



Military Transgender Service

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COMDTINST M1000.13
22 DEC 2016

COMMANDANT INSTRUCTION M1000.13

Subj: MILITARY TRANSGENDER SERVICE

- Ref: (a) Secretary of Defense Directive-type Memorandum (DTM) 16-005, "Military Service of Transgender Service Members"
 (b) DoD Instruction 1300.28, "In-Service Transition For Transgender Service Members"
 (c) Coast Guard Medical Manual, COMDTINST M6000.1 (series)
 (d) Military Separations, COMDTINST M1000.4 (series)
 (e) Uniform Regulations, COMDTINST M1020.6 (series)
 (f) Reserve Policy Manual, COMDTINST M1001.28 (series)

1. PURPOSE. This Manual promulgates policies and standards for Coast Guard military transgender members.
2. ACTION. All Coast Guard unit commanders, commanding officers, officers-in-charge, deputy/assistant commandants, and chiefs of headquarters staff elements must comply with the provisions of this Manual. Internet release is authorized.
3. DIRECTIVE(S) AFFECTED. None.
4. BACKGROUND. On June 30, 2016, the Secretary of Defense announced the immediate repeal of policies prohibiting service by transgender members in the DoD, and by agreement, the Coast Guard. Coast Guard specific policies and standards have been modified to ensure transgender members are able to serve on active duty or in the Reserve in accordance with References (a) and (b). Qualified transgender applicants will be able to enter the Coast Guard and Coast Guard Reserve once the DoD updates DoD Instruction 6130.03, "Medical Standards for Appointment, Enlistment, or Induction in the Military Services," which sets medical accession policy for all the military services, and is referenced by Reference (c) and Coast Guard Recruiting Manual, COMDTINST M1100.2 (series).
5. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a

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rule. It is intended to provide operational guidance for Coast Guard personnel and is not intended to nor does it impose legally-binding requirements on any party outside the Coast Guard.

6. 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).

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), DHS and Coast Guard NEPA policy, and compliance with all other environmental mandates.

7. DISTRIBUTION. No paper distribution will be made of this Manual. 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>.

8. RECORDS MANAGEMENT CONSIDERATIONS. This Manual has been evaluated for potential records management impacts. The development of this Manual 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 create significant or substantial change to existing records management requirements.

9. FORMS/REPORTS. The forms referenced in this Manual are available in U.S.C.G. Electronic Forms on the Standard Workstation or on the Internet: <http://www.uscg.mil/forms/> and CG Portal <https://cgportal2.uscg.mil/library/forms/SitePages/Home.aspx>.

10. REQUESTS FOR CHANGES. Recommendations for changes or improvements to this Manual are welcome and should be submitted via the chain of command to the Office of Military Personnel, Policy and Standards Division, Commandant (CG-1331), at HQS-PolicyandStandards@uscg.mil.

W. G. KELLY /s/
Rear Admiral, U.S. Coast Guard
Assistant Commandant for Human Resources

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CHAPTER 1 Overview

- A. Overview. This Chapter states this Manual's authority, applicability, and relationships to other Coast Guard policies.
- B. Authority. The authorities for this Manual are References (a) and (b), which established the policy that transgender members are able to serve as military members in the Department of Defense. Both policies apply to the Coast Guard at all times by agreement with the Department of Homeland Security.
- C. Applicability.
1. This Manual applies to:
 - a. Active duty members,
 - b. Coast Guard Academy cadets,
 - c. All members of the Ready Reserve and Standby Reserve,
 - d. Retired members recalled to active duty, and
 - e. Members of other U.S. uniformed services assigned to the Coast Guard, as amended by any appropriate agreement.
 2. Unless specifically mentioned, all policies and standards in subsequent Chapters apply equally to Active and Reserve component members, including cadets.
 3. This Manual does not apply to:
 - a. Dependents of Coast Guard personnel,
 - b. Civilians employed by the Coast Guard,
 - c. Coast Guard Auxiliarists,
 - d. Civilians employed as contractors by the Coast Guard,
 - e. Visitors to Coast Guard facilities, and
 - f. Any person not explicitly listed in Article 1.C.1. of this Manual.
- D. Other Coast Guard Policies and Procedures. A broad range of Coast Guard military personnel, medical, and operational policies reference a member's gender. This Manual has no impact on any other Coast Guard Directive, except to determine the standards applicable to a transgender member at any particular time. The non-exclusive list below contains those directives that are most relevant to transgender members.

