



COMDTINST 1401.5Z
JUN 4 2004

COMMANDANT INSTRUCTION 1401.5Z

Subj: SCHEDULE OF ACTIVE DUTY PROMOTION LIST (ADPL) AND INACTIVE DUTY PROMOTION LIST (IDPL) OFFICER PERSONNEL BOARDS AND PANELS

Ref: (a) Personnel Manual, COMDTINST M1000.6 (series)
(b) Reserve Policy Manual, COMDTINST M1001.28 (series)
(c) Title 14, U.S. Code
(d) Title 10, U.S. Code

1. PURPOSE. The purpose of this Instruction is to:
 - a. Publish convening dates for ADPL and IDPL officer personnel boards and panels for promotion year (PY) 2005, **which occurs from 1 July 2004 to 30 June 2005**.
 - b. Provide guidance to officers eligible for consideration by a selection/retention board.
2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, assistant commandants for directorates, the Judge Advocate General, and special staff offices at Headquarters shall ensure compliance with this Instruction's provisions. Internet release is authorized.
3. DIRECTIVES AFFECTED. Schedule of ADPL and IDPL Officer Personnel Boards and Panels, COMDTINST 1401.5Y is canceled on 30 June 2004.
4. RELATED DIRECTIVES.
 - a. Chapters 1, 5, and 14 of reference (a) contain regulations governing the various officer personnel boards and panels.

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B		8	10	2	6	6	2	2	2	2	2	2	2	4	1	1	1	6	1	1	2	1	2	1	1	
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NON-STANDARD DISTRIBUTION:

- b. Chapter 7.A of reference (b) contains regulations specific to Reserve Officer personnel boards.

5. GENERAL GUIDANCE FOR ALL OFFICERS.

- a. Submitting Performance Evaluations. Submit Officer Evaluation Reports (OERs) in accordance with Chapter 10 of reference (a), to ensure selection boards and panels have complete, up-to-date information. Under no circumstances shall those officers above the zone, or who are projected to be in the zone for promotion, delay their regular annual or semiannual OER past the scheduled due date. For this purpose, estimated zones will be announced in an ALCGPERSCOM entitled 2004 OER SUBMISSIONS. The schedule of boards and panels was developed to correspond as closely as possible with the OER submission schedule. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, assistant commandants for directorates, the Judge Advocate General, and special staff offices at Headquarters shall emphasize to supervisors, reporting officers, reviewers, and OER administrators alike, the importance of submitting proper evaluation reports promptly. Enclosures (1) and (2) provide information to aid rating chain officials in submitting reports on those officers being considered by selection boards and assignment panels.
- b. Commanding Officer/CGPC Responsibilities for Reserve Officers. Commanding officers of drilling reservists and CGPC for non-drilling reservists of the Individual Ready Reserve and the Standby Reserve (Active Status List) shall:
 - (1) Ensure that all Reserve officers are aware of the contents of this Instruction.
 - (2) Provide a copy of the ALCGPERSCOM announcing selection zones to each officer being considered by a selection or retention board. This includes officers in any status except those retired (OPFAC XX-87600) or on the Inactive Status List (OPFAC XX-87500)
- c. Review of Records. All officers under consideration by upcoming boards and panels are encouraged to review their official record maintained by the Coast Guard Personnel Command (CGPC-adm-3). This can be done by:
 - (1) Personally reviewing your record at the Coast Guard Personnel Command;
 - (2) Designation of another individual to review your record for you (provide CGPC-adm-3 with a signed letter that lists the name of the individual who will review your record, and the dates the review will take place). For more information, contact the Officer Section Supervisor at (202) 493-1680.
 - (3) Requesting a complete copy of your official record via mail or fax to CGPC-adm-3. This request should be made in writing at least six months prior to a board's convening date. Fax requests must have a signature on the page and can be sent to (202) 493-1676.
- d. Communications to Selection Boards. As stated in section 253(b) of reference (c), any officer eligible for consideration by a selection board may send a communication to the board. The letter must arrive at CGPC-opm-1/CGPC-rpm-1 before the board convenes. Reference (a) states that this communication must be sent through the officer's chain of command. Letters may

