

Commanding officers shall submit a message to Commander (CGPC-opm-1) to remove from the warrant officer appointment eligibility lists (Preboard or Final) any person who has received a court-martial or civil conviction, nonjudicial punishment, or unsatisfactory mark in conduct at any time prior to being appointed to warrant grade.

10. See ☞ Article 1.D.10. for information about members who previously declined appointment to warrant grade or voluntarily elected to be removed from an eligibility list.
11. Applicants for the boatswain or naval engineering specialties must have completed at least one year of sea duty as defined by ☞ Article 5.C.15. in pay grade E-6 or above by the 1 January deadline. Members serving in the MST rating who are otherwise qualified for the boatswain specialty, including normal color perception, are not required to complete the sea duty requirement. Surfmen (SJ, SK or SM) who have completed 12 months as a certified surfman in a designated surfman billet, E-6 or above, are considered to have permanently met the sea duty requirement for appointment to warrant. This requirement will not be waived except for members who are presently serving at sea or who are under orders to sea duty and will meet the sea duty requirement by 30 June following the Board's convening date. Commanding officers have authority to grant waivers in these cases. Waivers beyond this authority must be approved by Commander (CGPC-opm-1). Sea Duty waiver requests must be submitted via the chain of command to arrive at Commander (CGPC-opm-1) prior to the 1 January deadline. In computing sea duty time, 30 days equal one full month. After totaling all creditable sea duty periods, a remainder of fewer than 30 days shall be dropped.
12. In addition to the above eligibility requirements, each applicant for appointment to either the AVI, BOSN, ELC, INF, MED, or WEPS warrant specialty must possess normal color perception.
13. Commanding Officer's Recommendation. The final eligibility step in the warrant officer appointment process is obtaining the commanding officer's recommendation. After meeting all of the eligibility requirements, members must submit a request to their commanding officer to obtain a recommendation for appointment to warrant grade. Members should follow their commanding officer's policy for requesting this recommendation, scheduling an interview with the commanding officer, providing documentation attesting to the completion of the minimum eligibility requirements, addressing the suitability issues specified in ☞ Article 1.D.3.b.2., etc. Members must submit this request in time to obtain the commanding officer's recommendation by the 1 January deadline date; see ☞ Article 1.D.3.

1.D.3 Recommendation Procedures

1.D.3.a. Content of Recommendation

The commanding officer's well-considered, affirmative recommendation is the most important eligibility requirement in the warrant officer appointment process. Regardless of how much time in service or time in grade a member may have or the existence of other personal considerations, he or she must earn the commanding officer's recommendation. Commanding Officers (COs) shall base recommendations for appointment to warrant grade first on the person's qualities of leadership, personal integrity, and potential to perform successfully as a warrant officer. COs must never permit technical competence and ability to perform in a warrant specialty to overshadow the member's potential to perform successfully as a warrant officer. Appointment as a warrant officer is not another step in the enlisted promotion process and shall not reward enlisted members for faithful or extended service or completion of minimum service requirements. Meeting the minimum standards for advancement as an enlisted member should not be enough to earn members the commanding officer's recommendation to apply for appointment to warrant grade. A CO shall not recommend a member whose personal conduct and associations constitute reasonable grounds for rejection on the basis of loyalty.

1.D.3.b. Considerations Prior to Recommendation

In view of [☞](#) Article 1.D.3.a., COs may recommend members for appointment to warrant grade if they meet all [☞](#) Article 1.D.2. minimum eligibility requirements. In addition to these minimum eligibility requirements, COs shall consider these factors before recommending a member for appointment to warrant grade:

1. COs shall recommend personnel for appointment to warrant grade only if they are fully qualified to hold warrant grade. By making this recommendation the commanding officer affirms the member recommended can perform the duties of the specialty as defined in [☞](#) Article 1.D.13. Commanding officer's shall thoroughly evaluate members seeking their recommendation for appointment to warrant grade to ensure they possess the qualities of character and leadership required of warrant officers. Perfunctory personnel administration in this area may allow poor performers and military offenders to be appointed, which reflects poorly on the command and the Service.
2. The recommendation process used by the commanding officer assists the Service in affirming the candidate's mental, moral, physical and professional qualifications for appointment to commissioned status. Commanding Officers shall review the applicant's unit personnel data record prior to making the recommendation. In addition to affirming that the member recommended meets all minimum eligibility requirements as well as the particular requirements for the chief warrant officer specialty defined in [☞](#) Article 1.D.13., the following suitability issues shall be carefully evaluated prior to making a recommendation to allow the member to compete:

1.G. Regular and Reserve Enlisted Personnel

1.G.1. Definition of Reenlistment

1.G.1.a. Active Duty

The enlistment of any person who has previously served in the Regular Coast Guard shall be considered a reenlistment. The enlistment of Coast Guard Reserve personnel who are serving on extended active duty and who have served on extended active duty of 12 months or more shall be considered a reenlistment.

1.G.1.b. Reserve

The enlistment of any person into the Coast Guard Reserve who has not previously served in the Coast Guard Reserves shall be considered an original enlistment, even though he or she may have previous service in the Regular Coast Guard. This includes those members who are discharged from the Regular Coast Guard and enlist within 24 hours in the Coast Guard Reserve. The enlistment of any person who has previously served in the Coast Guard Reserve shall be considered a reenlistment.

1.G.2. Periods of Enlistment and Reenlistment

1.G.2.a. Regular Reenlistment

1. Personnel who have less than 10 years of active service will be allowed to reenlist for periods of three, four, five, or six years.
2. **Active Duty** personnel who have 10 or more years of active service shall be reenlisted for an indefinite period of time. Indefinite reenlistments **expire on the last day of the month in which a member completes 30 years active service.**
3. Members serving on reenlistments or extensions that take them beyond their 10th year anniversary date are required to complete that period of service prior to entering into an indefinite reenlistment.

1.G.2.b. Discharge from Regular Coast Guard

The immediate enlistment in the Coast Guard Reserve of a person who is being discharged from the Regular Coast Guard shall be for two, three, four, five, six, or eight years at the option of the individual concerned. If enlisted more than 24 hours after discharge, the provisions of the  **Coast Guard** Recruiting Manual, COMDTINST M1100.2 (series), apply.

1.G.2.c. Reserve Reenlistment

The reenlistment of a Coast Guard reservist within 24 hours following the day of discharge, at the unit or district to which last assigned, shall be for periods of two, three, four, five, six, or eight years at the option of the individual concerned.

1.G.3. Rate Authorization on Enlistment and Reenlistment

1.G.3.a. Regular Reenlistment on Day Following Discharge

Members reenlisting on the day following their discharge shall be reenlisted in the rate held on the date of discharge.

1.G.3.b. Regular Reenlistment Not on Day after Discharge

Reenlistments in the Coast Guard later than 24 hours after discharge must be processed at a Coast Guard recruiting office. Members reenlisting within 90 days of their discharge date shall be reenlisted in the rate held on the date of discharge. Members reenlisting 91 or more days after their discharge date shall be reenlisted in accordance with the [US Coast Guard Recruiting Manual](#), COMDTINST M1100.2 (series), or, if applicable, other governing directives (i.e., Temporary Separation Policy, Open Rate List).

1.G.3.c. Enlistment in the Reserve

Enlistment in the Coast Guard Reserve within 24 hours after discharge from the Regular Coast Guard, at the same unit, will be in the same rate previously held in the Regular Coast Guard, providing the member meets the eligibility requirements of [US Article 1.G.7](#). Enlistments in the Coast Guard Reserve later than 24 hours after discharge must be processed at a Coast Guard recruiting office in accordance with current directives. The policy governing the rate authorized for reenlistment is contained in the [US Coast Guard Recruiting Manual](#), COMDTINST M1100.2 (series).

1.G.3.d. Reenlistment in Reserve

Coast Guard reservists reenlisting within 24 hours at the same unit or district from which discharged reenlist in the rate held on the date of discharge. Coast Guard reservists reenlisting after 24 hours following discharge must be processed at a Coast Guard recruiting office in accordance with current directives. The policy governing the rate authorized for reenlistment is contained in the [US Coast Guard Recruiting Manual](#), COMDTINST M1100.2 (series).

1.G.4. Physical Examination for Enlistment and Reenlistment

1.G.4.a. Regular Reenlistment within 24 Hours

For a regular reenlistment within 24 hours after discharge, a physical examination is not required prior to reenlistment.

