TREASURY DEPARTMENT
UNITED STATES COAST GUARD

Address reply to:
COMMANDANT (PO-3)
U.S. COAST GUARD
WASHINGTON, D.C. 20226

COMDTNOTE 1210

15 August 1966

COMMANDANT NOTICE 1210

Subj: Officers of the Women's Reserve currently serving on extended active duty; reaffirmation of policy concerning

1. Purpose. The purpose of this Notice is to republish policy for extended active duty tours for officers of the Women's Reserve.

2. Scope. This Notice applies only to officers of the Women's Reserve currently serving on extended active duty.

3. Background

a. In 1960, the Commandant, because of an implied promise, directed that certain Reserve officers including officers of the Women's Reserve then serving on extended active duty be retained on active duty in the same manner as other Reserve officers then considered to be in category c. Category c was defined in former Commandant Instruction 1001.4 as "other Reserve officers completing 14 years' active duty prior to 30 June 1960 and whose present tour of active duty in the Coast Guard began no later than 30 June 1955." Provision was made that such officers, subject to satisfactory performance of duty and needs of the Service, would normally be retained on active duty to permit completion of 20 years' active duty subject to certain age limitations. Provision was further made for their retention beyond 20 years' active duty when the needs of the Service required and their retention was recommended by a board and approved by the Commandant.

b. Former Commandant Instruction 1001.4 expired on 1 January 1964. Subsequent directives reinstituted the basic policy with minor modifications, but limited its application to Reserve officers on the Active Duty Promotion List. Commandant Instruction 1210.2B, the current instruction in effect, specifies that Reserve officers with more than 14 years' total active duty will be retained on extended active duty, subject to satisfactory performance, to complete 20 years. The specified date of completion of 14 years' total active duty has thus been extended to 30 December 1965, but procedures for consideration for continuation beyond 20 years' total active duty have been eliminated.

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c. Termination dates shown in the Register of Officers and Cadets of the United States Coast Guard (CG-111) for officers of the Women's Reserve serving on active duty are based upon the completion of 20 years' active duty.

4. Policy. Officers of the Women's Reserve currently serving on extended active duty will be permitted to remain on active duty in the same manner as Reserve officers on the Active Duty Promotion List who completed more than 14 years' total active duty on 30 December 1965.

5. Action. Responsible officers will advise personnel concerned of the policy expressed herein.

6. Cancellation. This Notice is canceled when the foregoing policy is incorporated in the Personnel Manual and for record purposes on 31 December 1966.

W. J. Smith

W. J. SMITH

Dist. (SDL No. 83)
A: None
B: c (10); e, f, g, h (5); n (3); b, d, p (1)
C: None
D: None
E: None
F: None

34004 TREAS. CGHQ. WASH., D.C.

P
Serial 1086
8 January 1963

Chief, Office of Personnel

Staff Assistant, Chief, Office of Personnel

SPAR Board, December 1962

REF : (a) December 1962 Report of the Board to consider the promotion of active duty officers of the Women's Reserve

1. Reference (a) has been reviewed. It is recommended that a current determination be obtained from the Commandant as to whether the Coast Guard is to:

a. Continue only with the seven SPAR officers held over from World War II and when each individual SPAR qualifies for retirement, reduce the on board total officer SPARs on active duty by retiring the eligible person.

b. Have SPAR officers on board in active duty status in numbers in excess of the seven World War II SPAR officers.

2. If it is determined to only continue active duty SPAR officers as in paragraph 1 (a) above it is recommended that:

a. Reference (a) the proposed regulations be put "on the shelf" and

b. The promotion system for the seven SPARs on active duty now in effect be continued.

3. If it is determined to increase the number of SPAR officers as in paragraph 1 (b) above the recommendations of the December 1962 board are concurred with subject to the following comments.

a. A SPAR officer corps based upon mobilization needs involves or is to be concerned with enlisted SPAR recruit training and supervision. Table (b) should be modified to show SPAR officer billets for Enlisted Training Purposes. It is recommended that Table (b) be modified as follows by adding;

Unit - WAVE Training Command, US Naval Training Center, Bainbridge, Maryland
Billets - 1 LT; 1 LTJG or ENS

Assignment to be two years duration with one SPAR officer being rotated each year.

SMEDER: kfr ROOM 3002 STA 3-0 8 January 1963

CRS

Board
9 Jan 1963

b. Reference (a) be submitted for comment to the following individuals.