invite attention to any matter in the member's Coast Guard record that will be before the selection board. A communication to a board may not criticize any officer or reflect on any officer's character, conduct, or motive. Separate page endorsements from the chain of command are optional. Endorsements, enclosures or attachments to letters submitted to selection boards shall not include opinions whether a board should select an officer for promotion. See Article 5.A.4.e. of reference (a) for additional guidance. NOTE: Reserve officers competing for promotion on the Inactive Duty Promotion List are strongly encouraged to submit a communication to the board, especially a Reserve Officer Personal Resume, CG-5481, enclosure (3).

6. ADPL & IDPL PROMOTION BOARD ZONES AND CONVENING DATES. This Instruction and enclosure (1) and (2), amplified by appropriate message traffic, serve as the official notification required by Section 253 of reference (c). Future messages will announce changes to enclosures (1) and (2).
7. SENIOR SERVICE SCHOOLS AND STRATEGIC STUDIES GROUPS. Although consideration for Senior Service Schools is automatic based on year group and rotation date, officers interested in those programs are encouraged to submit an e-resume expressing that interest and, if desired, indicating preference among schools. Senior Service School (SSS) graduates are automatically considered for selection to the CNO Strategic Studies Group (SSG) each year, but other officers are considered only on request. An ALCOAST is released by Commandant (G-CCX) each spring outlining the specific criteria by which officers will be considered for SSS/SSG. E-resumes are provided to the Senior Service School/SSG Selection Panel.
8. ADPL COMMAND SCREENING AND ASSIGNMENT PANEL INFORMATION.
 - a. Communications to ADPL Command Screening Panels. An officer under consideration by a command screening panel may write to the panel President, in care of the Coast Guard Personnel Command (CGPC-opm-2). The letter must arrive at CGPC-opm-2 before the panel convenes. Letters may invite attention to any matter in the member's Coast Guard record that will be before the selection panel. A communication to a panel may not criticize any officer or reflect on any officer's character, conduct, or motive. Endorsements from the chain of command shall not be included. The electronic resume (e-resume) is not appropriate correspondence to a command screening panel, yet the information communicated may be relayed to the panel by CGPC-opm at the panel's request.
 - b. Communications to ADPL Captain and Commander Assignment Panels. An officer under consideration by the Captain or Commander assignment panel may write to the panel President, in care of the Coast Guard Personnel Command (CGPC-opm-2). The letter must arrive at CGPC-opm-2 before the panel convenes. Letters may invite attention to any matter in the member's Coast Guard record that will be before the selection panel. A communication to a panel may not criticize any officer or reflect on any officer's character, conduct, or motive. Endorsements from the chain of command shall not be included.
 - c. Command Screening. Officers who wish to be considered for command at the grade of commander and below must specifically request to be screened via the Direct Access electronic

resume (e-resume). Captains and captains-select who meet the criteria for the Consolidated Major Command Cadre Screening Panel below will automatically be screened for command afloat and aviation command but must request to be screened for sector command. E-resumes requesting command screening shall be submitted at least 60 days before the screening panel to ensure inclusion in the candidate pool. Thirty days prior to each screening panel, an ALCGOFF message will notify the field of members who appear to meet specific eligibility criteria. Any member whose name does not appear on this message and believes they qualify for screening for a particular position due to special circumstances or unique qualifications should contact the appropriate assignment officer. Screening panels will not consider the e-resume itself, so any communications to the panel should be prepared as described above.

9. CONSOLIDATED MAJOR COMMAND CADRE SCREENING PANEL CRITERIA.

a. Sector Command Screening Sub-panel Criteria.

