

Flag Voice #422
Changes to Military Separations Policy and Procedures

In September 2011, the Coast Guard Human Resources directorate took an important step toward optimizing our core business processes by replacing the Personnel Manual with twelve new policy instructions. ALCOAST 454/11, which announced this critical milestone, also stated, "Future updates to policy manuals will segregate policy and procedure."

I intend to further these organizational goals by updating and improving our administrative board processes. In the near future, the Director of Reserve and Military Personnel (CG-13), will issue an ALCOAST that cancels the Administrative Separation Board Manual (ADSEP), COMDTINST M1910.2, which is a procedural guide, and delegate responsibility for developing administrative board procedures to Commander, Personnel Service Center (CG PSC). The ALCOAST will also announce corresponding changes to Military Separations, COMDTINST M1000.4, that will be included in the next update to that manual.

The ADSEP Manual has not been updated since it was issued in August 1999, so it does not account for recent changes in technology and current Coast Guard organization. As the final action authority for the administrative boards currently covered by the ADSEP Manual, CG PSC is best positioned to provide timely updates to board procedures as technology, Coast Guard organization, and Coast Guard military personnel policy change.

Upon cancellation of the ADSEP Manual, CG PSC will promulgate a new CG PSC instruction based on the findings and recommendations of a highly skilled, cross-functional, working group charged with maintaining a fair and equitable process for members, while making the board process more efficient and providing better support for commands. The new CG PSC instruction will update antiquated procedures, adopt and incorporate best practices from our Department of Defense counterparts, and leverage new technology where feasible. For example, in the future, a senior enlisted Coast Guard member will be appointed to administrative discharge boards, reenlistment boards, and CPO reduction boards. Adding a senior enlisted member to administrative boards is a step that I and everyone involved in development of military personnel policy support as a means of bringing a balanced perspective to our administrative board process.

Once implemented, please provide your feedback to CG PSC so we may continue to adapt and improve our procedures to better serve you and our members.



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