

ALCOAST 182/09

COMDTNOTE 1910

SUBJ: CHANGES TO PROCESSING OF ADMINISTRATIVE SEPARATION (ADSEP) BOARDS

A. ADMINISTRATIVE SEPARATION BOARD MANUAL, COMDTINST M1910.2 (SERIES)

B. PERSONNEL MANUAL, COMDTINST M1000.6 (SERIES)

1. UND

ER CERTAIN CONDITIONS, REF (A) AFFORDS MEMBERS THE RIGHT TO AN ADMINISTRATIVE SEPARATION OR REENLISTMENT BOARD (ADSEP BOARD OR ASB) BEFORE FINAL SEPARATION ACTIONS CAN BE TAKEN. IN ADDITION TO PROTECTING MEMBER RIGHTS, THESE BOARDS PROVIDE A VALUABLE ADMINISTRATIVE RECORD TO ASSIST IN DETERMINING WHETHER A MEMBER SHOULD BE RETAINED OR SEPARATED FROM THE COAST GUARD. HOWEVER, PROCESSING ADSEP BOARDS FREQUENTLY TAKES TOO LONG - SOMETIMES AS LONG AS TWO YEARS FROM WHEN THEY ARE CONVENED UNTIL FINAL DISPOSITION. SUCH DELAYS DO NOT SERVE THE COAST GUARD, THE COMMAND, OR THE MEMBER WELL.

2. THE JUDGE ADVOCATE GENERAL, COMDT (CG-094), AND THE DIRECTOR OF PERSONNEL MANAGEMENT, COMDT (CG-12), ARE REVIEWING THE ADSEP BOARD PROCESS TO FIND WAYS TO SIMPLIFY AND EXPEDITE CASE HANDLING WITHOUT COMPROMISING MEMBER RIGHTS TO A FULL AND FAIR HEARING AND WITHOUT IMPOSING UNREASONABLE ADMINISTRATIVE BURDENS ON COMMANDS. THE GOAL IS TO REVISE THE ADSEP GUIDANCE IN REFS (A) AND (B) TO NOTIONALLY REDUCE THE AVERAGE PROCESSING TIME TO 90 DAYS. FUTURE REVISIONS WILL PROVIDE NEW JOB AIDS FOR BOARD MEMBERS, RECORDERS, AND COMMANDS AND ESTABLISH CLEARER EXPECTATIONS FOR THE REVIEW AND IMPROVEMENT OF BOARD REPORTS. RECOMMENDATIONS FOR PROCESS IMPROVEMENT ARE HIGHLY ENCOURAGED, PARTICULARLY FROM MEMBERS WITH PREVIOUS ADSEP BOARD EXPERIENCE. PLEASE SUBMIT RECOMMENDATIONS TO THE POCs IDENTIFIED IN PARAGRAPH 9 BELOW.

3. COMDT (CG-094) A

ND COMDT (CG-12) IDENTIFIED SEVERAL IMMEDIATE CHANGES URGENTLY NEEDED TO IMPROVE ADSEP PROCESS TRANSPARENCY AND ACCOUNTABILITY, BETTER MANAGE COMMAND AND MEMBER EXPECTATIONS, AND EXPEDITE REVIEW OF ADSEP BOARD PACKAGES.

4. THE FOLLOWING CHANGES TO REF (A) ARE EFFECTIVE IMMEDIATELY (NOTE - THE TEXT OF THESE CHANGES INCLUDES UPDATED ORGANIZATIONAL REFERENCES RESULTING FROM MODERNIZATION AND THE NEW MESSAGE ADDRESS FOR THE PERSONNEL SERVICE CENTER (PSC) IN ARLINGTON, VA, THE SUCCESSOR COMMAND TO CGPC. REFERENCES TO CGPC AND ITS ORGANIZATIONAL ELEMENTS ELSEWHERE IN REF (A) MAP TO THE PSC ORGANIZATION WITH PSC-PSD REPLACING CGPC-ADM.):