(1) **O-6 Commands.** Panel will consider, upon request, O-6s and O-6 selects who:

- (a) Are in year group 77 or junior;
- (b) Are tour complete in 2005, or will have completed at least two years in their current assignment by 15 September 2005; and
- (c) Have served in one of the following operational assignments since 01 June 1998:
 - 1. Any O-5 Activities or Sector position.
 - 2. Any Group CO/XO position.
 - 3. Any TACLET CO position.
 - 4. Any O-5 MSO CO/XO position.
 - 5. Any O-5 MSO Department Head position (Chief of Inspection, Chief of Port Ops, etc.).
 - 6. Any O-5 MSU CO position.
 - 7. Any Strike Team CO position.
 - 8. Any VTS CO position.
 - 9. Any O-5 Air Station CO/XO.
 - 10. Any O-5 Group/Air Station XO/OPS position.
 - 11. Any WHEC/WAGB XO or any WMEC CO position.
 - 12. Any ISC XO position.

(2) **O-5 Commands and Department Heads.** Panel will consider, upon request, O-5 and O-5 selects who:

- (a) Are tour complete in 2005, or will have completed at least two years in their current assignment by 15 September 2005;
- (b) For Response Command and Department Head, have served in one of the following assignments since 1 June 1998:
 - 1. Any Activities or Sector O-4 Branch Chief position.
 - 2. Any Group O-3/O-4 CO/XO/OPS position.

3. Any MSST CO position.
 4. Any Strike Team XO position.
 5. Any VTS XO position.
 6. Any Air Station or Group/Air Station XO/OPS position.
 7. Any WHEC/WMEC XO position.
 8. Any WLB/WLM CO position.
- (c) For Prevention Command and Department Head, have served in one of the following assignments since 1 June 1998:
1. Any Activities or Sector O-4 Brach Chief position.
 2. Any MSO O-5/O-4 XO position.
 3. Any MSO O-4 Dept Head position.
 4. Any O-4 MSU CO position.
 5. Any Strike Team XO position.
 6. Any VTS XO position.
 7. Any WLB/WLM CO position.
- (d) For Logistics Command and Department Head, have served in one of the following assignments:
1. Any Activities or Sector O-4 Brach Chief position.
 2. Any O-4 Legal position.
 3. Any O-4 Financial position.
 4. Any O-4 Human Resources position.
 5. Any O-4 Engineering position.
- b. Senior Afloat Command Screening Sub-panel Criteria.
- (1) **O-6 Commands.** Panel will consider all O-6s and O-6 selects who:
- (a) Are in year group 80 or junior (YG 79 and senior may be considered if they specifically request screening);
 - (b) Are tour complete in 2005, or will complete at least two years in their current assignment by 15 September 2005;
 - (c) Have not previously held an O-6 afloat command (this criteria is waived for any O-6 desiring to compete for an O-6 WAGB command); and
 - (d) Have served in an O-5 afloat position since 1 June 1998.
- (2) **O-5 Commands.** Panel will consider all O-5s and O-5 selects who:
- (a) Request screening;
 - (b) Are tour complete in 2005, or will complete at least two years in their current assignment by 15 September 2005;
 - (c) Have not previously held an O-5 afloat command; and
 - (d) Have served in as O-5 XO or O-4 CO/XO/OPS afloat position since 1 June 1998.

- (3) The screening panels will select a number consistent with Service needs and sufficient to provide assignment flexibility.
- (4) Members who are serving in DUINS TABS (advanced education) will be expected to fulfill obligated service in a follow-on assignment within their specialty/program, and are thus not eligible to compete in a command afloat screening panel. Officers serving in Senior Service School, Sloan Fellowship, or Navy/Army/Marine Corps War College positions are eligible to compete in a command afloat screening panel.
- (5) Questions about procedures or eligibility for afloat command screening can be directed to the Afloat Assignment Officer at 202-493-1635 or, for O-6 commands, the Pre-Continuation Captain Assignment Officer at 202-493-1602.

c. Aviation Command Screening Sub-panel Criteria.

