

Issue Date: 08/13/2003

PERSONNEL ACTIONS FOR THE UNITED STATES COAST GUARD

I. Purpose

This directive establishes the Department of Homeland Security (DHS) policy regarding Coast Guard officer personnel actions that require the Secretary's approval. These include appointments (commissions, promotions, and designations), resignations, retirements, revoking or vacating commissions, removals from the promotion list, involuntary separations, and other significant personnel actions effecting Coast Guard Regular and Reserve officers.

II. Scope

This directive applies to the United States Coast Guard.

III. Authorities

- A. Title 3, U. S. Code, Chapter 4 (Delegation of Functions)
- B. Title 10, U. S. Code, Chapter 37 (General Service Requirements)
- C. Title 10, U. S. Code, Chapter 41 (Special Appointments, Assignments, Details, and Duties)
- D. Title 10, U. S. Code, Chapter 61 (Retirement or Separation for Physical Disability)
- E. Title 10, U. S. Code, Chapter 1205 (Appointment of Reserve Officers)
- F. Title 10, U. S. Code, Chapter 1209 (Active Duty)
- G. Title 14, U. S. Code, Chapter 3 (Composition and Organization)
- H. Title 14, U. S. Code, Chapter 9 (Coast Guard Academy)
- I. Title 14, U. S. Code, Chapter 11 (Personnel)
- J. Title 14, U. S. Code, Chapter 21 (Coast Guard Reserve)

K. The Homeland Security Act of 2002, codified in Title 6, US Code

IV. Definitions

A. None

V. Responsibilities

The Commandant of the Coast Guard shall ensure compliance with all applicable regulations and policies. The Commandant is responsible for providing guidance to properly execute the above authorities.

VI. Policy & Procedures

A. For the President, the Secretary, by law, retains the authority and responsibility to appoint officers and to approve officer resignations in the Coast Guard and Coast Guard Reserve.

B. The Secretary delegates certain authorities prescribed in Titles 10 and 14, U. S. Code, to the Commandant of the United States Coast Guard. The following officer personnel management responsibilities are delegated:

1. Retention in a reserve status for an initial period (10 U.S.C. 651)
2. Recalling Reserve officers to extended active duty (10 U.S.C. 12311)
3. Maintaining the active duty promotion list of officers (14 U.S.C. 41a)
4. Conducting an annual count of officers on the active duty promotion list (14 U.S.C. 42)
5. Retention of Coast Guard Academy graduates to complete their obligated commissioned service (14 U.S.C. 182)
6. Convening selection/promotion boards for Regular officers
7. (14 U.S.C. 251)
8. Establishing the promotion zones (14 U.S.C. 256)
9. Delays of promotion (14 U.S.C. 271)
10. Convening a lieutenant continuation board (14 U.S.C. 283)

11. Rear admiral continuation (14 U.S.C. 290)
12. Voluntary retirements (14 U.S.C. 291)
13. Separating regular Coast Guard officers for cause (14 U.S.C. 326)
14. Eligibility for severance benefits (14 U.S.C. 327)
15. Assigning running mates to Reserve officers (14 U.S.C. 726)
16. Convening selection/promotion boards for Reserve officers
17. (14 U.S.C. 729)

C. The Secretary approves personnel actions that may impact the national security of the United States, such as executing Title 10 recall of Reservists on behalf of the President in times of national emergency.

D. The Commandant has established applicable procedures concerning personnel actions in COMDTINST M1000.6 (series), Coast Guard Personnel Manual.

E. Timely processing of these personnel actions is important to ensure proper pay and benefits are provided to Coast Guard officer personnel when due. Accordingly, each review level will process the documents quickly.

F. Correspondence is sent from the Commandant to the office of the Executive Secretariat, Department of Homeland Security, via the following procedures:

1. The Chief Executive Secretariat for the Commandant packages the letter with a note recommending the appropriate action for the Secretary.
2. A courier hand carries the package to the Executive Secretariat, Department of Homeland Security.
3. The DHS Executive Secretariat follows its own procedures for review and approval by the Secretary. Upon completion, the Executive Secretariat contacts the Chief Executive Secretariat for the Commandant to pick up the package.
4. The Coast Guard will track the package in its further processing through the White House Military Office to the Senate, and its return to the Coast Guard after Senate action.

G. Attached is a list of correspondence that is typically submitted to the Secretary for approval.

H. **Questions or Concerns Regarding the Process**: Any questions or concerns regarding this directive should be addressed to the Assistant Commandant for Human Resources.