



Commandant
United States Coast Guard

US Coast Guard Stop 7907
2703 Martin Luther King Jr Ave SE
Washington, DC 20593-7907
Staff Symbol: CG-1331
Phone: (202) 475-5372
Fax: (202) 372-8473

COMDTCHANGENOTE 1000
19 June 2017

COMMANDANT CHANGE NOTICE 1000

Subj: CH-8 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, Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3A is updated.
 - a. Policy and standards for appointment of warrant officers, formerly Articles 1.D.1. to 1.D.15. of this Manual, have moved to a new Directive, Appointing Warrant Officers, COMDTINST M1420.1 (series).
 - b. Policy and standards for assignment Specialty Force Managers (SFM), formerly Article 1.D.16. of this Manual, will be moved to Military Assignments and Authorized Absences, COMDTINST M1000.8 (series).
 - c. Policy and standards for conducting the Selective Early Retirement Board (SERB) for warrant officers will be moved to Military Separations, COMDTINST M1000.4 (series).
4. DISCUSSION. This Change incorporates two separate initiatives: removing overlap with Coast Guard Recruiting Manual, COMDTINST M1100.2 (series) and updating policies and standards for appointing warrant officers.

DISTRIBUTION – SDL No. 168

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NON-STANDARD DISTRIBUTION:

COMDTCHANGENOTE 1000

- a. Commandant (CG-13) continues to review, update, and centralize Service accession policies and standards into a single directive, currently Coast Guard Recruiting Manual, COMDTINST M1100.2 (series). This Change removes content from this Manual that was redundant with Coast Guard Recruiting Manual, COMDTINST M1100.2 (series), which was re-promulgated last year. This change does not impact any policy or standard
 - b. Appointing warrant officers is not a Service wide accession policy, because the vast majority of warrant officer appointees are enlisted members of the Coast Guard and Coast Guard Reserve. In addition, this policy is complex and unique enough to justify its own Directive. Changes to policies and standards for appointing warrant officers are stated in Appointing Warrant Officers, COMDTINST M1420.1 (series).
5. 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.
6. MAJOR CHANGES.
- a. Policies in Chapter 1 that were redundant with Reference (a) have been removed, specifically Articles 1.A.5 for Licensed U.S. Merchant Marine Officers, 1.A.7. for Physiciaan Assistants, Article 1.B.1. for Reserve Officers on Active Duty, Article 1.B.9. for Officer Programs interviewing Guidelines, and Article 1.C. Selected Reserve Commission Officer Program.
 - b. Article 1.D., Appointment of as Warrant Officer, has been moved to other Directives, per paragraphs 3 and 4 of this Commandant Change Notice. Assignment policy for specialty force managers has been removed and will be added in a later revision to Military Assignments and Authorized Absences, COMDTINST M1000.8 (series).
 - c. Article 2.A.2. – Two specialities, Diver (DIV) and Marine Safety Specialist Response (MSSR) have been added to the warrantofficer specialties and to the warrant to temporary lieutenant lists.
 - d. Sections in Chapter 3 that were redundant with Article 1.D. of this Manual have also been removed.
 - e. Article 3.AB.3.b. has been updated. Warrant officers promotion zones will be based on 15 December of each promotion year, instead of when the selection board convenes.
 - f. The Selective Early Retirement Board (SERB) in Article 3.B.8. of this Manual has been deleted and will be moved to a new Chapter in Reference (c) in a future update to that Manual.
7. 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.
8. 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: <https://www.uscg.mil/directives/>, and CGPortal: <https://cgportal2.uscg.mil/library/directives/SitePages/Home.aspx>.
 9. 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, CH-7	Table of Contents, CH-8
1-3 to 1-6	1-3 to 1-6
1-13 to 1-16	1-13 to 1-16
1-29 to 1-82	1-29 to 1-82
2-1 to 2-4	2-1 to 2-4
3-25 to 3-28	3-25 to 3-28
3-33 to 3-36	3-33 to 3-36
3-39 to 3-40	3-39 to 3-40

10. 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.
11. 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>

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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.

A. S. MCKINLEY /s/
Rear Admiral, U.S. Coast Guard Reserve
Acting Director of Reserve and Military Personnel

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declining the appointment. The Commandant then makes one of the determinations listed below. To enable the Commandant to do so, it is extremely important to send a full, complete report containing a detailed explanation of the member's reason(s) for declining permanent status.

[1] The officer's temporary appointment shall be vacated. The officer will revert to their permanent (chief warrant officer or enlisted) status and be separated.

[2] The officer's temporary appointment shall be vacated. The officer will revert to their permanent (chief warrant officer or enlisted) status and remain on active duty.

[3] The officer remains on active duty in their temporary commissioned status.

1.A.5. Reserved

Policies and Standards for Appointing Licensed U.S. Merchant Marine Officers can be found in the Coast Guard Recruiting Manual, COMDTINST M1100.2 (series).

1.A.6. Appointing the Coast Guard Band Director

1.A.6.a. Secretary of Homeland Security Designation

Under the authority of 14 U.S.C. § 336, the Secretary designates the U.S. Coast Guard Band Director from among a pool of candidates who possess the necessary qualifications. Then, by and with the Senate's advice and consent, the President appoints that member to a regular Coast Guard commissioned grade.

