

U.S. Department of
Homeland Security

United States
Coast Guard



Commandant
United States Coast Guard

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COMDTCHANGENOTE 1000
23 MAR 2015

COMMANDANT CHANGE NOTICE 1000

Subj: CH-1 TO MILITARY SEPARATIONS, COMDTINST M1000.4

- Ref:
- (a) Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3 (series)
 - (b) Coast Guard Pay Manual, COMDTINST M7220.29 (series)
 - (c) Physical Disability Evaluation System, COMDTINST M1850.2 (series)
 - (d) Coast Guard Medical Manual, COMDTINST M6000.1 (series)
 - (e) Discipline and Conduct, COMDTINST M1600.2 (series)
 - (f) Coast Guard Civil Rights Manual, COMDTINST M5350.4 (series)
 - (g) Military Justice Manual, COMDTINST M5810.1 (series)
 - (h) Coast Guard Drug and Alcohol Abuse Program, COMDTINST M1000.10 (series)
 - (i) Reserve Policy Manual, COMDTINST M1001.28 (series)
 - (j) Administrative Investigations Manual, COMDTINST M5830.1 (series)
 - (k) Certificate of Release or Discharge from Active Duty, DD Form 214, COMDTINST M1900.4 (series)
 - (l) Enlisted Accessions, Evaluations, and Advancements, COMDTINST M1000.2 (series)
 - (m) Military Bonus Programs, COMDTINST M7220.2 (series)
 - (n) Coast Guard Recruiting Manual, COMDTINST M1100.2 (series)
 - (o) Personnel and Pay Procedures Manual, PPCINST M1000.2 (series)
 - (p) Military Assignments and Authorized Absences, COMDTINST M1000.8 (series)
 - (q) Enlisted Personnel Administrative Boards Manual, PSCINST M1910.1
 - (r) Continued Health Care Benefit Program, COMDTINST 1760.7(series)
 - (s) Military Civil and Dependent Affairs, COMDTINST M1700.1 (series)
 - (t) Command Senior Enlisted Leader (CSEL) Program, COMDTINST 1306.1 (series)

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NON-STANDARD DISTRIBUTION:

COMDTCHANGENOTE 1000

1. PURPOSE. This Commandant Change Notice publishes a change to Military Separations, COMDTINST M1000.4.
2. ACTION. All Coast Guard unit commanders, commanding officers, officers-in-charge, deputy/assistant commandants, and chiefs of headquarters staff elements shall comply with the provisions of this Manual. Internet release is authorized.
3. DIRECTIVES AFFECTED. With the addition of this Commandant Change Notice, Military Separations, COMDTINST M1000.4 is updated.
4. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide operational guidance for Coast Guard personnel and is not intended nor does it impose legally-binding requirements on any party outside the Coast Guard.
5. MAJOR CHANGES. Chapter 1.F. regarding Enlisted High Year Tenure (HYT) is canceled and replaced by a new Chapter 3, also titled Enlisted High Year Tenure. Almost all parts of HYT have been revised. Reference (t), Command Senior Enlisted Leader (CSEL) Program, COMDTINST 1306.1 (series), has been added.
6. IMPACT ASSESSMENT. This policy does not impose new tasking or change existing tasking to operational commands.
7. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.
 - a. The development of this Manual and the general policies contained within it have been thoroughly reviewed by the originating office in conjunction with the Office of Environmental Management, and are categorically excluded (CE) under current USCG CE # 33 from further environmental analysis, in accordance with Section 2.B.2. and Figure 2-1 of the National Environmental Policy Act Implementing Procedures and Policy for Considering Environmental Impacts, COMDTINST M16475.1 (series). Because this Manual contains guidance on, and provisions for, compliance with applicable environmental mandates, Coast Guard categorical exclusion #33 is appropriate.
 - b. This directive will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from the general policies in this Manual must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), Council on Environmental Policy NEPA regulations at 40 CFR Parts 1500-1508, DHS and Coast Guard NEPA policy, and compliance with all other environmental mandates.
8. DISTRIBUTION. No paper distribution will be made of this Commandant Change Notice. An electronic version will be located on the following Commandant (CG-612) web sites.

