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FM COGARD RECRUITING COMMAND ARLINGTON VA  
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SUBJ: FY13 COAST GUARD RECRUITING COMMAND (CGRC) GUIDANCE AND OFFICER SELECTION  
PANEL SCHEDULE

- A. Coast Guard Recruiting Manual, COMDTINST M1100.2 (series)
- B. Military Separations, COMDTINST M1000.4 (series)
- C. Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3 (series)
- D. Personally Identifiable Information (PII) Security, CGRCINST 5260.1(series)
- E. Personnel Security and Suitability Program, COMDTINST M5520.12 (series)
- F. Standardizing Age Requirements for Non-Academy Officer Commissioning Programs Decision Memo Dated 18 August 2008

1. This message provides FY13 officer accession program selection panel dates, application deadlines, and application submission guidance. The following programs are covered: College Student Pre-Commissioning Initiative (CSPI), Pre-Commissioning Program for Enlisted Personnel (PPEP), Officer Candidate School Reserve (OCS-R) and Temp (OCS-T), Aviation Candidate (AVCAD), Direct Commission Aviator (DCA), Direct Commission Engineer (DCE), Direct Commission Intelligence Officer (DCIO), Direct Commission Lawyer (DCL), Direct Commission Maritime Graduate (MARGRAD), California Maritime Academy Pre-Commissioning Pilot Program (CMAPPP), Direct Commission Physician Assistant (DCPA), Direct Commission Selected School (DCSS) Program, Selected Reserve Direct Commission (SRDC) Program, and the Wilks Flight Initiative (WIFI). The most accurate and up to date information on all officer programs and eligibility criteria, officer selection panel schedules, and points of contact can be found online at <http://www.GOCOASTGUARD.com>. General program descriptions and requirements can be found in references A and B. Specific deadline and panel dates are listed in paragraph 3.

2. All applicants must contact their local Recruiting Office (RO) and Education Services Officer (ESO) (if applicable) as early as possible in the application process to ensure the highest quality package submissions. It typically takes several months to develop a package, and applicants must begin work well in advance of the posted deadlines. Coast Guard members must have applications completed and submitted to the ESO by the ESO deadline. Civilians cannot submit applications to ESOs. Civilians and ESOs shall submit completed applications to the local RO no later than the RO deadline. These dates are final and recruiters will not make exceptions. Recruiters shall have applications fully completed and submitted to the Panels and Reports (PARTS) Team at CGRC via Federal Express no later than the CGRC deadline. Applicants can find the contact information for the nearest RO at [www.GOCOASTGUARD.com](http://www.GOCOASTGUARD.com), on the Find a Recruiter page.

### 3. DEADLINES:

CGRC PANELS	ESO DEADLINE	RO DEADLINE	CGRC DEADLINE	PANEL START DATE
01-13 (DCO)	17 SEP12	09 OCT12	05 NOV12	03 DEC12
02-13 (OCS-T)	26 OCT12	14 NOV12	05 DEC12	14 JAN13
03-13 (SRDC/PA)	05 OCT12	29 OCT12	10 DEC12	04 FEB13
04-13 (CSPI)	17 DEC12	14 JAN13	19 FEB13	18 MAR13
05-13 (DCO/PA)	05 FEB13	25 FEB13	25 MAR13	15 APR13
06-13 (OCS-R)	11 FEB13	04 MAR13	01 APR13	13 MAY13

4. The DCO and OCS officer selection panels schedule will consider the following programs for each specific panel, as long as FY13 vacancies exist:

- A. 01-13 (DCO): DCA, WIFI, and DCL
- B. 05-13 (DCO/PA): DCE, DCIO, DCL, DCSS, MARGRAD, and DCPA
- C. 06-13 (OCS-R): Civilians, SELRES, and Active Duty members E-5 and below with less than four years of active duty are eligible to apply to the OCS-R Panel.
- D. There are no PPEP, CMAPPP, or AVCAD vacancies for FY13.