A. THE TITLE OF SECTION 2.B. IS AMENDED BY DELETING ALL AFTER THE WORD (QUOTE) NOTIFICATION (UNQUOTE).

B. A NEW ARTICLE 2.B.5. IS ADDED TO READ AS FOLLOWS: (QUOTE) ADMINISTRATIVE SEPARATION BOARD. IF THE MEMBER ELECTS AN ADMINISTRATIVE SEPARATION BOARD, THE CONVENING COMMAND MUST SEND MESSAGE TRAFFIC TO NOTIFY THEIR SERVICING LEGAL OFFICE, PSC (PSD), AND COMDT (CG-0944) THAT ASB PROCEEDINGS ARE BEING INITIATED. THE MESSAGE MUST INCLUDE A BRIEF DESCRIPTION OF THE REASON THE ASB IS BEING INITIATED. IF ANY DETAILS IMPLICATE SIGNIFICANT PRIVACY CONCERNS, INDICATE SUCH IN THE MESSAGE AND PASS THAT INFORMATION SEPARATELY BY THE MOST EXPEDITIOUS MEANS. PREPARE MESSAGES IN THE FOLLOWING FORMAT:

FM INITIATING COMMAND

TO SERVICING LEGAL OFFICE

COMDT COGARD WASHINGTON DC//CG-0944//

C

OMCOGARD PSC ARLINGTON VA//PSD//

BT UNCLAS FOUO //N01910//

SUBJ: NOTICE OF CONVENING OF ADMINISTRATIVE SEPARATION BOARD

1. AN ASB IS EXPECTED TO BE CONVENED AS FOLLOWS:

ALPHA           EMPLID OF MEMBER (EMPLID ONLY - DO NOT INCLUDE ANY OTHER FORM OF IDENTIFICATION).  
BRAVO           YEARS AND MONTHS OF MEMBERS TOTAL ACTIVE AND INACTIVE MILITARY SERVICE.  
CHARLIE         UNIT WHERE ASB INITIATED.  
DELTA           MEMBERS PERMANENT UNIT AND, IF DIFFERENT, WHERE MEMBER ASSIGNED DURING ASB PROCEEDINGS.  
ECHO            DATE MEMBER NOTIFIED OF COMMAND INTENT TO INITIATE ASB PROCEEDINGS.  
FOXTROT        BASIS FOR DISCHARGE IN ACCORDANCE WITH REF (B) (E.G., ART.12.B.18 (MISCONDUCT), ART. 12.B.16, (UNSUITABILITY), ETC. . .).  
GOLF            STATE WHETHER MEMBER HAS ELECTED TO HAVE COUNSEL FOR ASB PROCEEDINGS.  
HOTEL          ANTICIPATED CONVENING DATE OF ASB, IF KNOWN.  
INDIA          LOCATION OF SERVICING LEGAL OFFICE.  
JULIET         STATEMENT AS TO WHETHER ANY DISCIPLINARY ACTION IS PENDING.  
KILO           DATE MEMBER REPORTED TO CURRENT UNIT, ANTICIPATED ROTATION DATE, AND EXPIRATION OF ENLISTMENT DATE.  
LIMA           GRADE, NAME, AND TITLE OF OFFICER CONVENING THE ASB.  
MIKE           SENIOR BOARD MEMBER NAME AND PHONE NUMBER, IF KNOWN.  
NOVEMBER       UNIT POC NAME AND PHONE NUMBER.

2. INTERNET RELEASE OF THIS MESSAGE IS NOT AUTHORIZED. (UNQUOTE)

C. A NEW ARTICLE 2.B.6. IS ADDED TO READ AS FOLLOWS: (QUOTE)  
UPON RECEIPT OF NOTICE AN ASB HAS BEEN CONVENED, SERVICING LEGAL OFFICES MUST ASSIGN A COAST GUARD JUDGE ADVOCATE OR OTHER COUNSEL TO PROVIDE LEGAL ADVICE TO THE BOARD. WITHIN THREE WORKING DAYS OF BEING APPOINTED, THE ASSIGNED COAST GUARD JUDGE ADVOCATE OR OTHER COUNSEL MUST CONTACT THE SENIOR BOARD MEMBER OR UNIT POC. WHEN A SENIOR BOARD MEMBER IS IDENTIFIED, THE LEGAL ADVISOR MUST PROVIDE ADVICE TO THAT MEMBER CONCERNING ASB PROCEDURAL MATTERS. THE LEGAL ADVISOR NEED NOT BE PRESENT DURING THE ASB PROCEEDINGS, BUT THE SENIOR BOARD MEMBER MAY REQUEST THE LEGAL ADVISORS PRESENCE, SHOULD SHE OR HE DEEM IT NECESSARY. THE BOARD MAKES FINAL DECISIONS CONCERNING ANY MATTER THAT IS RAISED. THE LEGAL ADVISOR WILL NOT PARTICIPATE IN THE DELIBERATIONS OF THE BOARD.  
(UNQUOTE)

