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United States Coast Guard

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COMDTINST 1401.5AE
4 MAY 2009

COMMANDANT INSTRUCTION 1401.5AE

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) Privacy Act of 1974, Title 5, U.S.Code 552a
(d) Documents Viewed By CG Officer Promotion and Special Boards, COMDTINST 1410.2 (series)
(e) Title 14, U.S. Code
(f) 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) 2010, **which occurs from 1 July 2009 to 30 June 2010.**

   b. Provide guidance to officers eligible for consideration by a selection/retention board or panel.

2. ACTION. Area, district, and sector commanders, commanders of maintenance and logistics commands, Commander Deployable Operations Group, commanding officers of headquarters units, deputy/assistant commandants for directorates, Judge Advocate General and special staff offices at Headquarters shall ensure that the provisions of this Instruction are followed. Internet release is authorized.

3. DIRECTIVES AFFECTED. Schedule of ADPL and IDPL Officer Personnel Boards and Panels, COMDTINST 1401.5AD is canceled on 30 June 2009.

DISTRIBUTION – SDL No. 152

	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	2	2		2	2	2	1	1	1	1	1	1	1	1	1	1	1		1		1					
B	1	8	5	2	6	2	2	2	2	2	2	2	2	4	1	1	1	4	1	1	2	1	2	1	1	1
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NON-STANDARD DISTRIBUTION:

4. RELATED DIRECTIVES

   a. Chapters 1, 5, and 14 of reference (a) contain regulations governing the various officer personnel boards and panels.

   b. Chapter 7.A of reference (b) contains regulations specific to reserve officer personnel boards.

5. GENERAL GUIDANCE FOR ALL OFFICERS.

   a. Personnel Service Center. All officers should note that the Coast Guard Personnel Service Center (CG PSC) is the successor in command to the former Coast Guard Personnel Command. CG PSC is vested with all the rights, responsibilities, duties, and authority formerly exercised by CG PC.

   b. 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 will 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 were announced in ALCGOFF 008/09 entitled *2009 OER Submissions and PY10 Officer Selection Boards*. The schedule of boards and panels was developed to correspond as closely as possible with the OER submission schedule. Flag officers in command, deputy and assistant commandants, the Judge Advocate General, special staff elements at Headquarters must 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.

   c. Commanding Officer/CG PSC Responsibilities for Reserve Officers. Commanding officers of drilling reservists and CG PSC for non-drilling reservists of the Individual Ready Reserve and the Standby Reserve (Active Status List) must:

      (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 on the Inactive Status List.

   d. Review of Records. Reference (c), the Privacy Act of 1974, was created in response to concerns about collection, use, and accuracy of sensitive/personal data pertaining to individuals such as personally identifiable information (PII). Commanding officers should establish appropriate administrative, technical, and physical safeguards to ensure the security, confidentiality, and handling of PII. All officers under consideration by upcoming boards and panels are encouraged to review their official record maintained by the Commander (CG PSC-adm-3). Documents that are considered a matter of record are listed in reference (d). Individual record reviews can be done by:

      (1) Personally reviewing your record at the Coast Guard Personnel Service Center;

(2) Designating another individual to review your record is authorized under reference (c). Commander (CG PSC-adm-3) must receive a signed letter authorizing a third-party review. The letter must contain the name of the authorized reviewer and the date(s) the review will occur. For more information, contact the Officer Section Supervisor at CG PSC-adm-3.

