



Commandant
United States Coast Guard

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COMDTCHANGENOTE 1000
11 Apr 2016

COMMANDANT CHANGE NOTICE 1000

Subj: CH-1 TO ENLISTED ACCESSIONS, EVALUATIONS, AND ADVANCEMENTS,
COMDTINST M1000.2A

1. PURPOSE. This Commandant Change Notice publishes a change to Enlisted Accessions, Evaluations, and Advancements, COMDTINST M1000.2A.
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 Commandant Change Notice. Internet release is authorized.
3. DIRECTIVES AFFECTED. Enlisted Accessions, Evaluations, and Advancements, COMDTINST M1000.2A, is updated.
4. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide operational guidance for Coast Guard personnel and is not intended to nor does it impose legally-binding requirements on any party outside the Coast Guard.
5. MAJOR CHANGES. This change updates policy for Basic Eligibility and Advancement Requirements, Article 3.A.5 and Article 3.A.6.a., General.

DISTRIBUTION – SDL No. 167

	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z
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NON-STANDARD DISTRIBUTION:

6. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.

- a. The development of this Commandant Change Notice and the general policies contained within it have been thoroughly reviewed by the originating office in conjunction with the Office of Environmental Management, and are categorically excluded (CE) under current USCG CE # 33 from further environmental analysis, in accordance with Section 2.B.2. and Figure 2-1 of the National Environmental Policy Act Implementing Procedures and Policy for Considering Environmental Impacts, COMDTINST M16475.1 (series).
- b. This Commandant Change Notice will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from the general policies in this Manual must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), Council on Environmental Policy NEPA regulations at 40 CFR Parts 1500-1508, DHS and Coast Guard NEPA policy, and compliance with all other environmental mandates.

7. DISTRUBUTION. No paper distribution will be made of this Commandant Change Notice. An electronic version will be located on the following Commandant (CG-612) web sites.

Intranet: <http://cgweb.comdt.uscg.mil/CGDirectives/Welcome.htm>, Internet:

<http://www.uscg.mil/directives/>, and CGPortal:

<https://cgportal2.uscg.mil/library/directives/SitePages/Home.aspx>.

8. PROCEDURE. Remove and replace the following sections of Enlisted Accessions, Evaluations, and Advancements, COMDTINST M1000.2A

Remove

Pages i to ix

Pages 3-8 to 3-25

Replace

Pages i to ix

Pages 3-8 to 3-25

9. RECORDS MANAGEMENT CONSIDERATIONS. This Manual has been evaluated for potential records management impacts. The development of this Manual has been thoroughly reviewed during the directives clearance process, and it has been determined there are no further records scheduling requirements, in accordance with Federal Records Act, 44 U.S.C. 3101 et seq., National Archives and Records Administration (NARA) requirements, and the Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy does not have any significant or substantial change to existing records management requirements.

10. FORMS/REPORTS. The forms referenced in this Commandant Change Notice 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 USCG Training Record, Form CG-5285, is stocked at SFLC and can be accessed by providing stock #7530-01-GF2-9880.

11. REQUEST FOR CHANGES. Units and individuals may recommend changes via the chain of command to HQS-PolicyandStandards@uscg.mil.

K. B. HINRICHS /s/
Rear Admiral, U.S. Coast Guard Reserve
Director of Reserve and Military Personnel

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3.A.4.d. Coast Guard Personnel Service Center (CG PSC)

Under the general direction and supervision of designated superiors, Commander (CG PSC) administers those elements of the program for enlisted members, including advancement, as outlined in the Coast Guard Organizational Manual, COMDTINST M5400.7 (series).

3.A.4.e. Coast Guard Pay and Personnel Center (CG PPC)

Commanding Officer (CG PPC) is the single point of contact for all SWE inquiries, corrections, and the final authority on waiver requests; and is responsible for the preparation, printing, distribution, accountability, and scoring of the SWE. Following the scoring process, the commanding officer is responsible for preparation and distribution of the advancement eligibility lists as approved by Commander (CG PSC).

3.A.4.f. Waiver of Eligibility Requirements

- (1) Commanding Officer (CG PPC (ADV)) is the single point of contact for all requests for waivers of advancement requirements and deadlines, **unless explicitly stated in Article 3.A.5. of this Manual**. The SWE cycle process requires all responsible parties to do their part to ensure success. Failure by a member, supervisor or supporting command to fulfill their responsibilities is not justification for a waiver and may result in the member not qualifying to test.
- (2) Waivers should be requested only if unusual circumstances, last minute operational schedule changes, etc., result in the member being ineligible through no fault of the member. Prior to submitting a waiver, the command must ensure the member, unit and/or SPO did everything that can be reasonably expected to ensure eligibility prior to the deadline for eligibility.
- (3) Members are ineligible to compete in the SWE for advancement, or be placed on a supplemental advancement list if the SWE is waived, until approval of waiver is received.