D. A NEW ARTICLE 7.D.3. IS ADDED TO READ AS FOLLOWS: (QUOTE)  
WHEN, AFTER REVIEWING THE DRAFT RECORD, THE RESPONDENT HAS NO OBJECTION, RESPONDENTS COUNSEL OR RESPONDENT IF HE/SHE HAS WAIVED HIS/HER RIGHT TO COUNSEL, MUST NOTE THAT FACT IN WRITING. THE RECORDER MUST ATTACH THE STATEMENT OF NO OBJECTION TO THE RECORD.  
(UNQUOTE)

E. ARTICLE 7.E.4. IS AMENDED TO READ AS FOLLOWS: (QUOTE) THE CONVENING AUTHORITY MUST THEN FORWARD, VIA THE STAFF JUDGE ADVOCATE, THE ORIGINAL AND ONE COMPLETE COPY TO COMMANDER, COAST GUARD PERSONNEL SERVICE CENTER (PSD), ALONG WITH ANY ADDITIONAL MATERIALS REQUIRED BY THE PERSONNEL MANUAL. THE CONVENING AUTHORITY MUST RETAIN A COMPLETE COPY OF THE REPORT, WITH ENDORSEMENT, UNTIL THE MEMBER IS SEPARATED OR TRANSFERRED TO ANOTHER UNIT. (UNQUOTE)

5. THE FOLLOWING CHANGE TO REF (B) IS EFFECTIVE IMMEDIATELY:  
ARTICLE 12.B.31.A. IS AMENDED TO READ AS FOLLOWS: (QUOTE) AN

ADMINISTRATIVE DISCHARGE BOARD IS A BODY APPOINTED TO PROVIDE FINDINGS OF FACT, OPINIONS, AND RECOMMENDATIONS TO ASSIST THE DISCHARGE AUTHORITY IN MAKING INFORMED DECISIONS. IN ALL CASES, THE BOARD IDENTIFIES ANY BASES FOR DISCHARGE, RECOMMENDS EITHER RETENTION IN THE SERVICE OR DISCHARGE, AND RECOMMENDS THE TYPE OF DISCHARGE CERTIFICATE TO BE ISSUED IN THE EVENT THE FINAL ACTION OF THE DISCHARGE AUTHORITY IS TO DIRECT SEPARATION OF THE MEMBER. (UNQUOTE).

6. COMMANDS THAT HAVE ALREADY CONVENED AN ADSEP BOARD, BUT THE BOARD REPORT HAS NOT BEEN SUBMITTED TO PSC FOR FINAL ACTION, MUST SEND MESSAGE TRAFFIC IN ACCORDANCE WITH NEW ARTICLE 2.B.5. OF REF (A).

7. STAFF JUDGE ADVOCATES, AND JUDGE ADVOCATES OR OTHER COUNSEL, RECEIVING NOTICE OF AN ADSEP BOARD IN PROGRESS IN THEIR AOR MUST COMPLY WITH NEW ARTICLE 2.B.6. OF REF (A).

8. THESE CHANGES DO NOT AFFECT ADMINISTRATIVE SEPARATION PROCESSING FOR MEMBERS NOT ENTITLED TO AN ADSEP BOARD.

9. COMDT (CG-094) POC IS MR. TOM BEISTLE, PH: 202-493-1227, EMAIL: THOMAS.D.BEISTLE(AT)USCG.MIL. THE PSC POC IS LCDR ERICA MACK, 202-493-1210, E MAIL: ERICA.MACK(AT)USCG.MIL.

10. THE CONTENT OF THIS ALCOAST WILL BE REFLECTED IN FUTURE CHANGES OF REFS (A) AND (B).

11. RELEASED BY RADM WILLIAM BAUMGARTNER, THE JUDGE ADVOCATE GENERAL AND MR. CURTIS B. ODOM, DIRECTOR OF PERSONNEL MANAGEMENT.

12. INTERNET RELEASE AUTHORIZED.