1.A.6.b. Initial Appointment

The band director's initial appointment is to a commissioned grade not to exceed captain.

1.A.6.c. Promotion to the Next Higher Grade

A member designated and commissioned under this Article is not included on the active duty promotion list. The Commandant prescribes the regulations governing the band director's promotion; however, the grade of the director may not be higher than captain. (See Article 3.A.9. of this Manual.)

1.A.6.d. General Requirements

Each applicant must

:

(1) Be a United States citizen.

- (2) Be of good moral character.
- (3) Meet the physical standards for commissioning listed in reference (b), Coast Guard Medical Manual, COMDTINST M6000.1 (series), Section 3-C.
- (4) Be a versatile musician.
- (5) Have six years of professional musical experience. Military or civilian musical experience may be combined with college-level musical education to meet this requirement.
- (6) Possess the leadership and professional qualities expected of a Coast Guard officer.
- (7) Be able to fulfill time in grade and commission requirements for retirement before mandatory retirement age.

1.A.6.e. Application Procedures

As service needs require, a board will be convened to consider applicants for appointment to the position of band director. Commander (CG PSC-OPM) will solicit applications through an ALCGPSC message and other publications deemed necessary to broaden the pool of qualified candidates. All applications received will be processed by Commander (CG PSC-OPM) to ensure each applicant has submitted all required information. The following completed forms and documents constitute the application file.

- (1) A letter of application using standard memo format that includes a comprehensive resume of personal, professional, and military history and experience, giving specific attention to musical education and experience.
- (2) Optional recommendation letters.
- (3) For enlisted members: commanding officer's endorsement, including the average proficiency, leadership, and conduct marks for the 12-month period ending 30 June 1983, the average factor marks after 30 June 1983, the latest set of factor marks awarded, and other Personnel Data Record (PDR) information of interest to the board.
- (4) Record of satisfactory service or discharge from other military service (if any).
- (5) Transcript of scholastic record.

1.A.6.f. Selection Method

- (1) On receiving the applications, Commander (CG PSC-OPM) convenes a selection panel to evaluate all qualified applicants. The panel shall consist of a captain as senior member, the incumbent band director, if available, and three additional officers (commanders or higher). To provide supplementary expertise, another service's band

director may replace one of the additional members. Except for the latter, all board members must be regular Coast Guard officers, with at least one recently or currently assigned to Commandant (CG-092). Commander (CG PSC-OPM) may name other appropriate panel members.

(2) Convening at the Coast Guard Band location, the selection panel acts as follows:

- (a) Evaluates each applicant's professional qualifications, personal characteristics, and other pertinent data within the applicant's CG PSC Electronically Imaged-Personnel Data Record, EI-PDR, and application package to determine whether the applicant is fully qualified.
 - (b) Interviews each applicant to assess personal attributes that must necessarily complement technical qualifications for service as a commissioned Coast Guard officer. For this unique position, the selection panel should focus on the applicant's potential for leadership and management.
 - (c) Rates each applicant's performance in a 15-minute audition, during which they will conduct the Coast Guard Band in a program they prepare. Each applicant will have 30 minutes to rehearse.
 - (d) Evaluates each applicant's performance in rehearsing the band with unfamiliar music as designated by panel members with musical expertise.
 - (e) Nominates in order of preference those applicants considered qualified in all respects for appointment and fully capable of discharging the duties of the Coast Guard Band Director, noting in the record whether qualified and recommended for a commissioned grade, not to exceed captain, based on individual qualifications and experience.
-

1.A.7. Reserved

Policies and Standards for Appointing Physician Assistants can be found in the Coast Guard Recruiting Manual, COMDTINST M1100.2 (series).

1.A.8. Integrating Reserve and Temporary Regular Officers

1.A.8.a. General

- (1) General. When reserve officers, except Reserve Program Administrators, remain on active duty for an extended period to meet routine service needs, they lose identification as trained officers held in reserve for an emergency. Similarly, temporary regular officers, except chief warrant officers appointed as temporary lieutenants, hold a probationary commission for three years while retaining permanent status as enlisted members or warrant officers. Once an active duty promotion list (ADPL) best-qualified promotion board selects reserve and temporary regular officers, the service expects them to possess the potential and skills for long-term active service and they become eligible to integrate as permanent regular officers.
- (a) Maximum Active Duty Service Upon Integration. Integrating to permanent regular officer status allows a member to remain on active duty for up to 30 years commissioned service (as opposed to 30 years active service) unless:
- [1] They are twice non-selected by a future promotion board,
 - [2] They reach age 62 prior to completing 30 years commissioned service, or
 - [3] They are separated under some other provision of law.
- (b) Eligibility to Revert. Once a temporary officer is integrated, they no longer hold a temporary commission and therefore lose the option to revert back to a previously held CWO or enlisted status.
- (2) Integration Policy. The integration policy for reserve officers and temporary regular

and whose promotion date has passed when they return to active duty shall be assigned a date of rank as of the date they return. If they return to active duty before their promotion date, they shall be re-appointed to that grade with the date of rank they last held on active duty and promoted on schedule.