5. Application Process: The Officer Program Check-Off Sheets posted on the Program Forms and Deadlines page of [www.GOCOASTGUARD.com](http://www.GOCOASTGUARD.com) provide exact guidance on the contents of the application package specific to each officer program. The application process for the FY13 panel season has been modified to save time and improve efficiency for applicants, ESOs, and recruiters. As a result, only the legacy right side documentation will be required to be submitted in the application this year. All Officer Program Check Off Sheets recently underwent revision, so make sure to use only the forms posted on the Program Forms and Deadlines page.

#### A. Package Contents and Submission Guidance (Pre-Panel):

(1) Check Off Sheets: Each Officer Program Check Off Sheet will have two pages, the first will be labeled Officer Program Applicant Data Check Off Sheet (Program Name), and the second will be labeled Officer Program Check-Off Sheet, Pre-Panel (Program Name). The contents of the application package submitted to CGRC will consist only of the documents necessary for the officer selection panels to make an informed decision on the best qualified applicants. All documents required for submission pre-panel are also required for the officer interview board.

(2) Screening: All applicants shall be screened by their RO to ensure they meet all officer eligibility criteria, in addition to specific program criteria. Screening involves producing source documents (such as birth certificates, etc.) to validate age, dependency, etc., to ensure applicants are ultimately eligible for the program for which they apply. This is an essential step in the process, as it ensures applicants, ESOs, and recruiters do not spend time developing an application package for an applicant who is ultimately ineligible for the program. Per Article 4.B.2.b of reference (A), Recruiters-in-Charge (RICs) have the authority to disqualify an applicant who does not meet eligibility requirements. The disqualification reason must be recorded into the Recruiting Analysis and Tracking System (RATS).

(3) Commanding Officer (CO) Endorsement: If the applicant is presently in the Coast Guard or Coast Guard Reserve, a CO endorsement is required. The endorsement must be from a commissioned officer, an Officer in Charge is not sufficient. In this situation, the member must seek an endorsement from the first CO in his or her chain of command (i.e. the Sector Commander). Endorsements from officers with delegated authority (i.e. CO of Military Personnel) are not considered sufficient for these purposes. Additionally, CWOs

having command of a unit are considered sufficient, and likewise, an endorsement from an SES is considered sufficient to meet the intent of a CO endorsement. By signing the CO endorsement, COs acknowledge that they understand that selected applicants could be commissioned on or before 30SEP13. Specific guidance on the CO endorsement is contained in article 4.B.1.b of reference (A). Please note that the guidance for the applicant's average marks during the current enlistment is now contained in Article 1.B.31 of reference (C).

(4) Officer Interviews: Officer selection panels have often reported that interview results (contained in form CG-5527) are one of the most important items in the application package. Officer interviews can provide the most useful information but are typically of the most uneven quality. COs and officers participating in interview boards are encouraged to fully staff and conduct high quality interview boards. Officer interviews are often the only significant personal contact with an applicant reported by Coast Guard officers and are vital to the selection process. For Coast Guard and Coast Guard Reserve applicants, interviews must provide an unbiased appraisal of the applicant's potential for commissioning. To ensure consistency in the quality of interviews, all officer interview boards shall follow the procedure, evaluation, and interview guidance contained in Article 4.C.2 of reference (A) and Articles 1.B.8 and 1.B.9 of reference (B).

a. Responsibilities: The RO and local ESO shall collaborate to schedule interview boards for applicants.

b. Forms: For the FY13 Panel schedule, only the latest version of the officer programs applicant interview form (CG-5527, rev. 06-04) is authorized. The 06-04 version is available at <http://www.uscg.mil/forms/cg.asp>. Other sites such as USCG adobe forms may contain obsolete versions (03-04, 04-03, 04-00, and 10-89). Obsolete versions of forms will not be accepted. Recruiters must provide Air Stations with the correct version of the CG-5527a for DCA interviews.

