

2. The Secretary shall establish promotion zones from which officers will be selected for promotion to the grade of rear admiral (lower half) as the needs of the Service require (14 U.S.C. 256).

**5.A.4.d. Selection Boards**

Selection boards to recommend officers for promotion to the next higher grade shall be convened as described in Chapter 14.A.

**5.A.4.e. Communicating with the Selection Board**

1. Each officer eligible for consideration by a selection board may communicate with the board through the officer's chain of command by letter arriving by the date the board convenes, inviting attention to any matter in his or her Coast Guard record that will be before the selection board. A letter sent under this paragraph may not criticize any officer or reflect on any officer's character, conduct, or motive (14 U.S.C. 253(b)).
2. Chain of command endorsements are optional. Enclosures or attachments are limited to copies of official records and materials allowed to be submitted with Officer Evaluation Reports under Article 10.A.4.c.3. Letters from other officers shall not be solicited or submitted as enclosures. To receive an acknowledgment, submit a completed, self-addressed Acknowledgment/Referral Card, CG-4217, with the letter.
3. Endorsements to letters submitted to selection boards shall not include opinions whether an officer should be selected for promotion or opinions on selection boards and their methods.

**5.A.4.f. Failure of Selection for Promotion**

1. Officers in the grade of commander and below in the promotion zone established under Article 5.A.4.c. fail of selection for promotion either if they do not appear on the list of selectees recommended by the board considering them or if the President subsequently removes them from the list of selectees in the board's report (14 U.S.C. 262(a)).
2. Officers do not fail of selection if a selection board did not consider them because of administrative error. If selected by the next succeeding selection board, they receive the date of rank and position on the ADPL in the grade to which selected they would have held had the first selection board recommended them (14 U.S.C. 262(b)).