



COMDTCHANGENOTE 1000  
22 JUN 2018

COMMANDANT CHANGE NOTICE 1000

Subj: CH-7 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. 10 USC 701 was updated by the most recent NDAA, removing spousal/paternity (10 days) and adoption leave (21 days) and replaced them with Primary (42 days) and Secondary (21 days) Caregiver Leave while specifically speaking to Maternity Convalescent Leave (42 days), which was never in the law before.
  - b. The Parental Leave policy is moved into a new Chapter 6 in this Manual.
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

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NON-STANDARD DISTRIBUTION:

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: <https://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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2-9 – 2-12	2-9 – 2-12
2-15 – 2-16	2-15 – 2-16
	Chapter 6

- 9. RECORDS MANAGEMENT CONSIDERATIONS. This Commandant Change Notice has been evaluated for potential records management impacts. The development of this Commandant Change Notice has been thoroughly reviewed during the directives clearance process, and it has been determined there are no further records scheduling requirements, in accordance with Federal Records Act, 44 U.S.C. 3101 et seq., National Archives and Records Administration (NARA) requirements, and the Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy does not have any significant or substantial change to existing records management requirements.
- 10. FORMS/REPORTS. The forms referenced in this Commandant Change Notice are available in USCG Electronic Forms on the Standard Workstation or on the Internet: <https://www.uscg.mil/forms/>; and CG Portal at <https://cgportal2.uscg.mil/library/forms/SitePages/Home.aspx>.

11. REQUESTS FOR CHANGES. Units and individuals may recommend changes via their chain of command using the Coast Guard memorandum to: HQS-PolicyandStandards@uscg.mil.

M. W. SIBLEY /s/  
Rear Admiral, U.S. Coast Guard  
Acting Director of Reserve and Military Personnel

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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. This paragraph has been moved to Chapter 6.**

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**2.A.2.j. This paragraph has been moved to Chapter 6.**

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**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.

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**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.

(CG PSC-EPM) of the date and hour of arrival at a "waiting point" or home. A form for use by the evaluatee stating travel itinerary and arrival at the point of selection will be prepared as follows on a separate sheet and enclosed with the orders:

“Enclosure (1) to orders of (Name of Evaluatee) Dated (Date): Departed (Duty Station) at (Hour), (Date), by: (Transportation Mode: Private Auto, Rail, Commercial Air, etc.). Arrived (Home of Record or Other Place Selected) at (Hour), (Date).”

(Evaluatee’s Signature)”

- (10) Before leaving the current duty station, those parts of the separation or release process, including applicable portions of Certificate of Release or Discharge from Active Duty, DD Form 214, requiring the presence of the evaluatee will be completed so final retirement, discharge, or release action can be accomplished by mail, when later directed.

#### **2.A.5.f. Sick Leave**

- (1) Sick leave is granted for illness, injury, and convalescence. In all cases, sick leave that exceeds two days will be reported in accordance with reference (c), Personnel and Pay Procedures Manual, PPCINST M1000.2 (series). Sick leave, not to exceed a cumulative total of 30 days (except as authorized in Article 2.A.5.g. of this Manual) for any one illness or injury, may be granted by district commanders and commanding officers without approval of the Commandant under the following conditions:
- (a) To personnel who have been under medical treatment and whose medical condition precludes a return to duty, but does not necessitate further active treatment, and for whom a period of sick leave has been recommended by a medical officer of one of the Uniformed Services, or in the absence of such officers, by a practicing physician. To personnel who have been excused from duty for treatment, or medically directed self-treatment, in home, barracks, or other non-hospital facilities (hotel, motel, occupying beds in dispensaries, etc.), when such absence is accounted for by a certificate from a medical officer of the Uniformed Services, or in the absence of such officers, by a certificate from a practicing physician showing that the person has been unable to perform duty.
- (b) Upon recommendation of a medical board or a physical evaluation board.
- (2) When a hospital used by a member of the Coast Guard is located some distance from the district office, the district commander may designate a command, so located as to be more appropriate, to take action in granting sick leave.
- (3) Requests to Commander (CG PSC-OPM), (CG PSC-EPM), or (CG PSC-RPM) for approval of sick leave beyond the limits mentioned above will be via Coast Guard memorandum and will include full justification by competent medical authority as to

why additional sick leave is needed. Requests will include the following information:

- (a) Name, rate or grade, and employee ID number.
  - (b) Duty station where member will be assigned if sick leave is not granted.
  - (c) Date last fit for duty. In traumatic injury cases, indicate date of injury.
  - (d) Diagnosis. Use only ICD-9 code. Do not use plain language.
  - (e) Medical or surgical treatment received including dates (briefly in six words or less). Do not describe the specific treatment beyond such descriptions as physical therapy, general surgery, outpatient surgery, etc.
  - (f) Present medical care status (inpatient, outpatient, or discharged).
  - (g) Prognosis for return to duty, include date.
  - (h) Possibility of convening medical board and date.
  - (i) Amount of sick leave utilized to date.
  - (j) Amount of additional sick leave requested.
  - (k) Provide medical reason why member cannot perform light desk work duties, full or part time.
  - (l) Medical point of contact (name and phone number).
- (4) Do not grant sick leave to personnel awaiting administrative processing for discharge who have been evaluated by medical authorities as unsuitable for further service by reason of a character and behavior disorder. Refer exceptional cases to Commander (CG PSC-OPM) or (CG PSC-EPM) with full documentation.

**2.A.5.g. This paragraph has been moved to Chapter 6.**

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**2.A.5.h. Elective Medical Care**

- (1) When an active duty member pursues elective medical care (i.e., care not required to maintain fitness for duty) from either a civilian or military provider, the command must make a personnel decision regarding use of regular duty time for both treatment and, if needed, convalescent absence. Sick leave is not normally appropriate for elective surgeries and although the command may authorize an administrative absence (i.e., time to attend a doctor's appointment), the member is not entitled to this. Elective care should normally be obtained on the member's own time, which may include the use of regular leave for convalescence. The member must fund elective care obtained from a non-federal provider, except as authorized by reference (d), Coast Guard Medical Manual, COMDTINST M6000.1 (series). Follow-up care from a non-federal provider due to complications must also be funded by the member, even if the follow-up procedures are NOT elective, and even if the original elective care was rendered at a federal facility.
- (2) When requesting command approval of leave associated with elective care, members are not required to state the procedure being done or provide specific details. They must, however, provide an estimate of the time period required for the care and subsequent rehabilitation and the extent to which fitness for duty will be effected (e.g., will require crutches for 10 days).
- (3) Because any medical condition, procedure or treatment, could possibly lead to complications and subsequent action by the physical disability evaluation system, and to protect the interests of both the service member and the Coast Guard, the command is responsible to ensure the member provides a letter to the command in which the member states and accepts the following:
  - (a) Action to be taken by the command regarding the granting of administrative absence (e.g., regular leave or sick leave),
  - (b) That the service member was instructed regarding the provisions of this section, and
  - (c) That the service member must, upon completion of the procedures and any follow ups, obtain copies of all treatment records from the provider for inclusion into the health record (e.g., initial evaluation, treatment plan, operative report, lab reports, follow-up care).

**2.A.5.i. This paragraph has been moved to Chapter 6.**

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**2.A.6. Leave in Connection with Temporary Duty**

**2.A.6.a. Delay En route**

At their discretion the commanding officer may grant delay, to count as leave, in connection with temporary duty, including courses of instruction, in any amount of leave to which officers and enlisted personnel may be entitled, subject to the limitations of Article 2.A.4. of this Manual and such restrictions as higher authority may impose.

**2.A.6.b. Careful Screening of Leave Requests**

Commanding officers will carefully screen each request for leave to ensure that temporary duty orders are not being requested as a means to defray transportation expenses to and from place of leave. Leave will be approved only when it is clearly indicated that the temporary duty is essential and no additional cost to the government is involved. If approved, the leave will be incorporated in the orders or by endorsement thereof.

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**2.A.7. Emergency Leave Transportation**

**2.A.7.a. Statutory Authority**

<b>Member's Status</b>	<b>Relevant JFTR Paragraph</b>
Member Serving on Permanent Duty OCONUS	U7205-B1a
Command-Sponsored Dependents Residing OCONUS	U7205-B2a
Member Serving on Permanent Duty in CONUS with Domicile OCONUS	U7205-B1c
Dependents Residing in CONUS	U7205-B2c
Member Performing Temporary Duty or Assigned to a Ship Away from Homeport	U7206

**2.A.7.b. Alternate Locations**

Requests for travel to an alternate location OCONUS under JFTR, para. U7205-C1b(3) will be submitted to Commandant (CG-1332) for approval.