(3) Requesting a complete copy of your official record via mail or fax to CG PSC-adm-3. This request should be made in writing three 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.

e. Communications to Selection Boards. As stated in Section 253(b) of reference (e), any officer eligible for consideration by a selection board may send a communication to the board, via his or her chain of command. The purpose of the communication is to invite attention to any matter in the member's Coast Guard record that will be before the selection board. The letter must be in standard Coast Guard memo format, must restrict itself to addressing only matters of record, and must arrive at CG PSC-opm-1/CG PSC-rpm-1 before the board convenes. A communication to a board may not criticize any officer or civilian government employee or reflect on their character, conduct, or motive. All communications must be sent through the officer's chain of command to the commanding officer or office chief level, and must be annotated with at least a signature line endorsement. Endorsements must not include opinions whether a board should select an officer for promotion or screening, and must not reflect on the officer's performance, abilities or potential. The endorsement must be confined to the matter of record indicated in the communication. Multiple endorsements at each level of the chain of command are not allowed. Enclosures or attachments are limited to copies of official records and materials allowed to be submitted with OERs. Letters from other officers must not be solicited or submitted as enclosures. See Chapter 5.A.4.e and Chapter 10.A.4.c.3. of reference (a) for additional guidance. NOTE: Reserve officers competing for promotion on the Inactive Duty Promotion List (IDPL) are strongly encouraged to submit a communication to the board.

f. Communications to Assignment and Screening Panels. An officer under consideration by an assignment or screening panel may write to the panel President, in care of Commander, Coast Guard Personnel Service Center (CG PSC-opm-2 for ADPL officers; CG PSC-rpm-1 for IDPL officers), via his or her chain of command. The purpose of the communication is to invite attention to any matter in the member's Coast Guard record that will be before the assignment or screening panel. The letter must be in standard Coast Guard memo format, must restrict itself to addressing only matters of record, and must arrive at CG PSC-opm-2/CG PSC-rpm-1 before the panel convenes. A communication to a panel may not criticize any officer or civilian government employee or reflect on their character, conduct, or motive. Endorsements from the chain of command must not be included unless specifically indicated in the solicitation message. The electronic résumé (e- résumé) is not appropriate correspondence to a screening/assignment panel unless specifically indicated in the solicitation message.

g. Employee Career Summary Sheet (ECSS). With the creation of a consolidated view of employee human resources data as collected in Direct-Access, boards and panels will now be able to view these summaries. ALCOAST 154/09 provides specific guidance for reviewing the ECSS in the Coast Guard Portal. Officers are encouraged to review, and if necessary, update the data in Direct-Access to ensure the summaries are correct and accurate prior to potential viewing

by boards and panels. Board and panel decisions and selections will continue to be made based on in-depth review of the candidate's personnel data record (I PDR).

6. ADPL & IDPL PROMOTION BOARD ZONES AND CONVENING DATES. This Instruction and enclosures (1) and (2), amplified by appropriate message traffic, serve as the official notification required by Section 253 of reference (e). Future messages will announce changes to enclosures (1) and (2). CG PSC-c is authorized to delay or reschedule the listed boards and panels as service needs dictate.

7. SENIOR SERVICE SCHOOLS (SSS) AND STRATEGIC STUDIES GROUPS (SSG). Although consideration for Senior Service Schools is automatic based on year group and rotation date, officers interested in those programs are strongly encouraged to submit an e-résumé expressing interest and their desired preferences. Candidates for SSGs will be selected from qualified captains and captains-select in designated year groups who will be tour complete, have command experience, are graduates of a SSS or a Command and Staff College, or have specifically requested consideration on an e-résumé. An ALCOAST is released by Commandant (CG-511) each spring outlining the specific criteria by which officers will be considered for SSS/SSG. E-résumés and e-résumé member comments are provided to the SSS/SSG Selection Panel. All IDPL captains are encouraged to apply for the Senior Reserve Component Officer Course convened annually.

