



Commandant
United States Coast Guard

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COMDTCHANGENOTE 1000
21 APR 2017

COMMANDANT CHANGE NOTICE 1000

Subj: CH-7 TO OFFICER ACCESSIONS, EVALUATIONS, AND PROMOTIONS,
COMDTINST M1000.3A

1. PURPOSE. This Commandant Change Notice publishes a change to the Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3A.
2. ACTION. All Coast Guard unit commanders, commanding officers, officer-in-charge, deputy/assistant commandants, and chiefs of headquarters staff elements must comply with the provisions of this Commandant Change Notice. Internet release is authorized.
3. DIRECTIVES AFFECTED. With the addition of this Commandant Change Notice, the Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3A is updated.
4. DISCLAIMER. This document is intended to provide operational requirements for Coast Guard personnel and is not intended to nor does it impose legally-binding requirements on any party outside the Coast Guard.
5. MAJOR CHANGES. This Change updates policies and standards applicable to Reserve Program Administrators (RPA).
 - a. Policies and standards for the designation for provisional and permanent RPA in Articles 1.B.3., 1.B.4., and 3.A.6.a. have been revised and placed in a new Chapter 7. To increase the number of applicants and improve the overall health of the RPA corps, the eligibility standards and protection from non-selection for promotion have been updated.
 - b. The Opportunity for Selection calculation in Article 3.A.6.e.(3) is cancelled and Article 3.A.6.e.(2) is amended to apply whenever Article 3.A.6.e.(1) does not apply. ADM Allen approved this change in the 2006 and Commandant (CG-12A) has ensured correct

DISTRIBUTION – SDL No. 168

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NON-STANDARD DISTRIBUTION:

numbers of RPAs to select for promotion, but the change was not incorporated into COMDTINST until now.

6. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.

- a. The development of this Commandant Change Notice 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 Commandant Change Notice 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.

7. DISTRUBUTION. 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>.

8. PROCEDURE. If maintaining a paper library, remove and replace the following sections of the Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3A:

<u>Remove</u>	<u>Replace</u>
Table of Contents	Table of Contents
1-17 to 1-20	1-17 to 1-20
3-9 to 3-14	3-9 to 3-14
	Chapter 7

9. 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.

10. FORMS/REPORTS. The forms referenced in this Commandant Change Notice are available in USCG Electronic Forms on the Standard Workstation or on the Internet: <http://www.uscg.mil/forms/>; and CG Portal at <https://cgportal2.uscg.mil/library/forms/SitePages/Home.aspx>

11. REQUEST FOR CHANGES. Recommendations for changes or improvements to Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3 (series), 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.

K. B. HINRICHS /s/
Rear Admiral, U.S. Coast Guard Reserve
Director of Reserve and Military Personnel

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Table of Contents

CHAPTER 1	PROCUREMENTS AND APPOINTMENTS.....	1-1
1.A.	Appointing Regular Commissioned Officers.....	1-1
1.A.1.	General.....	1-1
1.A.2.	Statutory Authority to Appoint U.S. Coast Guard Academy Graduates	1-1
1.A.3.	Statutory Authority to Appoint Temporary Officers	1-1
1.A.4.	Appointing Officer Candidate School Graduates	1-2
1.A.5.	Appointing Licensed U.S. Merchant Marine Officers.....	1-3
1.A.6.	Appointing the Coast Guard Band Director.....	1-3
1.A.7.	Appointing Physician Assistants.....	1-5
1.A.8.	Integrating Reserve and Temporary Regular Officers.....	1-6
1.A.9.	Processing Officers Who Do Not Integrate	1-9
1.A.10.	Recalling Retired Regular Officers.....	1-10
1.A.11.	Appointing or Re-appointing Regular Officers from the Temporary Disability Retired List	1-12
1.A.12.	Security Investigations for Officers' Original Appointment	1-13
1.B.	Reserve Officers on Active Duty.....	1-14
1.B.1.	Initial Active Duty and Recall to Active Duty.....	1-14
1.B.2.	Retention on Extended Active Duty	1-14
1.B.3.	Reserved.....	1-17
1.B.4.	Reserved	1-20
1.B.5.	Officer Candidate School.....	1-20
1.B.6.	Recalling Retired Reserve Officers	1-30
1.B.7.	Security Investigations for Original Appointment of Reserve Officers	1-30
1.B.8.	Interviewing Procedures for Officer Recruiting Programs.....	1-30
1.B.9.	Officer Programs Interviewing Guidelines.....	1-32
1.C.	U.S. Coast Guard Selected Reserve Direct Commission Officer.....	1-38
1.C.1.	General.....	1-38
1.C.2.	Application Procedures.....	1-40
1.C.3.	Selection for Appointment.....	1-42
Exhibit 1.C.1.	Statement of Understanding, SELRES DCO Program.....	1-43
Exhibit 1.C.2.	Direct Commission Officer Applicant Form	1-44
1.D.	Appointment as Warrant Officer	1-45
1.D.1.	General.....	1-45
1.D.2.	Eligibility Requirements for Appointment to Warrant Grade	1-45
1.D.3.	Recommendation Procedures.....	1-48
1.D.4.	Normal Path of Appointment.....	1-50
1.D.5.	Credit for Time in Grade (TIG) and Active Duty Time in Service (TIS).....	1-51
1.D.6.	Preboard Results	1-52
1.D.7.	Preparation and Distribution of Recommendation Files and Resume	1-53
1.D.8.	The Board Process	1-55
1.D.9.	The Postboard Process and Final Eligibility List.....	1-57