1. Senior SPAR officer now on Active Reserve Rolls CDR Dorothy M. Beckwith, (90025), USCGR (W)

2. Senior SPAR officer now on active duty CDR Elizabeth B. Hall, (90041) USCGR (W), Cape May

3. If approved by medical advisor Commander Beatrice V. Ball, (90014) USCGR (W)-Retired: If these individuals could be assembled at Headquarters for a couple days they could review reference (a) in detail. The factor of "user acceptance" of the proposed plan would be enhanced by its reference to these people. In addition their recommendations might be quite valuable. It is noted that if this plan is adopted as it now stands that the SPAR organization will have been started on a long range program; not a day to day situation. As such the advice of our senior SPAR personnel could have beneficial long range effects on the future SPAR organization and its accomplishments.

c. In Appendix E, paragraph 6 of reference it is proposed that District (DCR) officers effect procurement of SPAR officer candidates. It is probable that with the limited numbers of SPAR officer candidates per year that a better and simpler recruitment plan can be evolved. Recommendation in this area by the individuals listed in (b) above would be of value.

O. R. SMEDER

Berg

Deputy P

REPORT OF THE BOARD

Convened at

U. S. Coast Guard Headquarters

Washington, D. C.

TO

CONSIDER THE PROMOTION OF

ACTIVE DUTY OFFICERS OF THE

WOMEN'S RESERVE

DECEMBER 1962

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REPORT OF THE BOARD TO CONSIDER THE PROMOTION OF ACTIVE DUTY OFFICERS OF THE WOMEN'S RESERVE

PART ONE.

PROCEEDINGS

A. PURPOSE OF THE BOARD

1. As indicated in the convening order, the Board was established to accomplish two separate but related purposes:

a. To recommend regulations for promotion of officers of the Women's Reserve on active duty, and

b. To recommend the number of officers of the Women's Reserve to be retained on active duty.

2. Inquiry of the Chief, Officer Personnel Division, revealed that the use of the word "retained" in the convening order had reference to the retention of billets for SPAR officers on active duty in the Coast Guard. It was indicated that the provisions of Personnel Instruction No. 42-59 (as amended) are to be adhered to and that no forced attrition of those SPAR officers now on active duty is contemplated prior to their achieving twenty years active service.

B. APPROACH TO THE PROBLEM

1. The Board reasoned that the determination as to the retention of billets for SPAR officers on active duty in the Coast Guard must precede the writing of regulations for promotion. Obviously, if SPAR billets are not to be a permanent feature in the Service then regulations for promotion would apply only to those now on active duty.

2. It was agreed that a program for SPAR officers on active duty must:

a. Fill a real need of the Service

b. Be feasible of accomplishment

c. Not impose a heavy administrative workload which might offset the advantages of the SPAR program.

C. BACKGROUND MATERIAL

1. The convening order made reference to the new officers selection bill (Kerrins Bill) and pointed out that the bill provides that promotion of officers of the Women's Reserve on active duty shall be by regulations to be prescribed by the Secretary of the Treasury. The bill itself was studied by the Board to obtain a grasp of the implications for promotion of male officers on active duty, both regular and reserve.

2. Existing regulations for the promotion of instructors at the Coast Guard Academy were studied to discover any light which they might shed on the problem at hand.

3. The Board made reference to the REPORT OF THE AD HOC COMMITTEE TO CONSIDER THE UTILIZATION OF SPARS IN THE COAST GUARD of April, 1958 (Kenner Board). To the knowledge of the Board, the Kenner Board was not approved by the Commandant for implementation. Some of the thinking of the Kenner Committee was considered to be sound and was accepted by the Board.

D. SPAR OFFICER REQUIREMENTS

1. REQUIREMENTS IN GENERAL. The Board is of the firm opinion that the requirements for officers of the Women's Reserve on active duty in the Coast Guard are directly and solely related to the mobilization

requirements for SPARS. The requirements for SPAR officers in peace time are not for women to serve as replacements for men, and in fact it would be most uneconomical to utilize women in this manner. Rather, the requirement is for women as such. Billets in which SPAR officers are required are those which will serve to familiarize the encumbents with the procedures for recruiting, training, supervision and placement of SPARS in mobilization.

