



COMDTINST 1430.2A

23 JUL 2020

COMMANDANT INSTRUCTION 1430.2A

Subj: MERITORIOUS ADVANCEMENT PROGRAM

Ref: (a) Enlistments, Evaluations, and Advancements, COMDTINST M1000.2 (series)
(b) Military Separations, COMDTINST M1000.4 (series)
(c) Coast Guard Weight and Body Fat Standards Program, COMDTINST M1020.8 (series)

1. PURPOSE. This Instruction establishes policy for the Meritorious Advancement Program (MAP) and guidance to advance active duty and reserve enlisted Petty Officers in the paygrades E-4 and E-5 exclusively.
2. ACTION. Applicable Flag Officers and their staffs must ensure compliance with the provisions of this Instruction. Internet release is authorized.
3. DIRECTIVES AFFECTED. Meritorious Advancement Program, COMDTINST 1430.2 is hereby cancelled.
4. DISCUSSION.
 - a. The Assistant Commandant for Human Resources, Commandant (CG-1), has special authority to authorize advancements without participation in the servicewide examination (SWE) competition or supplemental advancement lists, per Reference (a). To increase opportunities to recognize top performers, limited meritorious advancement authority will be authorized to advance E-4 and E-5 paygrades only (for advancement to E-5 and E-6 respectively). Admirals and Vice Admirals in addition to District Commanders, FORCECOM, DOL, Cyber Command, and PSC Rear Admirals are delegated meritorious advancement authority outlined in Article 11 of this Instruction.

DISTRIBUTION – SDL No. 170

	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z
A	X	X	X	X	X	X		X	X	X	X		X	X	X	X	X		X		X					
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F																	X	X	X							
G			X	X	X																					
H																										

NON-STANDARD DISTRIBUTION:

- b. MAP is designed to accommodate unique circumstances that, in the Advancement Authority's judgment, clearly warrant advancement. It is intended to provide a means to advance Petty Officers for compelling, although perhaps not quantifiable, reasons. Meritorious advancement is limited to advancement of pay grades E-4 and E-5 to the next higher paygrade. Isolated acts of heroism or single specific achievements shall not be the sole basis for advancement under the MAP, but may be the mechanism that illustrates consistent extraordinary performance.
5. DISCLAIMER. Questions or clarification of the MAP program are to be directed to the Office of Military Personnel, Policy and Standards Division, Commandant (CG-1331), HQS-PolicyandStandards@uscg.mil. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide operational guidance for Coast Guard personnel and is not intended to nor does it impose legally-binding requirements on any party outside the Coast Guard.
6. IMPACT ASSESSMENT. This new task will not require additional personnel or funding resources. The MAP is designed as a supplemental program to properly recognize and advance enlisted members and to be utilized in conjunction with other established award and recognition processes. Minimal increase in administrative process workload is expected, but no additional training is required. Members advanced through the MAP may request early permanent change of station with command endorsement. Otherwise, members advanced under the MAP will fulfil their original PCS orders.
7. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.
 - a. The development of this Instruction and the general policies contained within it have been thoroughly reviewed by the originating office in conjunction with the Office of Environmental Management, Commandant (CG-47). This Instruction is categorically excluded under current Department of Homeland Security (DHS) categorical exclusion DHS (CATEX) A3 from further environmental analysis in accordance with the U.S. Coast Guard Environmental Planning Policy, COMDTINST 5090.1 and the Environmental Planning (EP) Implementing Procedures (IP).
 - b. This Instruction 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 policy in this Instruction must be individually evaluated for compliance with the National Environmental Policy Act (NEPA) and Environmental Effects Abroad of Major Federal Actions, Executive Order 12114, Department of Homeland Security (DHS) NEPA policy, Coast Guard Environmental Planning policy, and compliance with all other applicable environmental mandates.

8. DISTRIBUTION. No paper distribution will be made of this Instruction. An electronic version will be located on the following Commandant (CG-612) web sites.
Internet: www.dcms.uscg.mil/directives/, and
CGPortal: <https://cg.portal.uscg.mil/library/directives/SitePages/Home.aspx>.
9. RECORDS MANAGEMENT CONSIDERATIONS. This Instruction has been evaluated for potential records management impacts. The development of this Instruction 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. DEFINITIONS.
 - a. Meritorious Advancement Authority or Advancement Authority. The principal granted authority to make advancement decisions under this Instruction.
 - b. Meritorious Advancement. By Meritorious Advancement Authority decision, the advancement of eligible E-4 and E-5 personnel to the next higher pay grade.
11. AUTHORITY. Commandant (CG-1) delegates limited advancement authority specifically under the MAP. Meritorious advancement is extended to both Active Duty and Reserve. The Commandant and Vice Commandant can meritoriously advance members at their discretion. Vice-admirals are authorized to meritoriously advance up to three (3) Active Duty and three (3) Reserve members per calendar year. District Commanders, FORCECOM, DOL, Cyber Command, and PSC Rear Admirals are authorized one (1) Active Duty and one (1) Reserve meritorious advancement per calendar year.
12. CRITERIA. MAP is open to all active duty and reserve enlisted members who meet the following criteria:
 - a. Must be in the pay grade of E-4 or E-5 at the time of meritorious advancement;
 - b. Must meet eligibility criteria for reenlistment;
 - c. Must have satisfied Time in Grade (TIG) for advancement of the next higher pay grade IAW Reference (a);