1.G.4.b. Regular Reenlistment after 24 Hours

For regular reenlistments not occurring within 24 hours after discharge, a physically examination is required in accordance with the [US Coast Guard Recruiting Manual](#), COMDTINST M1100.2 (series), and personnel must be processed through a Coast Guard recruiting office.

1.G.4.c. Enlistment in the Reserve within 24 Hours After Discharge

A person enlisting in the Coast Guard Reserve within 24 hours after discharge from the Regular Coast Guard is not required to take a physical examination provided the person was found to be physically qualified by a complete physical examination no more than one year prior to discharge, and provided the applicant's medical history during the **last 12 months** has been satisfactory. **For a Reserve reenlistment within 24 hours after discharge, a physical examination is not required prior to reenlisting.**

1.G.4.d. Enlistment in the Reserve Beyond 24 Hours Following Discharge

A person who does NOT enlist in the Coast Guard Reserve within 24 hours after discharge from the Regular Coast Guard or a Coast Guard reservist who does NOT reenlist within 24 hours at the same unit from which discharged, must **take a** physical exam in accordance with the  Coast Guard Recruiting Manual, COMDTINST M1100.2 (series), and be processed through a Coast Guard recruiting office.

1.G.5. Eligibility for Regular Reenlistment

To be eligible for regular reenlistment, a person must meet these requirements:

1. Meet the minimum applicable average shown for the period after 30 June 1983.
 - a. A member evaluated using only one form (non-rate, petty officer, or chief petty officer) during the enlistment must have a minimum dimension average equal to or above three for the given factor.
 - b. A member evaluated using more than one form during enlistment. Personnel who were evaluated on more than one form during his or her enlistment (nonrated, petty officer, or chief petty officer) must have a minimum characteristic average of three in each factor over the period of the enlistment. Refer to  Article 12.B.48.b. for direction in determining the final characteristic average. If a member meets the prescribed final minimum average for reenlistment in only one of the two marking systems, the commanding officer notifies Commander (CGPC-epm) by letter of the situation at the earliest possible date. The letter must include, at a minimum, the final averages of the individual's marks under both marking systems and a definite recommendation whether or not the member should be allowed to reenlist.
2. Be physically qualified in accordance with  Article 1.G.4.
3. Each member must receive from the officer effecting discharge a specific recommendation of whether or not he or she should be allowed to reenlist. In making such recommendation, the officer effecting discharge should consider the member's overall performance, potential for continued service, and conduct during the current enlistment. If a member has received an unsatisfactory conduct mark, court-martial conviction(s), or NJP punishment(s), the officer effecting discharge should also consider how the severity and nature of the offense(s) impact the member's overall record of service during the current enlistment.
4. Not be in receipt of retirement orders.

5. If an alien at the time of original enlistment, must be a naturalized citizen. This does not apply to a member who enlisted from the Republic of the Philippines. (☞ Article 12.B.47.)
6. Coast Guard Reserve personnel serving on extended active duty are required to submit a letter request for reenlistment to Commander (CGPC-epm) via chain of command. Commander (CGPC-epm) approval is required prior to reenlistment.
7. For non-rated personnel, see ☞ Article 12.B.4.
8. First term personnel are not eligible for reenlistment without authority from the Centralized First Term Reenlistment Review (CFTRR).
9. Members who are approaching their High Year Tenure (HYT) Professional Growth Points (PGP) **will normally be separated upon reaching their PGP (☞ Article 12.G.3.) unless the HYT program has been suspended due to Service needs.**

1.G.6. Indefinite Reenlistments

1. To be eligible for an indefinite reenlistment, a person must meet all of the requirements set forth in ☞ Article 1.G.2.
2. Active duty enlisted personnel with at least 10 years of active service shall be re-enlisted for an indefinite period upon reenlistment. Those members serving on reenlistments or extensions that take them beyond their 10th year anniversary date are required to complete that period of service prior to entering into an indefinite reenlistment. Members with less than 10 years of active service on the date of reenlistment are subject to the provisions of ☞ Article 1.G.2.
 - a. A member entering an indefinite reenlistment is authorized to serve up **to the last day of the month that he or she completes 30 years of active service. E-9s who are assigned to “Gold Badge” CMC billets may reenlist beyond 30 years of active service as provided in ☞ Article 12.G.3.**
 - b. Members serving on an indefinite reenlistment may request voluntary separation in accordance with ☞ Article 12.B.7.d., provided they have met all service obligations incurred for advancement, permanent change of station orders, and advanced or specialized training. Members requesting separation must do so by letter, via the chain of command, to Commander (CGPC-epm) no less than 6 months prior to the requested separation date.
 - c. A member serving on an indefinite reenlistment, **who is retirement eligible**, may request voluntary retirement in accordance ☞ Article 12.C.11., regardless of the HYT PGP for their current paygrade.