- (1) **O-6 Commands**. Panel will consider O-6s and O-6 selects who:
 - (a) Are in year group 80 and junior for O-6 (YGs 78 & 79 may be considered if they specifically request screening);
 - (b) Are not currently in command of an aviation unit;
 - (c) Served at least two years in an approved pre-command aviation assignment;
 - (d) Have served in a DIFOPS position since 1 June 1998; and
 - (e) Are tour complete in 2005, or will have completed at least two years in their present assignment by 15 September 2005. Officers who have fleeted up at their current unit (i.e. OPS to XO or within same HQ staff) may request screening. This request must have a command endorsement addressing the impact of an early rotation on command continuity.
- (2) **O-5 Commands**. Panel will consider O-5s and O-5 selects who:
 - (a) Request Screening;
 - (b) Are in year group 89 and senior
 - (c) Are not currently in command of an aviation unit;
 - (d) Served at least two years in an approved pre-command aviation assignment;
 - (e) Have served in a DIFOPS position since 1 June 1998; and
 - (f) Are tour complete in 2005, or will have completed at least two years in their present assignment by 15 September 2005. Officers who have fleeted up at their current unit (i.e. OPS to XO or within same HQ staff) may request screening. This request must have a command endorsement addressing the impact of an early rotation on command continuity.
- (3) The screening panel will select a number consistent with Service needs and sufficient to provide assignment flexibility.
- (4) Questions about procedures or eligibility for aviation command screening can be directed to the Aviation Assignment Officer at 202-493-1637, or, for O-6 commands, the Pre-Continuation Captain Assignment Officer at 202-493-1602.

10. JUNIOR AFLOAT AND CWO COMMAND SCREENING CRITERIA.

- a. **O-4 Commands.** Panel will consider all O-4s and O-4 selectees who:
- (1) Request screening;
 - (2) Are not currently afloat;
 - (3) Are tour complete in 2005, or will complete at least two years in their current assignment by 15 September 2005;
 - (4) Have not previously held an O-4 afloat command.
 - (5) Have completed two tours afloat; and
 - (6) Have served afloat since 1 June 1998. A previous ATON (WLB/WLM/WTGB & Barge Combination) afloat tour is necessary to be considered for WLB command.
- b. **O-3 Commands.** Panel will consider all O-3s and O-3 selectees who:
- (1) Request screening;
 - (2) Are tour complete in 2005, or will complete at least two years in their current assignment by 15 September 2005;
 - (3) Have not previously held an O-3 afloat command;
 - (4) Have completed two tours afloat; and
 - (5) Are not currently afloat in an O-2 position with the exception of second-tour Navy Exchange or WHEC Weapons Officers; and
 - (6) Have served afloat since 1 June 1998. A previous ATON (WLB/WLM/WTGB & Barge Combination) afloat tour is necessary to be considered for WLM command.
- c. **O-2 Commands.** Panel will consider all O-2s and O-1s who:
- (1) Request screening;
 - (2) Are currently afloat in their initial afloat tour; and
 - (3) Are tour complete in assignment year 2005.
- d. **CWO Commands.** Panel will consider all CWO (BOSN)s who:
- (1) Request screening;
 - (2) Have served in a CWO (BOSN) afloat position since 1 June 1998;
 - (3) Are tour complete in 2005, or will complete at least two years in their current assignment by 15 September 2005; Sitting/incumbent CO's are not required to re-screen to compete for a potential back-to-back afloat command in the same mission class of vessel (ATON or LE).
 - (4) Panel will additionally consider enlisted members above the cut on the 2005 CWO (BOSN) eligibility list who request screening and have served as a cutter OINC or XPO since 1 June 1998.
- e. The screening panels will select a number consistent with Service needs and sufficient to provide assignment flexibility.
- f. Care of Newborn Children (CNC) or Temporary Separation program participants are not eligible to compete in a command afloat screening until they return to a commissioned status.

- g. Members who have been selected for flight school are not eligible to compete in a command afloat screening panel.
- h. Members who are serving in DUINS TABS (advanced education) will be expected to fulfill obligated service in a follow-on assignment within their specialty/program, and are thus not eligible to compete in a command afloat screening panel. Officers serving in Sloan Fellowship or Navy/Army/Marine Corps War College positions are eligible to compete in a command afloat screening panel.
- i. Questions about procedures or eligibility for afloat command screening can be directed to the Afloat Assignment Officer at 202-493-1635.