Note: If a member does not meet the Time in Grade (TIG) requirement, the meritorious advancement can be executed on the day the member meets TIG requirements.
 - d. Must be fit for duty IAW Reference (a), at the time of advancement;
 - e. Must be in compliance with Weight and Body Fat Standards outlined in Reference (c);
 - f. Must not have declined advancement or voluntarily elected to be removed from an eligibility list within two years of proposed meritorious advancement;
 - g. Must not be a High Year Tenure (HYT) candidate who has exceeded their Professional Growth Point (PGP) year IAW Reference (b). For example, if a member is a HYT candidate, the effective date of the meritorious advancement must be prior to or on 31

Dec of the year the member enters their PGP.

- h. Must not have been previously advanced meritoriously;
- i. If the member is in a frocked status for the next higher pay grade, the effective date of advancement for pay and benefits of the current frocked status can be executed on the date of the meritorious advancement; and
- j. Reservists must be currently serving in SELRES or an active duty status and have no status change request outstanding, i.e., IRR, ISL, ASL.

13. MAP PROCESS TIMEFRAMES. MAP will not have designated time frames and can be enacted as needed throughout the year. However, maximum allotments are counted per calendar year.

14. RESPONSIBILITIES.

- a. Commander (CG-133). Establish and maintain policy governing the MAP. Questions or clarification of the MAP program are to be directed to the Office of Military Personnel, Policy and Standards Division, Commandant (CG-1331), HQS-PolicyandStandards@uscg.mil.
- b. Meritorious Advancement Authority
 - (1) Utilize Enclosure (1) in the determination of MAP potential and advancement eligibility.
 - (2) Submit Enclosure (3) to Commanding Officer CG PPC (ADV), thru Commander (CG PSC-EPM) or Reserve Personnel Management (CG PSC-RPM).
 - (3) Document Enclosure (2) in the member's PDR.
- c. Commander, Coast Guard Personnel Service Center (CG PSC)
 - (1) Liaison with CG PPC (ADV) and Commandant (CG-133) on MAP effectiveness and make policy recommendations to Commandant (CG-133).
 - (2) Assist Meritorious Advancement Authority staff in making determination of candidate eligibility to advance.
- d. Commanding Officer Pay and Personnel Center (CG PPC)
 - (1) Process advancement(s) as approved by the advancement authority date.
 - (2) Ensure necessary entries are entered in human resource systems and records are made to reflect the meritorious advancement.

15. FORMS/REPORTS. None.

16. REQUEST FOR CHANGES. Recommendations for changes or improvements to Meritorious Advancement Program, COMDTINST 1430.2 (series), are welcome and should be submitted in memo format via the chain of command to the Office of Military Personnel, Policy and Standards Division, Commandant (CG-1331), HQS-PolicyandStandards@uscg.mil.

J. M. NUNAN /s/
Rear Admiral, U.S. Coast Guard
Assistant Commandant for Human Resources

Enclosures: (1) Pre-Advancement Checklist
(2) CG-3307 (ADV-01)
(3) CG Memorandum Template

Meritorious Advancement Program (MAP) Advancement Eligibility Checklist

Member Name

Rank

EMPLID

Unit

MAP Authority

Local Unit Admin/SPO Validation

If additional information is needed to determine advancement eligibility, contact PPC (ADV) or PSC EPM-1 (AD

Items denoted by a
* are not
eligible

- | | | |
|---|------|---|
| 1) GOOD CONDUCT ELIGIBILITY: | Yes | *No |
| No adverse actions within the past 3 years? (Check each box below once validated) | | |
| Negative CG-3307 | | Non Judicial Punishment (NJP) |
| Court Martial | | Civil Conviction |
| Arrest Report | | Unsatisfactory conduct mark on EER (Current paygrade) |
| Subject of ongoing investigation | | Other |
| 2) Meets eligibility requirements for reenlistment per Article 1.E of CIM 1000.2 (series)? Period of coverage is the member's current enlistment. (Check each box below once validated) | Yes | *No |
| Min factor average of 3.5 or above | | Civil Convictions |
| Naturalized Citizen | | >1 UNSAT EER |
| Documented Offense | | Court Martial |
| | | GTCC Misuse |
| | | >3 Weight Probations |
| | | Physically qualified |
| 3) Received "RECOMMENDED" or "READY" for advancement on most recent EER? | Yes | *No |
| 4) Compliant with CG Weight and Body Fat Standards? | Yes | *No |
| 5) Meets TIS requirements? | Yes | *No |
| 6) Meets TIG requirements? | Yes | *No |
| 7) HYT Candidate past 31 Dec of their PGP year? (IAW COMDTINST M1000.4) | *Yes | No |
| 8) Any previous meritorious advancements? | *Yes | No |
| 9) Approved/Pending retirement on file? | *Yes | No |
| 10) Declined advancement/voluntarily removed from SWE List within the past 2 years? | *Yes | No |
| 11) Incomplete EPQ's & RPQ's for the paygrade to be advanced to? | Yes | No |
| 12) Incomplete LAMS training? | Yes | No |
| 13) In a frocked status for the next higher paygrade? | Yes | No |