Internet: <http://www.uscg.mil/directives/>, and CGPortal:
<https://cgportal2.uscg.mil/library/directives/SitePages/Home.aspx>.

9. PROCEDURE. If maintain a paper library, remove and replace the following sections of Military Separations, COMDTINST M1000.4.

<u>Remove</u>	<u>Replace</u>
Table of Contents	Table of Contents
Pages 1-199 to 1-204	Chapter 3

10. RECORDS MANAGEMENT CONSIDERATIONS. This Commandant Change Notice has been evaluated for potential records management impacts. The development of this Commandant Change Notice has been thoroughly reviewed during the directives clearance process, and it has been determined there are no further records scheduling requirements, in accordance with Federal Records Act, 44 U.S.C. 3101 et seq., National Archives and Records Administration (NARA) requirements, and the Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy does not have any significant or substantial change to existing records management requirements.
11. DISCUSSION. Citation of the word ‘article’ as used in this Manual is in general terms of reference, e.g., to denote paragraph or section, and is not citing CFR, USC, UCMJ, etc. except where so noted.
12. FORMS/REPORTS. None.
13. REQUEST FOR CHANGES. Submit changes to Commandant (CG-1331).

D. A. CALLAHAN /s/
Rear Admiral, U.S. Coast Guard
Assistant Commandant for Human Resources

Table of Contents

CHAPTER 1	SEPARATING ACTIVE DUTY PERSONNEL.....	1-1
1.A.	Separating Active Duty Commissioned and Warrant Officers.....	1-1
1.A.1.	General.....	1-1
1.A.2.	Types of Officer Discharges.....	1-1
1.A.3.	Inter-Service Transfers of Regular and Reserve Active Duty Officers.....	1-3
1.A.4.	Resignations.....	1-4
1.A.5.	Forms of Officers' Resignations.....	1-6
1.A.6.	Releasing Reserve Officers to Inactive Duty.....	1-8
1.A.7.	Involuntary Release of Ready Reserve Officers.....	1-9
1.A.8.	Discharging Ready Reserve Officers on Active Duty.....	1-10
1.A.9.	Physical Examination.....	1-11
1.A.10.	Revoking Regular Officers' Commissions in Their First Five Years of Service.....	1-13
1.A.11.	Vacating a Temporary Appointment.....	1-15
1.A.12.	Failing Selection for Promotion or Continuation.....	1-16
1.A.13.	Dismissing or Dropping from the Rolls.....	1-19
1.A.14.	Separating Regular Coast Guard Officers for Cause.....	1-20
1.A.15.	Revoking the Coast Guard Band Director's Designation.....	1-35
1.A.16.	Releasing Retired Recalled Officers from Active Duty.....	1-35
1.A.17.	Separating an Officer Serving in a Foreign Country.....	1-36
1.A.18.	Separation Pay.....	1-37
1.A.19.	Terminating a Chief Warrant Officer Appointment.....	1-38
1.A.20.	Separating Chief Warrant Officers for Unfitness or Unsatisfactory Performance.....	1-38
1.A.21.	Requests to Separate Voluntarily in Lieu of Involuntary Board Action.....	1-40
1.B.	Separating Active Duty Enlisted Members.....	1-56
1.B.1.	General.....	1-56
1.B.2.	Determining the Type of Discharge.....	1-59
1.B.3.	Explaining Discharge Types and Related Matters.....	1-64
1.B.4.	Pre-Discharge Interview of Enlisted Members.....	1-64
1.B.5.	Processing Procedures for Personnel Ineligible to Reenlist.....	1-67
1.B.6.	Physical Examination Before Separation.....	1-71
1.B.7.	Enlisted Members' Early Separation.....	1-72
1.B.8.	Releasing Enlisted Members Early to Pursue Their Education.....	1-77
1.B.9.	Processing Unsatisfactory Performers.....	1-78
1.B.10.	Transfers at Time of Sailing.....	1-83
1.B.11.	Expiration of Enlistment.....	1-83
1.B.12.	Convenience of the Government.....	1-90
1.B.13.	Discharge for Minority (Under Age).....	1-92
1.B.14.	Disability.....	1-95
1.B.15.	Unsuitability.....	1-98
1.B.16.	Security.....	1-102