11. IDPL PROMOTION BOARD PROCEDURES. Chapter 21, Subchapter B of reference (c) contains procedures applicable to the promotion of Reserve officers on the inactive duty promotion list. These laws provide for the selection of Reserve officers on a best-qualified basis to the grade of lieutenant and above, and on a fully qualified basis to the grade of lieutenant (junior grade). They further provide for the convening of retention boards to ensure a steady promotion flow. Reserve warrant officers on inactive duty are promoted pursuant to regulations promulgated under the authority stated in section 12242 of reference (d). Enclosure (2) is the PY05 schedule for inactive duty Reserve officer boards.

- a. Reserve officers under consideration by a selection board are strongly encouraged to submit communications to the board president, in care of the Coast Guard Personnel Command (CGPC-rpm). A Reserve Officer Personal Resume, CG-5481, enclosure (3), is one of the best forms of communication.
- b. The names of Reserve officers recalled to active duty under Title 10 will remain on the IDPL. Reserve officers serving under Title 10 will be considered by Reserve boards and panels, if eligible.
- c. Ready Reserve officers serving on extended active duty (EAD), who are above or in the promotion zone, will be placed on the ADPL. Ready Reserve officers serving on EAD may request placement on the IDPL vice the ADPL and compete against Ready Reserve officers in an active status. To transfer to the IDPL, Reserve officers must submit a written request to Commander, Coast Guard Personnel Command (opm-1) to terminate the EAD agreement. This request must be received no later than 1 May of the year in which the officer will be considered. After both boards adjourn, a new EAD agreement can be executed and the officer returned to the ADPL.
- d. All Reserve officer promotion board information is published in ALCGPERSCOM messages which are available on the Reserve Internet web site at <http://www.uscg.mil/hq/cgpc/Rpm/rpmhome.htm>. Any Reserve officer can request an OER Summary Report by sending an email to KGorman@ballston.uscg.mil (the Reserve Officer Evaluation System Manager).

12. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Environmental considerations were examined in the development of this Instruction and have been determined to be not applicable.
13. FORMS AVAILABILITY. Enclosure (3) the Reserve Officer Personal Resume, CG-5481 may be locally reproduced. It is also available in Jet Form Filler or USCG Electronic Forms on Standard Workstation III or on the Internet at <http://www.uscg.mil/ccs/cit/cim/forms1/welcome.htm> or the Intranet at <http://cgweb.uscg.mil/g-c/g-ccs/g-cit/g-cim/forms1/main.asp>. Revision 2-99 is acceptable and is available at the following Reserve Internet website:
<http://www.uscg.mil/hq/reserve/forms.htm>.

KENNETH T. VENUTO /s/
Assistant Commandant for Human Resources

- Encl: (1) PY05 Active Duty Officer Personnel Board/Panel Schedule
(2) PY05 Inactive Duty Reserve Officer Board Schedule
(3) Reserve Officer Personal Resume, CG-5481 (Rev. 3-03)

PROMOTION YEAR 2005 SCHEDULE OF ADPL OFFICER PERSONNEL BOARDS AND PANELS

CONVENING DATE	BOARD OR PANEL	ZONE	COMMENTS
6 – 9 JUL 04	RADM Selection Board	See note 2.	CAPT's with 1 Jul 02 or earlier dates of rank are eligible for consideration.
6 – 9 JUL 04	CAPT Continuation Board	See note 2.	
12 – 16 JUL 04	CAPT Selection Board/ CDR Continuation	See notes 1 and 2.	CDRs with 1 Jul 01 or earlier dates of rank are eligible for consideration.
12 – 16 JUL 04	PCTS Selection Board	See note 2.	
26 JUL - 6 AUG 04	CDR Selection Board/ LCDR Continuation	See notes 1 and 2.	LCDRs with 1 Jul 01 or earlier dates of rank are eligible for consideration.
11 AUG 04	PHS Dental Officer Continuation		
16 – 27 AUG 04	LCDR Selection Board/ LT Continuation	See notes 1 and 2.	LTs with 1 Jul 02 or earlier dates of rank are eligible for consideration.
1 SEP 04	Rear Admiral Continuation Board	See note 2.	
13 – 17 SEP 04	Senior Service School and Strategic Studies Groups Selection Panel	The year groups under consideration for SSS are 83, 84, 85 and 86; SSG primary year groups 79-83, O-6 and O-6(s) . The member must meet the criteria in the ALDIST published by G-CCX in the spring.	Interested officers should submit an e-resume indicating school preferences. See solicitation messages for further information.
15 – 16 SEP 04	PCTS Designation		
20 – 24 SEP 04	LT Selection Board	OERs for LTJGs in zone will be submitted for period ending 30 June vice 31 July 04. See notes 1 and 2.	LTJGs with 1 Jul 03 or earlier dates of rank are eligible for consideration.
28 – 30 SEP 04	RPA Selection Board	See note 2.	See Art. 5.A.6, PERSMAN, COMDTINST M1000.6A.
28 – 30 SEP 04	RPA CAPT Continuation Board	See note 6.	See Art 14.A.20, PERSMAN, COMDTINST M1000.6A.