- (5) Officers on the TDRL in a Higher Grade. Regular commissioned officers and chief warrant officers placed on the TDRL in a grade higher than the grade last held on active duty shall be re-appointed to the permanent grade they last held on active duty or, in the discretion of the Commandant, to the next higher permanent grade pursuant to 10 U.S.C. § 1211.
- (6) Temporary Officers. Regular temporary commissioned officers placed on the TDRL in a higher temporary grade shall be re-appointed to the permanent grade they last held on active duty or, in the discretion of the Commandant, to the next higher permanent grade. Re-appointment to the higher temporary grade last held on active duty will be based on needs of the service, as authorized by the President pursuant to 14 U.S.C. § 214.
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1.A.12. Security Investigations for Officers' Original Appointment

1.A.12.a. Academy Cadets

U.S. Coast Guard Academy cadets shall have a National Agency Check (NAC) completed by April 30 during the second class year.

1.A.12.b. Merchant Marine Officers

Licensed U.S. Merchant Marine officers shall initiate an NAC before commissioning.

1.A.12.c. Officer Candidate School Graduates

OCS graduates may be commissioned before a satisfactory NAC is complete. If the NAC is incomplete when the candidate graduates from OCS, they must sign the following Statement of Understanding before commissioning:

“I understand a National Agency Check will be conducted to determine my qualification for commissioning as a United States Coast Guard officer. I understand my commission may be revoked and I may be separated in accordance with 10 U.S.C. § 12681 or 14 U.S.C. § 281 if it is determined I am not eligible for a secret security clearance.”

1.B. Reserve Officers on Active Duty

1.B.1. Initial Active Duty and Recall to Active Duty

1.B.1.a. Reserved

1.B.1.b. Reserved

1.B.1.c. Recalling Reserve Officers to Extended Active Duty

(1) Qualifications for Recall. With their consent and as its needs require, the service occasionally recalls to extended active duty inactive duty reserve officers who meet these qualifications:

- (a) They possess unique skills and abilities or professional qualifications in areas where there is a definite service need,
- (b) They are in grades up to lieutenant, and
- (c) They have fewer than 11 years total active service or if they have no previous active service, fewer than 11 years commissioned service as a reserve officer. Waivers for commissioned service length can be approved by Commander (CG PSC-OPM) on a case-by-case basis for officers needed to fill critical skill set vacancies (e.g., CG Aviators). EAD contract durations will be determined by Commander (CG PSC-OPM).

(2) Actions upon Approval of Recall. If the service approves a recall request, Commander (CG PSC-OPM-1) issues orders recalling the reserve officer to extended active duty for at least one to a maximum of five years. Commander (CG PSC-OPM) determines the length of the recall based on the service's and the officer's needs. When practical, the active duty will last long enough to involve the officer in at least one active duty promotion list (ADPL) selection board.

1.B.2. Retention on Extended Active Duty

1.B.2.a. General

Reserve officers presently serving on initial active duty periods (i.e., OCS graduates serving as regular officers) or inactive duty reserve officers fulfilling an active duty agreement may request new active duty agreements or extensions of their contracts. See Article 1.B.2.e. of this Manual.

1.B.2.b. Authority

To provide terms of active duty (other than for training) for reserves with their consent, 10 U.S.C. § 12311 authorizes the Secretary to enter into a written, renewable agreement with any reserve member to serve on active duty (other than for training) for at least one and at most five years. The Secretary has delegated this authority to the Commandant under 14 U.S.C. § 631 and Department of Homeland Security Delegation number 0170. In addition, the officer and Coast Guard jointly may agree to extend an active duty agreement written for less than five years for periods of up to 12 months.

1.B.2.c. Orders Issuing Authority

The authority to approve agreements for active duty periods under the conditions of this Article is delegated to Commander (CG PSC-OPM). This authority may not be further delegated. Commander (CG PSC-OPM-1) will furnish the agreement forms for each reserve officer selected for recall to or retention on active duty.

1.B.2.d. Reserve Officer Retention Standards

- (1) Extending Active Duty Agreements. Commander (CG PSC) may extend current active duty agreements or grant new ones so an officer has sufficient time to complete the requirements to integrate into the regular Coast Guard or satisfy service needs.
- (2) Successive Active Duty Agreements. In special cases if service needs require, the Commandant may allow reserve officers to continue under successive active duty agreements until they complete up to 11 years' total active service.
- (3) Duration of Extension of Active Duty Agreement. Commander (CG PSC) will not extend a contract for fewer than 12 months except in unusual circumstances or if the service urgently needs the officer's services. If reassigned to another unit, the officer normally must enter a new active duty agreement to cover a full-length tour at the new unit. Commander (CG PSC-OPM-1) may grant interim extensions while official action is pending on either integration into the regular Coast Guard or requests for new active duty agreements.
- (4) Extension of Active Duty Contract after Failed Selection for Promotion. Reserve officers who have once failed selection for promotion may request an extension on active duty. If granted, this extension terminates by the end of the promotion year when a second board will consider the officer for promotion.
- (5) Ineligible for Promotion or Retention on Active Duty. Reserve officers with fewer than 18 years active duty service who twice fail selection for promotion to a given grade are ineligible for further promotion or retention on active duty. The service discharges or releases them from active duty at the end of the promotion year in which the second failure occurs or when they complete their current active duty agreement, whichever is earlier. The service considers these separations involuntary.