3.A.5. Basic Eligibility and Advancement Requirements

Each enlisted member must complete and meet the eligibility requirements listed below by the Servicewide Eligibility Date (SED) of the applicable SWE listed in Article 3.A.3.c. of this Manual. For additional Reserve specific requirements, refer to reference (e), Reserve Policy Manual, COMDTINST M1001.28 (series).

- a. Complete required Rating Performance Qualifications Standard (RPQs) and Enlisted Professional Military Education requirements (EPME) in accordance with Article 3.A.8. of this Manual.

- b. Successfully complete the RAT for the applicable rate. A list of RATs available to enlisted members can be accessed through the following website:
http://www.uscg.mil/hq/cg1/cgi/eso/courses_and_tests/eoct_and_epme/EOCT.pdf.
- c. Successfully complete service course, if required, for particular pay grade or rating in accordance with Article 3.A.9. of this Manual.
- d. Meet citizenship or security clearance requirements for advancement in certain rates or ratings in accordance with Article 3.A.10. of this Manual.
- e. Be in proper path of advancement in accordance with Article 3.A.11. of this Manual.
- f. Fulfill special requirements for certain ratings in accordance with Article 3.A.12. of this Manual.
- g. For 12 months prior to the terminal eligibility date and for the entire period from recommendation to advancement, members in pay grades E-4 and E-5 must have no unsatisfactory conduct mark, courts-martial (CM) or civil convictions, or NJP punishments. See Article 3.A.13. of this Manual for additional guidance for members who lose their eligibility after participating in the servicewide exam.
- h. Fulfill time in service, time in pay grade in present rating, and sea duty requirements in accordance with Articles 3.A.14. and 3.A.15. of this Manual.
- i. Fulfill additional eligibility requirements for members competing in the E- 7, E-8, and E-9 examination in accordance with Article 3.A.6. of this Manual.
- j. Maintain the minimum factor average on the last evaluation in accordance with Article 3.A.7. of this Manual.
- k. Be a graduate of a military recruit training center for advancement to E-2 in accordance with Article 3.A.20. of this Manual.
- l. Have successfully completed competencies, as required, for particular pay grade and rate.
- m. Be recommended for advancement by the CO/OIC. See Article 4.D.3. of this Manual for guidance on the advancement recommendation.
- n. For advancement to first class petty officer, must have successfully completed a required Leadership and Management (LAMS) Course as required by the Leadership and Management School (LAMS), COMDTINST 1510.3 (series).
- o. For active duty advancement to chief petty officer, must have successfully completed the Coast Guard Chief Petty Officers Academy (CPOACAD) prior to advancement.**

- (1) **COMDT (CG-12C) may grant waivers to Article 3.A.5.o. of this Manual based on needs of the Service.**
- (2) **Waiver requests to COMDT (CG-12C) shall be routed through member's first flag officer and gold badge command master chief.**
- p. **For active duty advancement to master chief petty officer, must have successfully completed the Coast Guard Senior Enlisted Leadership Course (SELC) prior to advancement.**
 - (1) **COMDT (CG-12C) may grant waivers to Article 3.A.5.p. of this Manual based on needs of the Service.**
 - (2) **Waiver requests to COMDT (CG-12C) shall be routed through member's first flag officer and gold badge command master chief.**

3.A.6. Additional Eligibility Requirements for Members Competing in E-7, E-8, or E-9 Examinations

3.A.6.a. General

- (1) Members recommended for advancement to chief petty officer, senior chief petty officer, and master chief petty officer must be superior in leadership, military characteristics, technical knowledge, and performance of duty. They must be professionally qualified to fill any chief petty officer billet of their rating. Recommendations for participation in the chief, senior chief, and master chief petty officer competition should not be initiated solely on the request of the member.
- (2) In addition to the **basic eligibility and advancement requirements** of Article 3.A.5. of this Manual, all members must meet the following requirements to be eligible to participate in the appropriate servicewide exam:
 - a. For 24 months prior to the terminal eligibility date and for the entire period from recommendation to advancement, have no unsatisfactory conduct mark, court martial (CM) or civil convictions, non-judicial punishments (NJP), and maintain the commanding officer's advancement recommendation. See Article 3.A.13. of this Manual for additional guidance for members who lose their eligibility after participating in the servicewide exam.
 - b. Be able to meet the obligated service requirements of Article 3.A.19.e. of this Manual unless otherwise prohibited by reference (c), Military Separations, COMDTINST M1000.4 (series).