1.D.10. Removal from Eligibility Lists (Preboard or Final)..... 1-58

1.D.11. Procedure for Appointment to Warrant Grade..... 1-62

1.D.12. Appointment Ceremony..... 1-64

1.D.13. Scope of Warrant Specialties..... 1-65

1.D.14. Appointment as Warrant Officer (Bandmaster)..... 1-72

1.D.15. Appointment as Warrant Officer (Criminal Investigator) 1-76

1.D.16. Appointment as Specialty Force Manager (SFM) 1-79

1.E. Appointment as U.S. Coast Guard Cadet..... 1-82

1.E.1. General..... 1-82

1.E.2. Eligibility Requirements 1-82

1.E.3. Application..... 1-85

1.E.4. Selection..... 1-86

1.E.5. Responsibilities..... 1-94

1.F. Reserved..... 1-96

1.G. Appointing Regular Coast Guard or Navy Officers to the Coast Guard Reserve..... 1-97

1.G.1. General..... 1-97

1.G.2. Board Applicants 1-97

1.G.3. Board Recommendations to the Secretary 1-98

1.G.4. Date of Rank and Precedence Determination 1-98

1.G.5. Appeals..... 1-99

CHAPTER 2 GRADES AND SPECIALTIES..... 2-1

2.A. Grades of Officers..... 2-1

2.A.1. Commissioned and Chief Warrant Officers..... 2-1

2.A.2. Chief Warrant Officer Specialties and Temporary Lieutenants 2-1

2.A.3. Manner of Addressing Officers 2-3

2.A.4. Active Duty Promotion List and Lineal List..... 2-3

2.A.5. Date of Rank 2-3

2.A.6. Commencement of Pay and Allowances 2-4

2.B. Order of Precedence 2-5

2.B.1. Precedence of Coast Guard Commissioned Officers in the Grade of Ensign or Above..... 2-5

2.B.2. Precedence of Chief Warrant Officers of the Coast Guard..... 2-6

2.B.3. Precedence with Relation to Officers of Other Services 2-7

CHAPTER 3 PROMOTING COMMISSIONED OFFICERS 3-1

3.A. Promoting Commissioned Officers 3-1

3.A.1. General..... 3-1

3.A.2. Active Duty Promotion List (ADPL)..... 3-2

3.A.3. Number and Distribution of Commissioned Officers..... 3-3

3.A.4. Selecting and Promoting Officers on the Active Duty Promotion List from Lieutenant (Junior Grade) Through Rear Admiral (Lower Half)..... 3-4

3.A.5. Selecting and Promoting Ensigns to Lieutenant (Junior Grade)..... 3-9

3.A.6. Selecting and Promoting U.S. Coast Guard Reserve Officers on Active Duty as Reserve
Program Administrators (RPAs)..... 3-10

3.A.7. Promotion of Officers on the Permanent Commissioned Teaching Staff (PCTS) of the Coast
Guard Academy 3-13

3.A.8. Selecting and Promoting Retired Officers Recalled to Active Duty 3-16

3.A.9. Selecting and Promoting the Coast Guard Band Director 3-18

3.A.10. Wartime Temporary Service Promotions 3-19

3.A.11. Procedures to Permanently Appoint Reserve and Temporary Officers..... 3-20

