



Commandant
United States Coast Guard

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COMDTCHANGENOTE 1000
29 FEB 2016

COMMANDANT CHANGE NOTICE 1000

Subj: CH-3 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)

1. PURPOSE. This Commandant Change Notice publishes a change to the Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3A.

DISTRIBUTION – SDL No. 167

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NON-STANDARD DISTRIBUTION:

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 adds Article 6.B.13. to authorize the use of special selection boards to address potential errors in selection certain ADPL officers for promotion as a result of possible material or administrative error.
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 Commandant Change Notice. 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 maintaining a paper library, remove and replace the following sections of the Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3A:

Remove
Table of Contents, CH-2
Page 6-31

Replace
Table of Contents, CH-3
Pages 6-31 – 6-36

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. Recommendations for changes or improvements to Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3 (series), are welcome and should be submitted via the chain of command to the Office of Military Personnel, Policy and Standards Division, Commandant (CG-1331), at HQS-PolicyandStandards@uscg.mil.

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

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teacher, and the willingness to contribute to the professional development of cadets. Following successful completion of the probationary period, the officer shall be sworn into the PCTS. If, at the end of the probationary period, the Superintendent deems the officer has not demonstrated the capacities required above, the officer will not be sworn into the PCTS. not a member of the board.

6.B.13. Special Selection Boards (SSB)

6.B.13.a. Purpose

A SSB considers one or more commissioned or former commissioned active duty officers for promotion to lieutenant (junior grade) through captain for either of the following reasons (14 U.S.C. §263):

- (1) An officer considered but not selected for promotion to the next higher grade because of a material error in their record, or**
- (2) An officer not considered and not selected for promotion to the next higher grade because of an administrative error.**

6.B.13.b. General

- (1) Challenges to the correctness of material contained in an officer's apparently complete and correct record and which was considered by a regular selection board may be appealed to the Board for the Correction of Military Records (BCMR) in accordance with 33 CFR 52 and Article 5.B. of this Manual.**
- (2) SSBs are governed by the same instructions provided to the selection boards convened under 14 U.S.C. § 251 and are applicable only to those officers that were considered or should have been considered for promotion under that section.**
- (3) A SSB may consider multiple eligible officers of the same pay grade at the same time.**
- (4) Regularly scheduled selection boards may also be convened as SSBs if appropriate. (14 U.S.C. § 263 (h))**
- (5) The term "prior selection board" will mean the selection board the member was not selected for promotion because of material or administrative error, regardless of when that selection board convened.**

6.B.13.c. Requesting a SSB

- (1) Commander (CG PSC-OPM) shall review reports of selection boards convened in accordance with 14 U.S.C. § 251 to determine whether an officer should be**

considered for action under this Article. If Commander (CG PSC-OPM) determines that a material administrative error occurred in the case of an officer(s) or former officer(s), it shall recommend, to the appropriate convening authority, that a SSB be convened.

- (2) An officer may submit a request for review to Commander (CG PSC-OPM) through his or her chain of command.**
- (3) A former officer may submit a request for review directly to Commander (CG PSC-OPM).**
- (4) A request for review may be submitted in the form of a letter to Commander (CG PSC-OPM) containing the following information.**
 - (a) Officer's name, rank, and EMPLID;**
 - (b) Length of service;**
 - (c) Reason for request including specific facts or circumstances relating to alleged administrative or material error.**
- (5) Requests for review must be submitted within one year of the announcement of the board results. A commissioned officer or former officer may pursue relief through the CG BCMR in accordance with 33 CFR 52 and Article 5.B. of this Manual if submitted after one year.**
- (6) Barring extenuating circumstances, the convening authority will normally convene a SSB within 120 days of the determination of Commander (CG PSC-OPM), or decision by a CG BCMR or federal court, that a SSB is warranted.**

6.B.13.d. Convening Authority for a SSB

Commander (CG PSC) shall be the convening authority for all officers eligible for consideration per 14 U.S.C. § 263.

6.B.13.e. Basis for convening a SSB

SSBs may be convened pursuant to 14 U.S.C. § 263 to consider or reconsider commissioned officers or former commissioned officers for promotion when one or more of the following occur:

- (1) An officer was not considered from in or above the promotion zone by a regularly scheduled selection board because of administrative error.**
- (2) The Secretary determines that a selection board that considered an officer from in or above the promotion zone acted contrary to law or made a material error.**

- (3) The selection board that considered an officer from in or above the promotion zone did not have before it some material information required to be presented to the board by Coast Guard policy.
- (4) The Coast Guard Board for Correction of Military Records (CG BCMR) or a federal court directs a SSB be convened.

