

**Military Separations, COMDTINST M1000.4 (series)
Summary of Changes**

Change/ Date	Article	Change
	1.A.6.c.	Added the requirement for reserve officers to serve a minimum of one year at an INCONUS unit before they are eligible for voluntary release from their obligation.
	1.A.14.c.(2)	Removed homosexual conduct as a reason for separation of an officer for moral or professional dereliction.
	1.A.14.h.(9)	Added guidance for the records retention of board of inquiry proceedings and board of review determinations.
	1.A.18. and throughout	Changed the term “severance pay” to “separation” pay.
	1.B.1.a.(1)	Added the caveat that the authority under the Second Chance Program cannot be delegated.
	1.B.2.c.	Removed references to DD Forms 256, 794, 259, and 260. DoD Instruction 1332.14 dtd Aug 28, 2008 (change Mar 2010) prescribes discharge certificates for Honorable discharges only.
	1.B.2.g.	Removed the subparagraph directing the use of modifiers (the letter following the RE code) for discharges. The CG Separation Program Designator Handbook directs the use of the Dept of Defense Separation Program Designator (SPD) Codes.
	1.B.7.c.	Updated the procedures for a member separating from the Service who desires to affiliate with the Reserve component.
	1.B.7.d.(2)	Changed the requirement to notify PSC of enlisted members desiring to separate in lieu of orders (SILO) from 15 days to five days. Added authority for PSC to separate members who choose to SILO prior to expiration of enlistment under convenience of the government.
	1.B.9.a.	Changed the discharge authority for unsatisfactory performers from districts, MLCs, CG Academy, and COMDT (G-WP) to CG PSC-EPM-1.
	1.B.12.a.(19)	Added failure to obligate required service within five working days of permanent change of station orders issuance as a reason for separation under convenience of the government.
	1.B.18.	Deleted the subparagraph that required the completion of bad conduct and dishonorable discharge certificates. DoD Instruction 1332.14 dtd Aug 28, 2008 (change Mar 2010) prescribes discharge certificates for Honorable discharges only.
	1.B.22.a.	Updated the definition of an administrative discharge board.
	1.B.34.a.	DoD Instruction 1332.14 dtd Aug 28, 2008 (change Mar 2010) prescribes discharge certificates for Honorable discharges only. This paragraph was altered to require Honorable Discharge Certificates only.
	1.C.9.a.(2)	Changed timeframe for notification of RILO from 15 days to 5 days and adds requirement to submit retirement request at the same time.

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	1.B.9.e.(1)	Changed the sample memo to reflect the change described directly above (epm-1 as the only final discharge authority).
	1.B.9.e.(4)	Changed the discharge authority to reflect change above.
	1.B.9.e.(4)(d)	Updated CG-3306 (old form used to capture the summary of enlisted evals) to current terminology found in D.A.
	1.B.12.a.(19)	Included requirement to obligate service within five days of receipt of PCS orders per the decision memo approved by RADM Hewitt on 26Mar2010 and subsequent ALCOAST 173/10.
	1.B.22.a.	Changed the definition of the administrative discharge board.
	1.B.30.b.	Restricted policy regarding required actions for citizens of the Republic of the Philippines upon eligibility to separate to those members who enlisted prior to 18 September 2008.
	1.B.31.c.	Changed the word “characteristics” to “competencies” to coincide with the terminology used in D.A.
	1.B.31.d.	Deleted the Article. It refers to supplemental conduct marks and directs you to Article 10.B.2.c. which no longer exists. Supplemental conduct marks referred to the old marking system which was based on three dimensions: proficiency, leadership, and conduct. When the CG went to the new (current) marking system, the supplemental conduct mark was only applicable to those members who served when the old marking system was in effect which was prior to 1983.
	1.B.32.f.	The disposition of the Medical Record was updated to refer the reader to the guidance provided in the Military Personnel Data Records (PDR) System, COMDTINST M1080.10 (series).
	1.B.34.a.	This article updated to reflect the requirement to complete a discharge certificate for all discharges, regardless of whether the member is continuing on active duty or not. This is consistent with overarching policy provided in Certificate of Release or Discharge from Active Duty (DD Form 214/5 Series), DoDI 1336.01 dtd 20 Aug 09.
	1.C.1.f. (Note)	Guidance provided on the order to charge administrative absence, processing point, and terminal leave in conjunction with retirement.
	1.C.5.b.	Updated compulsory retirement for officer at age 62 limiting it to regular commissioned officer in the grade of O7 and below.
	1.C.5.c.	Updated to reflect involuntary retirement of flag officer at 64 years of age vice 62.
	1.C.6.b.(1)	Updated to authorize warrant officers to be retained past 30 years service if a service need exists.
	1.C.9.a.	Updated obligated service requirements in conjunction with voluntary retirements and requesting retirement in lieu of orders (RILO).
	1.C.11.a.(3)(a)	Updated the timeframe for an enlisted member to request

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		retirement in lieu of orders (RILO) from 15 days to 5 and changed the mandatory retirement date from 1 August to 1 September.
	1.C.11.b.(1)	Required voluntary retirement requests to specify a date between September and December to align with the transfer season.
	1.C.13.d.	Deleted the article authorizing a 10% increase in retired pay for good conduct.
		Removed the article governing discharge for homosexual conduct.
	1.E.3.a.(8)	Updated to authorize separation for care of newborn child twice in a career.
	1.E.5.a.(1)(c)	Removed article that discussed the actions required by the Determination Board and Board of Inquiry in cases of alleged homosexual conduct.
	1.F.	Various minor changes to the Enlisted High Year Tenure policy throughout this section.
	Throughout	Changed MLC to HSWL or logistics/service centers as appropriate
	Throughout	Changed PERSRU TO SPO
	Throughout	Updated all references to manuals, instructions, and forms.