1. Reference (c) states policies and standards for medical care and treatment for all members.
2. Coast Guard Recruiting Manual, COMDTINST M1100.2 (series) states policies and standards for applicants to the Coast Guard and Coast Guard Reserve.
3. Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3 (series) states policies and standards for appointment of Commissioned Officers.
4. Reference (d) establishes that a member is subject to separation in an entry-level status during the period of initial training, defined as 180 days based on a medical condition that impairs the Service member's ability to complete such training, and
5. Reference (d) affirms that transgender members who are not in the period of initial training must not be administratively separated based solely on a medical diagnosis of gender dysphoria indicating that gender transition is medically necessary.
6. Physical Disability Evaluation System, COMDTINST M1850.2 (series), states that as with other medical conditions, transgender members meeting referral standards must be referred to the Physical Disability Evaluation System (PDES).
7. Identification Cards for Members of The Uniformed Services, their Eligible Family Members, and other Eligible Personnel, COMDTINST M5512.1 (series) orders members to update their identification card once their appearance is significantly altered.
8. Reference (e) and Tattoo, Body Marking, Body Piercing, and Mutilation Policy, COMDTINST 1000.1 (series) states policies and standards for military uniforms, civilian attire, hair, grooming, cosmetics, permanent makeup, and piercings.
9. Coast Guard Pay Manual, COMDTINST M7220.29 (series), prescribes a transgender enlisted member's uniform allowance based on that member's gender.
10. Members and commands must follow procedures in Multi-Service Tactics, Techniques, and Procedures (TTP) for Transgender Service in the Military, CGTTP 1-16.11. Any conflict must be resolved in favor of this Manual.
11. Personnel and Pay Procedures Manual (PPPM), PPCINST M1000.2 (series) states policy, standards, and procedures for name changes.
12. In accordance with Coast Guard Civil Rights Manual, COMDTINST M5350.4 (series), transgender members have the right to initiate an Equal Opportunity (EO) complaint if they believe that they have been subjected to unlawful discrimination (including harassment).

CHAPTER 2 Roles and Responsibilities

- A. Overview. This Chapter states general responsibilities. Additional roles and responsibilities are stated in subsequent chapters in this Manual.
- B. Commandant (CG-1). The Assistant Commandant for Human Resources must:
1. Implement processes for the assessment and oversight of compliance with DoD and Coast Guard policies and procedures applicable to service by transgender members.
 2. Beginning in 2018, and no less frequently than triennially thereafter, direct an inspection of compliance with Reference (b), this Directive and other implementing USCG regulations, policies, and guidance, and review the Report of Inspection for purposes of assessing and overseeing compliance; identifying compliance deficiencies, if any; timely initiating corrective action, as appropriate; and deriving best practices and lessons learned.
- C. Commandant (CG-11). Director of Health, Safety, and Work-Life must promulgate additional policies and standards for medical diagnosis of gender dysphoria and care of transgender members and those members who have completed transition.
- D. Commandant (CG-13). The Director of Reserve and Military Personnel serves as the appeal authority for all requests in this Manual.
- E. Commander, Coast Guard Personnel Service Center (CG PSC).
1. Serves as the approving authority for Gender Transition Requests (GTR) in Chapter 4 of this Manual.
 2. Serves as senior executive tasked with immediate oversight of the Service Central Coordination Cell (SCCC).
 3. Serves as the approving authority for exception to policy (ETP) in accordance with Chapter 7 of this Manual.
 4. Make adjustments, as needed, to the date on which the member's gender transition, or any component of the transition process, will commence.
 5. Serves as the approving authority to change the gender marker in Defense Enrollment Eligibility Reporting System (DEERS) in accordance with Chapter 8 of this Manual.

6. Executes an approved gender marker change in DEERS and Coast Guard data systems.

7. Submits reports in accordance with Chapter 10 of this Manual.

F. Commander, Coast Guard Force Readiness Command (FORCECOM). Assists Commander (CG PSC) in educating all military and civilian members to ensure appropriate understanding of the policies and procedures pertaining to transgender service in the military.

G. Commanding Officer, Coast Guard Health Safety Work Life Service Center (HSWL SC).

1. Provides military medical provider training and oversight in the establishment of the medical diagnosis of gender dysphoria, determining medical necessity of gender transition, medical referrals, creation of medical treatment plans, and delivery of subsequent medical care.

2. Determines if providers are qualified to provide a diagnosis of gender dysphoria in accordance with Chapter 4 of this Manual.

3. Determines if providers are qualified to endorse the medical treatment plan in accordance with Chapter 5 of this Manual.

H. Commanding Officers and Officers in Charge (CO/OIC).

1. Reviews a member's Gender Transition Request (GTR) to ensure it:

a. Complies with this Manual,

b. Considers the individual facts and circumstances presented by the member,

c. Preserves military readiness by minimizing impacts to the mission (including deployment, operational, training, exercise schedules, and critical skills availability), as well as impacts to the morale and welfare, and good order and discipline of the unit,

d. Is consistent with the medical treatment plan,

e. Is consistent with the transition plan, and

f. Incorporates consideration of other factors, as appropriate.