Items denoted by a
* are not eligible

Input, Comments or Concerns:

Meritorious Advancement Program (MAP) Advancement Eligibility Checklist

PRIVACY ACT STATEMENT

Pursuant to 5 U.S.C. §552a(e)(3), this Privacy Act Statement serves to inform you of why DHS is requesting the information on this form.

AUTHORITY: 14 U.S.C. § 505

PURPOSE: To determine if a United States Coast Guard (USCG) enlisted service member meets all eligibility requirements for promotion.

ROUTINE USES: Authorized USCG officials will use this information to determine if a USCG enlisted person meets eligibility criteria for a promotion to the next paygrade. Any external disclosures of information within this record will be made in accordance with DHS/USCG-014, Military Pay and Personnel, 76 Federal Register 66933 (October 28, 2011).

CONSEQUENCES OF FAILURE TO PROVIDE INFORMATION: Providing this information is voluntary. However, failure to provide this information may delay the administrative process.

DEPARTMENT OF HOMELAND SECURITY
U.S. COAST GUARD

ADMINISTRATIVE REMARKS

PRIVACY ACT STATEMENT

Pursuant to 5 U.S.C. §552a(e)(3), this Privacy Act Statement serves to inform you of why OHS is requesting the information on this form.

AUTHORITY: 14 U.S.C. § 505

PURPOSE: To document a USCG service member's achievements, accomplishments, Uniform Code of Military Justice (UCMJ) infraction(s), or any other USCG military pay or personnel activity.

ROUTINE USES: Authorized USCG officials will use this information to validate a USCG service member's achievements, accomplishments, UCMJ infraction(s) or any other USCG military pay or personnel activity. Any external disclosures of information within this record will be made in accordance with DHS/USCG-014, Military Pay and Personnel, 76 Federal Register 66933 (October 28, 2011).

CONSEQUENCES OF FAILURE TO PROVIDE INFORMATION: Providing this information is voluntary. However, failure to provide this information may result in a delay in administrating this form.

Entry Type: AR-08, Meritorious Advancement

Reference: (a) Meritorious Advancement Program, COMDTINST 1430.2 (series)

(b) Cite the memo, flag letter, or other correspondence from the flag office authorized to meritoriously advance enlisted personnel

Responsible Level: Unit

Entry:

DDMMYYYY: In accordance with references (a) and (b), you are hereby meritoriously advanced to the pay grade of E-5 / E-6 (select one) effective this date.

IF APPLICABLE: All Rating Performance Qualifications (RPQ's) and Enlisted Performance Qualification (EPQ's) for the paygrade being advanced to are required to be obtained if not already achieved.

FirstI. MI. LastName
Commanding Officer

DDMMYYYY: I acknowledge the above entry.

FirstI. MI. LastName

1. NAME OF PERMANENT UNIT

2. NAME OF UNIT PREPARING THIS FORM

3. NAME OF MEMBER (Last, First, MI)

4. EMPLOYEE ID NUMBER

5. GRADE/RATE

File original in SPO PDR, Email copy to CG PSC-BOPS-C-MR

U.S. Department of
Homeland Security

**United States
Coast Guard**



Commandant
United States Coast Guard

Address

Staff Symbol:
Phone:
Fax:
Email:

1430
DD MMM YYYY

MEMORANDUM

From: [Enter From Name]

Reply to
Attn of:

To: PPC (ADV)
Thru: CG PSC-EPM-1

Subj: MERITORIOUS ADVANCEMENT

Ref: (a) Meritorious Advancement Program, COMDTINST 1430.2(series)

1. I will advance the following servicemember(s) on DD, Month YYYY. ET2 Jane C. Coastie, EMPLID – advance to ET1
2. ET2 Jane C. Coastie meets the eligibility requirements outlined in reference (a) as noted in enclosure (1).
3. Please ensure pay and entitlements reflect this advancement date accordingly.
4. (as needed)

#

Enclosure: (1) Meritorious Advancement Checklist

Copy: COMDT (CG-133)

Blind Copy: [Optional Blind Copy]