3.A.12. Procedures to Promote Officers..... 3-22

3.A.13. Frocking Officers Selected for the Next Higher Grade 3-23

3.B. Promoting Chief Warrant Officers 3-26

3.B.1 General..... 3-26

3.B.2 Warrant Officer Utilization..... 3-26

3.B.3 Selection Process 3-27

3.B.4. Consideration by the Next Annual Selection Board..... 3-30

3.B.5. Removal from a Promotion List 3-32

3.B.6. Procedures for Effecting Promotion of Warrant Officers..... 3-32

3.B.7. Selection and Promoting Retired Warrant Officers Recalled to Active Duty 3-33

3.B.8. Selective Early Retirement Boards (SERB) 3-34

3.B.9. Lateral Change in Warrant Specialty 3-36

3.B.10. Appointing Chief Warrant Officers as Temporary Officers (.14 U.S.C. § 214)..... 3-36

CHAPTER 4 (RESERVED) 4-1

CHAPTER 5 OFFICER EVALUATION SYSTEM..... 5-1

5.A. Overview 5-1

5.B. Roles and Responsibilities 5-1

5.C. OES Standards and Policies..... 5-3

5.D. OER Rating Chain..... 5-5

5.E. Occasions for Regular OERs 5-6

5.F. Occasions for Non-Regular OERs..... 5-11

5.G. Exceptions from submitting an OER 5-13

5.H. Derogatory OERs..... 5-13

5.I. Prohibited Comments..... 5-14

5.J. Required Comments 5-16

5.K. Replies to OERs..... 5-16

5.L. IDPL schedule specific OERs 5-16

5.M. Retired Officers Recalled to Active Duty..... 5-17

5.N. Correction of OERs and Military Records..... 5-17

5.O. Definitions..... 5-18

CHAPTER 6 PERSONNEL BOARDS 6-1

6.A. Commissioned and Chief Warrant Officer Personnel Boards 6-1

6.A.1.	General	6-1
6.A.2.	Board Purposes	6-1
6.A.3.	Selection Criteria	6-2
6.A.4.	General Procedures for All Boards	6-4
6.A.5.	Procedure for Boards Considering Officers on a Fully-Qualified Basis	6-5
6.A.6.	Procedure for Boards Considering Officers on a Best-Qualified Basis.....	6-6
6.A.7.	Procedure for Boards Considering Officers on Both a Fully-Qualified and Best-Qualified Basis.....	6-8
6.B.	Selection for Promotion.....	6-10
6.B.1.	Selection Boards for Promotion from Lieutenant (Junior Grade) Through Rear Admiral (Lower Half)	6-10
6.B.2.	Selection Boards for Promotion from Ensign to Lieutenant (Junior Grade)	6-12
6.B.3.	Selection Boards for Promoting RPAs	6-13
6.B.4.	Selection Boards for Promotion of Officers on the Permanent Commissioned Teaching Staff (PCTS) of the Coast Guard Academy.....	6-15
6.B.5.	Selection Boards for Promoting Retired Officers Recalled to Active Duty	6-19
6.B.6.	Selection Boards for Officers Recalled from the Temporary Disability Retired List	6-20
6.B.7.	Selection Boards for Promoting the Coast Guard Band Director	6-20
6.B.8.	Boards to Designate Reserve Officers as Reserve Program Administrators	6-22
6.B.9.	Selection Boards for Promoting Chief Warrant Officers.....	6-23
6.B.10.	Selection Boards to Continue Active Duty Promotion List Captains on Active Duty	6-24
6.B.11.	Selection Board to Continue Reserve Program Administrator (RPA) Captains on Active Duty	6-26
6.B.12.	Screening, Selection, and Appointment of Officers to the Permanent Commissioned Teaching Staff (PCTS) of the Coast Guard Academy	6-28
6.B.13.	Special Selection Boards (SSB).....	6-31
6.B.14.	Specialty Considered Selections (SCS)	6-36
CHAPTER 7	RESERVE PROGRAM ADMINISTRATORS (RPA).....	7-1
A.	Overview	7-1
B.	Roles and Responsibilities	7-1
C.	Number and Distribution in Grade.....	7-1
D.	Designation as Provisional RPAs	7-2
E.	Designation as Permanent RPAs	7-3
F.	Removing any RPA Designation.....	7-3
G.	Transfer to the ADPL and receiving a Regular commission	7-3

- (2) working days after receipt, unless Commander (CG PSC-OPM-1) specifically approved a delay of return.
- (3) Actions for Officers Not Desiring to Execute the Active Duty Agreement. Officers who do not desire to execute the agreement shall endorse the memo declining appointment per Article 1.A.4.b.2.(c) of this Manual to that effect and return it to Commander (CG PSC-OPM-1) within five working days of receipt. The officer will be RELAD no later than when their agreement expires.