2. Consults with the Service Central Coordination Cell (SCCC).

3. Coordinates with the military medical provider regarding any medical care or treatment provided to the member.

4. Assesses expected impacts on mission and readiness after consideration of the advice of military medical providers and addresses such impacts to the morale, welfare, and good order and discipline of units in accordance with this Directive.
 5. Provides recommendations based on operational requirements.
 6. Promptly responds to any request for medical care, as identified by the military medical provider, and ensure that such care is provided consistent with applicable regulations.
- I. Military Medical Providers. Establish the member's medical diagnosis of gender dysphoria, recommend medically necessary care and treatment, and, in consultation with the member, develop a medical treatment plan, as set forth in Chapter 5 of this Manual, for submission to the CO/OIC.
1. In accordance with established military medical practices, advise the CO/OIC on the medical diagnosis of gender dysphoria applicable to the member, including the provider's assessment of the medically necessary care and treatment, the urgency of the proposed care and treatment, the likely impact of the care and treatment on the individual's readiness and deployability, and the scope of the human and functional support network needed to support the individual.
 2. Collaborate with a military Medical Multidisciplinary Team (MMDT) to ensure efficacy in diagnosis of gender dysphoria and validation when the member is stable in gender. MMDT composition shall be commensurate with the level of treatment complexity and include a mental health provider, an endocrinologist (for cross-sex hormone therapy), and a surgeon (if surgery is deemed medically necessary). MMDT members shall be knowledgeable in medical care for gender dysphoria.
 3. Formally advise the CO/OIC when the member is stable in gender, and recommend to the CO/OIC a time at which the member's gender marker may be changed in DEERS.
 4. Provision of care may involve multiple facilities and require appropriate care coordination between providers. In no circumstance will a provider be required to deliver care that he or she feels unprepared to provide either by lack of clinical skill or due to ethical, moral or religious beliefs. However, referral to an appropriate provider or level of care is required under such circumstances.

J. Service Central Coordination Cell (SCCC). The SCCC provides multi-disciplinary (e.g., policy, medical, legal, military personnel management) expert advice and assistance to CO/OICs with regard to service by transgender members and to assist CO/OICs in the execution of Coast Guard policies and procedures. The SCCC is a tool that helps COs/OICs understand the generalities and nuances of transgender member service and medical treatment, reaffirms that no two individuals are identical, helps commands navigate through the treatment process (regardless of complexity), and ensures a methodical approach to transgender member care across the Coast Guard.

1. Membership. The SCCC is made up of representatives from the following organizations:
 - a. Commandant (CG-00H) – Civil Rights Directorate
 - b. Commandant (CG-092) – Governmental and Public Affairs
 - c. Commandant (CG-133) – Office of Military Personnel
 - d. Commandant (CG-112) – Office of Health Services
 - e. Commandant (CG-12B) – Office of Diversity and Inclusion
 - f. Commandant (CG-LGL) – General Law
 - g. Commander (CG PSC)
 - h. Commanding Officer (HSWL SC)
 - i. Any additional members required by Commandant (CG-1)
2. Authority. The SCCC acts as a guidance and recommendatory body to CO/OIC and stakeholders, and only Commander (CG PSC) may issue an ETP, in accordance with Chapter 7 of this Manual.
3. Senior Executive Tasking. Commander (CG PSC), per Article 2.F.2. of this Manual, is the senior executive tasked with immediate oversight of the SCCC. This includes, but is not limited to:
 - a. Maintenance and responses of the SCCC@uscg.mil e-mail, and
 - b. Maintenance of any websites or related transgender information sites for Coast Guard commands and members.
4. SCCC Response. The SCCC must contact the CO/OIC within five business days to assess a request and begin giving advice and assistance to the CO/OIC.

K. Transgender Members.

1. In accordance with Individual Medical Readiness (IMR), DoDI 6025.19 and Ready Reserve Member Participation Policy, DoDI 1215.13, all members have a responsibility to maintain their health and fitness, meet individual medical readiness requirements, and report to their chains of command any medical (including mental health) and health issue that may affect their readiness to deploy or fitness to continue serving in an active status.
2. Each member in the Active Component or in an active status, Selected Reserve (SELRES), Individual Ready Reserve (IRR), or Active Status List (ASL) will, as a condition of continued military service, report significant health information to their chain of command. Members who have or have had a medical condition that may limit their performance of official duties, must consult with a military medical provider concerning their diagnosis of gender dysphoria and proposed treatment, and must notify their CO/OIC.
3. As in the case of other health issues, when a member receives a diagnosis of gender dysphoria from a military medical provider indicating that gender transition is medically necessary and the member desires gender transition, the member submits a Gender Transition Request (GTR) to their CO/OIC that must comply with Chapter 4 of this Manual.

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CHAPTER 3 General Policies and Standards

A. Overview. This Chapter states general policies and standards for all transgender members.

B. Presumptions.

1. Transgender members are subject to the same standards and procedures as other members with regard to their medical fitness for duty, physical fitness, uniform and grooming standards, deployability, and retention.
2. Open service by transgender members is consistent with military service and readiness.
3. If a member with a medical treatment plan is unable to meet standards or requires an exception to policy (ETP), all reasonable efforts will be made to minimize impacts to the mission and unit readiness.

C. Determination of Gender and Changing Gender. For the purposes of this instruction, a member's gender (male or female) is only that recognized by the Coast Guard and reflected in the data element in DEERS and Coast Guard data systems. A change in gender only occurs when the member's gender marker in DEERS is changed. Members must be considered and treated as the gender recorded in DEERS in all respects, unless the member has an approved exception to policy (ETP) granted by Commander (CG PSC) in accordance with Chapter 7 of this Manual.