Reserve officers with 18 or more years active duty service may remain on active duty until they complete 20 years of service. Extensions beyond 20 years active duty service may be considered based on needs of the service.

- (6) Terminations of Active Duty Contract. All extensions and agreements are subject to termination for changes in service requirements and other factors affecting the retention of reserve officers on active duty (10 U.S.C. § 12313).

1.B.2.e. Submitting Applications to Remain on Active Duty

Reserve officers serving initial active duty periods or fulfilling active duty agreements may apply to remain on active duty. Amplifying guidance will be released by Commander (CG PSC-OPM) via an ALCGPSC message.

1.B.2.f. Selection

- (1) Board Actions. Boards normally meet in January and July to recommend reserve officers for new active duty agreements or extensions of their current agreements. Special boards may be convened occasionally to meet service needs. The boards normally recommend officers they consider best-qualified for retention on active duty. As service needs dictate, boards may be convened on a fully-qualified basis or not at all. If no board is convened, Commander (CG PSC-OPM) will consider all extensions and requests for new agreements. When a board is convened to consider officers on a fully-qualified basis, the board shall apply the procedures delineated in Article 6.A.5. of this Manual, with the following exception: In developing the fully qualified standards, the records of officers who hold the same grade as the applicant shall be used. The board's focus should be on reviewing the records for retention of the officers in the current grade, not for promotion purposes.
- (2) Board Considerations. The board considers each officer for retention based on the officer's performance record, special qualifications, educational accomplishments, potential for future development as a regular officer, command endorsement, and service needs.
- (3) Release of Officers Not Selected for Retention. The service releases to inactive duty on their scheduled release date those officers whose agreements expire or whose requests for retention have not been approved.

1.B.2.g. Active Duty Agreements

- (1) Deadline for Submission of Active Duty Agreement. Officers selected for retention must return active duty agreements to Commander (CG PSC-OPM-1) within five

1.B.5.j. Rates for OCS Selectees

- (1) Those entering OCS who are not currently Coast Guard or reserve members receive one of these designations:

Former Status	OCS Enlisted Rate
No prior military service, active or inactive	Seaman apprentice (officer candidate)
A former enlisted member of any other service	Seaman apprentice (officer candidate)
Former Coast Guard or Coast Guard Reserve personnel	Rate held at time of last discharge

- (2) Coast Guard and Coast Guard Reserve enlisted personnel E-5 and above have the designator officer candidate under instruction (OCUI) added to their pay grade for the duration of the training course as follows:

Former Enlisted Rate	OCS Designator
E-9	OCUCM
E-8	OCUCS
E-7	OCUIC
E-6	OCUI1
E-5	OCUI2

- (3) All officer candidates who report to OCS serving in a pay grade up to E-4 temporarily advance to OCUI2 (pay grade E-5) and hold this rate while they are officer candidates undergoing instruction. If they do not successfully complete the course, they revert to their former pay grade when they reported to OCS.
- (4) Former officers selected for OCS are enlisted as seaman apprentice (officer candidate) and receive original O-1 commissions in the Coast Guard Reserve after graduating from OCS, with previous service time creditable for pay and retirement purposes but not for promotion.
- (5) Coast Guard chief warrant officers on active duty remain chief warrant officers while attending OCS. Upon graduation, they receive temporary regular commissions as either ensigns or lieutenants (junior grade); see Article 1.A.4. of this Manual.

1.B.5.k. Unsuccessful Candidates

- (1) Unsuccessful Completion of OCS. The service assigns candidates who do not successfully complete OCS as follows:
- (a) Active duty Coast Guard members to general duty to complete their enlistment or other obligated service.

- (b) Members of an inactive reserve component to inactive duty; they incur no additional active duty obligation because they attended OCS.
 - (c) The service normally discharges applicants with no service affiliation before enlisting for OCS from the service.
- (2) Failure to Meet Commissioning Physical Requirements. The service normally discharges a candidate who fails to meet the physical requirements for commissioning.
-

1.B.6. Recalling Retired Reserve Officers

The information in Article 1.A.10. of this Manual on recalling retired regular officers also applies to retired reserve officers except retired reserve officers are not eligible for promotion (10 U.S.C. § 12307).

1.B.7. Security Investigations for Original Appointment of Reserve Officers

Selectees must initiate a National Agency Check and sign the following Statement of Understanding before commissioning:

“I understand a National Agency Check will be conducted to determine my qualification for commissioning as a United States Coast Guard officer. I understand my commissioning may be revoked and I may be separated in accordance with 10 U.S.C. § 12681 or 14 U.S.C. § 281 if it is determined I am not eligible for a secret security clearance.”

