



Commandant
United States Coast Guard

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COMDTCHANGENOTE 1000
02 OCT 2015

COMMANDANT CHANGE NOTICE 1000

Subj: CH-1 TO OFFICER ACCESSIONS, EVALUATIONS, AND PROMOTIONS,
COMDTINST M1000.3A

- Ref: (a) Coast Guard Recruiting Manual, COMDTINST M1100.2 (series)
- (b) Coast Guard Medical Manual, COMDTINST M6000.1 (series)
- (c) Military Separations, COMDTINST M1000.4 (series)
- (d) Manual for Courts-Martial (MCM) (series)
- (e) Coast Guard Investigations Manual, COMDTINST M5527.1 (series)
- (f) Coast Guard Weight and Body Fat Standards Program Manual, COMDTINST M1020.8 (series)
- (g) Coast Guard Pay Manual, COMDTINST M7220.29 (series)
- (h) Schedule of Active Duty Promotion List (ADPL) and Inactive Duty Promotion List (IDPL) Officer Personnel Boards and Panels, PSCNOTE 1401.5 (series)
- (i) Enlisted Accessions, Evaluations, and Advancements, COMDTINST M1000.2 (series)
- (j) Performance, Training and Education Manual, COMDTINST M1500.10 (series)
- (k) Personnel Security and Suitability Program, COMDTINST M5520.12 (series)
- (l) Coast Guard Air Operations Manual, COMDTINST M3710.1 (series)
- (m) Uniform Regulations, COMDTINST M1020.6 (series)
- (n) Coast Guard Diving Policies and Procedures Manual, Volume 1, COMDTINST M3150.1 (series)
- (o) Marine Safety Manual, Volume I, Administration and Management, COMDTINST M16000.6 (series)
- (p) Information and Life Cycle Management Manual, COMDTINST M5212.12 (series)
- (q) Military Assignments and Authorized Absences, COMDTINST M1000.8 (series)
- (r) Discipline and Conduct, COMDTINST M1600.2 (series)

DISTRIBUTION – SDL No. 166

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NON-STANDARD DISTRIBUTION:

COMDTCHANGENOTE 1000

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, the Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3A.
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. This Commandant Change Notice establishes the following major changes:
 - a. Provides clarification and adds detail to policy regarding the Service Obligation of cadets in Chapter 1.E.4.f.
 - b. Changes 1.E.4.i. to detail paths to recouping government costs in accordance with newly promulgated instruction, Recoupment of Advanced Education Costs in the Event of Separation Before Completion of Obligated Service, COMDTISNT 1560.3(series).
 - c. Changes 1.E.4.j. to capture all transitions from cadet to enlisted service. Changes accession points of entry for disenrolled cadets entering enlisted service.
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. 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. DISTRUBUTION. No paper distribution will be made of this Manual. An electronic version will be located on the following Commandant (CG-612) web sites. Internet: <http://www.uscg.mil/directives/>, and CGPortal: <https://cgportal2.uscg.mil/library/directives/SitePages/Home.aspx>.
8. PROCEDURE. If maintain 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>
Pages v-vi	Pages v-vi
Pages 1-90 – 1-97	Pages 1-90 – 1-99
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/>; CG Portal at <https://cgportal2.uscg.mil/library/forms/SitePages/Home.aspx>; and Intranet at <http://cgweb.comdt.uscg.mil/CGForms>.
11. REQUEST FOR CHANGES. Submit changes to Commandant (CG-1331).

K. B. HINRICHS /s/
Rear Admiral, U.S. Coast Guard Reserve
Acting Director of Reserve and Military Personnel

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possible cadets and officers for the Coast Guard. It is therefore in a candidate's interest to cooperate fully in supplying the board with all relevant information on the factors listed in this paragraph. The board's judgment is final and subject to review only by the Commandant's order. To establish a list of eligible candidates and eliminate those markedly deficient in one or more phases of the examination, the board will not consider candidates who fail to meet the minimum test requirements. Candidates whose standard scores on required tests and measures fall below the prescribed individual and/or combined test level are eliminated from further consideration.