1. Coincident with the member's gender, the Coast Guard applies, and the member is responsible to meet, all standards for uniforms and grooming; body fat standards; physical readiness testing; drug testing participation (including serving as an observer and being observed); and other military standards for the member's gender.
2. All members will use those berthing, bathroom, and shower facilities, which are subject to regulation by the Coast Guard, associated with the member's gender.
3. Respect is one of the Coast Guard's core values. Given that, modesty, regardless of a member's gender, sexual orientation, etc., is expected and paramount especially in close quarters.

D. Medical.

1. Members, with a diagnosis of gender dysphoria from a military medical provider indicating that gender transition is medically necessary, will be provided medical care and treatment for the diagnosed medical condition in accordance with Reference (c). Recommendations of a military medical provider will address the severity of the member's medical condition and the urgency of any proposed medical treatment. Medical advice to CO/OIC will be provided in a manner consistent with processes used for other medical conditions that may affect the member's performance of official duties.

2. Commander (CG PSC) must approve the GTR and medical treatment plan before a transgender member may begin medical treatment, other than behavioral health screening and treatment.
3. Any medical care and treatment provided to an individual member for gender dysphoria will be provided in the same manner as other medical care and treatment. Nothing in this Directive will be construed to authorize a CO/OIC to deny medically necessary treatment to a member.
4. Any determination that a transgender member is non-deployable at any time will be made in accordance with established Coast Guard standards.
5. To the extent practicable, training plans and requirements, and additional procedural guidance for care and services will be consistent across the Military Health System (MHS), in accordance with Defense Health Agency (DHA) procedural guidance.

E. U.S. Coast Guard Academy Cadets.

1. Any cadet may request to change their gender marker in DEERS, in accordance with this Manual.
2. A cadet who is a transgender member may be disenrolled based on a medical condition that impairs their ability to complete required training.
3. A cadet who is a transgender member must meet all medical commissioning and appointment standards as a prerequisite to graduation and appointment in the Armed Forces.

F. Protection of personally identifiable information (PII).

1. In accordance with DoD Privacy Program, DoDD 5400.11, in cases in which there is a need to collect, use, maintain, or disseminate personally identifiable information (PII) in furtherance of Reference (b), this Directive, and other Coast Guard regulations, policies, or guidance, the Coast Guard will protect against unwarranted invasions of personal privacy and the unauthorized disclosure of such PII. The Coast Guard will maintain such PII so as to protect an individual's rights, consistent with federal law, regulation, and policy.
2. All entities must ensure the protection of personally identifiable information (PII) and personal privacy considerations in the implementation of this Directive and Coast Guard regulations, policies, and guidance.

G. Personal Privacy Considerations.

1. A CO/OIC may employ reasonable measures to balance respect and the privacy interests of all members.
2. New or renovated bathrooms, showers, and berthing are not required by this Manual.
3. Unisex bathrooms, showers, and berthing are not required by this Manual.
4. In executing any accommodation, the CO/OIC will take into account the physical construction of the facilities as well as the privacy of other members using the facilities in question. The unit commander should consider and balance the needs of the transgender member and the needs of the command.
5. The installation should explore no-cost facility options. No-cost options may include, but are not limited to, allowing the transgender member to use any family style restroom/shower area or providing additional time for the member to use the privacy of their domicile. No-cost options should not include special accommodations not available to other members of the unit, such as use of command cadre's facilities, or facilities otherwise not available to others of the same pay-grade.
6. Coast Guard Housing Manual, COMDTINST M11101.13 (series) states policies and standards for unaccompanied personnel housing assignment. Currently, members are assigned to quarters based on the gender reflected in the DEERS, consistent with policy in Reference (a). Until an ETP is approved or gender is changed in DEERS, the transgender member will use the facilities associated with their gender marker in DEERS, taking into account paragraph 1 above.

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CHAPTER 4 Gender Transition Requests (GTR)

- A. Overview. This Chapter states policies and standards for members to request a gender marker change in DEERS.
- B. Diagnosis of Gender Dysphoria.
1. For members seeking initial treatment, a diagnosis of gender dysphoria must be established by a privileged behavioral health provider at a military facility (or similarly qualified and approved [by Coast Guard Health, Safety, & Work-Life Service Center] civilian provider if unavailable in a military facility), with appropriate referral to other types of providers as indicated or required.
 2. The medical assessment must be comprehensive in nature, including exclusion of other causes for dysphoria, comorbid (simultaneous presence of two conditions in a patient) behavioral health conditions, and lead to formulation of an initial treatment plan.
- C. Treatment Plans for Gender Dysphoria. In accordance with Reference (b), treatment plans that specify change of gender begins when a member receives a diagnosis of gender dysphoria from a military medical provider indicating that gender transition is medically necessary and the member desires to request a change in gender.
- D. Member Requested Change of Gender. No member is required to request a change of gender for any reason, even if they have a qualifying diagnosis of gender dysphoria from a military medical provider indicating that gender transition is medically necessary. However, transgender members remain subject to the same standards and procedures as other members with regard to their medical fitness for duty, physical fitness, uniform and grooming standards, deployability, and retention. In order for a member to request a change of gender, the member must obtain a diagnosis of gender dysphoria from a military medical provider indicating that gender transition is medically necessary. After receiving such a diagnosis and the member desires to request a change in gender, the process begins by notification to the CO/OIC of the diagnosis of gender dysphoria, and providing the following:
1. A treatment plan in accordance with Chapter 5 of this Manual, and
 2. A transition plan in accordance with Chapter 6 of this Manual.
- E. Commanding Officers and Officers in Charge. The CO/OIC must:
1. Contact the SCCC within five business days of receiving a request to change gender. The SCCC must be contacted via e-mail at SCCC@uscg.mil.