1.B.17.	Misconduct.....	1-102
1.B.18.	Discharge Adjudged by Court-Martial Sentence.....	1-107
1.B.19.	Uncharacterized Discharges.....	1-108
1.B.20.	Discharge for the Good of the Service.....	1-110
1.B.21.	Canceling Void Enlistments	1-113
1.B.22.	Administrative Discharge Board and Final Action of Discharge Authority.....	1-116
1.B.23.	Procedure for Discharge Under Other than Honorable Conditions	1-118
1.B.24.	Suspending Execution of Approved Discharge on Probation.....	1-122
1.B.25.	Procedures to Effect Transfer to Fulfill Service Obligation	1-124
1.B.26.	Releasing Reserve and Retired Enlisted Members from Active Duty During War or National Emergency.....	1-124
1.B.27.	Effective Time of Separation	1-126
1.B.28.	Transfer for Discharge Under Other than Honorable Conditions.....	1-126
1.B.29.	Separation Under Honorable Conditions	1-127
1.B.30.	Separating Aliens	1-131
1.B.31.	Enlisted Employee Review (EER) Final Factor Average.....	1-132
1.B.32.	Personnel Data Record Entries at Departure	1-133
1.B.33.	Certificate of Release or Discharge from Active Duty, DD-214.....	1-135
1.B.34.	Discharge Certificates.....	1-135
1.B.35.	Honorable Discharge Button.....	1-137
1.B.36.	General Information on Separation Without Immediate Re-enlistment	1-138
1.B.37.	Discharge Entitlements Summary.....	1-143
1.C.	Retirement.....	1-144
1.C.1.	General Information.....	1-144
1.C.2.	Service Credit to Qualify for Retirement.....	1-146
1.C.3.	Pre-Retirement Physical Examination	1-147
1.C.4.	Retirement Counseling and Ceremony	1-148
1.C.5.	Statutory Authority to Retire Commissioned Officers (Except Commissioned Warrant Officers).....	1-152
1.C.6.	Statutory Authority for Commissioned Warrant Officers' Retirement	1-154
1.C.7.	Retirement or Release to Inactive Duty of Reserve Program Administrators	1-155
1.C.8.	Permanent Commissioned Teaching Staff Members' Retirement.....	1-158
1.C.9.	Procedures for Officers' Retirement.....	1-160
1.C.10.	Statutory Authority to Retire Enlisted Members	1-164
1.C.11.	Procedures to Retire Enlisted Members.....	1-166
1.C.12.	Grade or Rate in Which Retired.....	1-169
1.C.13.	Computing Retired Pay.....	1-172
1.C.14.	Retired Members' Privileges	1-178
1.C.15.	Retired Members' Obligations.....	1-178
1.D.	Dependency or Hardship Discharges.....	1-181
1.D.1.	Discussion.....	1-181
1.D.2.	Policies Governing Discharge.....	1-181
1.D.3.	Applying For Discharge.....	1-182
1.D.4.	Commanding Officer's Actions.....	1-183
1.D.5.	Safeguarding Privacy	1-183

