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United States Coast Guard

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COMDTINST 1401.5AF
2 JUN 2010

COMMANDANT INSTRUCTION 1401.5AF

Subj: SCHEDULE OF ACTIVE DUTY PROMOTION LIST (ADPL) AND INACTIVE DUTY PROMOTION LIST (IDPL) OFFICER PERSONNEL BOARDS AND PANELS

Ref: (a) Personnel Manual, COMDTINST M1000.6 (series)
(b) Reserve Policy Manual, COMDTINST M1001.28 (series)
(c) COGARD PSC Arlington VA 011746Z Mar 10/ALCGOFF 018/10
(d) Privacy Act of 1974, Title 5, U.S.Code 552a
(e) Title 14, U.S. Code
(f) Documents Viewed By CG Officer Promotion and Special Boards, COMDTINST 1410.2 (series)
(g) Title 10, U.S. Code

1. PURPOSE. The purpose of this Instruction is to:

   a. Publish convening dates for ADPL and IDPL officer personnel boards and panels for promotion year (PY) 2011, **which occurs from 1 July 2010 to 30 June 2011.**

   b. Provide guidance to officers eligible for consideration by a selection/retention board or panel.

2. ACTION. All Coast Guard unit commanders, commanding officers, officers-in-charge, deputy/assistant commandants, and chiefs of headquarters staff elements shall comply with the provisions of this Instruction. Internet release is authorized.

3. DIRECTIVES AFFECTED. Schedule of ADPL and IDPL Officer Personnel Boards and Panels, COMDTINST 1401.5AE is canceled on 30 June 2010.

DISTRIBUTION – SDL No. 156

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NON-STANDARD DISTRIBUTION:

4. RELATED DIRECTIVES.

   a. Chapters 1, 5, and 14 of reference (a) contain regulations governing the various officer personnel boards and panels.

   b. Chapter 7.A of reference (b) contains regulations specific to reserve officer personnel boards.

5. GENERAL GUIDANCE FOR ALL OFFICERS.

   a. Submitting Performance Evaluations. Submit Officer Evaluation Reports (OERs) in accordance with Chapter 10 of reference (a), to ensure selection boards and panels have complete, up-to-date information. Under no circumstances will those officers above the zone, or who are projected to be in the zone for promotion, delay their regular annual or semiannual OER past the scheduled due date. For this purpose, estimated zones were announced in reference (c). The schedule of boards and panels was developed to correspond as closely as possible with the OER submission schedule. Flag officers in command, deputy and assistant commandants, the Judge Advocate General, special staff elements at Headquarters must emphasize to supervisors, reporting officers, reviewers, and OER administrators alike, the importance of submitting proper evaluation reports promptly. Enclosures (1) and (2) provide information to aid rating chain officials in submitting reports on those officers being considered by selection boards and assignment panels.

   b. Commanding Officers of Reserve Active Status Officer. Commanding Officers of Selected Reserve (SELRES), Individual Ready Reserve (IRR), and Standby Reserve Active Status List (ASL) must:

      (1) Ensure that all active status officers are aware of the contents of this Instruction.

      (2) Provide a copy of the All Coast Guard Personnel Service Center (ALCGPSC) message announcing selection zones to each officer being considered by a selection or retention board.

   c. Review of Records. Reference (d), the Privacy Act of 1974, was created in response to concerns about collection, use, and accuracy of sensitive/personal data pertaining to individuals such as personally identifiable information (PII). Commanding officers (COs) should establish appropriate administrative, technical, and physical safeguards to ensure the security, confidentiality, and handling of PII. All officers under consideration by upcoming boards and panels are encouraged to review their official electronic imaged personnel data record (EIPDR) maintained by the Commander (CG PSC-PSD-MR). Your complete EIPDR can be obtained by sending a signed memo request as a PDF e-mail attachment to CG PSC-PSD-MR. Please view http://uscg.mil/psc/adm/adm3/contact.asp for contact information regarding officer records. Record requests and/or fixing any record content problems can be sent directly to your records technician listed according to the last three numbers of your SSN. General records questions or concerns can be referred to the military records Branch Chief via e-mail or by calling 202-493-1670. Fax requests are also accepted at 202-493-1676. Please make sure your requests are signed.