It is not the purpose of this study to review the requirements for SPARS in mobilization. However, billets for SPAR officers on active duty should be so organized that the normal outlets of personnel with active duty experience will include a steady flow of SPAR officers into Reserve Training Units or the active status pool. This will provide a further gain in experienced personnel available to assist in mobilization when required. The demands for personnel of both sexes in mobilization will be so great that having even a small number of women officers in the Reserve and "earmarked" for the Coast Guard will greatly facilitate our building up rapidly to the required strength.

2. REQUIREMENTS BY BILLETS AND GRADES. A study was made by the Board of the offices and commands of the Coast Guard in which a SPAR officer can reasonably serve to the benefit of both the unit and the individual. Largely, the billets considered suitable for SPARS already exist in the districts but a few others will need to be created to serve the specific intended purpose of training the SPAR officer, although it is fully expected that the SPAR will render useful service to the unit. (It is entirely appropriate that the SPAR officer be assigned collateral duties

within her capability, so long as her primary mission of preparing for mobilization duties is fulfilled). Appendix B. tabulates the recommended SPAR billets in the peacetime service, with the grade indicated for each billet. These billets number eighteen and the breakdown by rank is:

CDR	- 1
LCDR & LT	- 6
LTJG & ENS	- 11

E. REGULATIONS FOR SELECTION

1. CONSIDERATIONS. The Board found little of assistance in studying existing regulations for selection for promotion of other groups. It was concluded that the SPAR officer corps would be distinctive in the Coast Guard and would require regulations for promotion of a distinctive nature. While the Board was instructed that regulations for the promotion of SPARS would be based upon the fully qualified system of promotion, it became apparent that natural attrition through marriage or other causes might not be adequate to reduce the numbers in the higher grades. Provisions for retention, then, will be as necessary as provisions for promotion, and the former must be on a best qualified basis even though the latter is on a fully qualified basis.

However, another consideration in selection regulations is to make the limited career program for SPAR officers sufficiently attractive to hold these officers on active duty for extended lengths of time.

2. CONCLUSIONS. The Board concluded from a study of the Kerrins bill that it would be appropriate to establish a timetable for the promotion of SPAR officers, which table would provide an approximate parity in promotion expectation with male officers. The analysis of the Kerrins bill anticipates promotion after the following total years commissioned service:

LTJG	- 1½ years
LT	- 5 years
LCDR	- 12 years
CDR	- 18 years

It was further concluded that regulations would be written which would provide for the promotion of all "fully qualified" SPAR officers up to and including the grade of LCDR but which would in addition provide for the retention on active duty of only such promoted officers for whom billets were available in the higher grades. Selection for retention would then be necessary on a "best qualified" basis when promoted officers exceeded the number of authorized billets in the higher grades. Existing law provides that Reserve officers who have completed eighteen years of active duty shall normally be allowed to continue on active duty until completion of twenty years for retirement. The effects of this law, coupled with the concept of promoting all fully qualified LCDR's to CDR about the 18th year, would be to create CDR's on active duty in excess of the single proposed billet for CDR. It was determined, therefore, that the most equitable solution would be to select LCDR's to CDR on a best qualified basis, and to retain for completion of 20 years LCDR's not promoted to CDR after 18 years service. These LCDR's could be in excess of the proposed number of two LCDR's and in excess of the proposed total of eighteen SPAR officers. Proposed regulations to achieve this desired promotional structure are included in Appendix D.

3. IMPLEMENTATION. Appendix C, TIME TABLE FOR SPAR CORPS BUILDUP, is a forecast of the development of the SPAR officer corps based upon the proposed billet structure as developed under the proposed regulations. Appendix C is idealistic in that it assumes a regular supply of recruits, retention through all grades of officers as required, and no unforeseen developments. However, it may be considered a suitable guide for personnel administrators to follow in developing a SPAR officer corps. While there

are certain irregularities in the chart during the developing years (primarily due to the presence on active duty of seven senior SPARS at the beginning of the program), at the year 1981 it smooths out to the desired pattern.

PART TWO

FINDINGS, OPINIONS, AND RECOMMENDATIONS

A. FINDINGS OF FACT. The Board finds that:

1. SPAR officers now on active duty number seven, of whom six are LCDR's and one is a CDR.

2. SPAR officers now on active duty have been assured, within certain limitations, of retention until completion of 20 years of active duty.

3. The last member of the present group of SPAR officers will retire in September 1974 unless retained beyond 20 years of active duty. At that time the active duty SPAR officer program will terminate unless provisions are made for its continuation.