3.A.6.b. Eligibility for Participation in Competition for Advancement to Pay Grade E-7

- (1) All members must be serving in enlisted status in pay grade E-6 in the rating for which recommended for advancement.
- (2) To participate in the DVC active duty SWE, the member must possess the following certifications in accordance with reference (1), Coast Guard Diving Policies and Procedures Manual, COMDTINST M3150.1 (series).
 - (a) First Class Diver
 - (b) Cold Water Ice Diver
- (3) There are no reserve specific requirements to advance to E-7.

3.A.6.c. Eligibility for Participation in Competition for Advancement to Pay Grade E-8

- (1) All members must:
 - (a) be serving in enlisted status in pay grade E-7 in the rating for which recommended for advancement.
 - (b) Members advanced to E-7 on or after 1 January 1999 must have completed either the Coast Guard Chief Petty Officers Academy or one of the Department of Defense (DoD) Senior Enlisted Academies to qualify to participate in competition for advancement to E-8.
- (2) Active duty members must:
 - (a) have a total of at least ten years active service.
 - (b) To participate in the BMCS active duty SWE, the member must:
 - [1] Currently be certified to command afloat and ashore by the District Officer in Charge Review Board or AREA Officer in Charge Review Board, or
 - [2] Have held a surfman certification for a minimum of four years and be a certified to command ashore. Surfman certification must be within four years of the 1 February SWE eligibility date, or
 - [3] Have held a surfman certification for a minimum of four years, be certified to command ashore, and are currently serving in any permanently assigned OIC position.

(3) Reserve members must:

- (a) Have a total of at least ten years satisfactory federal service in one or more components of the Armed Forces; this can be service on active duty or the SELRES or a combination of the two, and
- (b) The four years immediately preceding participation in a SWE must be satisfactory federal service in the Coast Guard (either on active duty or in the SELRES) and in the examined rating. Temporary assignments to the IRR or ASL shall not be disqualifying if the total period did not exceed 90 days and assignments were solely because of necessary delay in reassigning the candidate to a unit after release from EAD, ADOS, or the candidate's relocation or due to temporary physical disability or hardship.

3.A.6.d. Eligibility for Participation in Competition for Advancement to Pay Grade E-9

(1) All members must be serving on active duty in pay grade E-8 in the rating for which recommended for advancement.

(2) Active duty members must:

- (a) Active duty members must have a total of at least 12 years active service.

- (b) To participate in the BMCM active duty SWE, the member must:

- [1] Currently be certified to command afloat and ashore by the District Officer in Charge Review Board or AREA Officer in Charge Review Board, or

- [2] Be a career surfman certified to command ashore by the District Officer in Charge Review Board or AREA Officer in Charge Review Board. Career surfman are members that certify as surfmen at more than one unit and accumulate eight years as a certified surfman in surfman positions.

(3) Reserve members must:

- (a) Have a total of at least 12 years satisfactory federal service in one or more components of the Armed Forces; it can be service on active duty or the SELRES or a combination of the two, and
- (b) The six years immediately preceding participation in a SWE must be satisfactory federal service in the Coast Guard (either on active duty or in the SELRES) and in the examined rating. Temporary assignments to the IRR or ASL shall not be disqualifying if the total period did not exceed 90 days and assignments were solely because of necessary delay in reassigning the candidate to a unit after

release from EAD, ADOS, or the candidate's relocation or due to temporary physical disability or hardship.

3.A.7. Evaluation Marks

3.A.7.a. Minimum Requirements

Members who were not recommended by their commanding officer for advancement or who received an unsatisfactory conduct mark, in accordance with Articles 4.D.3. and 4.D.4. of this Manual respectively, on their last enlisted employee review are ineligible to advance or compete in the SWE.

3.A.7.b. Performance Factor

Enlisted Employee Reviews (EERs) for the member's current pay grade will be used to compute the performance factor, also referred to as EER points, up to the SED of the applicable SWE listed in Article 3.A.3.c. of this Manual, which becomes part of the final multiple score. Only those EERs with an effective date that falls within the employee review window shown below will be used. EERs dated within the EER window but submitted after the PDE correction deadline dates, as published in the ALCGENL message announcing the upcoming exam cycle, will not be included for that cycle. The EER window for the active and reserve SWE marks factor is:

For Advancement to Pay grade	Enlisted Employee Review Window
E-5	10 months prior to the SED
E-6	15 months prior to the SED
E-7	26 months prior to the SED
E-8	28 months prior to the SED
E-9	26 months prior to the SED

3.A.7.c. SWE Enlisted Employee Review

A SWE EER may be completed for the purpose of qualifying a member for the SWE competition if the member has not been evaluated in the current pay grade during the employee review window listed above. SWE EERs must be dated on or prior to the SED and submitted prior to the published PDE correction deadline date to be counted for the upcoming SWE. A SWE EER will not be completed to raise the sum of an individual factor, change an unsatisfactory conduct mark, or change a commanding officer's advancement recommendation.