1.B.8. Interviewing Procedures for Officer Recruiting Programs

1.B.8.a. General

OCS and the various direct commission programs are important sources of Coast Guard officers. Various selection boards evaluate applicants' qualifications to determine those best qualified for a particular program. To do so properly, they must have adequate information. An important source is the interview, often the only significant personal contact with the applicant reported by a Coast Guard official. As such, the interview provides important subjective input on the applicant's poise, leadership potential, ability to communicate, motivation for service in the Coast Guard, etc. On the basis of this subjective report and other, more objective measures, the Coast Guard selects candidates. The accuracy of the selection process directly reflects the quality and uniformity of interviews. Consequently, effective interviewing procedures and careful attention to completing the Officer Programs Applicant Assessment, Form CG-5527, are extremely important to both the Coast Guard and the applicant.

1.B.8.b. Requirements

(1) Composition of Interview Boards.

- (a) Commanding officers shall convene interview boards at places within their jurisdiction. Boards shall consist of three officers, except when necessary to interview an applicant at a location geographically remote from a larger Coast Guard facility. In such cases, a two-member board is authorized.
- (b) The board's senior member shall be a lieutenant commander or above. Other members should have the rank of ensign or higher with more than one year of Coast Guard service. Interview board members for chief warrant officer applicants shall be lieutenant commanders or higher. All members must be equal or senior to the grade for which they are considering the applicant.
- (c) Interview boards should be composed with applicant and program in mind. Thus, when interviewing for OCS, the board should contain, if practical, an OCS graduate; for a direct commission program, a specialist in the same field; for a reserve commission, at least one reserve officer. A board interviewing female or minority applicants should contain, if practical, a female or respective minority member. A board considering licensed officers in the Merchant Marine or Maritime Academy graduates should include, if practical, one officer with merchant marine safety experience.
- (d) When practical, two board members should be regular Coast Guard officers. When a two-member board is authorized one must be a regular officer.
- (e) Since an unbiased, independent contribution is essential, officers in direct personal or professional contact with the applicant may not be members of that individual's interview board. Coast Guard members' immediate supervisors and commanding officers may not be board members because they provide input through the commanding officer's endorsement.

(2) Interview Board Report. The interview board completes an Officer Programs Applicant Assessment, Form CG-5527, for each applicant. Board members should prepare this form jointly, with all board members reaching a consensus. Do not show applicants the completed forms from the interview. Submit these sheets with the cover sheet, signed by the senior board member, to the recruiter or educational services officer and provide this information:

- (a) The name of the program,
- (b) The applicant's name,
- (c) The names and duty stations of the interview board members, and

- (d) Date or dates when members interviewed the applicant.
- (3) Applicant Recommendation. The interview board must state the applicant's suitability for commissioning in the program(s) in question in the first sentence of the "Overall Impression of Candidate" box of the Applicant Assessment form in this wording: "(applicant name) is recommended for (program name)," or "(applicant name) is NOT recommended for (program name)," for example: "Mary Jones is recommended for Officer Candidate School;" or "Ralph Jones is NOT recommended for the Direct Commission Aviation program." In addition, include applicable comments in the "Overall Impression of the Candidate" box.
- (4) Other Evaluation. The local recruiter or other persons who process an applicant often are a valuable source of information. When they have sufficient personal contact with an applicant to provide an accurate evaluation, they should complete an Officer Programs Applicant Assessment, Form CG-5527, and attach it to the board report, marking it clearly with the words, "NOT A MEMBER OF THE INTERVIEW BOARD." This supplements the usual interview board requirement; the recruiter should use it only when fully satisfied the appraisal is complete and accurate.

1.B.9. Reserved

Policies and Standards for Officer Programs Interviewing Guidelines can be found in the Coast Guard Recruiting Manual, COMDTINST M1100.2 (series).

1.C. Reserved

Policies and Standards for U.S. Coast Guard Selected Reserve Direct Commission Officer Program can be found in the Coast Guard Recruiting Manual, COMDTINST M1100.2 (series).

1.D. Reserved

Policies and Standards for appointing Coast Guard warrant officers has been updated and moved to a new Directive, Appointing Warrant Officers, COMDTINST M1420.1 (series).

Pages 1-34 through 1-81 are reserved.

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

1.E.1. General

1.E.1.a. Statutory Authority

By regulations appearing under 14 U.S.C. § 631 and Department of Homeland Security Delegation number 0170, the Secretary of the Department of Homeland Security has delegated statutory authority to the Commandant of the U.S. Coast Guard to prescribe regulations on cadet appointments (14 U.S.C. § 182). This section exercises that authority. To facilitate administering the appointment process, the following delegations of authority are made:

- (1) The Superintendent, U.S. Coast Guard Academy, is authorized to tender appointments as Cadet, U.S. Coast Guard; and
- (2) The Superintendent, U.S. Coast Guard Academy, is authorized to appoint a board of Coast Guard officers to be known as the Cadet Candidate Evaluation Board, whose duties are set forth in Article 1.E.4.b. of this Manual.

1.E.1.b. Coast Guard Academy

Cadets are appointed in the Coast Guard for education and training to prepare them to become commissioned officers in the service. The Coast Guard Academy, located at New London, Connecticut, is maintained by the government for the practical training and theoretical education of young men and women to enable them to enter upon the duties of a junior officer in the U.S. Coast Guard.

