


**DEPARTMENT OF TRANSPORTATION
BOARD FOR CORRECTION OF MILITARY RECORDS**

Application for the Correction of
the Coast Guard Record of:

BCMR Docket No. 2000-104

FINAL DECISION

 **Attorney-Advisor:**

This proceeding was conducted under the provisions of section 1552 of title 10 and section 425 of title 14 of the United States Code. It was docketed on March 27, 2000, when the application was completed by the receipt of the applicant's military records.

This final decision, dated January 4, 2001, is signed by the three duly appointed members who were designated to serve as the Board in this case.

APPLICANT'S REQUEST AND ALLEGATIONS

The applicant, a commander (CDR; pay grade O-5) in the Coast Guard who retired on October 1, 1999, asked the Board to correct block 13 on his discharge form DD 214 to show that he received a Meritorious Service Medal. He also asked the Board to correct block 14 to show that he attended two educational programs while on active duty: "Covey Training Seven Habits of Highly Effective People" and "Covey Leadership Training—Principle-Centered Leadership." In support of his application, he submitted a copy of the citation for the medal and copies of two certificates from the Covey Leadership Center indicating that he successfully completed the courses.

VIEWS OF THE COAST GUARD

On October 5, 2000, the Chief Counsel of the Coast Guard submitted an advisory opinion in which he stated that the Coast Guard had granted partial relief administratively by issuing a DD Form 215. The form corrected the applicant's DD 214 to show that he was awarded the Meritorious Service Medal. He submitted a copy of the DD 215 showing the addition of the medal to block 13.

The Chief Counsel recommended that the Board deny the applicant's request to add mention of the two Covey courses to block 14 of his DD 214. He

stated that under Chapter 1.E.14. of COMDTINST M1900.4D, only schools and training courses listed in Enclosure 8 of the Personnel, Pay, and Procedures Manual may be cited on a DD 214 when successfully completed by a member. He stated that the list in Enclosure 8 does not include any courses offered by the Covey Leadership Center.

APPLICABLE LAWS

Commandant Instruction M1900.4D governs the preparation of DD 214s. Under Chapter 1.E. of the instruction, block 13 is supposed to include "all decorations, medals, badges, commendations, citations, and campaign ribbons awarded or authorized for all periods of service," as well as Good Conduct Awards, Purple Hearts, and Navy or Armed Forces Expeditionary Medals.

Chapter 1.E. also provides that block 14, "Military Education," of the DD 214 shall cite "formal service schools and in-service training courses in [the Personnel, Pay, and Procedures Manual] ... successfully completed during the period of service covered by the form ... e.g., medical and dental, electronics, supply administration, personnel, or heavy equipment operations."

Enclosure 8 of the Personnel, Pay, and Procedures Manual lists thousands of training courses. The Covey classes completed by the applicant are not listed. Also absent from the list are two of the fourteen classes that are cited in block 14 of the applicant's DD 214: "Dale Carnegie Course Laboratory Class" and "Supervisory Awareness of Sexual Harassment."

FINDINGS AND CONCLUSIONS

The Board makes the following findings and conclusions on the basis of the applicant's military record and submissions, the Coast Guard's submissions, and applicable law:

1. The Board has jurisdiction concerning this matter pursuant to section 1552 of title 10 of the United States Code. The application was timely.
2. The Coast Guard has already granted part of the relief requested by the applicant by correcting his DD 214 to include mention of his Meritorious Service Medal. Therefore, no further action is required by the Board with respect to the medal.
3. The two Covey classes completed by the applicant do not appear on the list of recognized service schools and training courses in the Personnel, Pay, and Procedures Manual. Under Chapter 1.E. of COMDTINST M1900.4D, only courses that are listed in the manual and successfully completed by the member should appear on a DD 214. Therefore, the Coast Guard committed no error when it omitted mention of the Covey classes on the applicant's DD 214.
4. Although block 14 on the applicant's DD 214 does mention two courses ("Dale Carnegie Course Laboratory Class" and "Supervisory Awareness

of Sexual Harassment") that are not listed in the Personnel, Pay, and Procedures Manual, this apparently erroneous inclusion does not prove that the exclusion of the Covey classes from block 14 was unjust.

5. Accordingly, the applicant's request regarding the inclusion of two Covey classes in block 14 of his DD 214 should be denied.

[ORDER AND SIGNATURES APPEAR ON NEXT PAGE]

ORDER

The application of retired [REDACTED]
for correction of his military record, is hereby denied.