3.A.7.d. Broken Service

When Article 3.A.14.b.(3) of this Manual applies for members with broken service, only evaluations assigned during the current period of service will be utilized.

3.A.7.e. Advanced Training

Since advanced training students are not normally evaluated, EERs received immediately prior to entering the advanced training program will be used. The following time periods apply for the May SWE:

E-7	Two years immediately before the date the member reported to the advanced training program
E-8	Two years immediately before the date the member reported to the advanced training program
E-9	Two years immediately before the date the member reported to the advanced training program in pay grade E-8

3.A.8. Rating Performance Qualifications (RPQ) and Enlisted Professional Military Education (EPME)

The Coast Guard Learning Management System (LMS) is the only authorized repository for all RPQ and EPME course materials and the Training Management Tool is the official system of recording enlisted rating advancement requirements.

3.A.8.a. Rating Performance Qualifications (RPQs)

RPQs are the core performance requirements of each rating and pay grade that a member must successfully perform to be eligible to advance or change rating. RPQs provide the foundation for Class “A” course training, rating courses, and all advancement examinations. In addition to the task to be performed, the RPQ includes required steps to perform the task, conditions under which the task must be performed, and the standard to which the task must be performed in accordance with reference (k), Performance, Training, and Education Manual, COMDTINST M1500.10 (series)

3.A.8.b. Military Requirements

All enlisted members must complete the EPME requirements and Advancement Qualification Exam (AQE) listed below before advancing to pay grades E-4 through E-8 as follows:

FOR ADVANCEMENT TO	REQUIRED EPME COURSE
E-4	AQE-4
E-6	AQE-6
E-8	AQE-8

3.A.9. Required Service Courses

3.A.9.a. Required Class “A” Courses

Members must complete the listed Class “A” course to advance to the indicated rates, unless Commander (CG PSC-EPM) waives the requirement.

RATING	Course
AMT	Aviation Maintenance Technician (AMT) Class "A" Course
AET	Avionics Electrical Technician (AET), Class "A" Course
AST	Aviation Survival Technician (AST), Class "A" Course
DV	Second Class Diver (DV), Class “A” Course
ET	Electronics Technician (ET), Class "A" Course
GM	Gunner's Mate (GM), Class "A" Course
HS	Health Services Technician (HS), Class "A" Course
ME	Maritime Enforcement (ME), Class “A” Course
MST	Marine Science Technician (MST), Class "A" Course
PA	Public Affairs Specialist (PA), Class "A" Course
OS	Operations Specialist (OS), Class "A" Course
IT	Information Technology (IT), Class "A" Course
IS	Intelligence Specialist (IS), Class “A” Course

3.A.9.b. Waiver of Completion of Class “A” Course

- (1) Satisfactory completion of a Class “A” Course of instruction at a Service school, or the equivalent, is considered as satisfying the requirement for completion of a rate training course for pay grade E-4 (petty officer, third class) and for pay grade E- 3 when that rate level has not yet been attained. Graduates of Coast Guard and Navy basic petty officers courses are assigned designators. Therefore, members who are assigned a designator are considered to have met the mandatory course requirement for the applicable rate. This in no way satisfies the need for completion of the EPME courses which are prerequisites for advancement in accordance with Article 3.A.8.b. of this Manual.
- (2) Satisfactory completion of Second Class Diver, Class “A” Course of instruction is considered as satisfying the requirement for completion of a rate training course for pay grade E-5 (petty officer, second class).

3.A.9.c. Waiver of RAT

Requests to waive a member’s completion of the required RAT shall be submitted to Commanding Officer (PPC (ADV)) copying Commander (CG PSC-EPM).

3.A.10. Citizenship or Security Clearance Requirements to Advance in Certain Ratings

3.A.10.a. General

In order to safeguard classified information, it has been necessary to establish the requirement that to be eligible to advance in certain rates or ratings, members must be eligible to have access to classified information. This security requirement for the rate or rating remains valid even though a member may not need a clearance in their presently assigned duties. Currently, a little less than half the Coast Guard’s rates and ratings fall in this category. The remaining ratings seldom require a member to have access to classified information and accordingly, commanding officers will ensure that members who are ineligible for access to classified information advance only in the "unclassified" ratings.