c. Interview Board Composition: Interview boards shall be composed of three commissioned officers. Coast Guard Recruiting Command may authorize two-member boards for geographically remote units if there is an absolute lack of three available commissioned Coast Guard officers. Contact LT Sandor Schump at CGRC to discuss that option. Interview board members must be of a rank equal or greater than the highest rank for which the applicant qualifies. The senior board member must be a Lieutenant Commander or above. Officers with personal or professional knowledge of the applicant shall not be members of the applicant's interview board and officers in the applicant's chain of command may not serve as interview board members. If necessary, ESOs may request interviews be conducted at another command to ensure impartiality.

d. Delays: Applicants should be aware that delays can occur in the interview process and plan accordingly.

e. Packages: The applicant packages should be complete when they sit for the interview. ESOs and recruiters shall ensure the appropriate number of copies of the application package are made available to the interview board members in advance of the interview (and for the duration of the actual interview). Recruiters, ESOs, and interview board members shall ensure application packages are treated as Personally Identifiable Information (PII) and ensure safekeeping and shredding following use IAW reference (D).

(5) Physicals: Recruiters will ensure all applicants have a completed pre-commissioning physical for eligibility. Physicals shall not be sent to CGRC until the applicant receives either a primary or alternate selection notification. For applicants who may require a medical waiver, please see the guidance in paragraph 5.B.(2)b. below.

(6) Security Clearances: Paperwork necessary for processing an applicant's security clearance shall not be submitted until the applicant receives a primary or alternate selection. Refer to paragraph 5.B(3) below for guidance.

(7) Package Submission, Pre-Panel: ROs will review all officer application packages for quality and completeness, and enter data into RATS prior to forwarding to CGRC. To ensure receipt and accountability, all officer applications shall be forwarded to CGRC by Federal Express and must be marked:

ATTN: PANELS AND REPORTS TEAM  
Coast Guard Recruiting Command  
CGRC MS-7500  
2300 Wilson Blvd, Suite 500  
Arlington, VA 20598-7500

Please be advised when sending packages close to the deadline there may be up to a two-week mail delay due to screening requirements by the Department of Homeland Security. Mail delay is not an excuse for a late package.

B. Package Submission and Guidance (Post-Selection): Once an applicant receives a primary or alternate selection, they shall immediately engage with their recruiter to develop and submit all paperwork required for pay and completion of background and security checks.

(1) Check Off Sheets: The contents of the post-selection package will be guided by the pertinent Officer Program Check Off Sheet, Post-Selection that will be available in RATS.

(2) Physicals: Upon notification of primary or alternate of selection, Recruiters will scan and submit the applicant's (original) physical for review by CGRCs Chief Medical Officer. Only recruiters shall send physicals.

a. Commissioning Physical Contents/Procedures:

1. DD2808 and DD2807 (all pages)

2. Officer physical coversheet, located on the CGRC Portal Page at <https://cgportal.uscg.mil/delivery/Satellite/CGRC/ACCESSIONS>

3. Email address for submission of physical: [CGRC-OfficerPackages-Medical@uscg.mil](mailto:CGRC-OfficerPackages-Medical@uscg.mil).

b. Medical Waivers: If the applicant's commissioning physical indicates they may require a waiver, the recruiter shall scan and send all pertinent (original) documentation to CGRC via email, for review by CGRCs Chief Medical Officer and final decision by CG-PSC-PSD-med.

1. DD2808 and DD2807 (all pages)

2. Officer physical coversheet, with waiver indicated, located on the CGRC Portal Page at <https://cgportal.uscg.mil/delivery/Satellite/CGRC/ACCESSIONS>

3. Documentation pertinent to the medical condition

4. Email address for submission of physical: [CGRC-OfficerPackages-Medical@uscg.mil](mailto:CGRC-OfficerPackages-Medical@uscg.mil).

