

ADMINISTRATIVE DISCHARGES

REASON	REFERENCE(S)	GENERAL INFORMATION
Second Chance Program	<ul style="list-style-type: none"> ▪ 1. B. 1.a. MILSEP Manual 	<ul style="list-style-type: none"> ▪ First Flag/SES in Chain-of-Command of first-term performers may waive all policy discharges authorities except (as noted below) contained in Article 1.B.17 (Misconduct). ▪ The Second Chance Program specifically excludes all policy discharges contained in Article 1.B.12 (Obesity) or Chapter 3.(Coast Guard Drug and Alcohol Abuse Program, COMDTINST M1000.10(series) ▪ A first-term performer is an enlisted member serving in his or her first enlistment (first 4 years). ▪ First-term member must be advised of second chance program.
Unsatisfactory Performance	<ul style="list-style-type: none"> ▪ 1.B.9, MILSEP Manual ▪ 3.A.27, Enlisted Accessions Evaluations and Advancement, COMDTINST M1000.2 ▪ Administrative Separation Board Manual, M1910.2 	<ul style="list-style-type: none"> ▪ Member must be assigned to unit for a minimum of 180 days. ▪ Member must meet honorable discharge criteria in 1.B.2.f., MILSEP. ▪ Member must be observed for 12 months in most cases, six (6) minimum for extremely poor performers. ▪ Probation notification must be in format provided in 1.B.9.d, MILSEP. ▪ Member must be placed in a minimum six (6) month probationary period. ** Cannot submit discharge request prior to completion of performance probation** ▪ If under eight (8) years' military service, discharge notification must be in format provided in 1.B.9.d., MILSEP. ▪ If over eight (8) years' military service, member entitled to Administrative Separation Board. Discharge notification must be in format provided in Administrative Separation Board Manual, Enclosures (1) and (2).
Acceptance of Commission or Appointment <u>or</u> Acceptance into a Program Leading to a Commission or Appointment in any Armed Forces Branch	<ul style="list-style-type: none"> ▪ 1.B.12.a.2, MILSEP Manual 	<ul style="list-style-type: none"> ▪ Authorized for programs leading to <u>commission or appointment only.</u> ▪ If member fails out of commissioning/appointment program, no guarantee on return to Coast Guard. Member is discharged and must apply through Recruiting Office.
Inability to Perform Prescribed Duties, Unavailability for Worldwide Assignment	<ul style="list-style-type: none"> ▪ 1.B.12.a.7, MILSEP Manual ▪ 1.A.5, Military Assignment Authority Absence, COMDTINST M1000.8 	<ul style="list-style-type: none"> ▪ Per 1.A.5, COMDTINST M1000.8: "If for any reason a member is not available for unrestricted assignment for an appreciable period, the usual solution is separation from the Service". ▪ Generally, single-parent or member-to-member, unable or unwilling to implement dependent care plan. ▪ If separated, any unpaid bonus (es) will be recouped. ▪ No entitlement to Administrative Separation Board, regardless of length of military service.
Motion Sickness	<ul style="list-style-type: none"> ▪ 1.B.12.a.9, MILSEP Manual 	<ul style="list-style-type: none"> ▪ Member must be afforded all accepted treatment modalities. ▪ Motion sickness must be unresolved. ▪ Coast Guard does not "profile" - members who suffer intractable motion sickness will not be assigned to shore duty and allowed to continue service. ▪ No entitlement to Administrative Separation Board, regardless of length of military service.
Obesity	<ul style="list-style-type: none"> ▪ Weight/Physical Fitness Standards For Coast Guard Military Personnel, M1020.8G ▪ 1.B.12.a.10, MILSEP Manual 	<ul style="list-style-type: none"> ▪ If less than 36 pounds/9% body fat over maximum allowable, member is placed on probation. ▪ If 36 pounds/9% body fat or more over maximum allowable, member is separated without a probationary period; <u>No Command Medical Referral required.</u> ▪ Per 3.3.1, COMDTINST M1020.8G, members may not be placed in a third probationary period within 14 months <u>or</u> if found non-compliant for three consecutive semiannual weigh-ins. ▪ See Art. 3.2.5, COMDTINST M1020.8G – Selecting the Appropriate Probationary Period. ▪ If member fails probationary period, discharge package must be forwarded with five (5) days.

