

## **CHANGE IN RATE (CIR)**

Here is a summary on how a Change in Rate (CIR) request should be submitted to PSC-epm-1 for consideration and how it is processed.

Chapter 3.A.11.d of the Enlisted Accessions, Evaluations and Advancements Manual, COMDTINST M1000.2, is the CG's policy for a CIR. CIRs are basically geared at individuals with 5 years or less of Coast Guard Time in Service (TIS). PSC-epm-1 will look at a request from an individual exceeding the 5 years of CG TIS to determine if there is indeed a service need. However the request must contain a statement from the member requesting a waiver to the 5 year TIS limit and why he or she feels this waiver is in the best interest of the CG.

There are many factors that go into the decision of a request.

When PSC-epm-1 receives a CIR request, the request is reviewed by a number of offices which does include the Rating Force Master Chiefs (RFMC's) and Assignment Officers (AO's) for both the losing and gaining rating. There are many factors they must consider when evaluating a CIR request and some of them are:

How much total active service does the member have?

If member has over 5 years of active service; has member requested a waiver?

Is this CIR in the best interest of the service?

Has the member provided his or her reasons for this CIR?

Is the CIR the result of a medical issue or the result of the findings of a MED Board?

Is the CIR the result of the loss of a security clearance which is required by the current rate?

Does the member still have any Class "A" School obligated service remaining?

Did the member receive a bonus to affiliate with their current rating?

What is member's present and past performance record?

What is the health of member's current rating?

What is the health of the rating the member desires to change to?

- Although these are not all the factors to be considered but they are very important ones which must be considered in order for a fair and accurate decision to be made.

If the member is requesting a basic CIR from example, ME to SK via Class "A" School, the member need only submit a memo request to PSC-epm-1 with very well thought out reason or reasons why he or she wants this CIR and how it will benefit the CG as a whole. This memo then must receive a command endorsement before it is forwarded to this office. A command endorsement with substance goes further than merely a signature endorsement.

If the member is requesting a lateral CIR for example, ME2 to SK2, the member needs to submit a memo request to PSC-epm-1 with a very well thought out reason or reasons why he or she wants this lateral CIR and how it will benefit the CG as a whole. In addition, the member must provide supporting documentation to show he or she qualifies for this action by having the necessary competencies such as; QUAL codes, EPQS (in this case – SK3 & SK2), E-PME, EOCT (in this case – SK3 & SK2), and any other documentation he or she feels will support their request for a lateral CIR. A command endorsement with substance is a must for a lateral CIR than merely a signature endorsement. The reviewers need the command's perspective on the member's request and an overview on the steps the member has taken to obtain the necessary competencies to be considered for a lateral in lieu of completion of the appropriate Class "A" School.

Once the CIR request, including a lateral CIR with supporting documentation, has been completed and the command endorses the request, it can be scanned and sent directly to [ARL-PF-CGPSC-EPM-1-Career-Retentions@uscg.mil](mailto:ARL-PF-CGPSC-EPM-1-Career-Retentions@uscg.mil). There is no need to send the original via U. S. Mail when the requests are sent electronically. The scanned copy is all that is needed for processing the request. Once PSC-epm-1 receives the CIR request, it will then be placed into the decision process. This decision process can take anywhere from three to six weeks from start to finish. We are working to lessen the time frame but in some cases, additional information from the reviewers has to be obtained from the member or the member's chain of command. If a CIR is denied, the member should not resubmit another CIR for the same rating previously denied, for at least six months from the date of the denial.

If you have any questions or concerns on the CIR process which I may have not covered in the above information, please feel free to give me a call at (202) 493-1296 or drop me an e-mail.

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