4. Mobilization plans for the Coast Guard provide for the large scale utilization of members of the Women's Reserve, officers and enlisted, in the event of a full scale mobilization in time of war or national emergency.

B. OPINIONS. The Board offers the opinions that:

1. There is a requirement for a limited number of SPAR officers on active duty in the Coast Guard in peace time.

2. The requirement for officers of the Women's Reserve on active duty is directly and solely related to the mobilization requirement for SPARS.

3. As a corollary to 2 above, the billets in which SPAR officers are required are those which will serve to familiarize the encumbents with the procedures for recruiting, training, supervision and placement of SPARS in mobilization.

4. A program for SPAR officers on active duty must:

a. Be reasonably feasible of accomplishment

b. Not impose a heavy administrative workload which might offset the advantages of the SPAR program.

5. Promotion opportunities for SPAR officers on active duty must be sufficiently attractive to win recruits to the program.

6. The grade of Commander is the highest grade that should be held by a SPAR officer on active duty in peace time, and only one SPAR on active duty should serve in that grade at any one time.

7. Present law provides the necessary monetary incentives and rewards to attract and retain an adequate number of SPAR officers to serve on active duty in the Coast Guard.

8. Present law further provides reasonable monetary incentives in the form of readjustment pay for those who are not retained for the full 20 years and serves as an additional incentive for extended active duty.

C. RECOMMENDATIONS. The Board recommends that:

1. There be established billets for SPAR officers on active duty in the Coast Guard, numbering eighteen and distributed in rank as follows: CDR - 1, LCDR and LT - 6, LTJG and ENS - 11. The recommended billets are indicated in Appendix B.

2. A program be inaugurated to recruit and train SPAR officers for active duty according to the principles of Appendix B hereto, to fill the billets proposed in Appendix B.

3. SPAR officers now on active duty be utilized to serve in so far as possible in billets recommended herein for SPARS.

4. Promotion of SPAR officers on active duty be in accordance with regulations stipulated in Appendix D hereto. These regulations would provide, in part, that:

a. Promotions to the grades up to and including LCDR be based on a "fully qualified" system.

b. Promotion to the grade of CDR be based on a "best qualified" system.

c. Promotions to the various grades be anticipated to normally occur in accordance with the following total commissioned time table: LTJG - 1½ years, LT - 5 years, LCDR - 12 years, CDR - 18 years.

d. When officers are promoted to a higher grade in excess of the authorized number of billets in that grade, they shall be subject to the action of a retention board. The "best qualified" shall be retained, and those not retained shall be released under the provisions of existing law.

e. LCDR's not selected for promotion at 18 years service, by reason of no vacant billet existing in the grade of CDR, shall be retained on active duty until completion of 20 years active duty and while on active duty shall be considered by succeeding boards for selection to CDR. LCDR's on active duty with more than 18 years service would be carried in excess of the normal 18 authorized billets.

f. SPAR officers now on active duty be limited to the grade of LCDR until a vacancy exists in the grade of CDR, at which time the "best qualified" eligible LCDR would be selected to the grade of CDR.

g. No officer of the Women's Reserve shall receive consideration for promotion before the general duty officer of the regular Coast Guard of the same grade who is next senior to her in precedence.

h. If a SPAR LCDR is not considered for promotion to CDR solely because there is no billet vacancy in that grade, she shall remain eligible for consideration thereafter.

i. Officers of the Women's Reserve shall normally not be retained beyond 20 years active duty.

5. Inasmuch as the duties of the officers assigned to billets in the Districts, Yorktown, Commandant (CR) and Commandant (PTP) will be primarily concerned with Reserve Training and mobilization, these billets be funded out of the Reserve Appropriation.