2. Review the request within 30 days of receipt.
3. Assist the member in completing the request, if needed.
4. Endorse and forward the request to Commander (CG PSC), via the first flag officer in the chain of command.
5. Ensure the appropriate members of their chain of command are aware of the request and comply with privacy requirements listed in Article 3.G. of this Manual.

F. Gender Transition Request Approval.

1. Commander (CG PSC) must receive the request within 60 days of CO/OIC receipt.
2. Commander (CG PSC) must approve, deny, or modify the GTR within 30 days of receipt.

G. Modifications to the Approved GTR.

1. A member may submit a request to modify a previously approved GTR at any time.
2. Requests to modify a previously approved GTR must be routed in the same manner as the original request, as prescribed by Articles 4.E. and 4.F. of this Manual.
3. When the needs of the Coast Guard outweigh the needs of the member, Commander (CG PSC) may modify a previously approved transition plan without a modification request from the member, after consultation with the first flag officer in the member's chain of command.

H. Appeal.

1. A member may appeal any decision with regard to any part of any request under this Directive and any subsequent modifications to that decision.
2. Commandant (CG-13) serves as the final appeal authority.

CHAPTER 5 Treatment Plans

A. Overview. This Chapter describes the policies and standards for treatment plans for transgender members of the Coast Guard.

B. Treatment Plan.

1. A treatment plan is a medical plan that is prepared and endorsed by a military medical provider in consultation with a military Medical Multidisciplinary Team (MMDT). The medical provider must be approved by Commanding Officer (CG HSWL SC).
2. A treatment plan must account for the potential stress for a member diagnosed with gender dysphoria, and the member's mental health and well-being must be periodically evaluated.
3. All treatment plans are individualized and there is no minimum required level of medical treatment.
4. The plan must be routed as part of the GTR.

C. Elements of the Treatment Plan.

1. The treatment plan includes all medically necessary behavioral health, mental health, medical treatment, projected timing of treatment, and anticipated duty limitations.
2. All treatment plans must identify:
 - a. Expected duty limitations and Not Fit for Duty (NFFD) timeframes,
 - b. Urgency of the proposed care and treatment,
 - c. All medically necessary treatment that is part of the member's medical treatment plan and a projected schedule for such treatment, and
 - d. A post-gender marker change behavioral health follow-up schedule to ensure the member maintains mental health stability.

D. Endorsement.

1. Treatment plans must be created by or positively endorsed by a military medical provider.
2. Commanding Officer (CG HSWL SC) determines if the military medical provider is qualified to create or endorse a treatment plan.

3. Commanding Officer (CG HSWL SC) may require additional validation of the diagnosis of gender dysphoria and the development and validation of medical treatment plans by military medical providers who have competence in transgender care.

CHAPTER 6 Transition Plans

- A. Overview. This Chapter states policies and standards for transition plans.
- B. Transition Plan.
 - 1. The transition plan is separate from, but complementary to, the treatment plan and addresses non-medical items.
 - 2. The plan must be routed as part of the GTR.
- C. Elements of the Transition Plan. The transition plan must consist of:
 - 1. Any request, including timing, for ETPs in accordance with Chapter 7 of this Manual,
 - 2. Any request to alter the member's assignment. The CO/OIC or member may request or comment on arrangements for the transfer of the member to another organization, command, location, or duty status (e.g., Individual Ready Reserve), as appropriate, during the transition process,
 - 3. An expected date to change the gender marker in DEERS as reflected in the treatment plan, and
 - 4. Any other accommodations being requested by the member.
- D. Endorsements. Non-medical endorsements are covered in Articles 4.E. and 4.F. of this Manual.

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CHAPTER 7 Exceptions to Policy (ETP)

- A. Overview. This Chapter provides an overview of policies and standards for granting exceptions to policy (ETP) for transgender members prior to a member changing his or her gender marker in DEERS if and when such exemptions are determined to be medically necessary and specifically approved by Commander (CG PSC).
- B. Authority to Issue, Modify, and Cancel ETP. Commander (CG PSC) is the sole approval authority for ETP.
- C. Limitations of ETP.
1. ETP must be a component of a medical treatment plan as determined by the member's military medical provider.
 2. ETP are cancelled and shall not be granted or renewed after the gender marker in DEERS is changed.
- D. Requesting ETP.
1. Requests for ETP must be submitted with a gender transition request (GTR) in accordance with Chapter 4 of this Manual.
 2. Additional requests for ETP may be initiated any time between approval of the GTR and changing the gender marker in DEERS. Additional requests must be submitted in accordance with Chapter 4 of this Manual.
 3. Requests for each ETP must have supporting justification, assessment by the CO/OIC, and further recommendations by the first flag in the chain of command.
- E. Examples of ETP. Members may request ETP from any gender-based Coast Guard policy. Examples include, but are not limited to:
1. Grooming and uniform standards in Reference (e).
 2. Use of berthing, bathroom, and shower facilities.
 3. For officers, manner of being addressed by junior personnel, in Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3 (series).
- F. Notifications. Commander (CG PSC) must notify the member and the chain of command of its decision via Coast Guard memorandum.