3.A.10.b. Ratings Requiring Eligibility to Classified Information

These ratings, including their related service ratings or designators, require eligibility to access classified information:

RATES	RATINGS
	AET, AMT, AST, DV, ET, GM, ME, PA, OS, IT, IS

3.A.10.c. Rates and Ratings Generally Not Requiring Access to Classified Information

These following rates and ratings, including their related service ratings or designators, generally do not require access to classified information:

RATES	RATINGS
FA, FN, SA, SN	BM, DC, EM, FS, HS, MK, MST, MU, SK, YN

3.A.10.d. Advancement of Aliens

(1) Definition. An alien is a person who is not a citizen or national of the United States. For purposes of this Article, an immigrant is an alien who has been lawfully admitted to the United States for permanent residence. An alien without immigrant status is one who has not been admitted to the United States for permanent residence under an immigrant visa.

(2) Path of Advancement for Immigrants. Immigrants are eligible for change to any rate or ratings for which qualified. However, eligibility for a security clearance (i.e., completion of a satisfactory background investigation) must be established in accordance with reference (d), Personnel Security and Suitability Program, COMDTINST M5520.12 (series), before change to the rating or assignment of a

designator is permitted. When it is established that an immigrant desires to advance into a "classified" rating, the necessary background investigation will be initiated immediately. If qualification for the rating is contingent upon completion of classified training schools or courses and/or classified SWE, this security investigation must be completed before participation in such training or examination is permitted. Interim clearance may not be granted. Participation in non-classified training and examination is permissible, but in no case may actual advancement or change in rating, or assignment of a designator be effective prior to the establishment of clearance eligibility. No waivers are granted.

- (3) Immigrants Who Fail To Become Naturalized Citizens. The Service will revoke the security clearance of immigrants who do not become naturalized within one year after completing residence requirements, normally three years of active service. This should normally coincide with the member's expiration of enlistment date. A member will not be eligible for reenlistment until they become a United States citizen. Refer other cases to Commander (CG PSC-EPM) for final decision.
- (4) Path of Advancement of Aliens Without Immigrant Status. Aliens without immigrant status may, unless otherwise directed, only advance in ratings which do not require access to classified information. These members are not eligible for security clearance, as explained in reference (d), Personnel Security and Suitability Program, COMDTINST M5520.12 (series). Aliens, once they attain U. S. citizenship, are eligible for advancement or change to any rate or rating for which qualified.

3.A.10.e. Members in "Classified" Ratings and No Longer Eligible for Security Clearance

- (1) Termination of Security Clearance Considered. When it is determined by the commanding officer, or other competent authority, that a member in a "classified" rating as listed in Article 3.A.10.b. of this Manual is being considered for having their security clearance terminated for cause, thereby not meeting the requirements for a security clearance, the procedures outlined in reference (d), Personnel Security and Suitability Program, COMDTINST M5520.12 (series), will be followed.
- (2) Termination of Security Clearance. In cases where a member's security clearance is terminated for cause, and the member is not recommended for separation from the Coast Guard, the member will be reassigned to a billet that does not require a security clearance. Processing must begin to change to a rating that does not require access to classified information as listed in Article 3.A.10.c. of this Manual. If the member's lateral change in rate request is approved by Commander (CG PSC-EPM), the member will remain so assigned long enough to compete in the next two SWE competitions for a lateral change in rate. If the member's lateral change in rate request is disapproved by Commander (CG PSC-EPM), the command shall process member for separation in accordance with reference (c), Military Separations, COMDTINST M1000.4 (series). In unusual cases, Commander (CG PSC-EPM) may waive some of the eligibility requirement provisions. In the case of a nonrate with a designator, e.g., SNOS, the designator will be removed and the member will be

assigned to a nonrated position without a designator. Subsequently, if the commanding officer determines the member once again meets the requirements for issuance of a security clearance, as set forth in reference (d), Personnel Security and Suitability Program, COMDTINST M5520.12 (series), the commanding officer may request Commander (CG PSC-EPM) reassign the designator. Upon reassignment of the designator and providing the member is in all respects otherwise qualified, the member may be advanced in rate in accordance with current instructions. Article 3.A.23. of this Manual contains the policy regarding the assignment of designators.

- (a) Failure to Advance. If the member competes unsuccessfully in the next two SWE competitions, the member will be administratively discharged, or if the member so elects, be reduced in rate to SN and retained in the Service provided the member does not exceed the professional growth points outlined in the high year tenure policy, in accordance with reference (c), Military Separations, COMDTINST M1000.4 (series).
 - (b) Expiration of Enlistment Prior to Lateral Change in Rate. If enlistment expires before the member has an opportunity to compete for a lateral change in rate, as in Article 3.A.10.e.(2)(a) of this Manual, and is recommended for reenlistment in an unclassified rating, enlistment may be extended for the time required.
 - (c) Not Recommended for Reenlistment. If the member's current record is considered sufficient basis to not recommend reenlistment in any rating, the member will be so advised and the requirements of reference (d), Personnel Security and Suitability Program, COMDTINST M5520.12 (series), will be administered.
- (3) Temporary Unsuitability. If the commanding officer feels the member's unsuitability for a security clearance is only temporary and the member is highly qualified in all other respects to serve in their rating, the member may be retained on board their operational unit for duty. The member will remain in this status for a maximum of three months unless otherwise directed by Commander (CG PSC-EPM). After three months, either the clearance will be restored or the member must be processed in accordance with reference (d), Personnel Security and Suitability Program, COMDTINST M5520.12 (series). The member will be denied access to classified information during any period that suitability is in question.
- (4) Reporting Requirements. All cases processed under Article 3.A.10.e.(3) of this Manual will be reported by letter to Commander (CG PSC-EPM). The report will include the following:
- (a) Name, employee identification number (EMPLID), and rate,
 - (b) Date member determined temporarily ineligible for security clearance,
 - (c) Basis on which determination was made (cite specific items, incidents, etc.), and