CHESTER R. BENDER
Captain, USCG
Senior Member

AUSTIN C. WAGNER
Commander, USCG
Member

GEORGE I. GARNER
Commander, USCGR
Member

LAURA F. LAWRENCE
Lieutenant Commander, USCGR(W)
Member

VALERIA L. BERG
Lieutenant Commander, USCGR(W)
Member and Recorder

P03
24 October 1962

APPENDIX A

From: Chief, Office of Personnel
To: CAPT Charles E. [illegible] (1570), USCG

Subj: Promotion of active duty officers of the Women's Reserve

Ref: (a) Article 5-1-3, Coast Guard Personnel Manual
(b) Section 8.3113, Coast Guard Reserve Regulations

1. You are hereby designated Senior Member of a Board of Officers which shall recommend regulations for promotion of officers of the Women's Reserve on active duty. Additional members of the Board are:

CDR Austin C. [illegible] (2572), USCG
CDR George I. [illegible] (3911), USCGR
LCDR Laura F. [illegible] (9000), USCGR
LCDR Valerie L. [illegible] (9010), USCGR

2. The Board shall convene at Coast Guard Headquarters, Washington, D. C., as soon as practicable and as often thereafter as necessary, and will submit its recommendations by 1 January 1963. The junior member of the Board will act as recorder.

3. The proposed legislation to amend the provisions of Title 14, U. S. Code, pertaining to the promotion of active duty officers, provides that officers of the Women's Reserve on active duty shall be promoted under regulations prescribed by the Secretary of the Treasury. Therefore, the Board shall carefully review current regulations, policies, and procedures and recommend a complete system for promotion of officers of the Women's Reserve on active duty. The Board shall base its recommendations on a "fully qualified" as opposed to a "best qualified" system of selection for promotion. In its recommendations, the Board shall include the number of officers of the Women's Reserve to be published on active duty.

4. Upon completion of the deliberations, the Board shall submit the proceedings, findings, and recommendations to the Commandant (P).

G. A. [illegible]

APPENDIX B

Table (B)

Billet Table

Commander 1st CGD (der)	1 Ensign/LTJG
Commander 2nd CGD (der)	1 Ensign/LTJG
Commander 3rd CGD (der)	1 Ensign/LTJG
Commander 5th CGD (der)	1 Ensign/LTJG
Commander 7th CGD (der)	1 Ensign/LTJG
Commander 8th CGD (der)	1 Ensign/LTJG
Commander 9th CGD (der)	1 Ensign/LTJG
Commander 11th CGD (der)	1 Ensign/LTJG
Commander 12th CGD (der)	1 Ensign/LTJG
Commander 13th CGD (der)	1 Ensign/LTJG
Commander 14th CGD (der)	1 Ensign/LTJG
	11

Receiving Station, Cape May	1 LT/LCDR
Receiving Station, Alameda	1 LT/CDR
Reserve Training Center, Yorktown	1 LT/CDR
Training Station, Groton	1 LT/CDR
HQ (PTP)	1 LT/CDR
HQ (CR)	1 LT/CDR
HQ (P STAFF)	1 CDR
	7

Total 18 Spars on Active Duty

TABLE (

TIME TABLE FOR SPAF

1 July	(18 yrs Commander	(12 yrs) Lt.Cmdr.	(5 yrs) Lt.	(1½ yrs) Lt(j.g.)	(0yrs) Ens.
1963	1	6	0	0	3
1964	1	6	0	0	6
1965	1	6	0	3	6
1966	1	6	0	4	6
1967	1	6	0	5	6
1968	1	5	1	5	6
1969	1	4	2	5	6
1970	1	1	3	5	6
1971	1	0	4	5	6
1972	1	0	5	5	6
1973	1	0	6	5	6
1974	1	0	7	5	6
1975	0	1	7	5	6
1976	0	2	5	5	6
1977	0	3	4	5	6
1978	0	3	4	5	6
1979	0	3	4	5	6
1980	0	3	4	5	6
1981	1	2	4	5	6
1982	1	2.	4		6

TABLE (C)