d. Communications to Selection Boards. As stated in Section 253(b) of reference (e), any officer eligible for consideration by a selection board may send a communication to the board, via his or her chain of command. The purpose of the communication is to invite attention to any matter in the member's Coast Guard record that will be before the selection board as outlined in reference (f). The letter must be in standard Coast Guard memo format, must restrict itself to addressing only matters of record, and must arrive at CG PSC-OPM-4/CG PSC-RPM-1 before the board convenes. A communication to a board may not criticize any officer or civilian government employee or reflect on their character, conduct, or motive. All communications must be sent through the officer's chain of command to the commanding officer or office chief level, and must be annotated with at least a signature line endorsement. Endorsements must not include opinions whether a board should select an officer for promotion or screening, and must not reflect on the officer's performance, abilities or potential. The endorsement must be confined to the matter of record indicated in the communication. Each member is limited to one OER rating chain endorsement (i.e., supervisor, reporting officer, reviewer.) Letters from other officers must not be solicited or submitted as enclosures. Enclosures or attachments are limited to copies of official records and materials allowed to be submitted with OERs. See Chapter 5.A.4.e and Chapter 10.A.4.c.3. of reference (a) for additional guidance. NOTE: Reserve officers competing for promotion on the Inactive Duty Promotion List (IDPL) are strongly encouraged to submit a communication to the board.

e. Communications to Assignment and Screening Panels. An officer under consideration by an assignment or screening panel may write to the panel President, in care of Commander, Coast Guard Personnel Service Center (CG PSC-OPM-4 for ADPL officers; CG PSC-RPM-1 for IDPL officers), via his or her chain of command. The purpose of the communication is to invite attention to any matter of record that will be before the assignment or screening panel. For screening panels, matters of record include those sections of a member's CG record visible to selection boards per reference (f), and any additional information indicated in solicitation messages. For assignment panels, matters of record also include information contained in Direct Access (DA) applicable to assignments (e.g., special needs status, co-location status, e-resumes.) The letter must be in standard Coast Guard memo format, must restrict itself to addressing only matters of record that will be available to the panel members, and must arrive at CG PSC-OPM -4/CG PSC-RPM-1 before the panel convenes. A communication to a panel may not criticize any officer or civilian government employee or reflect on their character, conduct, or motive. Endorsements from the chain of command must not be included unless specifically indicated in the solicitation message. The electronic résumé (e-résumé) is not appropriate correspondence to a screening/assignment panel unless specifically indicated in the solicitation message.

f. Employee Career Summary Sheet (ECSS). With the creation of a consolidated view of employee human resources data as collected in DA, boards and panels will now be able to view these summaries. Officers are encouraged to review, and if necessary, update the data in DA to ensure the summaries are correct and accurate prior to potential viewing by boards and panels. Board and panel decisions and selections will continue to be made based on in-depth review of the candidate's personnel data record (IPDR).

6. ADPL & IDPL PROMOTION BOARD ZONES AND CONVENING DATES. This Instruction and enclosures (1) and (2), amplified by appropriate message traffic, serve as the official notification

required by Section 253 of reference (e). Future messages will announce changes to enclosures (1) and (2). CG PSC-c is authorized to delay or reschedule the listed boards and panels as service needs dictate.

7. SENIOR EDUCATION and FELLOWSHIP PANEL (SEFP). Starting in AY-10, the legacy Senior Service School and Chief of Naval Operations (CNO) Strategic Studies Group Selection Panel selected candidates for senior advanced education programs including: the Sloan Fellowship, the Massachusetts Institute of Technology (MIT) – Acquisition System Design and Management (MIT-SDM) program, the Institute for Defense Analysis (IDA) Fellowship and the National Defense Intelligence College (NDIC) and Center for Strategic Intelligence Research (CSIR) Fellowship Fellows Program. In AY-11, the IDA fellowship and the NDIC/CSIR Fellows program will be considered and selected from the Senior Service School candidate pool. E-résumés requesting consideration are required in accordance with the respective All Coast Guard (ALCOAST) message.

   a. Senior Service Schools (SSS). The SEFP will consider tour complete officers with an O-5 Date of Rank (DOR) of 1 Jul 10 or senior not yet selected for O-6 who specifically request consideration via e-resume. An ALCOAST will be released by Commandant (CG-0951) outlining the specific criteria by which officers will be considered for the respective War Colleges and Fellowship opportunities.

   b. Strategic Studies Group (SSG). Candidates for SSG will be selected from qualified O-6s and O-6 selects with a DOR of 1 Jul 06 or junior who will be tour complete, have command experience, are graduates of a SSS or a Command and Staff College, or have specifically requested consideration on an e-résumé. An ALCOAST is released by Commandant (CG-0951) each spring outlining the specific criteria by which officers will be considered for the respective SSG program.

   c. Sloan Fellowship and MIT-SDM. An ALCOAST will be released by Commandant (CG-8) (Sloan) and Commandant (CG-9) (MIT-SDM) outlining the specific eligibility criteria that will considered by the SEFP panel.

8. ADPL CONSOLIDATED MAJOR COMMAND SCREENING PANEL (CMCSP) INFORMATION.

   a. Screening.

      (1) Mandatory - All captains and captain-selects who meet the eligibility requirements listed in paragraph 9.b.(1) (O-6 Afloat Command) and 9.c.(1) (O-6 Aviation Command) will automatically be screened for command afloat and aviation command. Captains who are currently in command of an O-6 unit will have their names removed from consideration for mandatory screening.

