



Commandant
United States Coast Guard

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COMDTCHANGENOTE 1000
22 August 2017

COMMANDANT CHANGE NOTICE 1000

Subj: CH-9 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.
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. A new chief warrant officer to Reserve Program Administrator (CWO to RPA) program has been created in Chapter 7. Prohibited comments in for relief from primary duties (RPD) officer evaluations reports (OERs) have been clarified in Article 5.I.1. of this Manual.
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.

DISTRIBUTION – SDL No. 168

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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. DISTRIBUTION. 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>.

- 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, CH-8	Table of Contents, CH-9
5-13 to 5-14	5-13 to 5-14
Chapter 7	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.

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

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- b. The OER must address only the performance dimensions relevant to the OER since all other performance dimensions will have been addressed in the previously submitted OER.
- c. This OER must be initiated by the original rating chain unless they are unavailable or disqualified.
- d. The reviewer must be a flag officer. Commander (CG PSC) must promulgate additional rating chain standards in accordance with Article 5.D. of this Manual.

5. Miscellaneous. When specifically directed by another article in this Manual. This OER may count for continuity, depending upon the circumstances which prompt its submission.

G. Exceptions from submitting an OER. The welfare of the reported-on officer must be considered along with system goals when determining the appropriate time to submit an OER. Exceptions to the normal submission schedule will not be granted without indicating extraordinary circumstances. Commander (CG PSC-OPM-3) or (CG PSC-RPM-1) may not issue an exception to policy that would violate OER period of report limits in Article 5.C.4. of this Manual.

- 1. Occasion for Exceptions. The reported-on officer may request an exception to policy to Commander (CG PSC-OPM-3) or (CG PSC-RPM-1) to the submission schedule, including deadlines for derogatory OER addenda and OER replies.
- 2. Submitting a request for exception to policy. Commander (CG PSC-OPM-3) or (CG PSC-RPM-1) must promulgate procedures and contact for requesting an exception to policy.

H. Derogatory OERs. A derogatory OER is any regular or non-regular OER that indicate the Reported-on officer has failed in the accomplishment of assigned duties.

- 1. Derogatory reports are only those OERs which:
 - a. contain a numerical mark of one in any performance dimension, and/or
 - b. contain an “unsatisfactory” mark by the reporting officer in comparison scale or rating scale, and/or
 - c. documents conduct or performance which is adverse or below standard and results in the removal of a member from their primary duty or position.
- 2. The rating chain must provide an authenticated copy to the reported-on officer and counsel the reported-on officer of their option to prepare an addendum.
- 3. The reported-on officer has the option to prepare an addendum limited to two pages with no enclosures.

4. The supervisor and the reporting officer must be afforded the opportunity to address the reported-on officer's addendum via individual one page signed endorsements to the reported-on officer's addendum.
5. The reporting officer will then forward the OER and attachments to the reviewer.
6. The reported-on officer's addendum does not constitute an official request for correction of a record but provides the reported-on officer an opportunity to explain the failure or provide their views of the performance in question.
7. Commenting or declining comment does not preclude the reported-on officer from an official request for correction of the record in accordance with Correcting Military Records, COMDTINST 1070.1 (series) or submitting an OER Reply under Article 5.K. of this Manual.
8. If the reported-on officer declines to make an addendum, they must so indicate by attaching the following statement: "I am aware of the contents of the performance report and decline comment."
9. If the reported-on officer fails to provide either an addendum or statement declining an addendum within 14 days for ADPL schedule officers and 28 days for IDPL schedule officers, the reporting officer must forward the OER to the reviewer noting that an addendum was solicited and not received. In such cases, the reviewer must prepare a Reviewer addendum specifically stating that an addendum was solicited but not received.
10. The reviewer must ensure that the evaluation of the reported-on officer is consistent and that the derogatory information is substantiated. If the reviewer finds otherwise, they must return the report to the reporting officer for additional information and/or clarifying comments. Substantive changes to the OER require its return to the reported-on officer to provide another 14-day opportunity for the reported-on officer to revise the addendum.

I. Prohibited Comments. The rating chain must not:

1. Mention a judicial, administrative, or investigative proceeding, including criminal and non-judicial punishment proceedings under the Uniform Code of Military Justice, civilian criminal proceedings, Personnel Records Review Board (PRRB), Coast Guard Board for Correction of Military Records (BCMR), or any other investigation (including discrimination investigations) except as required by a non-regular OER **or Removal from Primary Duty OER**. Referring to the fact conduct was the subject of a proceeding of a type described above is permissible when necessary to respond to issues regarding that proceeding first raised by an officer in a reply under Article 5.K. of this Manual. These restrictions do not preclude comments on the conduct that is the subject of the proceeding. They only prohibit reference to the proceeding itself.

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).
4. **Policy and standards in Article 3.B.10. of this Manual do not apply at any time to chief warrant officers (CWO) applying for designation as an RPA.**

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 **not explicitly delegated to Commander (CG PSC)** .
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. RPA's 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 RPA's 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.
 - d. **Any Regular or Reserve F&S or PERS specialty warrant officer serving in the grade of W-4, W-3, or who is a W-2 and who will be considered by the W-3 selection board in the same promotion year.**
 - (1) **Commander (CG PSC) may allow other specialties or waive the W-3 selection board requirement in a promotion year. This waiver must apply equally to all such candidates in that specialty or with that amount of time in grade and must be announced at least one week before the application deadline to allow formerly ineligible officers to apply.**
 - (2) **All applicants for CWO to RPA must be allowed to also apply for the CWO to ADPL LT program stated in Article 3.B.10. of this Manual, if eligible, and vice versa. Once the officer accepts appointment from one program, they must be ineligible for the other appointment program.**

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, the Commandant may withdraw the offer of RPA designation if the selectee has not accepted provisional RPA status within 60 days from the notification date.
4. Impact of designation.
 - a. Regular officers **in the grade of ensign and above** 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. **All warrant officers designated as a provisional RPA must resign their warrant officer commission and accept a commission in the Coast Guard Reserve as a permanent lieutenant with a date of rank as the first day of EAD.**
 - (1) **Precedence must be determined by Article 2.A.2.b. of this Manual.**
 - (2) **Such RPAs are no longer warrant officers in any way. They do not compete for warrant officer promotion and are not subject to the 30 year total active service limitation (10 U.S.C. 1305)**
 - c. 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.

G. Reversion to CWO grade.

1. **No permanent RPA designated under Article 7.D.1.d. of this Manual will revert back to a CWO grade.**
2. **A provisional RPA designated under Article 7.D.1.d. of this Manual may request to give up their RPA designation and regain their previous commission, specialty, grade, and time in grade served immediately prior to being designated as a provisional RPA. Such requests will be considered based on needs of the Coast Guard.**
3. **Upon reversion to CWO, time as an RPA must be towards the 30 years total active service. (10 U.S.C. 1305)**