Figure 7-2

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Condition Not a Disability	<ul style="list-style-type: none"> ▪ 1.B.12.a.12, MILSEP Manual ▪ 5.B.18.b., Medical Manual 	<ul style="list-style-type: none"> ▪ If member fails probationary period, final measurements must be observed by a member of command cadre (i.e., CO, XO/Deputy, OIC, XPO, and CMC). ▪ If member not entitled to probationary period, must forward package within 30 days. ▪ Retirement eligible members (i.e., 20 years' or more active military service) may request retirement in lieu of discharge. If approved, retirement will be the first day of month following the standard 20 working/30 calendar day period. ▪ No entitlement to Administrative Separation Board, regardless of length of military service.
Inaptitude	<ul style="list-style-type: none"> ▪ 1.B.15.b.1, MILSEP Manual ▪ Administrative Separation Board Manual, M1910.2 	<ul style="list-style-type: none"> ▪ Includes ADD/ADHD, if condition requires medication to control. ▪ For separation due to somnambulism (sleepwalking) or enuresis (bedwetting), there must be documentation of an observable history of sleepwalking or bedwetting. ▪ No entitlement to Administrative Separation Board, regardless of length of military service. ▪ Generally, based on member's unwillingness vice inability to conform/comply. ▪ No minimum observation time prior to placing member on probation. ▪ Probation should be documented on CG-3307. ▪ Probation must be a minimum of six (6) months. ▪ If member fails to make an effort to overcome deficiencies, command is authorized to recommend separation at any time during probation. ▪ If contemplating General Discharge, member must be afforded the opportunity to consult with an attorney - member's election must be documented under signature. ▪ If over eight (8) years' military service, member entitled to Administrative Separation Board. Discharge notification must be in format provided in Administrative Separation Board Manual, Enclosures (1) and (2).
Personality Disorders	<ul style="list-style-type: none"> ▪ 1.B.15.b.2., MILSEP Manual ▪ 5.B., Medical Manual ▪ PDES, M1850.2D ▪ Administrative Separation Board Manual, M1910.2 	<ul style="list-style-type: none"> ▪ Diagnosis must be rendered or confirmed by a military <u>psychiatrist, a doctoral level clinical psychologist, or a doctoral level clinical social worker.</u> ▪ Refer to Section 5.B., Medical Manual to determine appropriate processing. ▪ If member is diagnosed with any condition requiring processing through PDES, and that condition is of a severity to be unfitting, member is entitled to Medical Board. ▪ If over eight (8) years' military service, member entitled to Administrative Separation Board. Discharge notification must be in format provided in Administrative Separation Board Manual, Enclosures (1) and (2).
Adjustment Disorders	<ul style="list-style-type: none"> ▪ 1.B.15.b.3, MILSEP Manual ▪ 5.B., Medical Manual ▪ PDES, M1850.2D ▪ Administrative Separation Board Manual, M1910.2 	<ul style="list-style-type: none"> ▪ Diagnosis must be rendered or confirmed by a military <u>psychiatrist, a doctoral level clinical psychologist, or a doctoral level clinical social worker.</u> ▪ Refer to Section 5.B., Medical Manual to determine appropriate processing. ▪ If member is diagnosed with any condition requiring processing through PDES, and that condition is of a severity to be unfitting, member is entitled to Medical Board. ▪ If over eight (8) years' military service, member entitled to Administrative Separation Board. Discharge notification must be in format provided in Administrative Separation Board Manual, Enclosures (1) and (2).
Unsanitary Habits	<ul style="list-style-type: none"> ▪ 1.B.15.b.4, MILSEP Manual ▪ Administrative Separation Board Manual, M1910.2 	<ul style="list-style-type: none"> ▪ Generally, based on member's unwillingness vice inability to conform/comply. ▪ No minimum observation time prior to placing member on probation. ▪ Probation should be documented on CG-3307. ▪ Probation must be a minimum of six (6) months. ▪ If member fails to make an effort to overcome deficiencies, command is authorized to recommend separation at any time during probation.

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		<ul style="list-style-type: none"> ▪ If contemplating General Discharge, member must be afforded the opportunity to consult with an attorney - member's election must be documented under signature. ▪ If over eight (8) years' military service, member entitled to Administrative Separation Board. Discharge notification must be in format provided in Administrative Separation Board Manual, Enclosures (1) and (2).