(d) Course of corrective action being taken.

3.A.11 Path of Advancement

3.A.11.a. Next Higher Pay Grade

An enlisted member will not be advanced more than one pay grade at a time in the rating that is in the proper path of advancement except by authority of Commandant (CG-1) or as authorized by Article 3.A.27. of this Manual.

3.A.11.b. Members Assigned Designators

Members assigned designators may advance only to the rating indicated by their designator. See Article 3.A.23. of this Manual for additional guidance on assigning designators.

3.A.11.c. Change in Rating

(1) General Policy. The Commandant desires Coast Guard members to serve in the rate or rating for which they have the greatest aptitude and interest. Changes in rating may be authorized based on Service need, position vacancies, and the qualifications and desires of members. A change in rating will normally be considered for members with fewer than five years Coast Guard time in service, unless otherwise approved by Commander (CG PSC EPM) or (CG PSC-RPM).

(a) Member Request. At the request of the member concerned submitted to Commander (CG PSC-EPM-1) or (CG PSC-RPM) via the chain of command, or

(b) In the best interest of the Coast Guard. When a commanding officer considers a member is no longer qualified to perform all the duties of their rate or rating for reasons other than incompetence, but is qualified, or can within a reasonable time become qualified, for a change to another rate or rating, the commanding officer must inform Commander (CG PSC-EPM) or (CG PSC-RPM) setting forth the reasons in detail. A statement signed by the member concerning the situation will be forwarded as an enclosure. When Commander (CG PSC) considers the proposed change is required in the best interest of the Service, such change will be authorized. The provisions of this Article will not apply when there is any doubt as to the member's fitness for retention in the Service because of mental or physical reasons.

(2) Methods by Which Changes in Rating Are Effected.

(a) By special authority of Commandant (CG-1),

(b) By administrative action in accordance with Article 3.A.24. of this Manual,

- (c) By successful completion of Class "A" or "C" school for the purpose of changing rating,
 - (d) By successful completion of a striker program as specified in Article 3.C. of this Manual. Participation in a striker program to change rating must be authorized in each specific instance by Commander (CG PSC), or
 - (e) By SWE competition.
- (3) Subsequent Advancement Opportunity.

Members approved by Commander (CG PSC-EPM) or (CG PSC-RPM) to change their rating may compete for advancement in their present rating, if otherwise qualified, until they are advanced to E-4 in their new rating.

3.A.11.d. Headquarters Announced Deviation to Path of Advancement

The Commandant may authorize deviations from the normal path of advancement in Commandant Instructions or Notices to establish, disestablish, or merge ratings.

3.A.11.e. Examination of Members Under Instruction in Service Schools

- (1) Normal Path of Advancement. Members attending a Class "C" school which provides instruction in their normal path of advancement, if otherwise qualified, may participate in the SWE.
- (2) Under Instruction for Change in Rating. All members authorized a change in rating who have not received orders to Class "A" or "C" schools for rating conversion may compete for advancement in their present rating, if otherwise qualified, until they are enrolled in school. Once enrolled in school, they will be considered to be in a "change of rating" status and are not eligible for advancement in the rating from which they are converting. An authorized advancement based on a SWE successfully completed prior to assignment to school may be effected.
- (3) Automatic Change in Rating in Equal Pay Grade on Completion of Course. Members under instruction for change in rating in pay grade E-4 are automatically changed in rating to the new rating in equal pay grade on successful completion of Class "A" Course. Members in pay grades E-5 or E-6 under instruction for change in rating are automatically changed in rating to the new rating in equal pay grade on successful completion of Class "C" course. Members in pay grade E-6, who have requested assignment to a Class "A" course and receive orders to such course, are reduced to pay grade E-5 prior to departing present unit. Upon satisfactory completion of Class "A" course, all members in pay grade E-5 are reduced to pay grade E-4 and changed to the appropriate rating, unless specifically exempted by orders or current directives.