(c) Computing the Final Mark. Each candidate's final mark is computed by averaging the standard weighted scores provided through the test marks and the CCEB rating.

(d) Waivers. NO WAIVERS OF EDUCATIONAL OR PHYSICAL REQUIREMENTS ARE GRANTED TO APPLICANTS.

(3) Medical Examination. A Service Academy Medical Examination is required before receiving an appointment. (See Article 1.E.2.h. of this Manual.)

1.E.4.c Required Deposit

On appointment, each candidate may be required to pay an entrance fee to offset the cost of initial clothing, books and school supplies, computers, and equipment. Payment of some, or all, this amount may be deferred in cases of extreme need.

1.E.4.d. Subsequent Appointments

All former cadets who request readmission, except those who voluntarily resigned due to hardship, must compete for admission in the same manner as those candidates who have not attended the Coast Guard Academy.

1.E.4.e. Hardship Readmission

Former cadets who resigned due to unavoidable hardship which subsequently is resolved may be granted readmission. The Superintendent, Coast Guard Academy shall prescribe readmission requirements and procedures.

1.E.4.f. Service Obligation (14 U.S.C. 182)

(1) Service Agreement.

(a) All cadets are required to sign a Service Obligation Agreement in accordance with 14 U.S.C. 182. Minors will sign only with the consent of their parent or guardian.

- (b) Upon signing a Service Obligation Agreement a cadet commits to accepting an appointment, if tendered, as a commissioned officer in the Coast Guard and serving at least five years of Active Duty immediately after their appointment.
 - (c) Cadets who do not complete this obligation are subject to repayment of advanced education benefits in accordance with Recoupment of Advanced Education Costs in the Event of Separation Before Completion of Obligated Service, COMDTINST 1560.3 (series).
- (2) **Cadets Who Turn Down a Regular Commission When Tendered.** If a cadet with no prior armed forces obligation completes their course of instruction at the Academy but declines to accept an appointment as a Regular commissioned officer that has been tendered by the Coast Guard, they are subject to repayment of advanced education benefits in accordance with Recoupment of Advanced Education Costs in the Event of Separation Before Completion of Obligated Service, COMDTINST 1560.3 (series). Repayment may include enlistment in the Coast Guard Reserve and receiving orders to active duty for four years.
- (3) **Exception to Obligation Based on Needs of the Service (14 U.S.C. 182 (b) (3)).**
- (a) If a Regular commission is not tendered to a cadet who completes their course of instruction at the Academy, the cadet will accept a Reserve commission, if tendered.
 - (b) If a cadet accepts a Regular commission but is permitted to resign before completion of the commissioned service obligation; the cadet will accept an appointment as a commissioned officer in the Coast Guard Reserve, if tendered.

1.E.4.g. Voluntary Resignation of Appointment

The Superintendent, Coast Guard Academy may accept the voluntary resignation of a cadet's appointment.

1.E.4.h. Involuntary Termination of Cadet Appointment and Appeal Authority

The Superintendent, Coast Guard Academy has the authority to terminate a cadet's appointment on the recommendation of an Executive Board, the Dean of Academics, or the Commandant of Cadets. The decision by the Superintendent, Coast Guard Academy to dismiss a cadet may be appealed to Commandant (CG-1). The Superintendent, Coast Guard Academy shall prescribe the appeal procedures.

1.E.4.i. After Terminating a Cadet Appointment

When a cadet is disenrolled from the Academy, either by voluntary resignation or by involuntary termination of appointment, one of the following actions normally will be completed depending on the cadet's status before accepting an appointment and the length of time they held an appointment.

