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TO ALCOAST  
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ALCOAST 258/14  
COMDTNOTE 1910

SUBJ: CHANGES TO MILITARY SEPARATIONS POLICY AND PROCEDURES

- A. Administrative Separation Board Manual, COMDTINST M1910.2 (series)
- B. Military Separations, COMDTINST M1000.4 (series)
- C. Enlisted Accessions, Evaluations, and Advancements, COMDTINST M1000.2 (series)
- D. Administrative Investigations Manual, COMDTINST M5830.1 (series)
- E. Coast Guard Drug and Alcohol Abuse Program, COMDTINST M1000.10 (series)
- F. Reserve Policy Manual, COMDTINST M1001.28 (series)

1. REF A is hereby canceled effective 1 September 2014. CG Personnel Service Center is poised to promulgate a PSC directive that will provide updated procedures and guidance applicable to certain administrative boards - Administrative Separation Boards, Reenlistment Boards, and Chief Petty Officer (CPO) Incompetency Reduction Boards. A cancellation date for REF A approximately 90 days from the date of this ALCOAST was chosen to allow sufficient time for administrative boards controlled by REF A, that are in progress, to be completed. The PSC directive will be effective upon promulgation for all new administrative boards.

2. All Coast Guard unit commanders, commanding officers, officers-in-charge, deputy/assistant commandants, and chiefs of Headquarters staff elements shall comply with the provisions of the PSC directive when notifying a Coast Guard enlisted member, on and after the date the PSC directive is promulgated, that he or she will be the subject of an Administrative Separation Board, Reenlistment Board, or CPO Incompetency Reduction Board. REF A shall continue to be followed until its effective cancellation date only for those administrative boards for which the enlisted member received notice of administrative action prior to the promulgation date of the PSC directive.

3. Policy is a Headquarters function, and responsibility for the execution of Service policy rests with the field organization. This action is being taken because REF A provided the procedures for executing certain personnel policy found in REFs B and C (parts of the former Personnel Manual).

4. Based on lessons learned from the processing of recent administrative boards, and in the interest of alignment between Service policy and the procedures and guidance of the new PSC directive, the following changes to REF B are effective immediately:

A. Article 1.B.1.f.(8) is amended to read as follows: (QUOTE) Administrative Discharge Board. A body appointed to provide findings of fact, opinions, and recommendations to assist the discharge authority in making informed decisions. See Article 1.B.22. of this Manual and reference (j), Administrative Investigations Manual, COMDTINST M5830.1 (series). (UNQUOTE).

B. The sample Waiver of Hearing statement included in Article 1.B.5.c.(4) is amended in two places:

(1) The Signature/From block is amended to read as follows: (QUOTE) Member FI, MI, Last Name, Rate (UNQUOTE).

(2) Paragraph 1.a. is amended to read as follows: (QUOTE) A

reenlistment board composed and conducted in accordance with procedures promulgated by Commander (CG PSC) will hear my case. (UNQUOTE).

C. In Article 1.B.5.e., the list of documents (1) through (4) remains unchanged, but the entire introductory language is amended to read as follows: (QUOTE) When board action is not required, or when a member entitled to a reenlistment board waives that right, the commanding officer shall provide the members PDR and following documents to Commander (CG PSC-EPM-1): (UNQUOTE).

D. The second sentence of Article 1.B.5.f.(5) is amended to read as follows: (QUOTE) Until Commander (CG PSC) publishes the action of the Final Reviewing Authority on the reenlistment board, at the end of each 90-day period of the probation, or sooner if necessary, the commanding officer will send Commander (CG PSC-PSD-fs) a synopsis of the respondents performance. (UNQUOTE).

E. Article 1.B.5.g. is amended to read as follows: (QUOTE) A board shall convene early enough so Commander (CG PSC-PSD-fs) can receive the completed report 120 days before the enlistment expires, or as soon thereafter as practical. When a board is not required, or when a member entitled to a board hearing waives that right, the documents specified in Article 1.B.5.e. of this Manual, plus the members signed waiver of rights (if applicable) in the format prescribed in Article 1.B.5.c. of this Manual, shall be submitted to Commander (CG PSC-EPM-1) 60 days before the members enlistment expires, or as soon thereafter as practical. (UNQUOTE).

F. Article 1.B.19.f. (Administrative Discharge Board) is deleted and Article 1.B.19.g. (Separation Program Designator) is renumbered as new Article 1.B.19.f.

G. The second sentence of Article 1.B.22.d. is amended to read as follows: (QUOTE) Send the administrative discharge board report through the chain of command for review and endorsement in accordance with procedures promulgated by Commander (CG PSC). (UNQUOTE).

5. Citations to REF A found in REFs B, D, E, and F shall be interpreted as directing the reader to the procedural requirements of the new PSC directive.

6. The content of this ALCOAST will be reflected in future revisions of REFs B, D, E, and F.

7. Recommendations for additional changes and improvements to REF B are welcome and should be submitted to the Office of Military Personnel, Policy and Standards Division (CG-1331).

8. CAPT S. B. Nye, Acting Director of Reserve and Military Personnel, sends.

9. Internet release authorized.

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