1.G.12.b. Enlistment in the Coast Guard Reserve

When an individual enlists in the Coast Guard Reserve within 24 hours after his or her discharge from the Regular Coast Guard, at the same unit from which discharged:

1. Enlistment/Reenlist Document, DD-4/1
2. BAQ Dependency/Emergency Data/SGLI Election, CG-4170A.

1.G.12.c. Reservist's Reenlistment within 24 Hours after Discharge

Upon reenlistment within 24 hours after discharge of a reservist at the same district or unit from which discharged:

1. Enlistment/Reenlist Document, DD-4/1
2. Dependency/Emergency Data/SGLI Election, CG-4170A.

The completion and disposition of these forms is explained in detail in the  SDA User/Query Manual, **HRSICINST M5230.1**.

1.G.12.d. Enlistments and Reenlistments after 24 Hours

All enlistments or reenlistments more than 24 hours after discharge, or within 24 hours at a unit other than the one from which discharged shall be effected at a **Coast Guard** recruiting office (See article 1-G-8, the  Coast Guard Recruiting Manual, COMDTINST M1100.2 (series), and the SDA User/Query Manual, **HRSICINST M5230.1**).

1.G.13. Service and Health Personnel Data Records (PDRs)

1.G.13.a. Personnel Data Records

If accomplished within 24 hours after discharge at the unit from which discharged, reenlistment is a continuation of the member's status. The working Personnel Data Record also is continued and will be maintained as prescribed in the  Military Personnel Data Records (PDR) System, COMDTINST M1080.10 (series).

1.G.13.b. Medical Personnel Data Records (MED PDR) (Health Record)

Health records will be opened and maintained in accordance with the  Medical Manual, COMDTINST M6000.1 (series) and the Military Personnel Data Records (PDR) System, COMDTINST M1080.10 (series).

1.G.14. Reenlistment Ceremony

Reenlistment is a major event in the career of an enlisted member, and shall be accorded appropriate meaningful ceremony to render full recognition of the high quality performance attested to by recommendation for reenlistment. The commanding officer or, in his or her absence, the executive officer should preside. The following procedures are considered appropriate:

1. The family, special guests, and shipmates, as desired by the person being honored, should be invited to the ceremony.
2. A particular officer to administer the oath may be requested by the member.
3. A photographic record of the ceremony should be made and presented to the member. Press releases should be made to the appropriate media.
4. After the ceremony, a brief social gathering with simple refreshments for the member(s) being honored and guests is recommended.
5. Transportation within the confines of the military installation should be provided for guests if required.
6. Personalize the occasion with other recognition, as appropriate.
7. Grant special liberty and/or reenlistment leave as soon as possible following the reenlistment.
8. The member's desires regarding the ceremony should be considered.

1.G.15. Periods of Extensions of Enlistment

1.G.15.a. Extension of Term of Enlistment

By voluntary written agreement subject to the commanding officer's approval, career personnel may extend or reextend their term of enlistment as follows provided the extension does not extend beyond his or her High Year Tenure (HYT) Professional Growth Point (PGP) **unless the HYT Program has been suspended due to Service needs.** ☞ Article 12.G.3. Before allowing a member to enter into an agreement to extend a term of enlistment as provided herein, the member shall be fully advised of the effects that such an extension could have on computing or paying a Selective Reenlistment Bonus; ☞ **Chapter 3.C.**

1. For any number of full years not less than two nor greater than six years, when requested by the member.
2. For any number of full years and/or full months up to six years to ensure sufficient obligated service for these purposes:
 - a. Attend a resident school.
 - b. INCONUS and OUTCONUS assignments; ☞ Article 4.B.6.
 - c. Advance to E-7, E-8, or E-9; ☞ Articles 5.C.25.e. and 12.B.12.b.2.