- (1) **Fourth and Third Class Cadets with no Prior Armed Forces Obligation.** A fourth or third class cadet with no prior armed forces obligation who is disenrolled will have no active duty obligation and is exempt from recoupment of advanced education expenses in accordance with Recoupment of Advanced Education Costs in the Event of Separation Before Completion of Obligated Service, COMDTINST 1560.3 (series).
- (2) **Second or First Class Cadets with no Prior Armed Forces Obligation.**
 - (a) Second or first class cadets disenrolling after commencement of the second class year, but before completing the course of instruction, are subject to repayment of advanced education benefits in accordance with Recoupment of Advanced Education Costs in the Event of Separation Before Completion of Obligated Service, COMDTINST 1560.3 (series) which may include transfer to the Coast Guard Reserve in an enlisted status. (See Article 1.E.4.j of this Manual.)
 - (b) Any second or first class cadet with no prior armed forces obligation who is disenrolled because they are determined to have breached the service obligation agreement and who is not recommended or is disqualified for enlisted Military Service, is subject to repayment of advanced education benefits in accordance with Recoupment of Advanced Education Costs in the Event of Separation Before Completion of Obligated Service, COMDTINST 1560.3 (series).
- (3) **Second Class Cadets Awaiting Disenrollment.** A second class cadet, regardless of prior obligation, who is disenrolled for cause resulting from actions that occurred before the start of the second class year – which is considered to commence on the first day following graduation day – will be discharged as if they were a fourth or third class cadet.
- (4) **Cadets with Prior Service Obligation (10 U.S.C. §516).**
 - (a) Except as described in (b) or (c), any cadet who enters the Academy from the Regular or Reserve Coast Guard or from another armed force of the United States but does not complete the course of instruction will revert to their prior status and branch of service and complete the remainder of their duty obligation. All time served in a cadet status is counted as service under any preexisting enlistment or service obligation. Those individuals with less than one year remaining in their original enlistment contract may be discharged on approval of Commander, CG PSC.

- (b) Any cadet with a prior service obligation to the Coast Guard who is disenrolled because they are determined to have breached the service obligation agreement and who is disqualified for return to enlisted Military Service, may be denied re-enlistment at the discretion of Commander, CG PSC. Those former cadets are subject to repayment of advanced education benefits in accordance with **Recoupment of Advanced Education Costs in the Event of Separation Before Completion of Obligated Service, COMDTINST 1560.3 (series)**.
 - (c) Any cadet who enters the Academy from another Service and is disenrolled because they are determined to have breached the service obligation agreement will return to that Service, unless denied re-enlistment by their Service.
- (5) **Exemptions from Recoupment.** Cadets are exempt from recoupment of advanced education benefits in accordance with the exceptions found in **Recoupment of Advanced Education Costs in the Event of Separation Before Completion of Obligated Service, COMDTINST 1560.3 (series)**.

1.E.4.j. Transition from Cadet to Enlisted Service

- (1) **Paths to Enlisted Service.** Disenrolled cadets may either voluntarily become enlisted or may become enlisted by operation of law in accordance with **Recoupment of Advanced Education Costs in the Event of Separation Before Completion of Obligated Service, COMDTINST 1560.3 (series)**. Taking into account the best interests of the Coast Guard and the Superintendent's recommendation, Commandant (CG-1) may authorize disenrolled cadets to serve in the Coast Guard Reserve and order to active duty for up to four years in accordance with 14 U.S.C. 182 (c)(1) and (2). This authority may be delegated in writing pursuant to **Recoupment of Advanced Education Costs in the Event of Separation Before Completion of Obligated Service, COMDTINST 1560.3 (series)**.
- (2) **Accession of Former Cadets.** Cadets who enlist in either the Coast Guard or Coast Guard Reserve upon disenrollment from the Academy will normally enter in the following pay-grades:
 - (a) Fourth Class: non-rated E-2,
 - (b) Third Class: non-rated E-3, and
 - (c) Second and First Class Cadets: BM3, or non-rated E-3 with immediate application for any A school.
- (3) **Authority.** Commander, CG PSC will be the final determining authority for the

rank and rate of an enlisted member accessing from the Academy as a former cadet and will issue orders as appropriate.

(4) Active Duty Base Date (ADBD) and Pay Entry Base Date (PEBD). The ADBD and PEBD for members accessing from the Academy as a former cadet will reflect all time served as a cadet. A new Reserve enlisted member accessing from the Academy as a former cadet will sign an Administrative Remarks, Form CG-3307 acknowledging this policy.

(5) Returning Officers. Cadet time will be removed from the member's ADBD and not count towards any retirement if the enlisted member who served as a cadet subsequently becomes an officer (10 USC 971).

