proceed time as authority to miss the reporting dates and times the orders specify. A modification or cancellation of the unexecuted portion of the original orders received at any point between the old and the new permanent stations does not entitle the traveler to additional proceed time.
- (3) Base entitlement on the cutter's homeport, regardless of the cutter's location at time

1.I. Assignment to Helicopter Interdiction Tactical Squadron (HITRON) Precision Marksman Aviation (PM-A) Positions

1.I.1. General

As the nation's premier Airborne Use of Force Counter-Drug asset, PM-As actively pursue go-fast vessels at sea, often under high-risk, high-stress conditions. Extended deployments and last minute schedule changes are common. PM-A positions must be carefully screened. Previous operational and aviation experience, family situation, duty performance, and personal qualifications are all criteria which must be considered.

1.I.1.a Qualifications

To identify those members with the highest probability of success in these demanding positions, the following criteria have been established:

- (1) Performance.** Candidates must have no marks of unsatisfactory in conduct for the last two years prior to submission of request. Members may have no record of civil arrest, court martial, non-judicial punishment (NJP), alcoholism, drug misuse, etc for the last five years.
- (2) Physical Fitness.** Applicants must meet the Commandant's minimum physical fitness standards for BO/BTM. The assessment must have been administered within 30 days prior to application.
- (3) Medical.** A flight physical determining the candidate is fit for flight duty shall have been completed within one year prior to application.
- (4) Security Clearance.** Applicants must be eligible for a Secret security clearance.
- (5) Government Travel Charge Card (GTCC).** Applicants must be eligible for a GTCC.
- (6) Indebtedness.** Members with serious financial problems or a documented history of indebtedness within the previous three years are not qualified.
- (7) Basic Aircrew Qualification.** Applicants must be at least Basic Aircrew (BA) qualified in an aviation rate. Exceptions may be granted for highly-motivated personnel with previous aviation experience or other unique circumstances.
- (8) Weapons Qualification.** Applicants must have completed the Basic Rifle Marksman Course (BRMC).

1.I.1.b Command Interview

- (1) Commanding officers endorsing requests for PM-A assignment to HITRON will interview members to ensure they meet the qualifications listed in Article 1.I.1.a. of this Manual.**
- (2) Commanding officers will consider all requirements and qualifications listed in Article 1.I.1.a. of this Manual. It is encouraged that parent commands seek assistance from nearby units in pre-screening potential candidates (example: ranges qualifications).**

1.I.1.c. Submission of Requests

Requests for PM-A duty shall be submitted on an e-Resume to Commander (CG PSC). Requests must include a command endorsement from the commanding officer.

(1) E-Resume.

- a. A summary of the applicants desire to be a PM-A and why they feel best suited for the position.**
 - b. A statement certifying “I have read and understand Article 1.I.1.a., Military Assignments and Authorized Absences, COMDTINST M1000.8 (series) relating to suitability for Precision Marksman Aviation (PM-A) duty. I have completed my annual flight physical, am medically qualified for flight duty and consider myself fully qualified for PM-A duty.”**
- (2) Command Endorsement. A definite recommendation from the member’s command certifying the applicant meets the requirements in Article 1.I.1.a. of this Manual is required. The recommendation should include comments regarding the member’s performance as BA or FM. The endorsement should also address the member’s maturity, judgment, temperament, and discretion.**

1.I.1.d. Screening

Coast Guard Personnel Service Center will review tour complete applicants records for assignment to PM-A duty. Details of each year’s assignment process will be promulgated via message traffic prior to the start of the assignment year.

1.I.1.e. Training

HITRON will coordinate initial or refresher training as required for newly assigned personnel. Whenever possible, PM CORE will be completed as pipeline training prior to departing current assignment.

1.I.1.f. Assignment

- (1) Commander (CG PSC-EPM-2) assigns personnel to PM-A duty.**
- (2) If a member assigned to HITRON competes all PM-A training requirements and assumes duty standing of that position within 24 months of initial PCS assignment, the respective PSC-epm Assignment Officer (AO) will adjust the member's rotation date to ensure a full four-year tour in a PM-A position.**

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Academy who are appointed commissioned Coast Guard officers. Graduation leave is not chargeable as leave.

2.A.2.g. Advance Leave That Becomes Excess Leave

Advance leave that becomes excess leave when a member accepts an appointment as a warrant or commissioned officer of the Armed Forces, or is discharged for the purpose of reenlisting within 24 hours, may be carried over to the new term of service as advance leave, not to exceed 30 days or the maximum number of days that could be earned in the new term of service, whichever is less. Any leave carried forward will count against leave that is earned during the new term of service. For excess leave that cannot be carried forward under this section, instructions regarding the checkage of pay and allowances will apply. (See Article 2.A.22. of this Manual.)