G. Duration of ETP.

1. No ETP may last over two years. Members may request to extend the ETP in two year increments. Managing extensions of ETP is the sole responsibility of the member. Commander (CG PSC) is not required to notify the member or the chain of command of an upcoming expiration of ETP.
2. All ETP shall be cancelled upon changing the member's gender marker in DEERS.

CHAPTER 8 **Determination of Gender and Changing a Member's Gender Marker in DEERS**

- A. Overview. This Chapter states policies and standards for determining a member's gender and for changing a member's gender marker in DEERS.
- B. Determination of Gender and Changing Gender. For the purposes of this instruction, a member's gender (male or female) is only that recognized by the Coast Guard and reflected in the data element in DEERS and Coast Guard data systems. A change in gender only occurs when the member's gender marker in DEERS is changed.
- C. Requesting Gender Marker Change. To change the gender marker in DEERS, the member must provide to Commander (CG PSC), routed in the same manner as the GTR in Chapter 4 of this Manual, both:
1. A determination by the military medical provider that the member is stable in gender, and
 2. Production by the member of documentation indicating gender change. Such documentation is limited to any of the following:
 - a. A certified true copy of a State birth certificate reflecting the member's gender;
 - b. A certified true copy of a court order reflecting the member's gender; or
 - c. A United States passport reflecting the member's gender.
- D. Actions after completion.
1. Upon review and approval of the documents required in Article 9.C. of this Manual, Commander (CG PSC) will notify the member and the chain of command via Coast Guard memorandum.
 2. Commander (CG PSC) will initiate the gender marker update in DEERS and Coast Guard data systems.
- E. Post-gender change policies.
1. Once the gender marker is changed in DEERS, the member will be responsible for meeting all applicable military standards in their gender, and as to facilities subject to regulation by the military, will use those berthing, bathroom, and shower facilities associated with that gender.
 2. Records indicating a person's previous gender are not required to be updated. Members may submit a request to update any part of their record in accordance with existing policies and procedures.

3. A military medical provider may determine certain medical care and treatment to be medically necessary, even after a member's gender marker is changed in DEERS. A gender marker change does not preclude such care and treatment. Any such additional medical care, such as behavioral health, cross-sex hormone therapy, and surgical treatment, must follow policies and standards in Reference (c) and is not subject to the requirements of this Manual.

CHAPTER 9 Reserve Specific Standards

- A. Overview. Excepting only those special considerations set forth below, Reserve personnel are subject to all policies and procedures applicable to active duty members as set forth in this Manual.
- B. Selected Reserve Drilling Member Participation. To the greatest extent possible, CO/OICs and members will address periods of non-availability for any period of military duty, paid or unpaid, during the member's medical treatment plan with a view to mitigating unsatisfactory participation. In accordance with Reference (f), such mitigation strategies may include:
1. Rescheduled training,
 2. Authorized absences,
 3. Alternate training, or
 4. Waiver of annual training requirements.
- C. Delayed Training Program. Delayed Training Program personnel must be advised by recruiters and CO/OICs of limitations resulting from being non-duty qualified.
- D. Release from Active Duty.
1. Members being released from active duty, with an approved GTR, must be separated in the same manner as members without an approved GTR.
 2. An approved GTR is not a valid reason to extend a Reserve member on active duty.
- E. Dual Status Employees. When a civilian employee of the Coast Guard is also a Reservist of any U.S. uniformed service, the member must follow administrative military standards for the gender marker in DEERS only when in a military duty status. This allowance is not a waiver from reporting medical treatment or any other medical requirement in References (c) and (f).

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CHAPTER 10 Reporting Requirements

- A. Overview. This Chapter states policies and standards for reporting and record keeping requirements. These requirements ensure the Coast Guard is meeting the intent of References (a), (b), and this Manual.
- B. Submission Schedule. Commander (CG PSC) must submit a report to Commandant (CG-1) through Commandant (CG-13) and Commandant (CG-11) covering activity occurring within each fiscal year by December 1 of each year.
- C. Required Reporting Elements. The following elements must be included in the report:
1. Number of personnel submitting a GTR.
 2. Number of and reason personnel denied a GTR.
 3. Number and description of ETP granted.
 4. Number of personnel approved for a gender marker change in DEERS.