1.E.1.c. Appointment as a Cadet

The Academy tenders appointments solely on the basis of an annual nationwide competition. There are no congressional appointments or quotas for any state, district, or special category. The competition for appointment as a cadet is based on the candidate's high school rank, performance on either the College Board Scholastic Aptitude Test (SAT I) or the American College Testing Assessment (ACT), and leadership potential as demonstrated by participating in high school extracurricular activities, community affairs, or part-time employment. Any man or woman, civilian or military, who meets the requirements set forth in Article 1.E.2. of this Manual is eligible to apply for appointment as cadet, U.S. Coast Guard. No eligibility requirements may be waived, except as noted.

1.E.2. Eligibility Requirements

1.E.2.a. Age

Must have reached the age of 17 but must not have reached the age of 23 by 1 July of the year admitted as a cadet.

CHAPTER 2 GRADES AND SPECIALTIES

2.A. Grades of Officers

2.A.1. Commissioned and Chief Warrant Officers

The grades of officers of the Coast Guard in order of seniority, with abbreviations and pay grades, are as follows:

Grade	Abbreviation	Pay Grade
Admiral	ADM	O-10
Vice Admiral	VADM	O-9
Rear Admiral	RADM	O-8
Rear Admiral (Lower Half)	RDML	O-7
Captain	CAPT	O-6
Commander	CDR	O-5
Lieutenant Commander	LCDR	O-4
Lieutenant	LT	O-3
Lieutenant (Junior Grade)	LTJG	O-2
Ensign	ENS	O-1
Chief Warrant Officer	CWO4, CWO3, CWO2	W-4, W-3, W-2
Cadet	CDT	

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

2.A.2.a. Chief Warrant Officer Specialties

The titles and precedence of the specialties of chief warrant officers are as follows:

Specialty Name	Abbreviation
Boatswain	BOSN
Weapons	WEPS
Operations Systems Specialist	OSS
Electronics	ELC
Naval Engineering	ENG
Aviation Engineering	AVI
Material Maintenance	MAT
Personnel Administration	PERS
Public Information	INF
Finance & Supply	F&S
Medical Administration	MED
Bandmaster	BNDM
Criminal Investigator	INV
Information Systems Management	ISM

Specialty Name	Abbreviation
Intelligence Systems Specialist	ISS
Marine Safety Specialist Deck	MSSD
Marine Safety Specialist Engineering	MSSE
Maritime Law Enforcement Specialist	MLES
Marine Safety Specialist Response	MSSR
Diver	DIV

Note: Appointees in the same warrant specialty shall take precedence with each other as outlined in Article 2.B.2 of this Manual.

2.A.2.b. Permanent Chief Warrant Officers Appointed to Temporary Lieutenants

The precedence of the specialties of permanent chief warrant officers appointed to temporary lieutenants are as follows:

Officer Specialty	Warrant Specialty
Operations Afloat	Boatswain (BOSN) Weapons (WEPS)
Operations Ashore – Response	Boatswain (BOSN) Maritime Law Enforcement Specialist (MLES) Operations Systems Specialist (OSS) Marine Safety Specialist Response (MSSR) Diver (DIV)
C4IT	Electronics (ELC) Information Systems Management (ISM) Operations Systems Specialist (OSS)
Engineering	Material Maintenance (MAT) Naval Engineering (ENG)
Aviation	Aviation Engineering (AVI)
Human Resources	Personnel Administration (PERS)
Management	Public Information (INF)
Finance	Finance and Supply (F&S)
Medical	Medical Administration (MED)
Intelligence	Criminal Investigator (INV) Intelligence Systems Specialist (ISS)
Operations Ashore - Prevention	Marine Safety Specialist Deck (MSSD) Marine Safety Specialist Engineering (MSSE)

(1) Temporary grade precedence (i.e., lieutenant) is determined by the officer specialty hierarchy listed above. Warrant specialty within the officer specialty does not affect precedence. Appointees in the same officer specialty shall take precedence with each other by the order of selection recommended at the Chief Warrant Officer to Lieutenant Selection Board.

- (2) Permanent grade precedence will remain the same as listed in Article 2.A.2.a. of this Manual.
- (3) If an officer integrates in accordance with Article 1.A.8 of this Manual, their temporary grade will become their permanent grade and they shall take precedence among themselves as they are listed on the active duty promotion list.
-

2.A.3. Manner of Addressing Officers

2.A.3.a. Commissioned Officers

Commissioned officers shall be designated and addressed in official communications by the title of their grades. In oral communication, commissioned officers below the grade of commander may be addressed as "Mister," "Mrs.," "Miss," or "Ms.," as appropriate. Medical officers in the grade of captain and below may be addressed as "doctor."

2.A.3.b. Chief Warrant Officers

Chief warrant officers shall be addressed by the title of their grades. The abbreviations CWO2, CWO3, and CWO4 shall be used in written form. The specialty name or abbreviation will not be used except when it is necessary to state the chief warrant officer's specialty. In oral communication, chief warrant officers may be addressed as "Mister," "Mrs.," "Miss," or "Ms.," as appropriate.

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

2.A.4.a. Active Duty Promotion List

Commander (CG PSC) maintains a single active duty promotion list (ADPL) of officers of the Coast Guard on active duty in the grades of ensign and above in accordance with Article 3.A.2. of this Manual in the order of precedence as outlined in this section.