      (2) By Request - All captains, commanders, and commander-selects who meet the eligibility requirements listed in paragraph 9.a.(1) (O-6 Sector Command), and 9.b.(2) (O-5 Afloat Command), and 9.c.(2) (O-5 Aviation Command) must request to be screened for command. If there are not a sufficient number of eligible officers who request to screen then CG PSC

-OPM is authorized to shift to a mandatory screening process which will be announced via message.

b. Applications. Commander (CG PSC-OPM) will announce the application procedures via All Coast Guard Officer (ALCGOFF) message approximately 60 days prior to the panel convening date. Approximately 30 days prior to the panel, another ALCGOFF message will list members who appear to meet specific eligibility criteria. Any member whose name does not appear on this message and who believes they qualify for screening for a particular position due to special circumstances or unique qualifications, believes their name was inadvertently omitted, or simply missed the original e-résumé application deadline should request screening via e-mail or message traffic to Commander (CG PSC-OPM-2). Commander (CG PSC-OPM) will evaluate each request and make an eligibility determination based on the merits of each case. Officers determined to be ineligible by Commander (CG PSC-OPM) will be advised of their status. Approximately seven days prior to the panel convening date, a final candidate ALCGOFF message will list those officers whose records will appear before the Consolidated Major Command Screening Panel (CMCSP). Officers not listed on the final candidate ALCGOFF message may communicate their requests to screen to the panel President at least one day prior to the panel convening date. Any communications to the panel should be prepared as outlined in paragraph 5.e.

9. CONSOLIDATED MAJOR COMMAND SCREENING PANEL ELIGIBILITY CRITERIA.

a. Sector Command Screening Sub-panel Eligibility Criteria.

(1) O-6 Sector Command. The Panel will consider captains and captains-select who:

(a) Request screening;

(b) With a date of rank of 01 Jul 05 or junior;

(c) Are tour complete in 2011, or will have completed at least two years in their current assignment by 15 September 2011;

(d) Have served at/in an operational unit/position at the department head, staff chief-or-above level since 1 June 2004. Operational units include cutters, air stations, deployable specialized forces (including Maritime Safety and Security Team (MSST), Tactical Law Enforcement Team (TACLET), and strike teams), or sectors and any sub-units (including Maritime Force Protection Units (MFPU).

Note 1: Sitting/incumbent sector commanders are not required to re-screen to compete for a potential back-to-back sector command.

Note 2: Designated aviators desiring assignment to combined sector/air station command must successfully screen for O-6 aviation and sector command.

Note 3: Sitting Deputy Sector Commanders may request to screen for sector command regardless of tour completion date.

(2) Questions about procedures or eligibility for sector screening can be directed to the Assistant Chief, Officer Personnel Management at 202-493-1602.

b. Senior Afloat Command Screening Sub-panel Eligibility Criteria.

(1) O-6 Afloat Commands. Panel will automatically consider all captains and captains-select who:

(a) Have a date of rank of 01 Jul 07 or junior (senior captains may be considered if they specifically request screening);

(b) Are tour complete in 2011, or will complete at least two years in their current assignment by 15 September 2011 and obtain command endorsement to transfer early (waivers will be considered based on the needs of the Service and the strength of the candidate pool);

(c) Are not currently in command of a cutter;

(d) Have not previously held an O-6 afloat command;

(e) Have served in an O-5 or above afloat position since 1 June 2004.

(f) Officers who currently hold or previously held O-6 afloat command may request to screen for a different O-6 platform.

(2) O-5 Afloat Commands. Panel will consider all commanders and commanders-select who:

(a) Request screening;

(b) Are tour complete in 2011 or 2012 (waivers will be considered based on the needs of the Service and the strength of the candidate pool);

(c) Are not currently in command of a cutter;

(d) Have not previously held an O-5 afloat command;

(e) Have served in an O-5 XO or O-4 CO/XO/OPS afloat position since 1 June 2004; and

(f) If currently serving as an O-5 XO or O-4 XO/OPS, are tour complete in 2011.

(3) Questions about procedures or eligibility for afloat command screening can be directed to the Afloat Assignment Officer at 202-493-1635 or, for O-6 commands, the Assistant Chief, Officer Personnel Management at 202-493-1602.

c. Aviation Command Screening Sub-panel Eligibility Criteria.

(1) O-6 Aviation Commands. Panel will consider captains and captains-select who:

(a) Have a date of rank of 01 Jul 05 and junior (senior members may be considered if they specifically request screening);

(b) Are not currently in command of an aviation unit;

(c) Served as a designated aviator for at least two years in an approved pre-command aviation assignment as defined in paragraph 9.c.(3);

(d) Have served in a Duty Involving Flying-Operation (DIFOPS) position since 1 June 2004; and

(e) Are tour complete in 2011, or will have completed at least two years in their present assignment by 15 September 2011. Officers who fleeted up at their current unit (e.g., OPS to XO) and have served a total of at least two years at their present unit by 15 September 2011 may also request screening. This request must have a command endorsement addressing the impact of an early rotation on command continuity.