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CHAPTER 11 **Glossary**

A. Overview. These definitions apply to the entire Manual, but may or may not apply to other Coast Guard policies.

B. Acronyms.

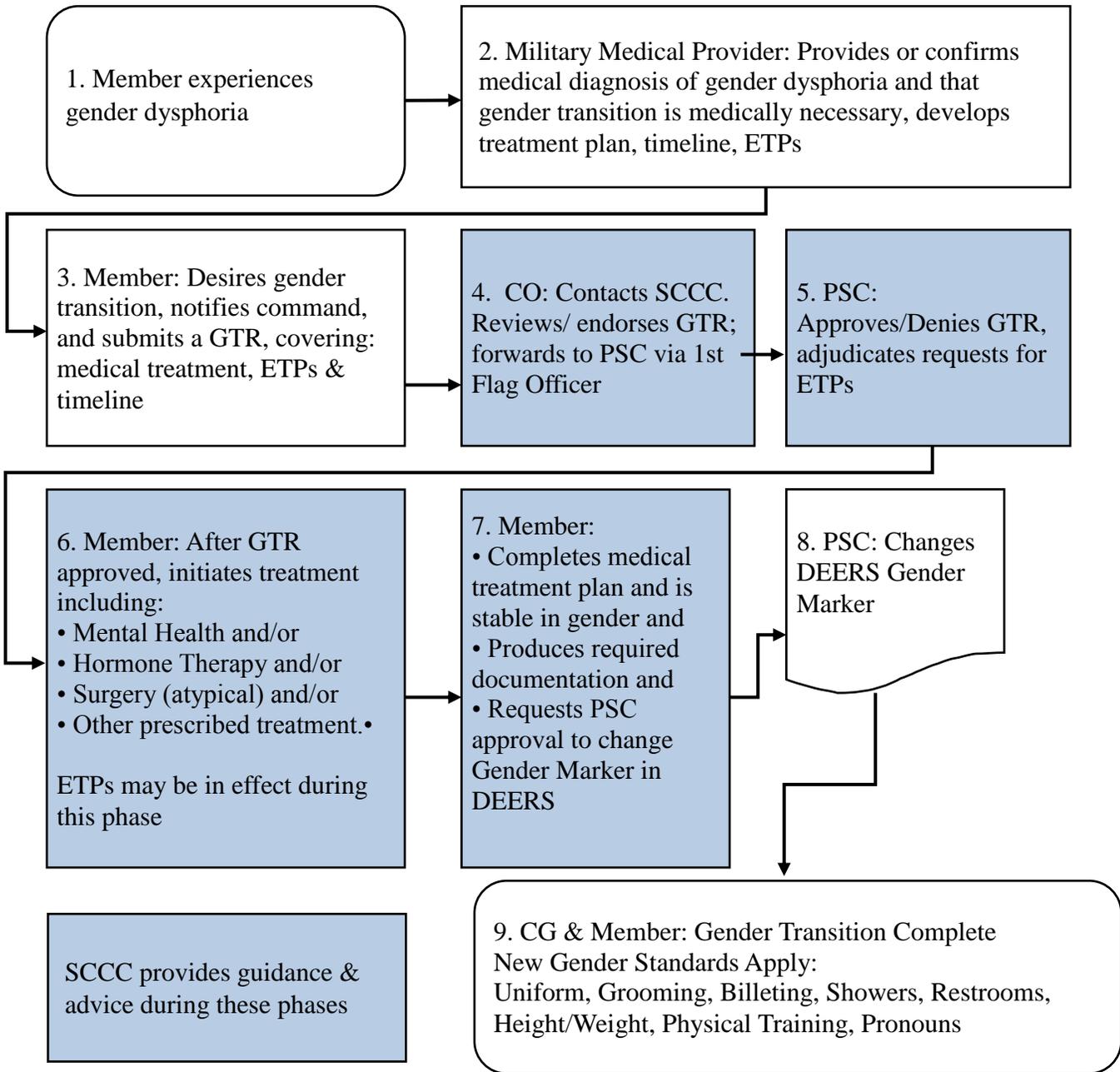
1. CO/OIC Commanding Officer and Officer in Charge
2. DEERS Defense Enrollment Eligibility Reporting System
3. DoDD DoD Directive
4. DoDI DoD Instruction
5. ETP Exception to Policy
6. GTR Gender Transition Request
7. MMDT Medical Multidisciplinary Team
8. PII Personally Identifiable Information
9. SCCC Service Central Coordination Cell

C. Definitions.

1. Accessed Gender. The gender recognized by the Coast Guard at accession (male or female) and reflected in the data element in DEERS and Coast Guard data systems.
2. Gender. The gender (male or female) recognized by the Coast Guard and reflected in the data element in DEERS (gender marker) and Coast Guard data systems.
3. Gender Dysphoria. A diagnosed medical condition where a member experiences dysphoria (distress) as a result of their gender.
4. Gender Marker. Data element in DEERS and Coast Guard data systems that determines a member's gender.
5. Military Medical Multidisciplinary Team. A medical team comprised of experts knowledgeable in transgender medical care and typically include a medical health provider, an endocrinologist, and a surgeon.
6. Medically Necessary. Those health-care services or supplies necessary to prevent, diagnose, or treat an illness, injury, condition, disease, or its symptoms, and that meet accepted standards of medicine.