**2.A.10.b. Authorized Activities**

Care must be taken to ensure that the absence contemplated falls clearly within the criteria provided. If it does not, the absence will be handled under normal leave and liberty procedures. Administrative absences may be authorized for the following purposes.

- (1) Technical, Scientific, or Educational Meetings. Attendance at professionally sponsored technical, scientific or educational meetings, when the meeting bears a direct relationship to the Coast Guard's primary duties or the member's professional background. Also included are service related professional organizations (e.g., NNOA, ANSO, WOPA). Attendance should clearly enhance the member's value to the service.
- (2) Coast Guard Credit Union. Attendance of a member of the board of directors of a Coast Guard credit union at meetings of associations, leagues, or councils formed by Coast Guard credit unions, which has a purpose directly relating to the Coast Guard Credit Union Program.
- (3) Inter/Intra Service Sporting Events. Participation in inter- or intra-service sporting events. Participation includes providing essential support services.
- (4) U.S. Olympics. Participation in U.S. Olympic or other national or internationally sanctioned athletic competitions or tryouts.
- (5) Official Programs. Participation in other official or semi-official programs of the Coast Guard for which TDY is not appropriate. The programs will enhance the member's value to the Coast Guard, or understanding of the Coast Guard.
- (6) Youth Activities. Participation in non-sectarian national youth organization activities.
- (7) Positive Impact. Participation in events, activities, or gatherings, which have been approved by local commands because of the potential positive impact on the Coast Guard within the local community.
- (8) Relocation and Familiarization. Members in receipt of PCS orders are authorized up to ten consecutive days of administrative absence to travel to the area of their new duty station for house hunting and familiarization. The ten days may be extended by combining with weekends, holidays, leave, liberty, or TDY. Commanding officers will carefully screen requests for TDY to ensure these orders are not being used as a means to defray transportation expenses to and from the place of permissive travel. (Note: This should not be confused with operational familiarization travel, which is a member's travel to the new permanent duty station when the receiving command has an operational need for that member. TDY travel is appropriate for this type of travel). To avoid any perception of abuse, combining funded operational

familiarization with no cost relocation or familiarization travel is not authorized. While the purpose of this administrative absence is to travel to the new duty station, there are limited circumstances when it may be appropriate for the new duty station to grant up to ten consecutive days absence after reporting. Those circumstances are when the member:

- (a) Was unable to execute permissive orders under this section due to distance, cost, absence on temporary duty, or family relocation problems, and
  - (b) Will not be authorized government-owned or leased housing at the new station.
- (9) Family Relocation. If a member is issued and must execute PCS orders on short notice (less than 60 days), commanding officers may authorize up to ten consecutive days absence to allow the member to return to their old duty stations to relocate their families to their new duty stations. The ten consecutive day absence may be extended under the same conditions as Article 2.A.10.b.(8) of this Manual. Any members transferred PCS under this condition are entitled to ten days administrative absence even if they are authorized government-owned or -leased housing at the new duty station.
- (10) Hometown Recruiting Program. The Hometown Recruiting Program allows graduates of recruit training, "A" School, the Coast Guard Academy, and Officer Candidate School an opportunity to return to their recruiting offices before reporting to or while serving at their first duty station for a period of up to 30 days. Their task is to relate recruit training, "A" School, Academy, and officer training experience to prospects and applicants in the recruiting office or during school visits, career fairs, and public displays. Participating in the Hometown Recruiting Program depends on recruiting needs, the impact on the graduate's career, and affect on the new duty station. The recruiting office must request the graduate before permissive orders will be granted. Based on recruiting needs, these officers may authorize up to 30 days of permissive orders to participate in the Hometown Recruiting Program:
- (a) Commanding Officer, Training Center Cape May for those who have successfully completed recruit training.
  - (b) The commanding officer of the cognizant training command for those who have successfully completed "A" School training.
- (11) This paragraph has been moved to Chapter 6.**
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- (12) In Conjunction with Retirement. Retiring members and members separated involuntarily may be authorized up to 20 days (if separated in CONUS), or 30 days (if separated OCONUS), of administrative absence to conduct pre-separation job search and house hunting/relocation activities prior to the effective date of