8. ADPL CONSOLIDATED MAJOR COMMAND SCREENING PANEL (CMCSP) INFORMATION.

   a. Screening. Captains and captains-select who do not have orders to, or have not held O-6 command, and meet the criteria for the CMCSP below will automatically be screened for command afloat and aviation command, but must specifically request to be screened for sector command. Sector commanders who are not tour complete will have their names removed from consideration for mandatory screen command positions. Commanders and commanders select who meet the criteria for the CMCSP below will have to request to be screened for command afloat and aviation command.

   b. Applications. Commander (CG PSC-opm) will announce the application procedures via ALCGOFF message approximately 60 days prior to the panel convening date. Approximately 30 days prior to the panel, another ALCGOFF message will list members who appear to meet specific eligibility criteria. Any member whose name does not appear on this message and who believes they qualify for screening for a particular position due to special circumstances or unique qualifications, believes their name was inadvertently omitted, or simply missed the original e-résumé application deadline should request screening via e-mail or message traffic to Commander (CG PSC-opm-2). Commander (CG PSC-opm) will evaluate each request and make an eligibility determination based on the merits of each case. Officers determined to be ineligible by Commander (CG PSC-opm) will be advised of their status. Approximately seven days prior to the panel convening date, a final candidate ALCGOFF message will list those officers whose records will appear before the CMCSP. Officers not listed on the final candidate ALCGOFF message may communicate their requests to screen to the panel President at least one day prior to the panel convening date. Any communications to the panel should be prepared as outlined in paragraph 5.e.

9. CONSOLIDATED MAJOR COMMAND SCREENING PANEL ELIGIBILITY CRITERIA.

a. Sector Command Screening Sub-panel Eligibility Criteria.

(1) **O-6 Sector Command**. The Panel will consider captains and captains-select who:

(a) Request screening;

(b) Are in year group 83 or junior;

(c) Are tour complete in 2010, or will have completed at least two years in their current assignment by 15 September 2010;

(d) Have served at/in an operational unit/position at the department head, staff chief or above level since 1 June 2003. Operational units include cutters, air stations, deployable specialized forces (including MSST, TACLET, and strike teams), or sectors and any sub-units (including MFPU).

Note 1: Sitting/incumbent sector commanders are not required to re-screen to compete for a potential back-to-back sector command.

Note 2: Designated aviators desiring assignment to combined sector/air station command must successfully screen for O-6 aviation and sector command.

Note 3: Sitting Deputy Sector Commanders may request to screen for sector command regardless of tour completion date.

(2) Questions about procedures or eligibility for sector screening can be directed to the Assistant Chief, Officer Personnel Management at 202-493-1602.

b. Senior Afloat Command Screening Sub-panel Eligibility Criteria.

(1) **O-6 Afloat Commands**. Panel will automatically consider all captains and captains-select who:

(a) Are in year group 85 or junior (YG 84 and senior may be considered if they specifically request screening);

(b) Are tour complete in 2010, or will complete at least two years in their current assignment by 15 September 2010 and obtain command endorsement to transfer early (waivers will be considered based on the needs of the Service and the strength of the candidate pool);

(c) Are not currently in command of a cutter;

(d) Have not previously held an O-6 afloat command;

(e) Have served in an O-5 or above afloat position since 1 June 2003.

(f) Officers who currently hold or previously held O-6 afloat command may request to screen for a different O-6 platform.

(2) **O-5 Afloat Commands**. Panel will consider all commanders and commanders-select who:

(a) Request screening;

(b) Are tour complete in 2010 or 2011 (waivers will be considered based on the needs of the Service and the strength of the candidate pool);

(c) Are not currently in command of a cutter;

(d) Have not previously held an O-5 afloat command;

(e) Have served in an O-5 XO or O-4 CO/XO/OPS afloat position since 1 June 2003; and

(f) If currently serving as an O-5 XO or O-4 XO/OPS, are tour complete in 2010.

(3) 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 Assistant Chief, Officer Personnel Management at 202-493-1602.

c. Aviation Command Screening Sub-panel Eligibility Criteria.

(1) **O-6 Aviation Commands**. Panel will consider captains and captains-select who:

(a) Are in year group 85 and junior (YGs 83 & 84 may be considered if they specifically request screening);

(b) Are not currently in command of an aviation unit;

(c) Served as a designated aviator for at least two years in an approved pre-command aviation assignment as defined in paragraph 9.c.(3);

(d) Have served in a DIFOPS position since 1 June 2003; and

(e) Are tour complete in 2010, or will have completed at least two years in their present assignment by 15 September 2010. Officers who fleeted up at their current unit (i.e. OPS to XO) and have served a total of at least two years at their present unit by 15 September 2010 may also request screening. This request must have a command endorsement addressing the impact of an early rotation on command continuity.