2.A.4.b. Lineal List

Commander (CG PSC) maintains a lineal list of chief warrant officers in the order of precedence as outlined in this section.

2.A.5. Date of Rank

2.A.5.a. Appointment

Upon original appointment in the Coast Guard, the date of rank of a commissioned officer or chief warrant officer shall be the date specified in the appointment letter, or, if there be no specified date, then the date the oath of office is taken.

2.A.5.b. Promotion

- (1) Commissioned Officers. Upon promotion of a commissioned officer above the grade of ensign, the date of rank will be the date of appointment to that grade, except that the date of rank of an active duty officer not on the ADPL shall be the date of rank of their running mate.
 - (2) Warrant Officers. Upon promotion of chief warrant officers, the date of rank will be as specified in Article 3.B. of this Manual.
-

2.A.6. Commencement of Pay and Allowances

Pay and allowances for an original appointment or for a promotion appointment will accrue from the effective date specified in the appointment letter, but not before the date the oath of office is administered for an original appointment.

- (b) Housing commensurate with the grade to which frocked.
 - (c) A new Armed Forces Identification Card, , to reflect the higher grade, as outlined in Personnel and Pay Procedures Manual, PPCINST M1000.2 (series).
 - (2) Pay, Allowances, and Travel Entitlements. Pay, allowances, and travel entitlements accrue at the lower permanent grade. The higher grade's pay and allowances accrue from the effective date listed in the promotion letter or the OPAL as outlined in Article 3.A.12. of this Manual.
 - (3) Officer Evaluation Reports (OER). Officer evaluation reports continue to be submitted in the lower permanent grade as outlined in Article 5.A. of this Manual.
 - (4) Disciplinary Powers. Frocking does not authorize increased disciplinary powers under Article 15, Uniform Code of Military Justice (UCMJ).
 - (5) Time in Grade. Time in grade for determining retirement eligibility is computed from the appointment date, not the frocking date.
-

3.B. Promoting Chief Warrant Officers

3.B.1 Reserved

The content of this section has been relocated to a new Directive, **Appointing Warrant Officers, COMDTINST M1420.1.**

3.B.2 Reserved

The content of this section has been relocated to a new Directive, **Appointing Warrant Officers, COMDTINST M1420.1.**

3.B.3 Selection Process

3.B.3.a Reserved

The content of this section has been relocated to a new Directive, Appointing Warrant Officers, COMDTINST M1420.1 (series).

3.B.3.b. Promotion Zone (10 U.S.C. § 574)

The promotion zone for the next higher grade will include all warrant officers who will have completed three years time in grade **by 15 December of the promotion year in which the selection board convenes**. Commander (CG PSC) will announce promotion zones via message.

3.B.3.c. Communication with Selection Boards (10 U.S.C. § 573(f))

- (1) General. Individuals eligible for consideration by a selection board may communicate directly with the board by letter arriving by the date the board convenes, inviting attention to any matter in their Armed Forces record. A letter sent under this paragraph may not criticize any officer or reflect on any officer's character, conduct, or motive (10 U.S.C. § 573(f)).
- (2) Correspondence Contents. Correspondence to the board shall be in care of Commander (CG PSC-OPM-1). Chain of command endorsements are optional. The only enclosures or attachments permitted are copies of official records and materials allowed to be submitted with officer evaluation reports under Article 5.A.4.c.(3) of this Manual. Do not solicit or submit as enclosures letters from other officers. To receive an acknowledgment, submit a completed, self-addressed Interim Response, Form CG-4217, with the letter.
- (3) Composition of Endorsements. Endorsements to letters submitted to selection boards shall not include opinions whether an individual should be selected for promotion or opinions on selection boards and their methods.

3.B.3.d. Convening of Selection Boards (10 U.S.C. § 573)

When service needs dictate, the Commandant shall convene a selection board to recommend eligible active duty warrant officers for promotion. The schedule of board convening dates shall be published annually in reference (h), Schedule of Active Duty Promotion List (ADPL) and Inactive Duty Promotion List (IDPL) Officer Personnel Boards and Panels, PSCNOTE 1401.5 (series).

3.B.3.e. Composition of Boards (10 U.S.C. § 573)

The board shall consist of at least five officers on the active duty promotion list above the permanent grade of lieutenant commander. Warrant officers, senior in grade to those under consideration, may be assigned as additional members of the selection board. No officer may serve on two consecutive boards if the second board considers any warrant officer who was considered by the first board. When reserve warrant officers are to be considered by the selection board, the membership of the board shall, if feasible, include at least one reserve officer.

3.B.3.f. Oath of Members of the Board (10 U.S.C. § 573)

Members of the selection board shall swear that they will, without prejudice or partiality and having in view both the special fitness of officers and the efficiency of the Coast Guard, perform the duties imposed upon them.

3.B.3.g. Information to be Furnished to Boards (10 U.S.C. § 576)

Commander (CG PSC) shall furnish the selection board with a precept containing:

- (1) The maximum number of officers that the board may recommend for promotion to the next higher grade,
- (2) The names and records of all chief warrant officers who are eligible for consideration for promotion to the grade to which the board will recommend chief warrant officers for promotion, and
- (3) Such information and guidelines relating to the needs of the Coast Guard for chief warrant officers having particular skills.