Alcohol	<ul style="list-style-type: none"> ▪ 1.B.15.b.5, MILSEP Manual ▪ 2.B., Drug and Alcohol Abuse Program, COMDTINST M1000.10 ▪ Health Promotions Manual, M6200.1 ▪ Personnel and Pay Procedures Manual, PSCINST M1000.2A ▪ Administrative Separation Board Manual, M1910.2 	<ul style="list-style-type: none"> ▪ All incidents must be documented on CG-3307 using formats provided in Enclosure (6) to PSCINST M1000.2A - do not "freelance" and change the verbiage. ▪ To be considered for discharge purposes, all incidents require an alcohol screening per 2.B.2., COMDTINST M1000.10; screener must meet criteria set forth in 1.A.2e, COMDTINST M1000.10. ▪ All screenings must be documented on CG-3307 using formats provided in Enclosure (6) to PSCINST M1000.2A - do not "freelance" and change the verbiage. ▪ If, as a result of an alcohol screening, training and/or treatment are recommended, the member must be afforded the opportunity to attend such training/treatment. ▪ Any training/treatment must be documented on CG-3307 using formats provided in Enclosure (6) to PSCINST M1000.2A - do not "freelance" and change the verbiage. ▪ If member is diagnosed "alcohol abusive" or "alcohol dependent" within 180 days of enlistment, he/she shall be separated per 1.B.15, MILSEP - <i>The Coast Guard is under no obligation to offer training/treatment to members so diagnosed, as the condition was "pre-existing," and the member was not qualified for enlistment.</i> ▪ If over eight (8) years' military service, member entitled to Administrative Separation Board. Discharge notification must be in format provided in Administrative Separation Board Manual, Enclosures (1) and (2).
Financial Irresponsibility	<ul style="list-style-type: none"> ▪ 1.B.15.b.6, MILSEP Manual ▪ Personnel and Pay Procedures Manual, PSCINST M1000.2A ▪ 1.A.13, Military Assignments and Authorized Absences, COMDTINST M1000.8 ▪ Administrative Separation Board Manual, M1910.2 	<ul style="list-style-type: none"> ▪ All instances of financial irresponsibility must be documented on CG-3307 using formats provided in Enclosure (6) to PSCINST M1000.2A – do not “freelance” and change verbiage . ▪ No minimum observation time prior to placing member on probation. ▪ Probation should be documented on CG-3307. ▪ If member fails to make an effort to overcome deficiencies, command is authorized to recommend separation at any time during probation. ▪ If contemplating General Discharge, member must be afforded the opportunity to consult with an attorney – member’s election must be documented under signature. ▪ If over eight (8) years’ military service, member entitled to Administrative Separation Board. Discharge notification must be in format provided in Administrative Separation Board Manual, Enclosures (1) and (2). ▪ <i>For members in FS or SK ratings, refer to 1.A.13, COMDTINST M1000.8, for additional processing</i>
Civilian or Foreign Conviction	<ul style="list-style-type: none"> ▪ 1.B.17.b.1, MILSEP Manual ▪ Administrative Separation Board Manual, M.1910.2 	<ul style="list-style-type: none"> ▪ Conviction by foreign or domestic civil authorities or action taken tantamount to a finding of guilty, e. g., adjudication withheld; deferred prosecution; entry in adult/juvenile pretrial intervention programs, or any similar disposition of charges which includes imposition of fines, probation, community service, etc., of any offense which could warrant a punitive discharge if prosecuted under the Uniform Code of Military Justice (UCMJ). ▪ A member subject to discharge because of conviction by civil court may be processed for discharged even though an appeal of that conviction has been filed or intent to do so has been stated.

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<p>Absenteeism (Now a Subset of "Pattern Of Misconduct")</p>	<ul style="list-style-type: none"> ▪ 1.B.17.b.2, MILSEP Manual ▪ Administrative Separation Board Manual, M1910.2 	<ul style="list-style-type: none"> ▪ Member willfully and deliberately failed to disclose condition or situation he/she should have reasonably known might result in rejection for enlistment. ▪ Generally based on prior criminal record or pre-existing medical condition. ▪ If contemplating General Discharge, member must be afforded the opportunity to consult with an attorney - member's election must be documented under signature. ▪ If over eight (8) years' military service, member entitled to Administrative Separation Board. Discharge notification must be in format provided in Administrative Separation Board Manual, Enclosures (1) and (2).