Note 1: Designated aviators desiring assignment to combined group/air station command must successfully screen for O-6 aviation command and sector command.

(2) O-5 Aviation Commands. Panel will consider commanders and commanders-select who:

(a) Request screening;

(b) Are not currently in command of an aviation unit;

(c) Served as a designated aviator for at least two years in an approved pre-command aviation assignment as defined in para 9.c.(3);

(d) Have served in a DIFOPS position since 1 June 2004; and

(e) Are tour complete in 2011 or 2012. Waivers will be considered based on the needs of the Service and the strength of the candidate pool. Officers who fleeted up at their current unit (e.g., OPS to XO) and have served a total of at least two years at their present unit by 15 September 2010 may also request screening. This request must have a command endorsement addressing the impact of an early rotation on command continuity.

(3) The following billets qualify as aviation "pre-command":

(a) Executive Officer (XO) of any air station, Aviation Training Center (ATC) Mobile, Aviation Logistics Center (ALC) (or legacy billet at Aircraft Repair and Supply Center (ARSC)), HC-130J APO, and Deputy Sector Commander and Logistics Department Head at a combined sector/air station;

(b) Operations Officer at any air station, ATC Mobile, ALC (or ARSC), Maritime Security Response Team (MSRT) or Helicopter Interdiction Tactical Squadron (HITRON) Jacksonville and Response Department Head at a combined sector/air station (the Air Station Washington Operations Officer billet does not qualify);

(c) ALC (or ARSC) Product Line Manager, ALC (or ARSC) Business Operations Division Chief, ALC (or ARSC) Industrial Operations Division Chief, ALC (or ARSC) Engineering Support Division Chief, and ALC (or ARSC) Information Systems Division Chief;

(d) Engineering Officer at any air station in an O-4 or above Engineering Officer billet, and

(e) ATC Mobile Training Division Chief.

(4) Questions about procedures or eligibility for aviation command screening can be directed to the Aviation Assignment Officer at 202-493-1637 or, for O-6 commands, the Assistant Chief, Officer Personnel Management at 202-493-1602.

d. The CMCSP will select numbers consistent with Service needs and sufficient to provide assignment flexibility.

e. Officers in the grade of O-5 and O-5 (select) who are accepting or currently serving in a Duty Under Instruction Training Allowance Billet (DUINS TAB), with the exception of those who will be completing the following Senior Service Schools (all War Colleges, Center for Strategic and International Studies (CSIS), Brookings, Harvard, Research and Development (RAND) fellowship, and Industrial College of the Armed Forces (ICAF-non-acquisitions) and Strategic Studies Groups will be expected to fulfill obligated service in a follow-on assignment within their specialty/program, and are thus <u>not eligible</u> to compete in the CMCSP.

f. Temporary Separation program participants are <u>not eligible</u> to compete in Consolidated Major Command screening until they return to a commissioned status.

g. Any officer who does not meet the above stated criteria may request a waiver to screen.

10. <u>JUNIOR AFLOAT AND CWO COMMAND SCREENING CRITERIA</u>.

a. <u>O-4 Commands</u>. Panel will consider all lieutenant commanders and lieutenant commanders-select who:

(1) Request screening;

(2) Are not currently afloat;

(3) Are tour complete in 2011 or 2012 (waivers will be considered based on the needs of the Service and the strength of the candidate pool);

(4) Have not previously served in an O-4 afloat position;

(5) Have completed two tours afloat including at least one at the O-3 level; and

(6) Have served afloat since 1 June 2004. A previous Aids to Navigation (ATON) (WLB/WLM/WTGB & Barge Combination) afloat tour is necessary to be considered for WLB command**.**

b. O-3 Commands. Panel will consider all lieutenants and lieutenants-select (not including AY 11 CWO-LT) who:

(1) Request screening;

(2) Are tour complete in 2011 or 2012 (waivers will be considered based on the needs of the Service and the strength of the candidate pool);

(3) Have not previously held an O-3 afloat command;

(4) Have completed at least one tour afloat for WPB or WTGB command or two tours afloat for WLM command;

(5) Are not currently afloat in an O-2 position with the exception of second-tour Navy Exchange or second-tour positions on WHEC/WMSL/WIX; and

(6) Have served afloat since 1 June 2004. A previous ATON (WLB/WLM/WTGB & Barge Combination) afloat tour is necessary to be considered for WLM command. A previous ATON (WLB/WLM/WTGB) or WAGB afloat tour is necessary to be considered for WTGB command.

c. O-2 Commands. Panel will consider all lieutenants (junior grade) and ensigns who:

(1) Request screening;

(2) Are currently afloat in their initial afloat tour or are serving on a PATFORSWA WPB; and

(3) Are tour complete in assignment year 2011.

d. CWO Commands. Panel will consider all CWOs (BOSN) who:

(1) Request screening;

(2) Have served in an afloat position since 1 June 2004 and have qualified as an underway Officer of the Deck; and

(3) Are tour complete in 2011 or 2012 (waivers will be considered based on the needs of the Service and the strength of the candidate pool); sitting/incumbent COs are not required to re-screen to compete for a potential back-to-back afloat command in the same mission class of vessel (ATON or LE).