1.E.5. Responsibilities

The competition for appointment as Cadet, U.S. Coast Guard, is widely publicized for the purpose of attracting a large well qualified applicant pool.

1.E.5.a. Commandant's Responsibilities

The Commandant establishes Academy admissions policies and procedures.

1.E.5.b. District Commander's Responsibilities

District commanders coordinate cadet recruiting and awareness activities in their districts with the Coast Guard Academy Superintendent. They develop district programs and support Academy programs to recruit a large, well qualified, career-motivated applicant pool. Further, district commanders assist the Academy in appointees' sponsor and follow-up programs and by 15 June annually submit to the Superintendent a Report of Cadet Recruiting and Awareness Programs, a report in letter form containing this information:

(1) Schools Visited. List of high schools and preparatory schools visited for Academy recruiting or awareness purposes. Suggested items are listed below:

- (a) High school name,
- (b) City and state,
- (c) Contact personnel,
- (d) Total attendees,
- (e) Date visited,

- (f) Return visit recommended, and /or
- (g) Remarks (significant minority population, name of outstanding candidate for Academy follow up, etc.).
- (2) Recruiting and Awareness Programs Conducted. List of Academy recruiting and awareness programs conducted (such as presentations to civic or youth groups, television or radio appearances, special programs, and visits to Coast Guard units, etc.).
- (3) Recommendations for Improvement. Recommendations for improving Academy and district recruiting efforts.
- (4) Minority Efforts. Specific efforts in minority awareness.

1.E.5.c. Academy Superintendent's Responsibilities

- (1) Recruiting Programs. Develop and initiate Academy recruiting programs in cooperation with the district commander.
 - (2) Information Distribution. Prepare and distribute necessary bulletins of information, posters, television and radio spots, and other media releases to support the admissions program.
 - (3) Field Support. Encourage and support the district commanders and field units in furthering cadet recruiting efforts and Academy awareness programs.
 - (4) Cadet Specific Responsibilities. Process, evaluate, select, and appoint candidates as Cadet, U.S. Coast Guard.
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1.F. Appointments to U.S. Service Academies and Eligibility of Armed Forces Members' Sons and Daughters

1.F.1. General

- (1) Eligibility of Sons and/or Daughters of Armed Forces Members. The opportunity to compete in examinations for cadet appointments at the U.S. Military Academy, U.S. Naval Academy, and U.S. Air Force Academy is available to sons and/or daughters of certain members of the Armed Forces.
- (2) Presidential Appointments. The President makes appointments to the Military, Naval, and Air Force Academies to sons and/or daughters and adopted sons and/or daughters of officers and enlisted personnel of armed services regular components because such personnel, owing to the nature of their duties, are unable to establish permanent residence and thus be in a position to secure nominations for their sons and/or daughters from their Senators and Representatives. Adopted sons and/or daughters are eligible if they were adopted before their fifteenth birthday.
- (3) Academy Appointments. In addition, appointments are provided at each of the three Academies for sons and/or daughters of members of U.S. Armed Forces and all their components who were killed in action, have died, or may hereafter die of wounds or injuries received, disease contracted, or preexisting injury or disease aggravated in active service:
 - (a) During World War I or World War II (as each is defined by laws providing service-connected compensation or pension benefits for veterans of World War I and II and their dependents), or
 - (b) On or after 27 June 1950 and before 1 February 1955. Qualified sons and daughters of Medal of Honor winners are offered appointments on a noncompetitive basis.

1.F.2. Requirements

Some of the general requirements for applicants are:

- (1) Age. To be eligible for appointments a candidate must have attained the age of 17 years and must not have reached the age of 22 on 1 July of the year of proposed admission.
- (2) Citizenship. A candidate must be a citizen of the United States.
- (3) Marital Status. A candidate must not be married nor ever have been married.
- (4) Height. Candidates for service academies must meet these height requirements.