1.D.6. Social Service Agencies' Reports..... 1-183

1.D.7. Type of Discharge..... 1-183

1.D.8. Involuntary Discharge..... 1-184

1.D.9. Release to Reserve 1-184

1.E. Temporary Separation..... 1-185

1.E.1. General..... 1-185

1.E.2. Discussion..... 1-185

Figure 1.E.2. Temporary Separation Options 1-190

1.E.3. General Provisions 1-192

Figure 1.E.3.a..... 1-201

1.E.4. Special Terms..... 1-204

1.E.5. Officer Provisions 1-204

1.E.6. Enlisted Provisions..... 1-205

1.E.7. Statement of Understanding..... 1-206

CHAPTER 2 DISABILITY RETIREMENT AND SEVERANCE PROCEDURES..... 2-1

2.A. Retaining Personnel Unfit for Continued Service on Active Duty..... 2-1

2.A.1. Policy 2-1

2.A.2. Criteria 2-2

2.A.3. Procedure 2-3

2.A.4. Periodic Evaluation and Renewals..... 2-4

2.A.5. Aviation Rating Personnel in a Non-Flying Status..... 2-5

2.A.6. Terminating Active Duty when Unfit for Continued Service..... 2-6

2.B. Final Action on Physical Evaluation Boards..... 2-7

2.B.1. Authority to Take Final Action..... 2-7

2.B.2. Final Action Procedure 2-7

2.B.3. Disposition of Evaluatee Before Final Action..... 2-8

2.B.4. Final Action When Fit for Duty..... 2-9

2.B.5. Final Action When Not Fit for Duty..... 2-10

2.B.6. Effective Date of Disability Retirement or Separation..... 2-10

CHAPTER 3 ENLISTED HIGH YEAR TENURE 3-1

3.A. Discussion 3-1

3.A.1. Authority 3-1

3.A.2. Covered members 3-1

3.A.3. Other policies and laws..... 3-1

3.B. Definitions..... 3-2

3.B.1. Active military service and Time in Service..... 3-2

3.B.2. Professional growth point (PGP) 3-2

3.B.3. HYT candidate..... 3-2

3.B.4. HYT PGP waiver 3-2

3.B.5. CSEL waiver..... 3-3

- 3.C. Professional Growth Point Table 3-3**
- 3.D. Advancements and reductions in pay grade 3-3**
 - 3.D.1. Advancements 3-3
 - 3.D.2. Reduction in pay grade for any reason 3-4
 - 3.D.3. Prior service pay grades and Reserve pay grades 3-4
- 3.E. Reenlistments and extensions 3-4**
 - 3.E.1. Contract length 3-4
 - 3.E.2. Physical disability evaluation system 3-5
- 3.F. Obligated service 3-5**
- 3.G. Separation 3-5**
 - 3.G.1. Timeline 3-5
 - 3.G.2. Nature of discharge or retirement 3-6
 - 3.G.3. Requesting an Earlier Separation Date 3-6
 - 3.G.4. Separation Pay 3-6
- 3.H. HYT PGP and CSEL waivers 3-7**
 - 3.H.1. Granting waivers 3-7
 - 3.H.2. Service while on a HYT PGP waiver 3-8
 - 3.H.3. HYT PGP waiver cancellations 3-9

CHAPTER 3 Enlisted High Year Tenure

3.A. Discussion

High year tenure (HYT) is a workforce management tool that establishes limits on the active military service time an active duty enlisted member can complete based on their pay grade. HYT is designed to increase personnel flow, compel members to advance in their rating, and allow more consistent training and advancement opportunities for the enlisted workforce.

3.A.1. Authority

The legal authority for this policy is 10 U.S.C. §1169.

3.A.2. Covered members

This policy applies to active duty component enlisted members only. Reserve enlisted members, including those on extended active duty, shall follow guidance in reference (i), Reserve Policy Manual, COMDTINST M1001.28 (series).

3.A.3. Other policies and laws

3.A.3.a. Physical Disability

Reference (c), Physical Disability Evaluation System, COMDTINST M1850.2 (series), shall take precedence over HYT policy for active duty enlisted members awaiting a fit for duty (FFD) determination. See Article 3.E.2 for specific policy.

3.A.3.b. Misconduct

Commander (CG PSC-EPM) may extend a member involuntarily pending the disposition of any offense past their required HYT separation date.

3.A.3.c. Members in the pay grade E-9

Reference (t), Command Senior Enlisted Leader Program, COMDTINST 1306.1 (series), shall take precedence for members in the pay grade of E-9 who wish to remain on active duty past their HYT retirement date.

3.B. Definitions

3.B.1. Active military service and Time in Service

All active duty and active duty for training in the United States Army, Navy, Air Force, Marine Corps, and Coast Guard or any component of these services (10 U.S.C. §101). A member's total active military service is reflected in their active duty base date (ADBBD). For this chapter, the term "time in service" is equivalent to the term "active military service."

3.B.2 . Professional growth point (PGP)

The maximum amount of active military service a member can have for their current pay grade.