(4) Panel will additionally consider enlisted members above the cut on the 2011 CWO (BOSN) eligibility list who request screening and have served as a cutter Officer In Charge (OIC) or Executive Petty Officer (XPO) since 1 June 2004.

e. The screening panels will select a number consistent with Service needs and sufficient to provide assignment flexibility.

f. Temporary Separation program participants are not eligible to compete in a command afloat screening until they return to a commissioned status.

g. Members who have been selected for flight school are not eligible to compete in a command afloat screening panel.

h. Members who are serving in DUINS TABS (advanced education) will be expected to fulfill obligated service in a follow-on assignment within their specialty/program, and are thus not eligible to compete in a command afloat screening panel. Officers serving at Navy/Joint Forces/Marine Corps War College positions are not eligible to compete in a command afloat screening panel.

i. Officers currently serving in one-year tours (such as PATFORSWA) appearing before the Command Afloat Screening Panel may submit a special OER documenting their performance in that assignment. If the reporting period is less than the six months required to submit a Special OER, waivers will be considered.

j. Questions about procedures or eligibility for O-4/O-3/O-2 afloat command screening can be directed to the Afloat Assignment Officer at 202-493-1635.

k. Questions about procedures or eligibility for BOSN afloat command screening can be directed to the BOSN Assignment Officer at 202-493-1643.

11. IDPL COMMAND SCREENING PANEL INFORMATION. The Consolidated Major Reserve Command Screening Panel (CMRCSP) will screen eligible officers for Port Security Unit (PSU) Commanding Officer billets. Vacancies and amplifying guidance will be provided in future message traffic. Those reservists in the appropriate grade who meet the specific criteria for command eligibility will automatically be screened. Members who particularly desire a command assignment may submit an e-résumé to clearly state their preference for command opportunity. Conversely, members who are eligible, but who do not desire a command opportunity, should submit an e-mail to the panel coordinator so stating. Any communications to the board should be prepared as outlined in paragraph 5.e. The following criteria, in descending order of priority, will be used when screening candidates:

a. Command cadre experience (CO, XO, or OPS) at a PSU.

b. Department head experience at a Maritime Expeditionary Security Squadron (MSRON) and/or Combatant Command (COCOM).

c. Command cadre, department head, or Senior Reserve Officer (SRO) experience at any CG command and at least one year SELRES experience at a MSRON unit or PSU.

d. Command cadre experience (CO, XO, or OPS) at any CG command.

The panel will also weigh other considerations, including the level of officers' security clearances.

12. IDPL PROMOTION BOARD PROCEDURES. Chapter 21, Subchapter B of reference (b) contains procedures applicable to the promotion of reserve officers on the IDPL. These laws provide for the selection of reserve officers on a best-qualified basis to the grade of lieutenant and above, and on a fully qualified basis to the grade of lieutenant (junior grade). They further provide for the convening of retention boards to ensure a steady promotion flow. Reserve warrant officers on inactive duty are promoted pursuant to regulations promulgated under the authority stated in Section 12242 of reference (g). Enclosure (2) is the PY11 schedule for inactive duty reserve officer boards and panels.

a. Reserve officers under consideration by an IDPL selection board are strongly encouraged to submit communications to the board president, in care of the Commander (CG PSC-RPM). The Reserve Officer Personal Résumé, CG-5481, will no longer be accepted as a form of communication. All information from the CG-5481 should be reflected in a member's ECSS. Civilian experience may be noted in a formal communication to the board.

b. The names of reserve officers recalled to active duty under Title 10 and ADOS remain on the IDPL and will be considered by reserve boards and panels, if otherwise eligible.

c. Reserve officers serving on extended active duty (EAD) are listed on the ADPL and compete for promotion with all other ADPL officers. Only reserve officers serving on EAD who have entered into the contract prior to FY 2008 may request placement on the IDPL, vice the ADPL, and compete against those reserve officers listed on the IDPL who are eligible for promotion consideration. To transfer to the IDPL, reserve officers must submit a written request to Commander (CG PSC-OPM-1) to terminate the EAD agreement. Officers eligible for this option are notified of this requirement at the time of their orders to active duty. After both boards adjourn, a new EAD agreement may be executed and the officer returned to the ADPL. Reserve officers on an EAD contract electing to compete on the IDPL may impact their eligibility for separation pay and should contact PSC-OPM-1 to discuss.