Note 1: Designated aviators desiring assignment to combined group/air station command must successfully screen for O-6 aviation command and sector command.

(2) **O-5 Aviation Commands**. Panel will consider commanders and commanders-select who:

(a) Request screening;

(b) Are in year group 93 and senior;

(c) Are not currently in command of an aviation unit;

(d) Served as a designated aviator for at least two years in an approved pre-command aviation assignment as defined in para 9.c.(3);

(e) Have served in a DIFOPS position since 1 June 2003; and

(f) Are tour complete in 2010 or 2011 (waivers will be considered based on the needs of the Service and the strength of the candidate pool) Officers who fleeted up at their current unit (i.e. OPS to XO) and have served a total of at least two years at their present unit by 15 September 2010 may also request screening. This request must have a command endorsement addressing the impact of an early rotation on command continuity.

(3) The following billets qualify as aviation "pre-command":

(a) Executive Officer of any air station, ATC Mobile, ALC (or ARSC), HC-130J APO, and Deputy Sector Commander and Logistics Department Head at a combined sector/air station;

(b) Operations Officer at any air station, ATC Mobile, ALC (or ARSC), MSRT or HITRON Jacksonville and Response Department Head at a combined sector/air station (the Air Station Washington Operations Officer billet does not qualify);

(c) ALC (or ARSC) Product Line Manager, ALC (or ARSC) Business Operations Division Chief, ALC (or ARSC) Industrial Operations Division Chief, ALC (or ARSC) Engineering Support Division Chief, and ALC (or ARSC) Information Systems Division Chief;

(d) Engineering Officer at any air station in an O-4 or above Engineering Officer billet, and

(e) ATC Mobile Training Division Chief.

(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 Assistant Chief, Officer Personnel Management at 202-493-1602.

d. The Consolidated Major Command Screening Panel will select numbers consistent with Service needs and sufficient to provide assignment flexibility. The panel may consider members who have not requested to screen if necessary to provide a more robust candidate pool.

e. Officers in the grade of O-5 and O-5 (select) who are accepting or currently serving in a DUINS TAB (for advanced education, not including Senior Service School) will be expected to fulfill obligated service in a follow-on assignment within their specialty/program, and are thus <u>not eligible</u> to compete in the Consolidated Major Command Screening Panel.

f. Officers selected for and accepting Senior Service School, Strategic Studies Groups, Sloan Fellowship, MIT-SDM or Navy/Army/Marine Corps War College positions during AY2010 are not eligible to compete in Consolidated Major Command screening.

g. Officers currently serving in Senior Service School positions are eligible to compete in Consolidated Major Command screening.

h. Temporary Separation program participants are not eligible to compete in Consolidated Major Command screening until they return to a commissioned status.

i. Any officer who does not meet the above stated criteria may request a waiver to screen.

10. JUNIOR AFLOAT AND CWO COMMAND SCREENING CRITERIA.

a. **O-4 Commands**. Panel will consider all lieutenant commanders and lieutenant commanders-select who:

(1) Request screening;

(2) Are not currently afloat;

(3) Are tour complete in 2010 or 2011 (waivers will be considered based on the needs of the Service and the strength of the candidate pool);

(4) Have not previously held an O-4 afloat command;

(5) Have completed two tours afloat including at least one at the O-3 level; and

(6) Have served afloat since 1 June 2003. 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 lieutenants and lieutenants-select (not including CWO-LT) who:

(1) Request screening;

(2) Are tour complete in 2010 or 2011 (waivers will be considered based on the needs of the Service and the strength of the candidate pool);

(3) Have not previously held an O-3 afloat command;

(4) Have completed at least one tour afloat for WPB or WTGB command or two tours afloat for WLM command;