2.A.2.h. Leave to Visit Foreign Countries and Places OCONUS

The provisions of Article 1.J. of reference (u), Military Civil and Dependent Affairs, COMDTINST M1700.1 (series), apply for requests for leave to visit foreign countries.

2.A.2.i. Paternity Leave

Paternity leave is ten days of non-chargeable leave authorized for married members on active duty whose spouse gives birth to a child. The ten-day paternity leave period must be used consecutively and within 90 days of the birth of the child. It may not be combined with special liberty to permit continuous absence from the duty station however it may be used in conjunction with earned leave. This ten-day authorization remains the same for multiple births (twins, triplets, etc.). (10 U.S.C. §701)

2.A.2.j. Adoption Leave

Adoption leave is 21 days of non-chargeable leave authorized for members adopting a child in a qualifying adoption. This leave must be used in connection with the adoption and may be combined with regular leave. In the case of a dual military couple, only one member will be authorized adoption leave. To qualify for adoption leave, the member must be eligible for reimbursement of qualified adoptions expenses per reference (v), Reimbursement of Adoption Expenses, COMDTINST 1754.9 (series). (10 U.S.C. §701)

2.A.2.k. Non-Chargeable Rest and Recuperation Leave (NCRR)

NCRR is an administrative absence that provides a non-chargeable administrative absence to allow service members time to rest and recuperate from the most austere and dangerous combat environments, while saving annual leave days for reintegration with family upon return from deployment. See Article 2.A.10. of this Manual for further guidance.

2.A.3. General Instructions for Granting Leave

Leave Approval - Regular leave must be requested and approved in Direct Access in

advance of member being absent. Verbal approval may be issued in time-critical or emergency situations. Verbally approved leave must be followed up and reflected in Direct Access as soon as possible.

2.A.3.a. Opportunity to Take Leave

Insofar as service requirements permit, all personnel will be afforded the opportunity and be encouraged to take leave annually. Personnel not taking leave when afforded should be cautioned that such refusal may result in a loss of earned leave at a later date.

2.A.3.b. Yard Periods

Officers authorized to grant leave should consider the character and extent of work to be undertaken by the member units at the time when leave periods and overhauling periods coincide in order that the work planned may be accomplished without resorting to curtailment of leave, liberty, and recreation normally given at such times. The accumulation of the maximum leave or loss of accrued leave at the end of the fiscal year is discouraged.

2.A.3.c. While Assigned in CONUS

To avoid the possibility of forfeiting leave or taking leave in remote localities while on duty OCONUS or in remote areas, all personnel should request and be granted leave during tours of duty within the continental United States.

2.A.3.d. Combining Leave and Liberty

Officers authorized to grant leave will not authorize two or more requests for leave that immediately precede and immediately follow a regular liberty period. A member may not be on leave, immediately return to liberty status, then immediately resume leave status. Instead, the whole period of absence is charged as leave.

2.A.3.e. Financial Responsibilities

Officers authorized to grant leave will assure themselves that personnel going on leave, particularly to places of considerable distance from their duty station, not only have sufficient funds to reach the stipulated leave address but also to return to their duty station. Although provisions exist to furnish transportation to personnel on leave requiring assistance, the fact such transportation costs are eventually checked against the accounts of personnel should not be considered as relieving them from all liability to disciplinary action for failure to comply with such orders as the officer granting leave may issue on the subject. (See Article 2.A.16. of this Manual.)

2.A.3.e. Leave Address

Personnel on leave will keep their commanding officers advised of their leave address.

2.B. Liberty and Compensatory Absence

2.B.1. Definition of Liberty

2.B.1.a. Liberty

Liberty is defined as any authorized absence granted for short periods to provide respite from the working environment or for other specific reasons. Liberty includes regular and special liberty periods. It is not chargeable as leave and leave rations will not be paid to enlisted members.

2.B.1.b. Regular Liberty

Regular liberty is a period, not to exceed three days, commencing at the end of the normal working hours on a given day and expiring with the start of normal working hours on the next working day. Public holiday weekends and periods which, by the direction of the President, are extended to exceed **three days** are considered regular liberty periods.

2.B.1.c. Special Liberty

Special liberty is a period granted outside regular liberty periods for unusual reasons, such as compensatory time off, emergencies, exercising voting responsibilities of citizenship, observing major religious events requiring the member to be continuously absent from work or duty, or for special recognition. Special liberty periods **up to four days** may only be granted for special occasions outlined in Article 2.B.2.c. of this Manual.

