



Commandant
United States Coast Guard

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COMDTCHANGENOTE 1000
13 Jun 2016

COMMANDANT CHANGE NOTICE 1000

Subj: CH-4 TO OFFICER ACCESSIONS, EVALUATIONS, AND PROMOTIONS,
COMDTINST M1000.3A

- Ref:
- (a) Coast Guard Recruiting Manual, COMDTINST M1100.2 (series)
 - (b) Coast Guard Medical Manual, COMDTINST M6000.1 (series)
 - (c) Military Separations, COMDTINST M1000.4 (series)
 - (d) Manual for Courts-Martial (MCM) (series)
 - (e) Coast Guard Investigations Manual, COMDTINST M5527.1 (series)
 - (f) Coast Guard Weight and Body Fat Standards Program Manual, COMDTINST M1020.8 (series)
 - (g) Coast Guard Pay Manual, COMDTINST M7220.29 (series)
 - (h) Schedule of Active Duty Promotion List (ADPL) and Inactive Duty Promotion List (IDPL) Officer Personnel Boards and Panels, PSCNOTE 1401.5 (series)
 - (i) Enlisted Accessions, Evaluations, and Advancements, COMDTINST M1000.2 (series)
 - (j) Performance, Training and Education Manual, COMDTINST M1500.10 (series)
 - (k) Personnel Security and Suitability Program, COMDTINST M5520.12 (series)
 - (l) Coast Guard Air Operations Manual, COMDTINST M3710.1 (series)
 - (m) Uniform Regulations, COMDTINST M1020.6 (series)
 - (n) Coast Guard Diving Policies and Procedures Manual, Volume 1, COMDTINST M3150.1 (series)
 - (o) Marine Safety Manual, Volume I, Administration and Management, COMDTINST M16000.6 (series)
 - (p) Information and Life Cycle Management Manual, COMDTINST M5212.12 (series)
 - (q) Military Assignments and Authorized Absences, COMDTINST M1000.8 (series)
 - (r) Discipline and Conduct, COMDTINST M1600.2 (series)

1. PURPOSE. This Commandant Change Notice publishes a change to the Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3A.

DISTRIBUTION – SDL No. 167

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NON-STANDARD DISTRIBUTION:

COMDTCHANGENOTE 1000

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.
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 Commandant Change Notice establishes the following major changes:
 - a. Removes Article 1.F. regarding information for appointments to U.S. Department of Defense Service Academies.
 - b. Clarifies Article 1.G. regarding appointing current and former regular commissioned officers of the Coast Guard and Navy as Coast Guard Reserve Officers.
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:

Remove

Table of Contents, CH-3
Page 1-95 – 1-99

Replace

Table of Contents, CH-4
Pages 1-95 – 1-100

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/>; CG Portal at <https://cgportal2.uscg.mil/library/forms/SitePages/Home.aspx>; and Intranet at <http://cgweb.comdt.uscg.mil/CGForms>.
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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- (f) Return visit recommended, and /or
- (g) Remarks (significant minority population, name of outstanding candidate for Academy follow up, etc.).
- (2) Recruiting and Awareness Programs Conducted. List of Academy recruiting and awareness programs conducted (such as presentations to civic or youth groups, television or radio appearances, special programs, and visits to Coast Guard units, etc.).
- (3) Recommendations for Improvement. Recommendations for improving Academy and district recruiting efforts.
- (4) Minority Efforts. Specific efforts in minority awareness.

1.E.5.c. Academy Superintendent's Responsibilities

- (1) Recruiting Programs. Develop and initiate Academy recruiting programs in cooperation with the district commander.
 - (2) Information Distribution. Prepare and distribute necessary bulletins of information, posters, television and radio spots, and other media releases to support the admissions program.
 - (3) Field Support. Encourage and support the district commanders and field units in furthering cadet recruiting efforts and Academy awareness programs.
 - (4) Cadet Specific Responsibilities. Process, evaluate, select, and appoint candidates as Cadet, U.S. Coast Guard.
-

1.F. Reserved

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

1.G.1. General

1.G.1.a. Authority

The basis for this policy is 10 U.S.C. § 12201 (b)(2).

1.G.1.b. Board Recommendation

A board of officers shall recommend to the Secretary concerned on the disposition of applicants for commissions in the U.S. Coast Guard Reserve.

1.G.2. Board Applicants

1.G.2.a. Who May Voluntarily Apply

- (1) **Former Coast Guard or Navy officers.** Former officers of the Coast Guard or Navy who are within one year of the effective date of resignation of their commission. If more than one year has passed since the effective date of resignation or discharge, then the provisions of Article 1.C. of this Manual apply.
- (2) **Current Coast Guard Officers Upon Resignation.** Coast Guard officers who submit an unqualified resignation in accordance with Article 1.A.5. of reference (c), Military Separations, COMDTINST M1000.4 (series).
- (3) **Regular Officer Twice Non-Selected.** Regular officers who have been twice non-selected on the active duty promotion list (ADPL), who are not retirement eligible, and are scheduled for discharge.

1.G.2.b. Who Shall Apply

Officers with a military service obligation shall apply when resigning their regular commission (10 U.S.C. 651 (b)).

1.G.2.c. Exempt Officers

The following officers are not required to be screened by this Board and may have their names sent to the Secretary concerned separately for a Reserve commission. This determination shall be made by Commander (CG PSC-RPM).

- (1) Officers approved for temporary separation through Temporary Separations, COMDTINST M1040.6 (series), and

(2) Officers approved or selected for designation as a provisional Reserve Program Administrators (RPA).

1.G.2.d. Medical Standards

Officers who do not meet retention standards described in reference (b), Coast Guard Medical Manual, COMDTINST M6000.1 (series) shall not be allowed to affiliate with the Reserve.

1.G.2.e. Application Procedures

Applicants shall follow guidance as directed by Commander (CG PSC).

1.G.3. Board Recommendations to the Secretary

For each applicant, the board shall recommend to the Secretary concerned:

- a. Approve the request held at the same grade previously held,**
 - b. Approve the request at a lower grade than previously held, or**
 - c. Disapprove the request.**
-

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

1.G.4.a. Approved Appointment to the Same Grade

- (1) Applicants who apply within one year of resigning their commission, including those who apply prior to their resignation, shall have the same date of rank and precedence as when they were on active duty. (14 USC § 744).**
- (2) Applicants who have multiple non-selections on the ADPL shall have a date of rank for the date the applicant signs their oath for a reserve commission.**

1.G.4.b. Approved Appointment to a Lower Grade

Applicants approved for appointment to a lower grade shall:

- (1) Have the same date of rank as the senior most officer in the Inactive Duty Promotion List in that grade who has not yet been considered for promotion to the next higher grade.**
- (2) Be senior in precedence to the senior most officer on the Inactive Duty Promotion List in that grade who has not yet been considered for promotion to the next higher grade.**

1.G.5. Appeals**1.G.5.a. Appeal Authority**

Commander (CG PSC-RPM) serves as the appeal authority for this panel.

1.G.5.b. Nature of Appeal

Appeals can be made only for appointments to a lower grade.

1.G.5.c. Additional Information

The appeal must be based on additional information that is a matter of record but not available to the panel making the original determination. Mere disagreement is not sufficient justification for appeal.

1.G.5.d. Appeal Guidance

Applicants shall follow guidance as directed by Commander (CG PSC-RPM).

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