5. Only recruiters shall submit waivers. Recruiters in Charge are not required to submit waivers and are encouraged to use discretion and only submit medical waivers for applicants who meet eligibility criteria and would be quality CG officers.

c. Aviation Physicals: If an applicant has a current aviation physical (less than one year old) from the CG or another military service, the contents of that physical shall be provided to the email address indicated below upon notification of the applicant's primary or alternate selection. For applicants without a current aviation physical, the following are required:

1. DD2808 and DD2807 (all pages), including Anthropometric and Cyclopegic results
2. All exam results must be entered into AERO by a flight surgeon or aviation medical officer.
3. Officer physical coversheet, located on the CGRC Portal Page at <https://cgportal.uscg.mil/delivery/Satellite/CGRC/ACCESSIONS>
4. Email address for submission of physical: [CGRC-OfficerPackages-Medical@uscg.mil](mailto:CGRC-OfficerPackages-Medical@uscg.mil).

(3) Security Clearances:

a. Selected applicants (primaries and alternates) who are currently in the Coast Guard (active or Reserve) who provide proof of a Coast Guard security clearance of secret or higher via an acceptable source document as guided by Ch. 3.O of reference (E) are exempt from submitting a personal security investigation and are exempt from submitting the Questionnaire for National Security Positions (SF86) via the electronic questionnaires for investigations processing (eQip) system.

b. Recruiters shall consult with the Coast Guard Security Center (SECCEN) to confirm clearance status of applicants reporting a security clearance of secret or higher from another federal agency.

Recruiters shall follow the Officer Reciprocity guidance posted on the Security/CSO page of CGRC Portal.

c. For selected civilian applicants (primaries and alternates) who do not have an active clearance, recruiters shall initiate a national agency check with local record and credit check (NACLC) via eQip.

The recruiting office shall review and confirm the accuracy of the SF86, all associated forms, and submit the request to SECCEN as soon as possible for processing.

d. For selected applicants currently in the Coast Guard who do not have an active security clearance, CSOs shall initiate a NACLC check via eQip.

(4) Submission Guidance, Post-Selection: All documents not otherwise required to be separately sent or emailed as per the applicable Post-Selection Check Off Sheet shall be mailed as a complete package to CGRC in the same manner as described in paragraph 5.A.(7) above.

6. Applicant Responsibility: The officer application process can be complex and time consuming. Applicants should allow several months to prepare their packages, acquire endorsements and letters of recommendation (as appropriate), and work with their ESO/RO to complete their officer interview boards, etc. Applicants have final responsibility for ensuring all materials are gathered and submitted and all eligibility issues are resolved by the deadlines. Exceptions to posted deadlines will be considered only for underway or deployed personnel who demonstrated they made the best possible effort to meet the deadlines consistent with their duties.

7. Waivers:

- A. Constructive Age: No longer applicable to any officer program as per reference (F).
- B. No time in service waivers will be considered for any of the FY13 officer programs.
- C. Upper age waivers will be considered on a case by case basis for SRDC applicants with prior military service who exceed the maximum age limit.
- D. Medical waivers may be considered on a case by case basis.

8. Training dates for DCO and SRDC selectees will be posted to the [www.gocoastguard.com](http://www.gocoastguard.com) website at a later date. OCS selectees can expect to attend Officer Candidate School in Aug 2013 or Jan 2014.
9. Program Coordinators: Applicants are encouraged to first work with their recruiter to address program questions, concerns, or eligibility inquiries. For issues that cannot be resolved directly with the recruiter, the recruiter or RIC shall contact their CGRC regional supervisor for guidance. The regional supervisor shall liaise with the appropriate program coordinator as indicated below:
  - A. DCA, DCE, WIFI, DCIO, MARGRAD and DCSS: LTJG Joey Schlosser, 703-235-1872, Email: [Joseph.M.Schlosser@uscg.mil](mailto:Joseph.M.Schlosser@uscg.mil).
  - B. DCL, DCPA, AVCAD, SRDC AND OCS: LT Manny Maddox, 703-235-1736, Email: [Manuel.G.Maddox@uscg.mil](mailto:Manuel.G.Maddox@uscg.mil).
  - C. CSPI, CMAPPP and PPEP: LT Roberto Concepcion, (703)235-1732, Email: [Roberto.C.Concepcion@uscg.mil](mailto:Roberto.C.Concepcion@uscg.mil).
10. CAPT R. A. LaBrec, Commanding Officer, CG Recruiting Command, sends.
11. Internet Release Authorized.

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