1.B.2.h. Pay Entitlements on Involuntary Release from Active Duty

Reserve officers involuntarily released from active duty may be entitled to separation pay under 10 U.S.C. § 1174 and/or a termination payment for the remaining part of an active duty contract under 10 U.S.C. § 12312. Reference (g), Coast Guard Pay Manual, COMDTINST M7220.29 (series), explains conditions and procedures on separation pay or pay on release without the member's consent before an active duty agreement expires.

1.B.3. Reserved

Policies and Standards for appointing Reserve Program Administrators (RPAs) has been moved to Chapter 7 of this Manual. Pages 1-18 to 19 are reserved.

1.B.4. Reserved

Policies and Standards for Reserve Program Administrator's Voluntary Transfer to ADPL has been moved to Chapter 7 of this Manual.

1.B.5. Officer Candidate School

1.B.5.a. General

- (1) General Information. Officer Candidate School (OCS) is a major source of newly commissioned Coast Guard officers. The service selects candidates based on a competitive system. Upon satisfactorily completing 17 weeks of training, graduates are appointed as commissioned Coast Guard ensigns or lieutenants (junior grade) under the provisions of Article 1.A.3. of this Manual or commissioned Coast Guard Reserve ensigns under this Article's provisions. Classes convene according to a schedule published by a general message.
- (2) Board Convening. At least twice annually Commanding Officer (CGRC) convenes boards to select reserve and temporary commission applicants to OCS. A general message announces application deadlines, cutoff dates for eligibility requirements, and any other information of concern to applicants.

U.S.C. § 272).

- (4) Removal from Selection List. The name of an officer who declines a promotion shall be removed from the list of selectees, as provided in Article 3.A.4.i.(3) above.
-

3.A.5. Selecting and Promoting Ensigns to Lieutenant (Junior Grade)

3.A.5.a. Eligibility for Promotion

An ensign on the ADPL is eligible for promotion to lieutenant (junior grade) after:

- (1) Completing 12 months of active service as defined in 10 U.S.C. § 101, computed from date of rank as an ensign on the ADPL,
- (2) A board recommends them as fully qualified for promotion, and
- (3) The Commandant has approved the board's recommendation.

3.A.5.b. Selection Boards

Selection boards to recommend ensigns for promotion to lieutenant (junior grade) shall be convened as Article 6.A. of this Manual describes.

3.A.5.c. Communicating with the Selection Board

Each officer eligible for consideration by a selection board may communicate directly with the board as prescribed in Article 3.A.4.e. of this Manual.

3.A.5.d. Failure of Selection for Promotion

- (1) Out of Line of Promotion. Ensigns whom a board does not recommend and whose commissions are not revoked under Article 3.A.5.d.(2) of this Manual shall be placed out of the line of promotion for at least nine months, beginning on the date the board report, which did not recommend them for promotion, is approved. The out-of-line period provides these officers with the opportunity to improve their performance before a second board considers them for promotion.
- (2) Finding of Unsatisfactory in Grade. In accordance with 14 U.S.C. § 214(c) or 14 U.S.C. § 281, as applicable, the Commandant may revoke the commissions or vacate the temporary appointments of ensigns who, in their first five years of commissioned service, fail selection for promotion to lieutenant (junior grade) and whom the selection board determines are performing unsatisfactorily in grade, irrespective of Articles 1.A.8. and 1.A.10. of reference (c), Military Separations, COMDTINST M1000.4 (series).
- (3) Consideration by Second Board. A second board convened as described in Article 6.A. shall consider an ensign placed out of line of promotion.

- (4) Failure of Selection by Second Board. If a second board finds an ensign is not fully qualified, the Commandant will revoke their regular or reserve commission or vacate their temporary appointment irrespective of Articles 1.A.8. and 1.A.10. of reference (c), Military Separations, COMDTINST M1000.4 (series).