## Chapter 6 Parental Leave

- A. Overview. This Chapter states policies and standards relating to maternity convalescent and caregiver leave for military members upon a qualifying birth event or adoption.
1. Authority. The bases for this Chapter are 10 U.S.C. 701, 10 USC U.S.C. 704a, and Leave and Liberty Policy and Procedures, DoDI 1327.6.
  2. Applicability. This Chapter applies to Coast Guard active component members and reservists on active duty other than for training. Non-Coast Guard military members are not subject this Chapter at any time.
  3. Waiver Authority. Commandant (CG-133) is the sole waiver authority for this Chapter.
- B. General policies and standards. Policies and standards in this Article apply to the entire Chapter.
1. Parental Leave is categorized as maternity convalescent and caregiver leave. Maternity Convalescent Leave is designed to allow the birthparent to recover from childbirth. Primary and Secondary Caregiver Leave is intended to provide an opportunity for the caregivers to continue the process of emotionally attaching to and rearing the infant.
  2. Birth or adoption of multiple children (twins, triplets, etc) which occur within 72 hours of each other are considered a single event.
  3. All leave granted under this Chapter is non-chargeable and cannot be sold at any time or create another benefit.
  4. All leave granted under this Chapter may be used in conjunction with chargeable and other non-chargeable leave.
  5. Maternity Convalescent Leave, Primary Caregiver, and Secondary Caregiver Leave each must be used in a single consecutive increment, but are not required to be taken consecutively.
  6. Any remaining leave granted under this Chapter not used upon release from active duty or one year after the birth/adoption event must be forfeited, regardless of when the leave was requested, granted, or started.
  7. No leave granted under this Chapter to a member may be transferred to any other member.



8. No active duty member's involuntary separation or retirement orders will be delayed to allow the member to use the entire amount of parental leave. No reserve member's active duty orders will be extended solely to make the member eligible for parental leave nor to allow eligible reserve members to use the entire amount of parental leave. Reserve members will not be recalled to active duty for the use of parental leave.
9. Only one member may be considered a primary caregiver for a birth or adoption event.
10. Only one member may be considered a secondary caregiver for a birth or adoption event.
11. In the case of a dual military couple adoption or live birth, one member will be designated primary caregiver and the other secondary caregiver, to be determined by the dual military couple.
12. No member may receive both Primary and Secondary Caregiver Leave for the same birth/adoption event, but a member may be considered primary for one event and secondary for another event. Under exceptional circumstances, a member may receive Secondary Caregiver Leave and then be designated as a Primary Caregiver under Article D of this Chapter.
13. All birth events using a surrogate must be treated as an adoption under this Chapter.
14. Designations of primary and secondary caregivers shall be made as early as practicable, and under normal circumstances should occur at least 60 days in advance of a qualifying event.
15. Members must enroll or show a pending enrollment of the child in the Defense Enrollment Eligibility Reporting System (DEERS) within 30 days to be eligible for caregiver leave in this Chapter. Caregiver leave may be granted immediately upon the birth/adoption event and prior to the DEERS registration.
16. In the event the primary or secondary caregiver for a qualifying birth event occurs outside of marriage, the member's parentage of the child must be established normally through DEERS enrollment.
17. Members who take leave under this Chapter but who are subsequently ineligible for such leave must have the amount of leave charged from their chargeable leave balance.
18. Members are not eligible for primary or secondary leave in the cases of a qualifying birth event where the child is given up for adoption, and/or if the parental rights are terminated or surrendered.

19. Primary and Secondary Caregiver Leave for a member within 45 days of a scheduled deployment or for member currently on deployment may be deferred until the operational deployment period is complete. Eligibility for a member to use caregiver leave during a deployment is dependent on operational commitments and requirements at the unit. Ultimate discretion of whether a member may use caregiver leave during an operational period is at the discretion of the commanding officer or officer in charge.
20. Primary and Secondary Caregiver Leave may not be taken consecutively with chargeable terminal leave and/or administrative absence for separation/retirement.