d. Reserve officer selection board announcements are published in ALCGRSV messages; reserve officer promotion board results are published in ALCGPSC messages. Any reserve officer can look up their own OER history through Direct Access located at: Home > Self Service > Employee > View > Employee Review Summary.

e. If below-zone selection authority is provided by the Commandant, the below-zone size will be disseminated with the selection board candidate message via ALCGRSV outlined in paragraph 6. Members in a below-zone status may submit communications to the board and may submit an odd-year Special OER for promotion consideration; see Chapter 10.A.3.c of reference (a).

f. All commands with promotion-eligible members must submit an OER to be validated by Commander (CG PSC-RPM) prior to the convening of the board in accordance with Chapter 10 of reference (a).

13. MOBILIZATION AND DISPOSITION (MOB) BOARD. This Board will convene as needed to consider the disposition of Coast Guard Reserve officers who are on the IDPL and whose participation has been unsatisfactory for at least one annual cycle. In addition, the MOB Board will consider officers with over three years in the Standby Reserve, Inactive Status List (ISL) by the convening date of the Board.

a. Any reserve officer in an active status whose participation has been unsatisfactory will be considered by this board for not accruing a minimum of 50 retirement points in the current anniversary year, failing to meet the minimum training requirements for their Training/Pay Category, or failing to comply with any program requirements or performance standards during any type of duty. Unless a participation waiver has been granted by Commander (CG PSC -RPM), these personnel will be transferred to the ISL. Officers who qualify for retirement without entitlement to pay until they reach age 60 (RET-2) will be offered the opportunity to transfer to the Retired Reserve.

b. Members who have been on the ISL for three years at the convening of the board must be screened for discharge, or if eligible, retirement.

c. Officers will not be recommended for retention in the ISL solely to allow them to reach the age necessary to qualify for transfer to the Retired Reserve.

14. REGULAR TO RESERVE BOARD. The Board will convene as needed to consider members of the ADPL who are released from active duty, or are within one year of discharge for a reserve commission in accordance with Chapter 1.H of reference (a). To be eligible for a commission in the Coast Guard Reserve, applicants may be:

a. Former officers of the Coast Guard and Navy, Regular or Reserve. If more than one year has passed since the effective date of resignation, then Section 1.C. of reference (a) applies.

b. Coast Guard officers that have obligated service or are on an approved Temporary Separation (TEMPSEP) Program. These personnel will be recommended for a reserve commission by the panel.

c. Officers who were twice non-selected on the ADPL or who have documented negative performance. These personnel are eligible for consideration by the Board, but may not be recommended for a reserve commission or may be recommended for a lower rank upon commissioning.

15. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Environmental considerations were examined in the development of this instruction and have been determined to be not applicable.

16. FORMS/REPORTS. The forms referenced in this Instruction are available in USCG Electronic Forms on the Standard Workstation or on the Internet: http://www.uscg.mil/forms/; CG Portal at

https://cgportal.uscg.mil/delivery/Satellite/uscg/References; and Intranet at http://cgweb.comdt.uscg.mil/CGFORMS. The Officer Evaluation Report OER forms, CG-5310 series, and Reserve Officer Personal Résumé, CG-5481 (Version 6-04 only) may be locally reproduced. Revision 6-04 is the only acceptable version.

R. T. HEWITT /s/
Assistant Commandant for Human Resources

Encl: (1) Promotion Year 2011 Schedule of ADPL Officer Personnel Boards and Panels
(2) Promotion Year 2011 Schedule of IDPL Officer Personnel Boards and Panels