Note 1: Members attending Second Class Diver, Class "A" Course for change in rating in pay grade E-5 are authorized change in rating to DV in equal pay grade on

successful completion of DV Class "A" course.

Note 2: Members in receipt of orders to Second Class Diver, Class "A" Course in pay grade E-6 or above will be reduced to pay grade E-5 in accordance with Article 3.A.11.e.(3) of this Manual.

Note 3: Members attending Second Class Diver, Class "A" Course in pay grade E-4 may be advanced to pay grade E-5 upon successful completion of DV Class "A" course in accordance with Articles 3.A.20. and 3.A.22. of this Manual.

3.A.12 Special Requirement for Certain Ratings

3.A.12.a. Ratings Requiring Normal Color Perception and/or Normal Hearing

These ratings, including the assignment of designators, require incumbents to have normal color perception and/or normal hearing. Requests for waivers to these requirements will not be approved. However, members on active duty, who previously received a permanent waiver from Commandant, may remain and advance in their rating. All members who entered the MK rating prior to 1 October 2001 are exempt from the normal color vision requirement.

NORMAL COLOR PERCEPTION	NORMAL HEARING
AMT, AET, AST, BM, DV, EM, ET, GM, HS, IT, ME, MK, OS, IS	AST, DV, IS, OS

3.A.12.b. Ratings Required to Perform Flight Duties

All enlisted members holding an aviation rating (AET, AMT and AST) volunteered for aviation duty upon requesting aviation Class "A" course, as explained in reference (k), Performance, Training, and Education Manual, COMDTINST M1500.10 (series). Because of the likelihood of deployment during crisis, emergency or surge operations, these members are considered career aviators and must maintain their fitness to fly as outlined in the Coast Guard Air Operations Manual, COMDTINST M3710.1 (series) regardless of their current duty assignment. Those members who cannot, or choose not to, meet these requirements must change to a rating that does not have these requirements.

3.A.12.c. Ratings Requiring Security Clearance

Members of the intelligence specialist (IS) rating (active and reserve) are required to maintain a top secret (TS) clearance and special compartmented information (TSI) eligibility. Failure to maintain these clearances renders an IS ineligible to participate in the servicewide exam and to advance to the next higher pay grade, and shall be processed in accordance with Article 3.A.10.e. of this Manual.

3.A.12.d. Investigator (IV) Rating

The IV rating is a Reserve-specific enlisted rating open to members in pay grades E-4 through E-9 to be assigned to the CGIS as special agents. Entrance to the IV rating is normally achieved by new accession through the direct petty officer (RX) program or by lateral change in rating. There is no direct path of advancement from E-3 to E-4. Lateral requests to the IV rating are normally authorized only at the E-4 and E-5 level.

- (1) IVs are required to hold CGIS special agent credentials, have normal color perception and hearing, and be eligible for a top-secret security clearance. If the member is unable to meet any of these requirements for a period of more than three months, the member shall:
 - (a) Transfer into the IRR/Standby Reserve (ASL or ISL)/Retired Reserve (as applicable), request lateral to another rating, or be discharged, if the member no longer has an obligated service requirement. Members who do not hold credentials will not be eligible for advancement; and
 - (b) Request a lateral change into another rating for which they are eligible, if the member has an obligated service requirement remaining. If no lateral opportunities exist, the member may be discharged at the government's convenience.
- (2) Assignment to the IV rating requires current and three years consecutive employment in a law enforcement field (e.g., police officer, federal agent, etc.) and civilian education in the investigation field.
- (3) IVs will only be assigned to positions at CGIS units. If opportunities for over billeting exist, IVs will normally be assigned to work for Special Agents in Charge.

3.A.12.e. Diver (DV) Rating

The DV rating consists of active duty members in pay grades E-5 through E-9 assigned to appropriate Diving units. Entrance to the DV rating is normally achieved through a request for change in rating and request to attend Second Class Diver, Class "A" Course. There is no direct path of advancement from E-3 to E-4. Change in rating requests to the DV rating are normally authorized only at the E-4 and E-5 level.

- (1) Members who qualify and attend Second Class Diver, Class "A" Course are considered career divers and must maintain their fitness to dive in accordance with reference (1), Coast Guard Diving Policies and Procedures Manual, COMDTINST M3150.1 (series).
- (2) Reference (1), Coast Guard Diving Policies and Procedures Manual, COMDTINST M3150.1 (series), sets forth procedures for commanding officers to ensure candidates are fully qualified to attend the Naval Diving & Salvage Training Center for Diver training. It provides guidelines on application procedures and prescreening

qualifications.