PROMOTION YEAR 2005 SCHEDULE OF ADPL OFFICER PERSONNEL BOARDS AND PANELS

CONVENING DATE	BOARD OR PANEL	ZONE	COMMENTS
4 – 8 OCT 04	<u>Consolidated Major Command Screening Panel consisting of:</u>		
	Sector Command Screening Sub-Panel	O6 Command - O6s and O6-selects YG 77 or junior. O-5 Command - O5s and O5-selects.	
	Afloat Command Screening Sub-Panel (O6/O5)	O6s, O5s, and officers selected to those grades, YG 80 and junior.	
	Aviation Command Screening Sub-Panel	O6s, O6-selects and O5s. O6 = YG 80 and junior. O5 = 89 and senior.	
18 – 22 OCT 04	CWO to LT Selection Board	Applicants must meet eligibility requirements established by Art 5.B.10, PERSMAN, COMDTINST M1000.6A. See note 7.	Application deadline for those specialties being considered: 1 Oct 04. See note 5.
19 – 21 OCT 04	Afloat Command Screening Panel (CWO)	Not applicable	
25 – 29 OCT 04	CWO Selection Board and CWO Selective Early Retirement Board (SERB)	See note 2. CWOs with DORs of 15 Dec 01 or earlier will be eligible.	See Section 5.B.PERSMAN, COMDTINST M1000.6A.
9 – 10 NOV 04	PHS Assignment Panel	Not applicable.	All USPHS officers detailed to duty with USCG.
16 – 18 NOV 04	Afloat Command Screening Panel (O4/O3/O2)	Not applicable.	Eligible LCDRs, LTs, LTJGs and ENSs.
1 – 2 DEC 04	LTJG Selection Board	ENSs with 1 Aug 03 through 31 Jan 04 dates of rank. Board may select all those eligible.	
7 – 8 DEC 04	RPA Designation Board (Phase 1)	See note 4.	See Art. 1.B.3 AND 14.A.17, PERSMAN, COMDTINST M1000.6A. Request deadline: 1 NOV 04. See note 5.
7 – 9 DEC 04	Flight School Panel		
4 – 6 JAN 05	CAPT Assignment Panel	Not applicable.	The panel will consider all CAPTs and CAPT selectees.

PROMOTION YEAR 2005 SCHEDULE OF ADPL OFFICER PERSONNEL BOARDS AND PANELS

CONVENING DATE	BOARD OR PANEL	ZONE	COMMENTS
19 – 20 JAN 05	Reserve Officer Extension Board	Reserve officers scheduled for release from active duty between 1 May 05 and 31 Oct 05. A message will announce those eligible.	Requirements contained in Art. 1.B.2, PERSMAN, COMDTINST M1000.6A. Request deadline: 1 Jan 05. See notes 3 and 5.
2 – 4 FEB 05	CDR Assignment Panel	Not applicable.	The panel will consider all CDRs and CDR selectees.
9 – 11 MAR 05	Flight School Panel		
6 - 10 JUN 05	LTJG Selection Board	ENSs with 1 Feb 04 through 31 Jul 04 dates of rank. Board may select all of those eligible. Note 8	
13 – 24 JUN 05	CWO Appointment Board	Not applicable.	See Section 1.D, PERSMAN, COMDTINST M1000.6A. Eligibility requirements deadline: 1 Jan 05. See note 5.