TIME TABLE FOR SPAR CORPS BUILDUP

1 July	(18 yrs) Commander	(12 yrs) Lt.Cmdr.	(5 yrs) Lt.	(1½ yrs) Lt(j.g.)	(0yrs) Ens.	TOTAL	
1963	1	6	0	0	3	10	Take in 3 (Annually) (this follows ~~in all succeeding years~~)
1964	1	6	0	0	6	13	
1965	1	6	0	3	6	16	Promote 3 to LT(j.g.) (this occurs annually)
1966	1	6	0	4	6	17	Release 2, retain 1 LT(j.g.) (this follows in all succeeding years)
1967	1	6	0	5	6	18	Retire 1 LCDR (yearly thereafter)
1968	1	5	1	5	6	18	Promote 1 to LT (~~this follows in all succeeding years~~) Retire 1 CDR
1969	1	4	2	5	6	18	Retire 3 LCDR/CDR
1970	1	1	3	5	6	16	
1971	1	0	4	5	6	16	Retire 1 LCDR
1972	1	0	5	5	6	17	
1973	1	0	6	5	6	18	
1974	1	0	7	5	6	19	Retire 1 LCDR
1975	0	1	7	5	6	19	Promote 1 to LCDR (~~this follows in all~~ Annually thereafter succeeding years)
1976	0	2	5	5	6	18	Release 2 LT's
1977	0	3	4	5	6	18	Release 1 LT
1978	0	3	4	5	6	18	Release 1 LCDR (yearly until 1983, then biennial)
1979	0	3	4	5	6	18	
1980	0	3	4	5	6	18	
1981	1	2	4	5	6	18	Promote 1 to CDR (promote 1 every other year)
1982	1	2	4	[illegible]	6	18	
1983	1	2	4	[illegible]	6	18	Retire 1 CDR (retire 1 every other year thereafter)

APPENDIX D

REGULATIONS FOR PROMOTION

Sec. 1 Applicability of this Subchapter

(a) This subchapter applies:

(1) only to commissioned officers of the Women's Reserve on full-time extended active duty.

(b) This subchapter does not apply to:

(1) commissioned officers of the Women's Reserve on inactive duty or while serving on active duty for training for any period.

(c) The rules and regulations set forth hereafter may be superseded or revoked in accordance with 14 U.S.C. 778.

Sec. 2 Eligibility for Promotion

To be eligible for consideration for promotion and to be eligible for promotion under this subchapter, a commissioned officer of the Women's Reserve must be in an active status and serving on full-time extended active duty in accordance with Section 1.

Sec. 3 Authorized Numbers

(a) The authorized number of commissioned officers of the Women's Reserve, on full-time extended active duty, except in time of war or national emergency, shall not exceed 18, unless an excess results from the mandatory provisions of this subchapter or other regulations or laws.

(b) The authorized number of commissioned officers of the Women's Reserve on full-time extended active duty in each of the grades below Captain shall not exceed one in the grade of Commander, six in the combined grades of Lieutenant Commander and Lieutenant and eleven in the combined grades of Lieutenant (junior grade) and Ensign. None are authorized in the grades above Commander. Any excess to these grade limitations shall result only from the mandatory provision of this subchapter or other regulation or law.

Sec. 4 Qualification for Promotion

No officer of the Women's Reserve shall be promoted to a higher grade while on active duty until she has been found mentally, morally, professionally and physically qualified therefor, and all promotions shall be effected pursuant only to the recommendations of a selection board.

Sec. 5 Selection Boards

(a) Selection boards for the consideration for promotion of officers of the Women's Reserve, while on active duty shall be convened by the Commandant.

(b) At least 50 percent of the members of any selection board appointed under the provisions of this subchapter shall, to the extent practicable, be Reserve officers. All members of any selection board shall be senior in grade and rank to any officer being considered by that board.

(c) Each selection board shall be composed of not less than five members which number shall constitute a quorum and will include at least one (1) officer member of the Women's Reserve if practicable. Every officer who is appointed a member of a selection board will swear or affirm that he or she will without prejudice or partiality and, having in view both the special fitness of officers and the efficiency of the Coast Guard, perform the duties imposed on him or her as a member of such board. Not less than a majority of the total membership of any selection board must concur in each recommendation made by the board.

(d) Each officer eligible for consideration for promotion by a selection board shall have the right to forward through official channels a written communication inviting attention to any matter of record in the Armed Forces concerning herself which she deems important to her consideration which must arrive at a time not later than the convening of the selection board. The communication may not criticize or reflect upon the character, conduct, or motive of any officer.

Sec. 6 Promotion

(a) Selection boards shall be convened from time to time so that the commissioned officer of the Women's Reserve will receive consideration for promotion to the next higher grade concurrently with or as soon as practical after the general duty officer of the Regular Coast Guard of the same grade, who is next senior to her in precedence.

(b) Each selection board shall recommend for promotion to the grades of Lieutenant Commander and below all officers whom it considers qualified to assume the duties of the next higher grade.

(c) Selection boards to consider Lieutenant Commanders for promotion to Commander will be convened only at such times as a vacancy is anticipated or does exist in the grade of Commander in accordance with Section 3, and will recommend for promotion the one considered by the board to be best qualified. Except that no officer of the Women's Reserve shall receive consideration for promotion before the general duty officer of the Regular Coast Guard of the same grade who is next senior to her in precedence.