3.A.13. Circumstances Which May Render Members Ineligible for Advancement

Members must maintain advancement eligibility from the date of recommendation through the date of advancement. Members who fail to maintain the commanding officer's advancement recommendation cannot be reinstated on existing eligibility list for advancement. Members will be removed from an advancement list or supplemental advancement list if any of the following occur.

3.A.13.a. Disciplinary Status

Members who receive a courts-martial or civil conviction, NJP punishment, an unsatisfactory conduct mark, or a sum of marks in an individual factor is less than those provided for in Article 4.D.4.b. of this Manual is no longer eligible for advancement in accordance with Articles 3.A.5. and 3.A.6. of this Manual. Commanding officers will contact Commanding Officer (PPC (ADV)) copying Commander (CG PSC-EPM-1) or (CG PSC-RPM) as information addressee, to remove from the current advancement eligibility list any member who meets this criteria.

3.A.13.b. Loss of Commanding Officer's Advancement Recommendation

Members whose commanding officer has withdrawn their advancement recommendation are not eligible to advance. Commanding officers will contact Commanding Officer (CG PPC (ADV)) copying Commander (CG PSC-EPM-1) or (CG PSC-RPM) as information addressee, to remove from the current advancement eligibility list any member meeting this criteria.

3.A.13.c. Confinement

Members in confinement are ineligible to advance, to compete for advancement, or change in rating. A substitute examination will not be provided.

3.A.13.d. Members Selected for Chief Warrant Officer (CWO) Appointment

Members selected for appointment to chief warrant officer or above the cutoff on the CWO list, are ineligible for advancement to E-7, E-8, or E-9. Their names automatically will be removed from established enlisted eligibility list 60 days after publication of the officer eligibility lists, unless a member concerned has notified Commander (CG PSC-EPM) that they do not intend to accept the chief warrant officer appointment. A member selected for advancement to E-7, E-8, or E-9 during the above 60 day window must make a decision at that time, vice 60 days after publication, regarding their intentions to accept either advancement or appointment to CWO.

3.A.13.e. Disabled Members

- (1) Members Hospitalized/Awaiting Medical or Physical Evaluation Board Action/Not Fit for Duty. Members recommended for advancement who are either hospitalized, awaiting action of a medical or physical evaluation board, or are in a not fit for duty status will be permitted to participate in the SWE competition process provided all of the following criteria are satisfied:
 - (a) The member retains the commanding officer's recommendation; see Article 4.D.3. of this Manual for guidance on the commanding officer's advancement recommendation, and
 - (b) The commanding officer feels such competition would not be detrimental to the member's health.
- (2) Members Declared Unfit for Duty. Members declared unfit for duty by the Commandant's final action on physical disability retirement and separation procedures are ineligible for participation in the SWE competition. However, members granted a waiver for retention on active duty in accordance with reference (c), Military Separations, COMDTINST M1000.4 (series), are eligible.

3.A.13.f. Members with Approved Request for Retirement

Members with approved requests for retirement are ineligible for further advancement. Their SWE will be invalidated and/or their name removed from the existing eligibility list, if applicable.

3.A.13.g. Members Who Cancel Requests for Retirement

Members whose retirement request are canceled under the provisions of reference (c), Military Separations, COMDTINST M1000.4 (series), will not be reinstated on existing eligibility lists for advancement.

3.A.14. Service Requirements and Determination of Service

3.A.14.a. Service Requirements

- (1) The minimum time in grade and rating required for advancement in rate for active duty and reserve members are listed in the table below and are computed in accordance with Article 3.A.14.b. of this Manual.

Advancement to:	Minimum Active Service Requirements
E-1 to E-2	May be effected upon recommendation of their commanding officer.
E-2 to E-3	Six months in pay grade E-2 or satisfactory completion of Class "A" course
E-3 to E-4	Six months in pay grade E-3
E-4 to E-5	Six months in pay grade E-4 in current rating
E-5 to E-6	12 months in pay grade E-5 in current rating
E-6 to E-7	24 months. For AD members have serviced on continuous active duty
E-7 to E-8	24 months
E-8 to E-9	24 months

Note 1: Active duty members who graduate from Second Class Diver, Class "A" Course must have six months in pay grade E-4 in their legacy rating for advancement to E-4 to E-5.

Note 2: Active duty members competing for pay grades E7, E8, and E9 must have served in current pay grade during the entire two years immediately preceding the terminal eligibility date.

Note 3: Commanding Officers of Training Centers may waive, of up to 30 days, the minimum active service requirement for advancement from pay grade E-3 to E-4 for graduates of Class "A" Course. Eligible members must have demonstrated the leadership and technical ability to perform at the E-4 pay grade, but do not meet time in grade requirements for advancement upon graduation.

(2) Reserve members must also meet the minimum days of active duty for advancement for SELRES computed to the TED listed in Article 3.A.3.d. of this Manual as follows: