

R 101137Z JUN 14
FM COMCOGARD PSC ARLINGTON VA
TO ALCGPSC

BT

UNCLAS //N01910//

ALCGPSC 075/14

SUBJ: ENLISTED PERSONNEL ADMINISTRATIVE BOARDS MANUAL

A. COMDT COGARD Washington DC 052018Z Jun 14 ALCOAST 258/14

B. Enlisted Personnel Administrative Boards Manual, PSCINST M1910.1

C. Military Separations, COMDTINST M1000.4 (series)

D. Enlisted Accessions, Evaluations, and Advancements, COMDTINST M1000.2 (series)

E. Administrative Investigations Manual, COMDTINST M5830.1 (series)

F. Coast Guard Drug and Alcohol Abuse Program, COMDTINST M1000.10(series)

G. Reserve Policy Manual, COMDTINST M1001.28 (series)

1. REF A canceled the Administrative Separation Board Manual, COMDTINST M1910.2, effective 1 September 2014. The Administrative Separation Board Manual continues to apply until its cancellation date only for those administrative boards for which the enlisted member received notice of administrative action prior to the date of this ALCGPSC message. The controlling procedures and guidance for all applicable enlisted personnel administrative boards are now found in REF B, which is effective immediately for all new administrative boards for which the enlisted member receives the notice of administrative action on or after the date of this ALCGPSC message.

2. REFs C and D, in relevant part, establish CG policy regarding the involuntary separation, ineligibility for reenlistment, and reduction in rate of a chief petty officer (CPO) for incompetence, as well as the circumstances under which the enlisted member is entitled to a board for one of these administrative actions. REFs E thru G referred users to the Administrative Separation Board Manual for guidance on conducting three types of boards - Administrative Separation Boards, Reenlistment Boards, and CPO Incompetency Reduction Boards. REF B, the Enlisted Personnel Administrative Boards (EPAB) Manual, substitutes updated procedures and guidance for conducting those same boards.

3. The EPAB Manual enhances transparency and accountability of administrative board actions, better manages command and member expectations, and expedites review of and final action on board reports, without compromising member rights to a full and fair hearing. The following are significant process changes incorporated in the EPAB Manual:

- A. Board Membership - One of the three voting members of the board must be a senior enlisted member (E-8 or above).
- B. Board Report Content - The questions that each board type must answer in its report are specified in the Manual.
- C. Timely Completion of the Board Report - The board shall complete its report during deliberations and prior to the board members returning to their normally assigned duties.
- D. Routing of the Board Report - A complete copy of the board report will be routed electronically (via CG Portal) for sequential review and final action. The convening authority will retain the original report until final action is taken on the case.
- E. Board Process Documentation - Samples of the various documents requiring completion during the administrative board process are included in the EPAB Manual appendices. In addition, Word and fillable Adobe templates of many of the documents are available for reference, and optional download for use, on the PSC website.

4. No paper distribution of the EPAB Manual will be made. An electronic version of the Manual, and samples and templates of the memoranda and other administrative board tools, are available on the Personnel Services Division, Field Support Branch (PSC-PSD-fs) website at <http://www.uscg.mil/psc/psd/fs/>.

5. PSC-PSD-fs POC: CWO3 Shawna Ward (703-872-6648:Shawna.C.Ward(at)uscg.mil). Any recommendations for changes to the EPAB Manual or improvements to the administrative boards process are welcomed and should be submitted to PSC-PSD-fs.

6. You may direct questions about convening and conducting enlisted personnel administrative boards to your servicing legal office. Field legal offices may contact the Chief of Military Justice at LSC Norfolk (757-628-4202) or LSC Alameda (510-437-3356) for subject matter questions and assistance.

7. RADM Dave Callahan, Commander, CG Personnel Service Center, sends.

8. Internet release authorized.

BT

NNNN