3.B.3. HYT candidate

3.B.3.a. Members in the pay grade E-1 to E-2

A member in the pay grade E-1 or E-2 shall not extend or re-enlist, regardless of time in service.

3.B.3.b. Members in the pay grade E-3 to E-8

A member whose active military service time is greater or equal to their PGP each year on 31 December, beginning 2015. Regardless of the exact date a member passes their PGP during a calendar year, 31 December will be the cut-off that determines whether or not a member is a HYT candidate. The member shall become a candidate on 31 December. Members are responsible for knowing their ADBBD and understanding when they become a HYT candidate.

3.B.3.c. Members in the pay grade E-9

All members in the pay grade E-9 are subject to HYT and shall submit a retirement request in accordance with Section 3.G. and 3.H. of this Manual.

3.B.4. HYT PGP waiver

A waiver from this policy granted by Commander (CG PSC-EPM) allowing the member to continue on active duty past the required separation or retirement date listed in Article 3.H. of this Manual. This is separate and distinct from a waiver described in Command Senior Enlisted Leader (CSEL) Program, COMDTINST 1306.1 (series).

3.B.5. CSEL waiver

A waiver for members based on assignments as described in reference (t), Command Senior Enlisted Leader (CSEL) Program, COMDTINST 1306.1 (series).

3.C. Professional Growth Point Table

The current PGPs in use are listed below. PGPs will be updated based on the needs of the Service.

Grade	Professional Growth Point
E-1 and E-2	Completion of enlistment contract. Cannot reenlist or extend.
E-3 and E-4	Ten years active military service.
E-5	Sixteen years active military service.
E-6	Twenty years active military service.
E-7	Twenty-four years active military service.
E-8	Twenty-six years active military service.
E-9	Thirty years active military service (see Article 3.H. of this Manual for additional details).

3.D. Advancements and reductions in pay grade**3.D.1. Advancements****3.D.1.a. Eligibility to advance**

- (1) Members whose active military service time exceeds their PGP are allowed to advance if that advancement occurs on or before 31 December of the year they reach their PGP.
- (2) HYT candidates, (i.e., those members whose active military service time is greater or equal to their PGP on 31 December) are not eligible to advance after 31 December, unless authorized by a waiver covered in Article 3.H of this Manual. These advancements shall be withheld by Commander (CG PSC-EPM) until HYT PGP waiver results are announced. Commander (CG PSC-EPM) shall advance the next eligible member as appropriate. HYT candidates who do not receive a HYT PGP waiver with the advancement option shall lose their advancement. If a waiver is approved with the ability to advance, the advancement date will not be retroactive.

3.D.1.b. PGP after advancement

Upon advancement to the next higher pay grade, a member shall immediately be subject to the next higher pay grade's PGP. If they advance on or before 31 December, they shall not be a HYT candidate unless they exceed the PGP of their new pay grade.

3.D.1.c . Withholding advancements for other reasons

If withholding the advancement for another reason, such as exceeding body fat, results in the member becoming a HYT candidate, then the member shall follow the HYT policy requirements.

3.D.2. Reduction in pay grade for any reason

If a member is reduced in pay grade, the reduction may place the member beyond the reduced pay grade's HYT PGP because the member will have more active military service than the reduced pay grade permits.

3.D.2.a. New PGP upon reduction

- (1) Members reduced from pay grade E-6 and below shall maintain the PGP of one pay grade above the pay grade to which they are reduced.
- (2) Members shall keep the PGP in accordance with (1) of this section for 36 months from the date of reduction. At the end of the 36 months, the member shall assume the PGP of their existing pay-grade, regardless of their previous pay-grade.
- (3) Members reduced from pay grade E-7 and above shall immediately assume the PGP of the pay grade to which they are reduced.

3.D.2.b. Change in rate limitations

Members who request a change in rate must adhere to HYT requirements. Commander (CG PSC-EPM) will normally deny requests if the member is unlikely to advance before they exceed their new PGP. Requests may be denied for such reasons as Service needs, conduct, performance, or training opportunities.

3.D.3. Prior service pay grades and Reserve pay grades

Members shall not use prior service pay grades or Coast Guard Reserve pay grades to determine their PGP.

