



Commandant
United States Coast Guard

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COMDTCHANGENOTE 1000
21 Nov 2016

COMMANDANT CHANGE NOTICE 1000

Subj: CH-5 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. 168

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NON-STANDARD DISTRIBUTION:

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 Commandant Change Notice establishes the following major change: Article 6.B.14. Specialty Considered Selections (SCS) has been added.
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-4
Page 6-35 – 6-36

Replace
Table of Contents, CH-5
Page 6-35 – 6-38

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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6.B.13.k. SSB report

- (1) The SSB shall submit a report, described in Article 6.A.5.d or 6.A.6.c. of this Manual as applicable, to the Secretary. If the board has acted contrary to law or regulation, the Secretary may return the report for proceedings in revision and resubmission. (14 U.S.C. § 261(a))
- (2) On approval of the board report, Commander (CG PSC) shall promptly disseminate the name(s) of the officer(s) the SSB selected for promotion. (14 U.S.C. § 261(c))
- (3) Except as this Article requires, no one shall disclose board proceedings to any person not a member of the board. (14 U.S.C. § 261(d))

6.B.13.l. Officers Not Considered Due to Administrative Error

- (1) An officer in the grade of commander or below whose record was not reviewed by the regularly scheduled selection board because of administrative error will not be considered to have failed selection prior to the consideration of the SSB. (14 U.S.C. § 263(a)(1))
- (2) An officer who is considered for selection by a SSB will be considered to have failed selection for promotion if that board does not recommend the officer for promotion. (14 U.S.C. § 263(a)(2))

6.B.13.m. Officers Not Recommended for Promotion Due to Material Error

- (1) An officer in the grade of commander or below whose record was reviewed by the regularly scheduled selection board but was not recommended for promotion due to material error (i.e., incomplete or erroneous records) will not be considered to have failed selection for promotion if the subsequent SSB recommends that officer for promotion. (14 U.S.C. § 263(b)(2)(a))
- (2) An officer who is considered for selection by a SSB and is not recommended for promotion will be considered to have failed the regularly scheduled selection board but will not incur an additional failure of selection as a result of the action of the SSB. (14 U.S.C. § 263(b)(2)(b))

6.B.13.n. Officers Recommended for Promotion by an SSB

- (1) An officer placed on a promotion list by a SSB convened under this Article shall be appointed, as soon as practicable, to the next higher grade in accordance with the law and policies that were applicable to the officer at the time the prior selection board convened.

- (2) The officer shall have, upon such promotion, the same date of rank, the same effective date for pay and allowances of that grade, and the same position on the active duty promotion list had they been selected by the prior selection board. (14 U.S.C. § 263(d)(1) and (2))
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6.B.14. Specialty Considered Selections (SCS)

6.B.14.a. Overview

- (1) **Purpose.** SCS fulfills a specific Service need by selecting officers possessing a particular skill set.
- (2) **Legal Authority.** The legal authority for this policy is 14 USC § 258.
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- (3) **Applicability.** This policy is applicable only for ADPL lieutenant to captain selection boards.
- (4) **Other Coast Guard Policies.** Officers will follow policy in Coast Guard Officer Specialty Management System Manual, COMDTINST M5300.3 (series) for earning specialty codes.

6.B.14.b. Authority to implement SCS

The Commandant (CCG) will determine:

- (1) if officer specialty codes will be considered during the selection board, and
- (2) The number of officers needed with a particular officer specialty. That total number may be greater than the limit allowed in Article 6.B.14.c.(2) of this Manual.

6.B.14.c. Use of SCS

- (1) When SCS is employed the Commandant will provide the selection board with guidance on selecting officers possessing a particular officer specialty code to meet an existing or anticipated Service need.
- (2) When so directed by the Commandant, the board shall consider officer specialty codes. The number selected when specialty is considered a factor in selection may not exceed the percentages of 14 U.S.C. § 259 (b) unless such a percentage is a number less than one, in which case the board may recommend one officer for such placement.
- (3) Any officer selected when specialty is considered during the selection process must be the best-qualified to carry out the duties and responsibilities of the grade for which they are selected and receive the recommendation of at least a

majority of the members of a board composed of five members, or at least two-thirds of the members of a board composed of more than five members.

- (4) When directed to use SCS, the board shall recommend at least the required number of officers in Article 6.B.14.b.(2) of this Manual, unless:
- a. the board has recommended maximum amount of officers allowed by Article 6.B.14.c.(2) of this Manual, or
 - b. there are not enough in or above zone officers that meet requirements of both Articles 6.B.14.b.(2) and 6.B.14.c.(3) of this Manual.

6.B.14.d. Placement on Selection List

Officers recommended for selection for promotion by this policy shall not lose or gain precedence as a result of being recommended, unless otherwise reordered for another reason.

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