School	Minimum Height	Maximum Height
U.S. Military Academy	5'6"	6'6"
U.S. Naval Academy	5'4"	6'6"
U.S. Air Force Academy	5'4"	6'6"

1.F.3. Procedure

Applications for admission in any given year should be mailed before 15 February so that arrangements can be made to take the competitive examination in March. Applicants should supply the name, rank or rating, service number, and branch of the service of parent and the full name, home address, present address, and date of birth of the applicant. Deceased veterans' sons and daughters also should submit a brief statement about the time, place, and cause of death; and the claim number assigned to the veteran parent's case by the Veterans Administration. An adopted son and/or daughter should submit evidence indicating date of adoption. Address appointment applications as follows:

School	Address
U.S. Military Academy	Adjutant General Department of the Army Washington, DC 20310 Attention: Military Academy Section
U.S. Naval Academy	Chief of Naval Personnel Navy Department Washington, DC 20370
U.S. Air Force Academy	Director of Admissions United States Air Force Academy 2304 Cadet Dr. Ste 2400 USAF Academy, CO 80840-5001

1.G. Appointing Regular Coast Guard or Navy Officers to the Coast Guard Reserve

1.G.1. General

Under regulations prescribed by the Secretary, a former commissioned officer of the Coast Guard or Navy may, if otherwise qualified, be appointed as a reserve officer of the Coast Guard. (10 U.S.C. § 12206)

1.G.2. Application Procedures

1.G.2.a. Who May Apply

- (1) Former Coast Guard or Navy Officers. Former officers of the Coast Guard or Navy who are within one year of the effective date of resignation of their commission or discharge (14 U.S.C. § 744). If more than one year has passed since the effective date of resignation or discharge, then the provisions of Article 1.C. of this Manual apply.
- (2) Coast Guard Officers Upon Resignation. Coast Guard officers who submit an unqualified resignation in accordance with Article 1.A.5. of reference (c), Military Separations, COMDTINST M1000.4 (series).
- (3) Regular Officer Twice Non-Selected. Regular officers who have been twice non-selected on the active duty promotion list (ADPL), who are not retirement eligible, and are scheduled for discharge.

1.G.2.b. Application Procedures

- (1) Qualified applicants must write a letter to Commander (CG PSC-RPM) requesting a reserve commission.
- (2) Coast Guard officers who resign their active duty commission via letter may request a reserve commission within the text of their resignation letter. Copy Commander (CG PSC-RPM) on the letter.

1.G.2.c. Selections

Requests for reserve commissions under this program will be considered by a panel convened at CG PSC-RPM. This panel meets approximately 4 times a year, as needed. The panel will review each applicant's entire Personnel Data Record (PDR) and may:

- (1) Approve the request,
- (2) Conditionally approve the request, offering a reserve commission at the same grade

held while a member of the regular Coast Guard or Navy, but assigned a different date of rank,

- (3) Conditionally approve the request, offering a reserve commission, but at a lower grade than previously held, or
- (4) Disapprove the request.

1.G.2.d. Date of Rank Determination

- (1) Approved Appointment to the Same Grade. If an applicant is approved with an appointment to the same grade, the date of rank will remain the same as if the applicant resigned their commission from active duty.
 - (2) Approved Appointment to Same Grade Upon Twice Non-Selected. If applicant, who has multiple non-selections on the ADPL and is discharged from active duty, is approved with an appointment to the same grade, the date of rank will be the date the applicant signs their oath for a reserve commission.
 - (3) Approved Appointment to a Lower Grade. If applicant is approved with appointment to a lower grade, the date of rank will normally be equal to that of the senior most officer on the Inactive Duty Promotion List in that grade who has not yet been considered for promotion to the next higher grade.
-

1.G.3. Appeal Procedures

Appeals may be made to Commander (CG PSC-RPM) only in cases where a commission is offered at a lower grade than previously held.

1.G.3.a. Appeal Request

The individual may request that Commander (CG PSC-RPM) review the grade determination being offered. Such appeal will be in writing via the officer's chain of command (if applicable), and be initiated within 15 days of receipt of the letter offering a commission at the lower grade.

1.G.3.b. Basis of Appeal

The appeal must be based on additional information that is a matter of record but not available to the panel making the original determination. Mere disagreement is not sufficient justification for appeal.

1.G.3.c. Mandatory Statement

The appeal must include a statement as to whether or not the officer will accept the original determination, should it be confirmed upon review.