(d) Once eligibility for consideration has been established and the officer has not been considered for promotion because of lack of billet vacancies or other good and sufficient reasons, she remains eligible for consideration until promoted, retired or otherwise separated from active duty.

Sec. 7 Failure of Selection

A commissioned officer of the Women's Reserve on active duty who fails of selection for promotion will be released to inactive duty, unless retained under the provisions of 10 U.S.C. 1066(e), within 90 days after notification of failure of selection.

Sec. 8 Release from Active Duty

Except as otherwise provided, commissioned officers of the Women's Reserve will be released from active duty when necessary as not to exceed the limitations as set forth in Section 3, in accordance with existing laws and regulations.

Sec. 9 Saving Provision

(a) Commissioned officers of the Women's Reserve, having been previously selected for retention on extended active duty, who are serving on active duty on 1 January 1963 are not subject to the provisions of Sections 7 and 8 hereof.

(b) Notwithstanding the provisions of Section 3 hereof, in order to provide improved promotion opportunity in the grades of Lieutenant Commander and Lieutenant, the combined total in those grades may exceed by two (2) the number authorized in Section 3(b) hereof until the first of July 1985, without reduction of the authorized numbers in other grades.

PERSONNEL INSTRUCTION NO.

[illegible] given the opportunity to remain on active duty as a career.

APPENDIX E

PERSONNEL INSTRUCTION NO.

Subj: Active duty program for SPARs

Ref: (a) Mobilization Plans
(b) Kerrins Board Proposal, amends 14 U.S.C.
(c) Personnel Instruction No. 42-59 as amended
(d) Personnel Instruction No. 47-60

1. Purpose. To establish a program for the procurement, promotion and retention of officers of the Women's Reserve on active duty.

2. Background

a. Reference (a) provides for the widespread utilization of members of the Women's Reserve in the event of full-scale mobilization in time of war or national emergency, and in 1954 a limited number of SPARS were retained on active duty for the sole purpose of having a nucleus group available to activate number of female Reservists in event of war or national emergency. Most of these retained in 1954, as well as a few others later recalled, have remained on active duty, their retention having, with certain limitations, been assured until completion of 20 years of active duty. Notwithstanding the current arrangements for active duty, there is no continuing program for maintaining a minimum group of SPAR officers in this capacity, and the last member of the present group will retire in September 1974. It has become necessary, therefore, to establish a practical, continuing program to provide the necessary input of SPAR officers to maintain such a minimum group.

b. In addition, the provisions of reference (b) do not apply to officers of the Women's Reserve on active duty and accordingly it has become necessary to establish provisions for the promotion of those SPAR officers now on active duty as well as others who will be recruited to fill vacancies as they occur.

c. This directive, therefore, sets forth all phases of the new program for recruitment and retention of officers for active duty in the Women's Reserve and the policy on promotion of all officers of the Women's Reserve on active duty.

3. Procurement

a. The requirements, qualifications, application procedures and processing information are contained in enclosure (1) to this instruction.

b. The initial assignment to active duty of women entering under this program will be for three years. However, to maintain the nucleus of women on active duty mentioned in paragraph 2 above, a limited number will be given the opportunity to remain on active duty, as a career.

c. Following completion of the initial 16-week training period, which will be with the Navy's Officer Candidate School Program (Women) at Newport, R. I., SPAR officers will be given a short Coast Guard orientation program. They will then be assigned to the office of the Director of Reserve in a Coast Guard District. Later assignments would be at the Receiving Stations at Cape May or Alameda, the Training Station at Groton, the Reserve Training Center at Yorktown or one of several divisions at Coast Guard Headquarters.

4. Promotion. Officers of the Women's Reserve on active duty will be promoted to the next higher grade on a fully qualified basis through the rank of LCDR. It is anticipated that promotion to the rank of LTJG will normally come after 18 months of service; to LT after five years and to LCDR after 12 years. Promotion to the rank of CDR will be made on a best qualified basis, and it is anticipated that consideration for promotion to this grade will come at the end of 18 years active duty. However, in no case will an officer of the Women's Reserve be promoted to any grade before the general duty officer in the Regular Coast Guard of the same grade who is next senior to her in precedence.