- NOTES:**
1. The number of officers included in an ADPL promotion zone is calculated in a two-step process. First, the number of officers to be selected is determined based on projected vacancies. Second, the actual zone sizes are determined by establishing the opportunity of selection for each grade.
 2. A message will announce the zone and the number to be selected.
 3. Reserve officers whose active duty agreements expire during the indicated period and who do not apply will be released when their Extended Active Duty Agreement (EAD) expires.
 4. A message will announce the number to be selected. A Phase II will be scheduled separately, if necessary.
 5. Submit applications to Commander, Coast Guard Personnel Command (CGPC-opm-1).
 6. The decision to hold the RPA CAPT Continuation Board will be determined at a later date.
 7. A message will announce the number to be selected and the criteria. Applications will additionally be considered for all CWO2s in zone for CWO3 in the 25OCT 2004 CWO Selection Board.

PROMOTION YEAR 2005 SCHEDULE OF IDPL OFFICER PERSONNEL BOARDS AND PANELS

CONVENING DATE	BOARD OR PANEL	ZONE	COMMENTS
6 – 9 JUL 04	CAPT Retention Board	See note 2.	All Reserve CAPTs in an active status.
12 – 16 JUL 04	CAPT Selection Board	See notes 1 and 2.	CDRs with 1 Jul 01 or earlier dates of rank are eligible for consideration.
2 – 6 AUG 04	CDR Selection Board	See notes 1 and 2.	LCDRs with 1 Jul 01 or earlier dates of rank are eligible for consideration.
23 – 27 AUG 04	LCDR Selection Board	See notes 1 and 2.	LTs with 1 Jul 02 or earlier dates of rank are eligible for consideration.
14 – 16 SEP 04	Res War & Staff College Panel	See note 3	
27 – 30 SEP 04	LT Selection Board	See notes 1 and 2	LTJG's with 1 Jul 03 or earlier dates of rank are eligible for consideration.
12 – 15 OCT 04	LTJG Selection Board	ENS's with 31 JAN 04 or earlier date of rank. Board may select all of those eligible.	
25 - 26 OCT 04	CWO Ingrade Selection Board	CWOs with a DOR of 01 DEC 01 or earlier will be eligible. See note 2.	
27 – 29 OCT 04	CWO Appointment Board	See note 3.	See Section 1.D, PERSMAN, COMDTINST M1000.6A and Section 7.B, Reserve Policy Manual, COMDTINST 1001.28A. Eligibility requirements deadline will be 19 SEP 04.

- NOTES:**
1. The running mate system determines the number of Reserve officers included in an IDPL promotion zone. The opportunity of selection for each grade is based on projected vacancies and Coast Guard policy.
 2. A message will announce the zone and the number to be selected.
 3. Submit applications to Commander, Coast Guard Personnel Command (CGPC-rpm), ATTN: [Name of respective panel].

DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD CG-5481 (Rev. 3-03)	RESERVE OFFICER PERSONAL RESUME	DATE
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FROM: NAME (First, MI, Last)	GRADE	EMPLID
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To: Commander, Coast Guard Personnel Command (CGPC-rpm)
Via: Commanding Officer: _____

Subj: PERSONAL RESUME FOR _____
(REASON FOR SUBMISSION)

1. Commission and Mobilization Information

Commission Source	Date	Current DOR	Ann. Date	Pay Base Date

Current Billet Description/Assignment	Date Assigned

2. Military Experience (list most recent experience first)

a. Active Duty in excess of 15 days (include schools and EAD/ADSW/TITLE 10; complete all five lines, if possible)

Unit	From	To	Assignment

b. Inactive Duty Assignments (drills - pay or non-pay; complete all five lines, if possible)

Unit	From	To	Assignment

c. ADT/ADSW 15 days or less (pay/non-pay; include ADT school; current first, then complete remaining lines, if possible)

Year	Assignment/Location	From	To	No. of Days	ADT OJT/School/Other	ADSW-AC/ ADSW-RC

