

**DEPARTMENT OF HOMELAND SECURITY  
BOARD FOR CORRECTION OF MILITARY RECORDS**

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Application for the Correction of  
the Coast Guard Record of:

**FINAL DECISION  
BCMR Docket No. 2016-066**

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**SUMMARY OF THE RECORD**

The applicant, a [REDACTED], asked the Board to remove a negative CG-3307 ("Page 7") dated March 21, 2014, from her record because it was issued by a chief [REDACTED] who was not in a command position and so had no authority to sign. The disputed Page 7 is signed by a [REDACTED] and documents counseling about the applicant failing to fulfill her responsibility as the duty [REDACTED] when she did not [REDACTED] due to personal engagements. The Page 7 noted that as the duty [REDACTED], she must be available while on duty to respond within one hour of notification.

On July 20, 2016, the Judge Advocate General of the Coast Guard submitted an advisory opinion recommending that the Board grant relief in accordance with a memorandum submitted by Commander, Personnel Service Center (PSC). PSC argued that relief should be granted because the negative Page 7 was not signed by the applicant's Commanding Officer (CO) or Officer in Charge (OIC) as required by Chapter 1.4 of the Personnel and Pay Procedures Manual, which states that only a member's CO or OIC may sign an adverse entry. Moreover, PSC argued, the PAC does not meet the criteria to sign a Page 7 in accordance with current policy in COMDTINST 1000.14C.

**FINDINGS AND CONCLUSIONS**

The Board finds that the applicant has proven by a preponderance of the evidence that the negative Page 7 in her record dated March 21, 2014, is erroneous and should be removed because it was not signed by the applicant's CO or OIC and, according to PSC, the [REDACTED] who signed it did not have delegated authority to do so. Chapter 1.4.3. of the Personnel and Pay Procedures Manual states that only a member's CO or an officer temporarily succeeding to command may sign adverse administrative remarks (Page 7s). The applicant's CO did not sign the negative Page 7, nor is there anything in the record to show that the [REDACTED] was serving as the Acting CO or had been delegated authority to sign the negative Page 7.

Accordingly, the negative Page 7 dated March 21, 2014, should be removed from the applicant's record.

**ORDER**

The application of [REDACTED], USCG, for correction of her military record is granted. The Coast Guard shall remove the negative CG-3307 dated March 21, 2014, from her military records.

January 13, 2017