REASON	REFERENCE(S)	GENERAL INFORMATION
<p>Pattern of Misconduct (Previously "Discreditable Involvement) – Also see "Absenteeism" Above</p>	<ul style="list-style-type: none"> ▪ 1.B.17.b.2, MILSEP Manual ▪ Administrative Separation Board Manual, M1910.2 	<ul style="list-style-type: none"> ▪ Per 1.B.17.c., MILSEP, probationary period is required for (1) failure to contribute adequate support to dependents; (2) a pattern of failure to pay just debts; or, (3) shirking. ▪ <i>Per 1.B.17.b.2, MILSEP, members may be discharged when they have two (2) or more NJP, courts-martial, or civilian convictions, or a combination thereof within a two-year period.</i> ▪ Limited to reasons outlined in 1.B.17.b.2. ▪ No requirement for probation per 1.B.17.c., MILSEP. ▪ If contemplating General Discharge, member must be afforded the opportunity to consult with an attorney - member's election must be documented under signature. ▪ If over eight (8) years' military service, member entitled to Administrative Separation Board. Discharge notification must be in format provided in Administrative Separation Board Manual, Enclosures (1) and (2).
<p>Commission of a Serious Offense</p>	<ul style="list-style-type: none"> ▪ 1.B.17.b.3, MILSEP Manual ▪ Administrative Separation Board Manual, M1910.2 ▪ Manual for Courts-Martial United States (2008 Edition), Appendix 12 	<ul style="list-style-type: none"> ▪ Does not require adjudication by non-judicial or judicial proceedings. ▪ Acquittal or finding of not guilty does not prohibit proceedings under this article. ▪ Offense must be established by a preponderance of evidence. ▪ Members may be separated under this article when (1) specific circumstances of the offense warrant separation; and (2) maximum penalty for the offense includes punitive discharge. ▪ No requirement for probation per 1.B.17.c., MILSEP. ▪ If contemplating General Discharge, member must be afforded the opportunity to consult with an attorney - member's election must be documented under signature. ▪ If over eight (8) years' military service, member entitled to Administrative Separation Board. Discharge notification must be in format provided in Administrative Separation Board Manual, Enclosures (1) and (2).
<p>Involvement with Drugs</p>	<ul style="list-style-type: none"> ▪ 1.B.17.b.4, MILSEP Manual ▪ Administrative Separation Board Manual, M1910.2 ▪ Drug and Alcohol Abuse Program, COMDTINST M1000.10 ▪ Health Promotion Manual, M6200.1 	<ul style="list-style-type: none"> ▪ All incidents must be documented on CG-3307 using formats provided in Enclosure (6) to PSCINST M1000.2A - do not "freelance" and change the verbiage. ▪ If incident is a result of positive urinalysis, ensure all documents required by 12.B.18.e.4.d, PERSMAN, are included with discharge recommendation. ▪ If incident is a result of CGIS investigation only, cite Report of Investigation (ROI) Number in discharge recommendation memo. ▪ If incident is a result of informal investigation, include member's statement and acknowledgement of Article 31 rights. ▪ All screenings must be documented on CG-3307 using formats provided in Enclosure (6) to PSCINST M1000.2A - do not "freelance" and change the verbiage. ▪ If, as a result of a drug screening, a member is diagnosed as "drug dependent," that member will be offered treatment prior to discharge - if treatment is accepted, member will be separated immediately after completing treatment.

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		<ul style="list-style-type: none"> ▪ Article 1.B.17.b.4.a, MILSEP, dictates that any member who is separated for drug involvement will receive no higher than a general discharge. ▪ If over eight (8) years' military service, member entitled to Administrative Separation Board. Discharge notification must be in format provided in Administrative Separation Board Manual, Enclosures (1) and (2).