3.A.5.e. Non-Consideration Due to Administrative Error

An ensign does not fail selection for promotion if a board does not consider them because of administrative error. If the next succeeding board considering ensigns for promotion recommends that ensign for promotion, they hold the date of rank and position on the ADPL as a lieutenant (junior grade) which they would have held had the first board recommended them.

3.A.5.f. Promotion

- (1) After Selection by First Board. An ensign eligible for promotion may be promoted to lieutenant (junior grade) without regard to vacancies on the day after they complete 18 months of active service.
- (2) After Selection by Second Board. The board shall place ensigns found fully qualified for promotion at the top of the new list in order of existing seniority. They shall be tendered appointment to lieutenant (junior grade) without regard to vacancies on the day the board report is approved, as long as they have completed 18 months of active commissioned service. An ensign whose record only appeared before a second board due to an administrative error will be assigned a date of rank based upon time in grade and prior seniority in the register of officers. Such an ensign will not be considered the “most senior ensign on the approved list of selectees” for the purpose of ranking others in precedence order.

3.A.5.g. Separations

Effective not later than three months from the date the selection board report is approved but not later than the day before the three-year anniversary of commissioned service, ensigns whose commissions are revoked or vacated shall be honorably discharged.

3.A.6. Selecting and Promoting U.S. Coast Guard Reserve Officers on Active Duty as Reserve Program Administrators (RPAs)

3.A.6.a. Reserved

3.A.6.b. Running Mates

Each RPA shall be assigned a running mate as prescribed in 14 U.S.C. § 726.

3.A.6.c. Eligibility for Selection for Promotion

An RPA is eligible for consideration for selection for promotion when their running mate first enters a promotion zone and remains eligible as long as they:

- (1) Continue on active duty, and
- (2) Are not promoted to that grade (14 U.S.C. § 257).

3.A.6.d. RPA Promotion Zone

The size of the promotion zone for each grade of lieutenant and above equals the number of officers eligible for selection for promotion as described in Article 3.A.6.c. of this Manual.

3.A.6.e. Opportunity of Selection

When feasible a best-qualified selection process shall be used to promote RPAs to the next higher grade. The opportunity of selection at each grade will compare to that grade's opportunity during the most recent ADPL selection board (14 U.S.C. 276). The computed opportunity of selection for each grade, lieutenant and above, shall be determined as follows:

- (1) If RPAs going before the selection board include only first-time candidates for the grade being considered, the percentage will be the total number of ADPL officers who were selected for promotion, divided by the total number of ADPL officers considered for promotion to that grade in the ADPL zone. Fractions of a percentage shall be rounded to the next higher number.
- (2) If Article 3.A.6.e.(1) of this Manual does not apply, the percentage is the total number of ADPL officers selected for promotion, divided by the total number of ADPL officers considered for promotion to that grade in the ADPL zone plus the number of officers above the ADPL zone who have been once not selected. Fractions of a percentage shall be rounded to the next higher number.

3.A.6.f. Number Selected for Promotion

Before convening a board to recommend RPAs for promotion to any grade, the Commandant will determine the total number of RPAs who may be selected for that grade by multiplying the computed opportunity of selection by the number of RPAs in the promotion zone. In applying the computed percentage, a fraction of five-tenths or greater shall be counted as a whole number. If the number of officers to be selected

equals the number of officers in the promotion zone, a fully qualified promotion board shall be convened to select officers on a fully-qualified basis using the criteria established in Article 6.B.3. of this Manual.

3.A.6.g. Selection Boards

Selection boards to recommend RPAs for promotion to all grades of captain and below shall be convened as Article 6.B.3. of this Manual describes.

3.A.6.h. Communicating with the Selection Board

RPAs may communicate with a selection board in the same manner as described in Article 3.A.4.f. of this Manual.

3.A.6.i. Failure of Selection for Continuation or Promotion

The following officers shall be released to inactive duty, continued on active duty, or retired in accordance with **Chapter 5** of reference (c), Military Separations, COMDTINST M1000.4 (series):

- (1) An RPA captain not recommended for continuation, and
- (2) Any RPA who has failed selection for promotion to the next higher grade.
 - (a) Other than one serving as captain, an officer fails selection if the board that considered them did not select that officer for promotion or, if the Commandant later removes the officer's name from the board's report or the list of selectees after the board recommended them for promotion.
 - (b) An officer does not fail selection if a board does not consider them due to administrative error. If the next succeeding board selects them and they are promoted, the officer holds the date of rank and precedence they would have held if the first selection board recommended them.

3.A.6.j. Promotions

- (1) List of Selectees. When the Commandant has approved the promotion board's report, all RPAs selected and approved will appear in the order of their current relative seniority.
- (2) Promotion. An RPA on the list of selectees shall be promoted effective on the date their running mate is promoted and assigned the same date of rank as their running mate under the procedures of Article 3.A.12. of this Manual. (14 U.S.C. § 276)
- (3) Delay of Promotion. The promotion of any RPA may be delayed if they have

disqualified themselves under the conditions set forth in Article 3.A.12. of this Manual.

- (4) Removal of Name by Commandant. Subject to the Secretary's approval, the Commandant may remove any officer recommended for promotion from the report of the board convened under Article 6.B.3. of this Manual.

3.A.7. Promotion of Officers on the Permanent Commissioned Teaching Staff (PCTS) of the Coast Guard Academy

3.A.7.a. Running Mates

- (1) Assignment of Rank, Date of Rank, and Running Mate of Member Upon Completion

of Probationary Period. An officer selected for PCTS, after successful completion of the probationary period discussed in Article 6.B.12.j. of this Manual, shall be sworn into the PCTS and assigned a running mate on the ADPL. If an officer has successfully served at the Coast Guard Academy for two years or more, the Superintendent may recommend that the probationary period be waived. In such a case the officer will be assigned a running mate on the ADPL immediately following appointment. If the officer is appointed directly from the ADPL, the running mate shall be the officer of the same grade who was one person senior on the lineal list as of the date of permanent appointment to the PCTS. If the PCTS appointee happens to be the most senior officer of that grade, then the officer one person junior on the ADPL becomes the running mate.

- (2) Assignment of Rank, Date of Rank, and Running Mate of Member in a Probationary Status. When an individual is appointed to the PCTS in probationary status from a source other than active duty Coast Guard commissioned officer status, a rank and date of rank are assigned on the basis of their educational qualifications and professional experience. If the appointee is already a commissioned officer in good standing in the Coast Guard inactive reserve or in another service component, the current equivalent rank and date of rank will normally be retained. When such an appointee subsequently receives a permanent appointment to the PCTS, then the junior officer of the same grade and date of rank on the ADPL becomes the running mate. In case there is no one on the ADPL with the same date of rank, then the next senior officer of the same grade becomes the running mate.
- (3) Running Mate Changes. If a PCTS officer's running mate is removed from the ADPL or changes position, then the new running mate is the officer next most senior on the list.
- (4) Assigning a New Running Mate Upon Non-Selection for Promotion. A member of the PCTS who fails selection for promotion for the first time shall be assigned as a new running mate the first ADPL officer who meets one of the following criteria (to be taken in order):
 - (a) The officer of the same grade on the ADPL who has also failed selection for the first time and is one person senior;
 - (b) The senior officer of that grade who has failed selection;
 - (c) The senior officer of that grade who has not previously been in the primary promotion zone. If the current running mate is selected for promotion or promoted while the PCTS member is out of line of promotion, a new running mate shall be assigned in accordance with the procedure described in this paragraph.
- (5) Assigning a New Running Mate Upon Selection for Promotion. If a member of the PCTS is selected for promotion but their running mate was not, then the new running

Chapter 7 Reserve Program Administrators (RPA)

A. Overview. This Chapter states policies and standards for designating Coast Guard officers as Permanent and Provisional Reserve Program Administrators (RPAs) and removing such designations.

1. Policies and standards for promoting RPAs are stated in Chapter 3 of this Manual.
2. Policies and standards for RPAs boards for selection for promotion and designation are stated in Chapter 6 of this Manual.
3. Policies and standards for removing RPA designation and subsequent separations are stated in Chapter 5 of Reference (c).

B. Roles and Responsibilities.

1. Commandant (CG-1) must:
 - a. detail officers as RPAs to effectively develop, train, instruct, and administer the Coast Guard Reserve (10 U.S.C. § 10211 and § 12501),
 - b. be the approving authority to designate officers as provisional and permanent RPAs, and
 - c. annually determine the number of officers to be designated as provisional RPAs.
2. Commandant (CG-133) may grant waivers to policies and standards in this Chapter.
3. Commander (CG PSC) must:
 - a. hold the provisional and permanent designation boards in accordance with Chapter 6 of this Manual, and
 - b. promulgate additional procedural guidance as necessary.

C. Number and Distribution in Grade.

1. Overall RPA limits. The total number of permanent RPAs must be maintained at 1.3 times the number of RPA coded billets, rounding to the nearest integer. The authorized reserve funded general detail billets of lieutenant (junior grade) and above must be included in computing the total number of authorized RPAs.
2. Distribution. Because of their small numbers and uneven distribution by year groups, Reserve Program Administrators' (RPAs) grade distribution will not be regulated to conform to the grade distribution percentages used on the ADPL.
3. RPAs Authorized in Grade of Captain. The maximum number of RPA captains must be maintained at 1.5 times the number of RPA captain billets, rounding to the nearest integer. A continuation board must be convened under Chapter 6 of this Manual to cause attrition and provide needed vacancies to meet the strength limitations of RPA captains under this Article.

4. Exception to RPAs Authorized in Grade of Captain. Without further action, the number of RPA captains authorized will be increased temporarily to the extent necessary to permit:
 - a. Retaining those RPA captains not recommended for continuation but not yet eligible for a regular retirement under 14 U.S.C. § 291.
 - b. Promoting all RPAs on the selection list to captain on the dates their running mates are promoted. (14 U.S.C. § 726)
 - c. The temporary increase provided above is authorized only for as long as is necessary to reduce through normal attrition the number of RPA captains to that otherwise prescribed.

D. Designation as Provisional RPAs.

1. Eligibility for consideration. The following Coast Guard officers are eligible at the beginning of the promotion year (1JUL) in which they are competing for designation:
 - a. Any Reserve or Regular commissioned ensign or lieutenant (junior grade).
 - b. Any Reserve commissioned lieutenant with four or fewer years in grade. Commander (CG PSC-C) may increase this time in grade requirement, solely to increase the candidate pool, in a promotion year. This waiver must apply equally to all Reserve lieutenants and must be announced at least one week before the application deadline to allow formerly ineligible officers to apply.
 - c. Any Regular commissioned lieutenant.
2. Requirements for consideration. Applicants must:
 - a. Follow procedures promulgated by Commander (CG PSC).
 - b. State in their application that they have read and understand RPA specific separation policies in Reference (c).
3. Duration of designation offer. At their discretion, Commander (CG PSC) may withdraw the offered designation if the selectee has not accepted provisional RPA status within 60 days from the notification date.
4. Impact of designation.
 - a. Regular officers must resign their Coast Guard commission and accept a commission in the Coast Guard Reserve. They are exempt from the Regular to Reserve Board in accordance with Article 1.G. of this Manual, but must follow date of rank and precedence standards in Article 1.G.4.a. of this Manual.
 - b. Upon the effective date of designation, officers must be transferred to the RPA promotion list and immediately begin serving as provisional RPAs on extended active duty (EAD). Officers already on EAD must cancel their existing EAD contract and sign a new EAD contract. The two EAD contracts may be signed without a break in active duty.

5. Effective date of designation. The effective date of designation must be the first day of EAD.
6. Duration of designation. The officer must not be a provisional RPA for more than three consecutive years.

E. Designation as Permanent RPAs.

1. Opportunity for designation. The permanent RPA designation board must select officers on a fully qualified basis.
2. Eligibility for consideration. The officer must be a provisional RPA between their 2nd and 3rd anniversary of designation as a provisional RPA.
3. Effective date of designation. The effective date of designation must be the third anniversary of designation as a provisional RPA.

F. Transfer to the ADPL and receiving a Regular commission. At their request and based on Service needs, a permanent RPA serving as a lieutenant or higher may request to have their RPA designation removed and be transferred to the ADPL.

1. The RPA must submit this request to, and in accordance with procedures promulgated by, Commander (CG PSC).
2. Commander (CG PSC) must be the approving authority for this request. This authority may be delegated.
3. RPAs who transfer to the ADPL must execute an active duty agreement for up to five years to enable them to be considered for selection to the next higher grade.
4. If an ADPL board selects a former RPA for commander or captain, that officer must integrate. Those selected to lieutenant commander must meet all requirements of Article 1.A.8. of this Manual to be eligible for integration.

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