(5) Are not currently afloat in an O-2 position with the exception of second-tour Navy/Norwegian Exchange or second-tour positions on WHEC/WMSLs; and

(6) Have served afloat since 1 June 2003. A previous ATON (WLB/WLM/WTGB & Barge Combination) afloat tour is necessary to be considered for WLM command. A previous ATON (WLB/WLM/WTGB) or WAGB afloat tour is necessary to be considered for WTGB command.

c. **O-2 Commands**. Panel will consider all lieutenants (junior grade) and ensigns who:

(1) Request screening;

(2) Are currently afloat in their initial afloat tour or are serving on a PATFORSWA WPB and

(3) Are tour complete in assignment year 2010.

d. **CWO Commands**. Panel will consider all CWOs (BOSN) who:

(1) Request screening;

(2) Have served in an afloat position since 1 June 2003 and have qualified as an underway Officer of the Deck;

(3) Are tour complete in 2010 or 2011 (waivers will be considered based on the needs of the Service and the strength of the candidate pool); sitting/incumbent COs 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 2010 CWO (BOSN) eligibility list who request screening and have served as a cutter OIC or XPO since 1 June 2003.

e. The screening panels will select a number consistent with Service needs and sufficient to provide assignment flexibility.

f. 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 at Navy/Joint Forces/Marine Corps War College positions are not eligible to compete in a command afloat screening panel.

i. Officers currently serving in one year tours (such as PATFORSWA) appearing before the Command Afloat Screening Panel may submit a special OER documenting their performance in that assignment. If the reporting period is less than the six months required to submit a Special OER, waivers will be considered.

j. Questions about procedures or eligibility for O-4/O-3/O-2 afloat command screening can be directed to the Afloat Assignment Officer at 202-493-1635.

k. Questions about procedures or eligibility for BOSN afloat command screening can be directed to the BOSN Assignment Officer at 202-493-1643.

11. IDPL COMMAND SCREENING PANEL INFORMATION. The Consolidated Major Reserve Command Screening Panel (CMRCSP) will screen eligible officers for Port Security Unit (PSU) Commanding Officer billets. Vacancies and amplifying guidance will be provided in future message traffic. Those reservists in the appropriate grade who meet the specific criteria for command eligibility will automatically be screened. Members who particularly desire a command assignment may submit an e-résumé to clearly state their preference for command opportunity. Conversely, members who are eligible, but who do not desire a command opportunity, should submit an e-mail to the panel coordinator so stating. Any communications to the board should be prepared as outlined in paragraph 5.e. The following criteria, in descending order of priority, will be used when screening candidates:

a. Command cadre experience (XO or CO) at a PSU.

b. Department head experience at Naval Coastal Warfare (NCW) and/or Combatant Command (COCOM) units.

c. Command cadre experience at any CG command and at least one year SELRES experience at NCW unit or PSU.

d. Command cadre experience at any CG command.

The panel will also weigh other considerations, including the level of officers' security clearances.

12. IDPL PROMOTION BOARD PROCEDURES. Chapter 21, Subchapter B of reference (e) contains procedures applicable to the promotion of reserve officers on the IDPL. 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 (f). Enclosure (2) is the PY10 schedule for inactive duty reserve officer boards and panels.

a. Reserve officers under consideration by an IDPL selection board are strongly encouraged to submit communications to the board president, in care of the Commander (CG PSC-rpm). A Reserve Officer Personal Résumé, CG-5481, is one of the best forms of communication.

b. The names of reserve officers recalled to active duty under Title 10 and ADSW remain on the IDPL and will be considered by reserve boards and panels, if otherwise eligible.