6.B.13.f. Prohibition for convening a SSB

SSBs shall not be convened for the following reasons:

- (1) The officer's name was intentionally removed, by Commander, CG PSC, from the list of officers in or above the promotion zone or from the promotion list because the officer's name was removed from the active duty promotion list.
- (2) The officer is pending removal from a promotion or recommended list in accordance with 14 U.S.C. § 272, and the removal action was not finalized by the Secretary or the President 30 days before the next regularly scheduled selection board convened to consider officers of his or her grade.
- (3) The consideration in question involved an officer below the promotion zone.
- (4) The board did not consider correspondence to the board that was not delivered to CG PSC in accordance with CG PSC direction.
- (5) The convening authority determines that the error in the officer's record was immaterial or could have been discovered and corrected prior to board convening.
 - (a) It is the officer's responsibility to review his or her record before the board convenes and take reasonable steps to correct any errors or notify the board, in writing, of possible administrative deficiencies.
 - (b) The omission of letters of appreciation, commendation, or other commendatory data or awards of the Meritorious Service Medal and below from an officer's record does not constitute grounds to initiate SSB action under this Article.
- (6) The officer's record that the board considered was substantially complete and correct, but the content of which, an officer or former officer contends was materially incorrect.

6.B.13.g. SSB Composition

- (1) ADPL officers: The SSB shall consist of five or more officers on the ADPL who serve in or above the grade to which the board may recommend promoting officers. No officer may serve on two successive boards convened to consider officers of the same grade for promotion. (14 U.S.C. § 252) No officer should have served on the selection board previously convened to consider the officer or former officer being reviewed.**
- (2) RPA officers: A SSB convened to consider an RPA for promotion shall consist of five or more officers serving in or above the highest grade to which the board may recommend officers for promotion. Three members shall be RPAs; if enough RPAs are not available to satisfy this requirement, Commander (CG-PSC-OPM) may reduce the number of RPA members, but the board must have at least one RPA. If no RPA serving on active duty is senior to the officer(s) or former officer(s) under consideration, Commander (CG PSC-OPM) may recall to active duty a retired RPA or Reserve officer or one serving on inactive duty senior to all officers the board will consider to serve on the board. (14 U.S.C. §§ 276, 728) No officer should have served on the selection board previously convened to consider the officer or former officer being reviewed.**

6.B.13.h. Notice of Convening

Before convening the SSB, Commander (CG PSC) will notify the affected officer(s).

6.B.13.i. Communications to SSBs

An officer who is appearing before a SSB may submit communications to the board in accordance with Article 3.A.4.f of this Manual. (14 U.S.C. § 253)

6.B.13.j. Requirements for SSBs

- (1) The SSB shall consider the record of an officer or former officer as that record, if corrected, would have appeared to the initial selection board.**
- (2) The corrected record shall be presented within a weighted sample of records, reflecting the Opportunity of Selection of the prior board to include an appropriate number of records from officers of the same grade who were recommended for promotion by the prior selection board along with an appropriate number of records from those officers of the same grade who were not recommended for promotion by the prior selection board.**
- (3) The SSB shall not be told which officer is the affected officer or which officers are being used for weighted sampling.**
- (4) Except for the affected officer(s), the SSB's findings will not affect the previous selection board's decision to recommend to promote or not to promote any other officer in the weighted sample of records.**

6.B.13.k. SSB report

- (1) The SSB shall submit a report, described in Article 6.A.5.d or 6.A.6.c. of this Manual as applicable, to the Secretary. If the board has acted contrary to law or regulation, the Secretary may return the report for proceedings in revision and resubmission. (14 U.S.C. § 261(a))**
- (2) On approval of the board report, Commander (CG PSC) shall promptly disseminate the name(s) of the officer(s) the SSB selected for promotion. (14 U.S.C. § 261(c))**
- (3) Except as this Article requires, no one shall disclose board proceedings to any person not a member of the board. (14 U.S.C. § 261(d))**

6.B.13.l. Officers Not Considered Due to Administrative Error

- (1) An officer in the grade of commander or below whose record was not reviewed by the regularly scheduled selection board because of administrative error will not be considered to have failed selection prior to the consideration of the SSB. (14 U.S.C. § 263(a)(1))**
- (2) An officer who is considered for selection by a SSB will be considered to have failed selection for promotion if that board does not recommend the officer for promotion. (14 U.S.C. § 263(a)(2))**

6.B.13.m. Officers Not Recommended for Promotion Due to Material Error

- (1) An officer in the grade of commander or below whose record was reviewed by the regularly scheduled selection board but was not recommended for promotion due to material error (i.e., incomplete or erroneous records) will not be considered to have failed selection for promotion if the subsequent SSB recommends that officer for promotion. (14 U.S.C. § 263(b)(2)(a))**
- (2) An officer who is considered for selection by a SSB and is not recommended for promotion will be considered to have failed the regularly scheduled selection board but will not incur an additional failure of selection as a result of the action of the SSB. (14 U.S.C. § 263(b)(2)(b))**

6.B.13.n. Officers Recommended for Promotion by an SSB

- (1) An officer placed on a promotion list by a SSB convened under this Article shall be appointed, as soon as practicable, to the next higher grade in accordance with the law and policies that were applicable to the officer at the time the prior selection board convened.**

- (2) The officer shall have, upon such promotion, the same date of rank, the same effective date for pay and allowances of that grade, and the same position on the active duty promotion list had they been selected by the prior selection board.
(14 U.S.C. § 263(d)(1) and (2))**
-