7. Member. A military member of the Coast Guard, including members and officers on active duty or in the Reserve, and cadets. The term “service member” and “member” are interchangeable.
8. Stable in Gender. Medical care identified or approved by a military medical provider in a documented medical treatment plan is complete, no functional limitations or complications persist, and the individual is not experiencing clinically significant distress or impairment in social, occupational, or other important areas of functioning. Continuing medical care, including but not limited to cross-sex hormone therapy, may be required to maintain a state of stability.
9. Transgender Member. A member who has received a medical diagnosis of gender dysphoria indicating that gender transition is medically necessary, including any member who intends to begin or not begin transition, is or is not undergoing transition, or has completed transition and is stable in gender but has not yet had their gender marker changed.
10. Transition. Execution of a treatment plan to treat gender dysphoria through changing gender.
11. Transition Plan. A transition plan complements a treatment plan and addresses non-medical concerns.
12. Treatment Plan. A treatment plan is a medical plan that is prepared and endorsed by a military medical provider in consultation with a Medical Multidisciplinary Team (MMDT) describing medical care specific to treating a member’s gender dysphoria. A medical treatment plan established by a civilian medical provider will be subject to review and approval by a military medical provider.
13. Urgent Medical Care. The care needed to diagnose and treat serious or acute medical conditions that pose no immediate threat to life and health, but require medical attention within 24 hours.

Changing a Gender Marker in DEERS



Acronyms:
 ETPs: Exceptions to Policy
 GTR: Gender Transition Request
 SCCC: Service Central Coordination Cell

Note: Member may choose to cancel transition process at any time

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Scenarios

- A. Overview. The following scenarios are intended to provide a general discussion of illustrative issues.
1. The scenarios are not all inclusive, nor are they directive in nature. Personnel are reminded to consult with their Chain of Command, the SCCC, and this Manual before determining the best course(s) of action. Commanders are reminded of their responsibility to ensure good order and discipline throughout their entire unit.
 2. Additional scenarios can be found in Multi-Service Tactics, Techniques, and Procedures (TTP) for Transgender Service in the Military, CGTTP 1-16.11 (also known as *Transgender Service in the U.S. Military: An Implementation Handbook*).
- B. Attending a Unit Social Event. A male Coast Guardsman, assigned to a Sector, has been undergoing a medical treatment plan that includes gender transition for the last three months from male to female. His gender marker has not been changed in DEERS. Only the immediate chain of command is aware of this transition. The Service member desires to attend an off-Sector unit event dressed as a female.

Key takeaway. This scenario illustrates the importance of open lines of communication between the Service member and the commander. It also highlights the importance of developing the transition plan.

1. Command responsibilities.
 - a. Maintain good order and discipline.
 - b. During transition planning, discuss and document expected conduct to include whether ETPs may be included in a medical treatment plan, including those that may be requested at a later time.
 - c. If an approved ETP exists, discuss with the transgender member an appropriate method to inform the unit. If an ETP has not been approved, inform the Service member not to attend such activities dressed as a female.
2. Service member responsibilities.
 - a. Members shall conduct themselves in accordance with the approved transition plan. If this specific situation is not addressed, members must attend dressed as their birth gender, or simply not attend.
 - b. If an ETP is approved, discuss with the command an appropriate method to inform the unit of the ETP prior to attending unit events.

- C. Use of Shower Facilities. A female Service member who recently transitioned gender and had her gender marker in DEERS changed from male to female but still retains male genitalia. She is participating in a multi-week law enforcement training course and has expressed privacy concerns regarding the open bay shower configuration. Similarly, several other female Service members have expressed discomfort when showering in these facilities with individuals who have different genitalia.

Key takeaway. This scenario illustrates the importance of open lines of communication between the Service member and the command. It also depicts steps a command may take to permit privacy and underscores the importance of modesty for all members, regardless of gender, type of genitalia, or sexual orientation, when working and living in close quarters.

1. Command responsibilities.

- a. Where feasible, perform minor and inexpensive facility modifications, such as installing shower curtains and placing towel and clothing hooks inside individual shower stalls. If configuration changes not within command authority are necessary, contact the SCCC for guidance.
- b. In cases where accommodations are not practicable, you may authorize alternative measures to respect personal privacy, such as adjustments to timing of the use of shower or changing facilities or the approval of alternative shower locations. Note: contact the SCCC for matters involving separate accommodations (e.g., unisex changing facility).
- c. Take proactive steps through the chain of command to ensure that expressions of discomfort don't escalate into harassment or hazing, regardless of who might initiate such negative behavior. This aligns with the Coast Guard Civil Rights Manual, COMDTINST M5350.4 (series), which dictates, "The Coast Guard mandates that all members of the Coast Guard...be treated fairly and with respect." Additionally, the Manual clearly articulates the unequivocal order to "respect personal privacy."
- d. Consult the SCCC for guidance on a variety of possible options, how to institute measures, and acknowledged best practices.

2. Service member responsibilities.

- a. If you have concerns about privacy in a shower, locker room, or berthing setting, you should discuss this with your chain of command.
- b. Consider altering your shower hours or alternative shower facilities.