c. Ready Reserve officers serving on extended active duty (EAD) are listed on the ADPL and compete for promotion with all other ADPL officers. Only Ready Reserve officers serving on EAD who have entered into the contract prior to FY 2008 may request placement on the IDPL,

vice the ADPL, and compete against those Ready Reserve officers listed on the IDPL who are eligible for promotion consideration. To transfer to the IDPL, reserve officers must submit a written request to Commander (CG PSC-opm-1) to terminate the EAD agreement. Officers eligible for this option are notified of this requirement at the time of their orders to active duty. After both boards adjourn, a new EAD agreement may be executed and the officer returned to the ADPL.

d. Reserve officer selection board announcements are published in ALCGRSV messages; reserve officer promotion board results are published in ALCGPSC messages which are available through CG Central located at My Workspace> Career Management> Reservist > Promotion. Any reserve officer can look up their own OER history through Direct Access located at: Home > Self Service > Employee > View > Employee Review Summary.

e. If below-zone selection authority is provided by the Commandant, the below-zone size will be disseminated with the selection board candidate message via ALCGRSV outlined in paragraph 6. Members in a below-zone status may submit communications to the board and may submit an odd-year Special OER for promotion consideration; see Chapter 10.A.3.c of reference (a).

f. All commands with promotion-eligible members must submit an OER to be validated by Commander (CG PSC-rpm) prior to the convening of the board in accordance with Chapter 10 of reference (a).

13. MOBILIZATION AND DISPOSITION (MOB) BOARD. This Board will convene as needed to consider the disposition of Coast Guard Reserve officers who are on the IDPL and whose participation has been unsatisfactory for at least one annual cycle. In addition, the MOB Board will consider officers with over three years in the Standby Reserve, Inactive Status List (ISL) by the convening date of the Board.

a. Any reserve officer in an active status whose participation has been unsatisfactory will be considered by this board for not accruing a minimum of 50 retirement points in the current anniversary year, failing to meet the minimum training requirements for their TRAPAY CAT, or failing to comply with any program requirements or performance standards during any type of duty. Unless a participation waiver has been granted by Commander (CG PSC-rpm), these personnel will be transferred to the ISL. Officers who qualify for retirement without entitlement to pay until they reach age 60 (RET-2) will be offered the opportunity to transfer to the Retired Reserve.

b. Members who have been on the ISL for three years at the convening of the board must be screened for discharge or if eligible, retirement.

c. Officers will not be recommended for retention in the ISL solely to allow them to reach the age necessary to qualify for transfer to the Retired Reserve.

14. REGULAR TO RESERVE PANEL. The Panel will convene as needed to consider members of the ADPL who are released from active duty, or are within one year of discharge for a reserve commission in accordance with Chapter 1.H of reference (a). To be eligible for a commission in the Coast Guard Reserve, applicants may be:

a. Former officers of the Coast Guard and Navy, Regular or Reserve. If more than one year has passed since the effective date of resignation, then Section 1.C. of reference (a) applies.

b. Coast Guard officers that have obligated service or are on an approved Temporary Separation (TEMPSEP) Program. These personnel will be recommended for a reserve commission by the panel.

c. Officers who were twice non-selected on the ADPL or who have documented negative performance. These personnel are eligible for consideration by the Panel, but may not be recommended for a reserve commission or may be recommended for a lower rank upon commissioning.

15. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Environmental considerations were examined in the development of this instruction and have been determined to be not applicable.

16. FORMS AVAILABILITY. The forms called for in this instruction are available in USCG Electronic Forms on the Standard Workstation or on the internet: http://www.uscg.mil/forms/ CG Central at http://cgcentral.uscg.mil/, and intranet at http://cgweb2.comdt.uscg.mil/CGFORMS/Welcome.htm. The Officer Evaluation Report OER forms, CG-5310 series, and Reserve Officer Personal Résumé, CG-5481 (Version 6-04 only) may be locally reproduced. Revision 6-04 is the only acceptable version and is available via the internet website.

J. A. BRECKENRIDGE /s/
Assistant Commandant for Human Resources

Encl: (1) Promotion Year 2010 Schedule of ADPL Officer Personnel Boards and Panels
(2) Promotion Year 2010 Schedule of IDPL Officer Personnel Boards and Panels