PROMOTION YEAR 2011 SCHEDULE OF ADPL OFFICER PERSONNEL BOARDS AND PANELS

CONVENING DATE	BOARD OR PANEL	ZONE	COMMENTS
7-9 JUL 10	RDML Selection Board	See note 1.	CAPTs with 1 Jul 08 or earlier dates of rank are eligible for consideration.
7-9 JUL 10	CAPT Continuation Board	See note 1.	CAPTs with 1 Jul 06 or earlier dates of rank are eligible for consideration unless they have already been continued.
12-16 JUL 10	CAPT Selection Board/ CDR Continuation Board	See notes 1 and 2.	CDRs with 1 Jul 07 or earlier dates of rank are eligible for consideration.
12-16 JUL 10	PCTS Selection Board	See note 1.	
13 JUL 10	CWO Extension Beyond 30 Years	Not applicable.	The panel will consider requests from CWOs to extend beyond 30 years of active duty service.
21-22 JUL 10	Reserve Officer Extension Board	Reserve officers scheduled for release from active duty between 1 NOV 10 and 30 APR 11. A message will announce eligible reserve officers.	See notes 6 and 7.
27 JUL – 6 AUG 10	CDR Selection Board/ LCDR Continuation Board	See notes 1 and 2.	LCDRs with 1 Jul 07 or earlier dates of rank are eligible for consideration.
9-13 AUG 10	Senior Education and Fellowship Panel (SEFP)	Officers must meet criteria in the ALCOAST published by CG-511 in the spring.	SSG, SSS, Sloan, MIT-SDM Interested officers should submit an e-resume indicating schools preference. See solicitation messages for further information.
11-12 AUG 10	PCTS Designation	See note 3.	See note 4.
16–27 AUG 10	LCDR Selection Board/ LT Continuation	See notes 1 and 2.	LTs with 1 Jul 08 or earlier dates of rank are eligible for consideration.
N/A	CG-11 Selection Board	Tentatively scheduled for PY12	
18 AUG 10	PHS Dental Officer Continuation		Information will be provided in a separate message if a determination is made to convene this board.
25 AUG 10	Rear Admiral Continuation Board	See note 1.	

PROMOTION YEAR 2011 SCHEDULE OF ADPL OFFICER PERSONNEL BOARDS AND PANELS

CONVENING DATE	BOARD OR PANEL	ZONE	COMMENTS
30 AUG – 3 SEP 10	Consolidated Major Command Screening Panel consisting of:		
	Sector Command Screening Sub-Panel (O-6)	O-6 Command – O-6s and O-6s-select. For eligibility see criteria outlined in paragraph 9.a.	See note 4.
	Afloat Command Screening Sub-Panel (O-6/O-5)	O-6s, O-5s, and officers selected to those grades. For eligibility see criteria outlined in paragraph 9.b.	See note 4 for officers not in the mandatory screen window.
	Aviation Command Screening Sub-Panel (O-6/O-5)	O-6s, O-5s, and officers selected to those grades. For eligibility see criteria outlined in paragraph 9.c.	See note 4 for officers not in the mandatory screen window.
8-10 SEP 10	RPA Selection Board	See note 1.	See PERSMAN, COMDTINST M1000.6A. Art. 5.A.6
8-10 SEP 10	RPA CAPT Continuation Board	See note 3.	See PERSMAN, COMDTINST M1000.6A. Art 14.A.20 See note 6.
8-10 SEP 10	RPA Permanent Designation Board	See note 3.	See PERSMAN, COMDTINST M1000.6A. Art. 1.B.3 and 14.A.17
14-16 SEP 10	CWO to LT Selection Board	Applicants must meet eligibility requirements established by PERSMAN, COMDTINST M1000.6A. Art 5.B.10 See note 5.	Application deadline for those specialties being considered: 13 Aug 09. See note 4.
15-17 SEP 10	Flight School Panel		See note 4.
20-24 SEP 10	LT Selection Board	See notes 1 and 2.	LTJGs with 1 Jul 09 or earlier dates of rank are eligible for consideration. OERs for LTJGs in zone will be submitted for period ending 30 June vice 31 July 10.
29 SEP 10	Band Master Appointment Board		See note 4.
18-22 OCT 10	CWO Selection Board and CWO Selective Early Retirement Board (SERB)	See note 1. CWOs with DORs of 15 Dec 07 or earlier will be eligible.	See, PERSMAN, COMDTINST M1000.6A. Art. 5.B
20-22 OCT 10	Afloat Command Screening Panel (CWO)	Not applicable.	See note 4.

PROMOTION YEAR 2011 SCHEDULE OF ADPL OFFICER PERSONNEL BOARDS AND PANELS

CONVENING DATE	BOARD OR PANEL	ZONE	COMMENTS
9-10 NOV 10	PHS Assignment Panel	Not applicable.	All USPHS officers detailed to duty with USCG.
2-5 NOV10	Afloat Command Screening Panel (O-4/O-3/O-2)	Not applicable.	See note 4. Eligible LCDRs, LTs, LTJGs and ENSs.
17-18 NOV 10	LTJG Selection Board	ENSs with 31 Jan 10 dates of rank or earlier. Board may select all those eligible.	
5-7 JAN 11	CAPT Assignment Panel	Not applicable.	The panel will consider all CAPTs and CAPT selectees and other officers to be assigned to O-6 billets.
19-20 JAN 11	Reserve Officer Extension Board	Reserve officers scheduled for release from active duty between 1 May 11 and 31 Oct 11. A message will announce those eligible.	See notes 6 and 7.
25-28 JAN 11	CDR Assignment Panel	Not applicable.	The panel will consider all CDRs and CDR selectees and other junior officers to be assigned to O-5 billets.
16-18 FEB 11	Flight School Panel		See note 4.
12-22 APR 11	CWO Appointment Board	Not applicable.	See PERSMAN, COMDTINST M1000.6A. Art. 1.D Eligibility requirements deadline: 1 JAN 10. See note 4.
6-10 JUN 11	LTJG Selection Board	ENSs with 31 Jul 10 dates of rank or earlier. Board may select all of those eligible.	