Fraudulent Enlistment	<ul style="list-style-type: none"> ▪ 1.B.17.b.5, MILSEP Manual ▪ Administrative Separation Board Manual, M1910.2 	<ul style="list-style-type: none"> ▪ A member may be discharged for procuring a fraudulent enlistment, induction, or period of active service through any material misrepresentation, omission, or concealment which, if known at the time, might have resulted in rejection ▪ The enlistment of a minor with false representation of his or her age or without proper consent will not in itself be considered a fraudulent enlistment. Commanding Officer, Training Center Cape May, is delegated final discharge authority under this Article in these specific cases for members assigned to recruit training or prior service training program: <ul style="list-style-type: none"> a) Deliberately concealed criminal records or other information necessary to effect enlistment; or b) Any current or past medical conditions or problems discovered during recruit training, or prior service training program, which would have prevented enlistment in the Coast Guard, had they been known. ▪ If contemplating General Discharge, member must be afforded the opportunity to consult with an attorney - member's election must be documented under signature. ▪ If over eight (8) years' military service, member entitled to Administrative Separation Board. Discharge notification must be in format provided in Administrative Separation Board Manual, Enclosures (1) and (2).
Hardship	<ul style="list-style-type: none"> ▪ 1.D.2, MILSEP Manual 	<ul style="list-style-type: none"> ▪ Hardship must be undue/genuine, must not be temporary in nature, and must have arisen or been aggravated excessively since member enlisted. ▪ In general, the following circumstances or reasons do not qualify for discharge under 1.D.2: <ul style="list-style-type: none"> (1) Purely financial or business reasons. (2) Personal convenience. (3) The member is under charges or in confinement. (4) The member requires in-patient medical treatment. (5) A member's wife's pregnancy is not in itself a circumstance for which the Commandant will authorize discharge. ▪ Member must request Hardship Discharge - request must contain all information required by 1.D.3., MILSEP. ▪ <i>If command is contemplating separation of member, refer to 1.B.12., MILSEP for processing members unavailable for unrestricted worldwide assignment.</i>
REASON	REFERENCE(S)	GENERAL INFORMATION
Temporary Separation	<ul style="list-style-type: none"> ▪ 1.E.1, MILSEP Manual 	<ul style="list-style-type: none"> ▪ Must have six or more years' active military service. ▪ Must be E-4 or above. ▪ All requests considered based on member's overall record and Service need. ▪ Should normally be submitted no less than six months prior to desired separation date. ▪ May not have obligated service resulting from PSC transfer, advancement, training, or Tuition Assistance. ▪ If not on indefinite enlistment contract, may only apply upon expiration of enlistment. ▪ Must be tour complete.

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		<ul style="list-style-type: none"> ▪ Ineligible if in receipt of PCS orders, under investigation, pending NJP/court-martial/civilian criminal proceedings, on probation for unsatisfactory performance/behavior/conduct. ▪ Per 1.E.3.a.9, MILSEP, request must include Notice of Intent to affiliate with Reserve. ▪ Request must include Statement of Understanding submitted in format provided in Figure 1.E.7, MILSEP. ▪ Command endorsement must include all information required by 1.E.6.b., MILSEP. ▪ Members separated under 1.E., MILSEP, have up to two years to reenlist (through Recruiting Office if not affiliated with Reserve; through CGPC-epm if affiliated with Reserve). ▪ If affiliated with Reserve during Temporary Separation, reenlistment back to Active Duty after two years is not guaranteed (See 1.E.6.d, MILSEP).
Care For Newborn Children	<ul style="list-style-type: none"> ▪ 1.E.1, MILSEP Manual 	<ul style="list-style-type: none"> ▪ Must have four or more years' active military service. ▪ Must be E-4 or above. ▪ All requests considered based on member's overall record and Service need. ▪ Request must be submitted with 12 months after date of birth or adoption. ▪ May not have obligated service resulting from PSC transfer, advancement, training, or Tuition Assistance. ▪ If on indefinite enlistment contract, must have completed one year at INCONUS unit or two years at OUTCONUS unit before applying. ▪ Ineligible if in receipt of PCS orders, under investigation, pending NJP/court-martial/civilian criminal proceedings, on probation for unsatisfactory performance/behavior/conduct. ▪ Per 1.E.3.a.9, MILSEP, request must include Notice of Intent to affiliate with Reserve. ▪ Request must include Statement of Understanding submitted in format provided in Figure 1.E.7.1., MILSEP. ▪ Command endorsement must include all information required by 1.E.6.b., MILSEP. ▪ Members separated under 1.E., MILSEP have up to two years to reenlist (through Recruiting Office if not affiliated with Reserve; through CGPC-epm if affiliated with Reserve). ▪ If affiliated with Reserve during Temporary Separation, reenlistment back to Active Duty after two years is not guaranteed (See 1.E.6.d., MILSEP).