C. Leave relating to Pregnancy.

1. Prenatal Leave. District commanders and commanding officers may grant Prenatal Leave without the Commandant's approval for prenatal periods up to a cumulative total of 30 days after certified necessary by a medical officer or practicing physician.
2. Maternity Convalescent Leave. Maternity Convalescent Leave is a convalescent period immediately following pregnancy and childbirth.
  - a. Only a birthparent may receive Maternity Convalescent Leave, and such leave must be granted without regard to subsequent entitlement to caregiver leave.
  - b. Maternity Convalescent Leave must start on the first full day following the date of discharge or release from the hospital (or similar facility) where the birth took place.
  - c. Maternity Convalescent Leave of 42 consecutive days will be granted without referral to Commander (CG PSC-OPM) or Commander (CG PSC-EPM).
  - d. Additional Maternity Convalescent Leave specifically recommended in writing by the medical provider of the member to address a diagnosed medical condition is approved by the commanding officer. The full period of extended Maternity Convalescent Leave shall be taken prior to any caregiver leave and the amount of caregiver leave shall be reduced one day for each day of additional Maternity Convalescent Leave taken (i.e. that portion of the period Maternity Convalescent Leave that is in excess of 42 days).
  - e. Members on Maternity Convalescent Leave may, with their physician's concurrence, terminate their leave status sooner.
  - f. Additional leave related to pregnancy. Additional leave may be required and granted upon request. All other requests for additional Prenatal and Maternity Convalescent Leave beyond these limits are forwarded as prescribed in Article 2.A.5.f. of this Manual.

D. Primary Caregivers. Primary Caregivers receive 42 consecutive days of non-chargeable leave approved by member's command. A designated Primary Caregiver may elect to receive a period of Primary Caregiver Leave that is less than 42 days. No members will be designated as a Primary Caregivers unless explicitly allowed by this Article. The following members may be designated as a Primary Caregivers:

1. The parent with the primary responsibility for caring for a child, normally the non-military parent in the case of a qualifying birth event or adoption.
2. A member who gives birth and retains the child upon completion of Maternity Convalescent Leave.
3. A member who would normally be designated a Secondary Caregiver but the Primary Caregiver is deceased.
4. A member qualifying and designated as the Secondary Caregiver may become the Primary Caregiver. Such circumstances may include, but are not limited to, the unavailability or incapacity of the birthparent if the birth parent is not a military member; or other circumstances where the military member must act as the Primary Caregiver. Any leave already used as a Secondary Caregiver for the event will be deducted from the overall Primary Caregiver Leave.

E. Secondary Caregivers. Secondary Caregivers receive 21 consecutive days of non-chargeable leave approved by member's command. A designated Secondary Caregiver may elect to receive a period of Secondary Caregiver Leave that is less than 21 days. No members will be designated as a Secondary Caregiver unless explicitly allowed by this Article.

1. A member whose spouse is the birth parent.
2. A member in a dual military marriage that adopts, and the other member in the marriage is the Primary Caregiver.
3. A member whose child is born outside of marriage but establishes parentage in accordance with Article B.15.
4. Commander (CG PSC) may designate a member as Secondary Caregiver who does not normally qualify as a Secondary Caregiver in extreme cases.

F. Reporting Requirements. This Chapter states policies and standards for reporting and record keeping requirements. These requirements ensure the Coast Guard is meeting the intent of 10 USC Code 701 and 10 USC 704a.

1. Submission Schedule. Commander (CG PSC) must submit a report to Commandant (CG-1) through Commandant (CG-13) covering activity occurring within each fiscal year by December 1 of each year.

2. Required Reporting Elements. The following elements must be included in the report:
  - a. The number of transactions granted Maternity Convalescent Leave.
  - b. The number of transactions granted additional Prenatal Leave.
  - c. The number of transactions granted additional Maternity Convalescent Leave.
  - d. The number of transactions granted Primary Caregiver Leave, broken up by each eligibility criteria within that Article of this Chapter.
  - e. The number of transactions granted Secondary Caregiver Leave, broken up by each eligibility criteria within that Article of this Chapter.

G. Definitions.

1. Birth Event. Any live birth of a child(ren) to a Service member (or spouse). Multiple births resulting from a single pregnancy (e.g. twins or triplets) will be treated as a single birth event so long as the multiple birth occur within the same 72-hour period. Multiple births that do not occur within the same 72-hour period will be treated as separate birth events.
2. Birthparent. A military member on qualifying active duty status whose pregnancy results in live birth.
3. Dual Military Couple. For the purpose of this Chapter, two military members who are both in the Coast Guard and on qualifying active duty.
4. Qualifying Adoption. An adoption eligible for reimbursement of qualified adoptions expenses per reference (v), Reimbursement of Adoption Expenses, COMDTINST 1754.9 (series). (10 USC 701).

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