NOTES:
1. A message will announce the zone and the number to be selected.
2. The number of officers included in an ADPL promotion zone is calculated in a two-step process. First, the number of officers to be selected is determined based on projected vacancies. Second, the actual zone sizes are determined by establishing the opportunity of selection for each grade.
3. A message will announce the number to be selected.
4. Submit applications to Commander, Coast Guard Personnel Service Center (CG PSC-opm) via the process outlined in the solicitation message.
5. A message will announce the number to be selected and the criteria.
6. A decision to hold this board/panel will be determined at a later date.
7. Reserve officers whose active duty agreements expire during the indicated period and who do not apply will be released when their Extended Active Duty (EAD) Agreement expires.

PROMOTION YEAR 2011 SCHEDULE OF IDPL OFFICER PERSONNEL BOARDS AND PANELS

CONVENING DATE	BOARD OR PANEL	ZONE	COMMENTS
7-9 JUL 10	CAPT Retention Board	See note 1	All Reserve CAPT's in an active status.
12-16 JUL 10	CAPT Selection Board/ CDR Retention Board	See notes 1 and 2.	CDRs with 1 Jul 07 or earlier dates of rank are eligible for consideration.
27 JUL – 6 AUG 10	CDR Selection Board/ LCDR Retention Board	See notes 1 and 2.	LCDRs with 1 Jul 07 or earlier dates of rank are eligible for consideration.
16–27 AUG 10	LCDR Selection Board/ LT Retention Board	See notes 1 and 2.	LTs with 1 Jul 08 or earlier dates of rank are eligible for consideration.
7-9 SEP 10	Regular to Reserve Appointment Panel	See note 5, 6	
13-17 SEP 10	Reserve Senior Service School Selection Panel		Combined Reserve War & Staff College/SRCOC & JFROC Selections. Application requirements disseminated via ALCGPSC
20-24 SEP 10	LT Selection Board	See notes 1 and 2.	LTJGs with 1 Jul 09 or earlier dates of rank are eligible for consideration. OERs for LTJGs in zone will be submitted for period ending 30 June vice 31 July 10.
18-22 OCT 10	CWO Selection Board	See note 1. CWOs with DORs of 15 Dec 07 or earlier will be eligible.	See note 1. See, PERSMAN, COMDTINST M1000.6A. Art. 5.B
3-5 NOV10	Consolidated Major Reserve Command Screening Panel (CMRCSP)		
16-18 NOV 10	Regular to Reserve Appointment Panel	See note 5, 6.	
17-18 NOV 10	LTJG Selection Board	See notes 1 and 2	Board may select all of those eligible.
1-3 DEC 10	Mobilization Disposition Board	See note 6.	All IDPL members in an active status who failed to meet participation standards per Reserve Policy Manual, COMDTINST M1001.28A are eligible.
6-10 DEC 10	RPA Designation Board, Phase I	See note 3 and 4	

PROMOTION YEAR 2011 SCHEDULE OF IDPL OFFICER PERSONNEL BOARDS AND PANELS

CONVENING DATE	BOARD OR PANEL	ZONE	COMMENTS
10-14 JAN 11	RPA Designation Board, Phase II		
10-12 FEB 11	Regular to Reserve Appointment Panel	See note 5, 6.	
8-10 MAR 11	AY 11 Reserve O-5/O-6 Assignment Panel		
12-22 APR 11	CWO Appointment Board	Not applicable.	See PERSMAN, COMDTINST M1000.6A. Art. 1. D Eligibility requirements deadline: 1 JAN 11. See note 4.
17-19 MAY 11	Regular to Reserve Appointment Panel	See note 5, 6.	
1-3 JUN 11	Mobilization Disposition Board	See note 6.	All IDPL members in an active status who failed to meet participation standards per Reserve Policy Manual, COMDTINST M1001.28A are eligible.
6-10 JUN 11	LTJG Selection Board	See notes 1 and 2	Board may select all of those eligible.
15-16 JUN 11	Reserve Masters of Science in Strategic Intelligence Panel		

NOTES:
1. A message will announce the zone and the number to be selected.
2. The running mate system determines the number of reserve officers included in an IDPL promotion zone. The opportunity of selection for each grade is based on projected vacancies and Coast Guard policy.
3. A message will announce the number to be selected.
4. Submit applications to Commander, Coast Guard Personnel Service Center (CG PSC-rpm) via the e-resume process outlined in the solicitation message.
5. This board is contingent upon an adequate number of officers identified by issued separation orders.
6. This board is contingent upon the availability of eligible applicants.