3.B.3.h. Number to be Selected (10 U.S.C. § 576)

- (1) The maximum number of warrant officers who may be selected for promotion to W-3 or W-4 shall be prescribed by the Commandant.
- (2) If a board is unable to select the number of warrant officers established by the Commandant because an insufficient number are determined to be fully qualified, only those officers who are found fully qualified for promotion may be recommended for promotion.

3.B.3.i. Finding Unfit or Unsatisfactory Performance (10 U.S.C. § 576)

The selection board shall report the names of those chief warrant officers considered by it, whose records and reports establish, in its opinion, their unfitness or unsatisfactory performance in their permanent regular grade. The selection board will fulfill the requirements of a special board as outlined in Article 1.A.20.b. of reference (c), Military

qualifications of the warrant officer concerned. This includes pending action by a board of officers, courts-martial, or investigative proceedings. The withholding of a promotion by the command shall consist of the following action:

- (1) Contact Commander (CG PSC-OPM-1) by the most rapid means available to execute the appropriate pay action.
- (2) Return the appointment letter to Commander (CG PSC-OPM-1).
- (3) Provide a complete written report of the reason for withholding the promotion to Commander (CG PSC-OPM-1). The warrant officer concerned shall be furnished a copy of the report and shall be required to acknowledge receipt. A signed copy of the acknowledgment shall be attached as an enclosure to the report.

Note: If Commander (CG PSC) initiates withholding a promotion, the chief warrant officer shall be notified in writing of the reason(s) thereof and be required to acknowledge receipt. Upon completion of the notification action, the board action outlined in Article 3.B.5. of this Manual will be initiated.

3.B.6.c. Acceptance

Acceptance of promotion to the next higher grade is considered accomplished unless specifically declined within five days after receipt. A new oath shall not be administered.

3.B.6.d. Physical Examinations

A physical examination is not required for promotion of chief warrant officers serving on active duty.

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

3.B.7.a. Eligibility for Selection for Promotion

- (1) Exceptions for Promoting Retired Recalled Warrant Officers. Except in circumstances such as wartime recall or cases of urgent service need, retired warrant officers recalled to active duty shall not normally be eligible for promotion to the next higher grade. This exclusion will be noted in the recall order.
- (2) Promotion of Retired Recalled Warrant Officer who was Twice Non-Selected for Promotion Prior to Retirement. A retired warrant officer who at the time of retirement had once or twice failed selection for promotion to the next higher grade shall in no case be eligible for promotion if recalled to active duty.

3.B.7.b. Selection

Under the circumstances noted above, when a board is convened, eligible retired warrant officers recalled to active duty will be considered for promotion by the warrant selection board consisting of five or more officers in the grade of commander or above convened for that purpose. Warrant officers, senior in grade to those under consideration, may be assigned as additional members of the selection board. Consideration for promotion will be on a fully qualified basis.

3.B.7.c. Failure of Selection

Any retired warrant officer recalled to active duty who fails selection for promotion shall be returned to the retired list not later than the first day of the seventh month after the date the selection board is approved by the Commandant.

3.B.7.d. Promotion

Promotion of retired warrant officers will be per the provisions of Article 3.B.6. of this Manual.

3.B.8. Reserved

Policies and Standards for conducting the Selective Early Retirement Boards (SERB) for warrant officers have been moved to Reference (c).

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3.B.9. Lateral Change in Warrant Specialty

A request for lateral change in warrant officer specialty will be considered on its own merits, and a lateral change in specialty will be authorized only in those unique cases where it is clearly in the best interests of the service to do so.

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

3.B.10.a. General

The primary objective of this program is to improve the inventory of officers in the middle grades in certain occupational fields where the special skills and experience of warrant officers are needed to round out the experience of the total officer population. A secondary objective is to provide a limited opportunity for upward mobility for deserving senior members of the warrant officer corps.

- (1) Appointments Based on Needs of the Service. The program will be responsive to the needs of the service, limited in scope, and highly selective. Appointments will not necessarily be apportioned among all warrant officer specialties. The exact numbers and specialties will be determined annually based on projected service needs and after considering the impact on critical enlisted ratings, officer promotion rates, and Officer Candidate School inputs.
- (2) Temporary Appointment. Selected applicants will be offered appointments as temporary regular officers and placed on the active duty promotion list in accordance with the provisions of Article 3.A.2. of this Manual. Permanent appointments will not be tendered to officers appointed under this program until the officer is selected by their first best-qualified promotion board and subsequently requests integration in

- (2) Endorsement. The e-interview portion of the e-Resume shall not be completed. Endorsements are to be completed as attachments to the letter application. The commanding officer's endorsement shall address the applicant's potential to perform successfully in the grade of temporary lieutenant and shall include a computation of the applicant's total service computed to 30 June following the board. The command endorsement is limited to one page.
- (3) Specialties. Chief warrant officers who meet the eligibility requirements of this Article may apply to the occupational field or fields that are related to their specialty as indicated **by Article 2.A.2.b. of this Manual**.

3.B.10.i. Waivers

Except as noted in Article 3.B.10.a.(3) of this Manual, waivers of eligibility requirements will not normally be granted.

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