2.B.2. Policy on Liberty

2.B.2.a. Granting of Liberty

Liberty, an instrument of command management, normally is granted outside of normal working hours to personnel not required to be physically present for work assignments that should have been completed, for additional essential work, or for the currently required level of operational readiness. Special liberty during working hours may be granted for its defined purposes when considered appropriate.

2.B.2.b. Regular Liberty

Liberty should normally be granted from the end of normal working hours on one day to the commencement of working hours on the next working day. On weekends, this regular liberty should normally be authorized to commence at the end of working hours on Friday afternoon until commencement of normal working hours on the following Monday morning. For members on shift work, equivalent schedules should be arranged, though the days of the week may vary. Regular liberty periods will not exceed three days in length, except in the case of public holiday weekends and public holiday periods

specifically extended by the President.

2.B.2.c. Special Liberty

Special liberty may not be used in combination with normal liberty, holidays, or other off-duty periods where the combined periods of continuous absences would exceed 4 days. Special liberty may not, under any circumstances, exceed 4 days. Special liberty may be granted for special occasions, such as:

- (1) Compensation for significant periods of unusually extensive working hours.
- (2) Compensation to members on board ship in overhaul away from homeport.
- (3) Compensation for duty in an isolated location where normal liberty is inadequate. (This does not apply to units for which compensatory absence is authorized.)
- (4) As special recognition for exceptional performance, as determined by the commanding officer.
- (5) As a traffic safety measure on long weekends or to avoid peak traffic periods.
- (6) **Death of immediate family member or person in loco parentis.**

2.B.2.d. VACANT

2.B.2.e. Compensatory Time

When the operational situation permits, compensatory time off as liberty should normally be granted following in-port duty on national holidays. When granted, this compensatory time off should, except in unusual circumstances in individual cases, be granted the first working day after the holiday. If a holiday falls on a weekend and a Friday or Monday is designated as the non-work day, compensatory time off is to be applied to both the holiday and the observed day, on a day-for-day basis.

2.B.2.f. Treatment for Infectious or Contagious Diseases

Members under treatment for infectious or contagious diseases will not be granted liberty while in an infectious stage except in cases of urgent personal matters which, in the discretion of the command and upon consultation with the medical officer, require the member's presence.

2.B.2.g. Public Holidays

The following public holidays established by law will be observed except when military operations prevent. When such holidays fall on a Saturday, the preceding Friday will

- (6) In the case of mobilized reservists returning from temporary duty (TDY) at an isolated duty station, compensatory absence must be used immediately after the reservist returns CONUS and completes medical and other out-processing.
- (7) District and area commanders may submit nominations for additions or deletions to the list contained in Exhibit 2.B.1., keeping in mind the requirements stated in Article 2.B.6.a. of this Manual.

2.B.6.e. Leave With Compensatory Absence

District commanders or area commanders in the case of units not under district control will determine and establish the departure and return points to begin and end compensatory absence, respectively.

Exhibit 2.B.1. List of Isolated Duty Stations Authorized Compensatory Absence

| **MSD American Samoa**
 MSD Dutch Harbor

2.C. Sailing Lists

2.C.1. General

In the event of a disaster to a Coast Guard vessel resulting in the loss of personnel, it is important that there be readily available ashore an accurate record of the names of the persons aboard such vessel.

2.C.2. Type of List Required

A sailing list as such will not be required to serve this purpose. Instead, a gangway list may be used to show personnel (civilian and military) on board at the time of sailing. A gangway list is a list of all personnel attached to the vessel. The personnel are grouped by sections so the list can be used as a liberty list at the gangway. Before furnishing the list to the gangway watch, the ship's office will annotate it to show the duty status of personnel. The gangway watch will enter changes that occur while the list is at the gangway, check off each person ashore on liberty, and make all other entries to show changes in status occurring during the watch. Entries should be neat and clear and may be made in pencil. Full names and employee ID numbers are required only to prevent any confusion that might result in some cases. This gangway list serves the purpose of a sailing list. When submitted, it will contain the estimated time of departure and the officer of the day's signature.

2.C.3. Submitting Lists

2.C.3.a. With a Personnel Allowance

The commanding officer or officer-in-charge of each vessel having a personnel allowance will, upon sailing on a mission outside the harbor limits, submit the list or copy thereof, to the next senior officer in the chain of command.

2.C.3.b. Without a Personnel Allowance

The commanding officer or officer-in-charge of units with vessels not having a personnel allowance will record the desired information when such vessels sail on a mission outside the harbor limits.