3.E. Reenlistments and extensions

3.E.1. Contract length

Members may reenlist or extend their enlistment in accordance with reference (l), Enlisted Accessions, Evaluations, and Advancements, COMDTINST M1000.2 (series). Regardless of their end of contract date, HYT candidates shall separate, or retire if eligible, in accordance with Chapter 3.G. of this manual.

3.E.2. Physical disability evaluation system

The PDES process does not exempt a member from becoming a HYT candidate. Members undergoing the physical disability evaluation system (PDES) process shall not be separated or retired for HYT until the PDES process is complete.

3.E.2.a Fit for duty finding

(1) If a HYT candidate does not receive a HYT PGP waiver and is rated fit for duty, they shall be processed for separation or retirement when the PDES process is complete or the date required in Article 3.H, whichever is later.

(2) If a HYT candidate receives a HYT PGP waiver and is rated fit for full duty, they shall be processed for separation or retirement by the required date in Article 3.H.

3.E.2.b. Not fit for duty finding

All members found to be not fit for duty, regardless of HYT candidate status or HYT PGP waiver status shall be separated in accordance with reference (c), Physical Disability Evaluation System, COMDTINST M1850.2 (series).

3.F. Obligated service

HYT policy takes precedence over obligated service. Members may be denied opportunities that result in obligated service past the required separation or retirement date specified in Article 3.H. or the HYT PGP waiver expiration date, whichever is later. Examples include tuition assistance, full time education, and transfer of G.I.Bill benefits to dependents. Commander (CG PSC-EPM) shall take into account a member's PGP when making assignments that result in obligated service.

3.G. Separation

Commander (CG PSC-EPM) will separate, or retire if requested and retirement eligible, HYT candidates who do not receive a HYT PGP waiver or other exemption.

3.G.1. Timeline

3.G.1.a. E-3 to E-8

All HYT candidates (E-3 to E-8) will separate, or retire if requested and retirement eligible, no later than 1 September of the year following the year their active military service time exceeds their PGP, unless granted a HYT PGP waiver.

3.G.1.b. E-9 with a CSEL waiver

Members who receive a waiver as described in reference (t), Command Senior Enlisted Leader Program, COMDTINST 1306.1 (series), such as Gold Badge/RFMC, shall retire at the end of their assignment.

3.G.1.c. E-9 without a CSEL waiver

Members who do not receive a waiver as described in reference (t), Command Senior Enlisted Leader Program, COMDTINST 1306.1 (series), shall retire as follows:

- (1) Members who reach 30 years active military service between 1 January and 31 August shall retire on 1 September of the year they exceed their PGP.
- (2) Members who reach 30 years active military service between 1 September and 31 December shall retire on the first day of the next month after they reach 30 years active military service.

3.G.2. Nature of discharge or retirement

3.G.2.a. Narrative reason

- (1) Narrative reason for discharge is Maximum Service or Time in Grade and the separation is involuntary.
- (2) Narrative reason for retirement is Maximum Service or Time in Grade and the separation is voluntary.

3.G.2.b. Limitation of boards

- (1) An administrative separation board is not authorized for members discharged due to HYT.
- (2) Because the HYT policy covers discharges and retirements, an involuntary retirement board described in 14 U.S.C. §357 is not authorized for members separated due to HYT.

3.G.3. Requesting an Earlier Separation Date

The member may request to Commander (CG PSC-EPM) to be separated or retired, if eligible, due to HYT, up to six months prior to their required separation date. In this case, the nature of the separation is involuntary.

3.G.4. Separation Pay

3.G.4.a. Eligibility

- (1) HYT candidates may be eligible for separation pay if they are not retirement eligible. (10 U.S.C. 1174 (e) (2) (A)).
- (2) HYT candidates are not eligible for separation pay, if at the time of their required separation:
 - a. they are eligible for retirement, or
 - b. They refuse or do not complete the service required by a waiver specified in 3.H. of this manual that would have made them eligible for retirement.
- (3) Computing separation pay shall be made in accordance with reference (b), Coast Guard Pay Manual, COMDTINST M7220.29 (series).

3.G.4.b. Affiliation with the Coast Guard Reserve

Members shall not receive separation pay unless they agree to affiliate with the Coast Guard Reserve in accordance with 10 U.S.C. §1174 and follow guidance in reference (b), Coast Guard Pay Manual, COMDTINST M7220.29 (series), including recouping the separation pay after earning a military retirement.

3.H. HYT PGP and CSEL waivers

3.H.1. Granting waivers

3.H.1.a. Authority

- (1) Commandant (CG-1) shall determine, for each rate (defined in 10 U.S.C. §101):
 - a. The maximum number of HYT PGP waivers to be granted.
 - b. Whether the HYT PGP waivers shall allow advancement. For each year, all members in a rate shall be treated equally with regards to the ability to advance while on a waiver.
- (2) Commander (CG PSC-EPM) is the sole waiver granting authority for HYT PGP waivers.

- (3) Commander (CG PSC-EPM) shall determine the length of each waiver granted. The length of the waiver does not need to be the same for every member in a rate for that year.
- (4) Commander (CG PSC-EPM) shall announce which HYT candidates are eligible to request a waiver at least thirty days before convening a HYT PGP waiver panel.
- (5) HYT candidates who are not named in this announcement shall separate or retire as required by 3.G. of this Manual.
- (6) Commander (CG PSC-EPM) may extend service beyond 30 years for members in pay grade E-9 who are selected for a Gold Badge Command Master Chief (CMC) or Rating Force Master Chief (RFMC) position in accordance with reference (t), Command Senior Enlisted Leader Program, COMDTINST 1306.1 (series).

3.H.1.b. HYT Candidates

- (1) Members who do not have to request a waiver per 3.H.1.a.(1).a. of this Manual shall respond to Commander (CG PSC-EPM) as directed.
- (2) Members who are eligible to submit a HYT PGP waiver per 3.H.1.a.(3) of this Manual may submit a waiver request to Commander (CG PSC-EPM) as directed.
- (3) Members in the pay grade E-9 shall not receive a HYT PGP waiver, and should compete for a CSEL assignment to remain on active duty past their required retirement date.

3.H.1.c. Waiver length

HYT PGP waivers will typically be granted for one to three years based on the needs of the Service, and will normally expire on 1 September of the applicable year. Commander (CG PSC-EPM) may extend an existing waiver based on the needs of the Service.

3.H.2. Service while on a HYT PGP waiver

3.H.2.a. Other separation policies

All members who have been granted a waiver to their HYT PGP shall be subject to all Coast Guard policies and processes. All other separation policies, including misconduct, maximum allowable weight, DUI, or other alcohol/substance abuse offenses, etc. are in effect and may result in a member separating or retiring prior to the expiration of the waiver. Separation as a result of these policies may impact separation pay.

3.H.2.b. HYT PGP waiver reenlistments and extensions

A member with an approved HYT PGP waiver may extend their enlistment past the expiration of the waiver. However, the HYT policy takes precedence and the member will separate at the expiration of the waiver.

3.H.2.c. HYT PGP waiver advancement

- (1) Members are not allowed to advance the calendar year when the waiver expires.
- (2) HYT candidates who advance in accordance with their waiver shall assume the PGP of their new pay grade.
- (3) If the member's active military service time is below the new PGP, the member shall no longer be a HYT candidate and the HYT PGP waiver will be cancelled, otherwise the member will maintain their original waiver and separation date.
- (4) Any subsequent reduction in pay grade after the HYT PGP waiver is cancelled will be treated in accordance with Article 3.D.2. of this Manual.

3.H.3. HYT PGP waiver cancellations**3.H.3.a. Authority**

Commander (CG PSC-EPM) is the sole authority for HYT PGP waiver cancellations.

3.H.3.b. Reasons for cancellation

A HYT PGP waiver may be cancelled for any reason and at any time, generally based on the member's poor performance or inability to meet any conditions specified in the waiver.

3.H.3.c. Appeal

A waiver cancellation may not be appealed.

3.H.3.d. Separation or retirement date

Members must separate, or retire if requested and eligible, as a result of the waiver cancellation within six months of the cancellation or by the expiration of the waiver, whichever is sooner.