5. Retention. The retention dates as set forth in reference (c) for those members of the Women's Reserve on active duty at this time remain unchanged. For SPARS commissioned hereafter a limited number of those remaining on active duty after expiration of the first three-year contract will be retained for the full 20 years. Some will, of necessity, be released involuntarily in order not to exceed at any time the authorized number and grades. However, those involuntarily released after five or more years will be eligible to receive readjustment pay based on grade and length of service, up to a maximum of $15,000. In addition, as members of the Coast Guard Reserve they may continue active reserve participation toward retirement under 10 U.S.C. 1331-37 (Public Law 810). Each year of active duty thus greatly enhances the value of such retirement. Those officers of the Women's Reserve who attain 18 years of active duty but who are not selected for the rank of CDR will be retained to complete their full 20 years of active duty.

6. Action. District Reserve Directors will publicize this program through appropriate channels and will prepare themselves to effect the procurement of women officer candidates in the same manner as male officer candidates. Quotas, convening dates of classes and other details will be the subject of a later communication.

7. Effective Date. This program will become effective at such time as quotas and convening dates are published.

Encl: (1) Requirements
(2) Agreement

ENCLOSURE (1) TO PERSONNEL INSTRUCTION NO.

1. Basic Qualifications. To be considered for indoctrination and appointment in this program, women must meet the following qualifications:

a. Age. Applicants must be at least 21 and under 27 years of age at time of application. However, applicants who have prior military service may deduct total military service, active or inactive, from actual age to determine constructive age under which they may qualify.

b. Officer Qualification Test. Must attain a qualifying score on the Navy Women's Officer Qualification Test. Re-examination will not be authorized.

c. Citizenship

(1) Must be a citizen of the United States and, if naturalized, must have been a citizen for at least 10 years.

(2) Must have no questionable foreign connections.

d. Physical. Must meet the physical qualifications prescribed in the Medical Manual, CG-294.

e. Dependents

(1) Must not be the mother of a child under 18, regardless of the legal custody of the child.

(2) Must not be the foster parent or adoptive parent or have personal custody of a child under 18.

(3) Must not be the step-parent of a child under 18 if the child lives within her household for a period of more than 30 days a year.

(4) The above dependency conditions will pertain throughout the service of a member of the Women's Reserve.

f. Education. Must be a graduate of an accredited college or university in any field except medicine, dentistry or theology, or must be a senior in good standing scheduled to be graduated prior to convening of the next officer candidate class.

g. Interview. Each applicant will be interviewed by a board of officers in accordance with reference (d) of basic instruction, such board to include a SPAR officer wherever possible.

2. Rates for Enlistment of Personnel Selected for Assignment to Officer Candidate School.

a. Applicants without prior military service, active or inactive, will be enlisted as Seaman Apprentice (Officer Candidate).

b. Former or present enlisted women of the Army, Air Force or Marine Corps, including Reserve components thereof, will be enlisted as Seaman Apprentice (Officer Candidate).

c. Former or present enlisted women of the Coast Guard, Navy or Naval Reserve will be enlisted in the rate, or proximate rate, held at time of last discharge.

3. Assignment to Officer Candidate School

Officer candidates will be ordered to report to the U. S. Naval Officer Candidate School (Women), U. S. Naval Base, Newport, Rhode Island, for sixteen weeks of training.

4. Appointment

a. Officer candidates who successfully complete the first eight weeks of training will be appointed to the grade of Ensign in the Coast Guard Reserve, and will be ordered to an additional eight weeks officer training at Newport for further instruction.

b. Upon successful completion of the course, officers will be assigned to active duty in the Coast Guard.

c. Successful candidates will be required to serve on active duty and retain their commissions in the Coast Guard Reserve in accordance with their signed Officer Candidate School Agreements.

5. Unsuccessful Candidates

The candidate who does not successfully complete the first eight weeks of training or who is found physically unqualified for appointment will be discharged from the Coast Guard Reserve with no further obligation on her part.

6. Application Procedures.

a. Applicants should be directed to contact the Commander (dcr) of the district in which they reside. If this initial contact is made by mail, the letter should contain a brief summary of the applicant's experience and education, and a request for an application for appointment to Officer Candidate School.

b. Following this initial screening, the following documents are required to be completed before final selection can be made:

(1) Application for Officer Candidate School (CG-3210W)

(2) Two (2) recent unmounted photographs not smaller than 2½" x 4" nor larger than 4" x 5" (one profile and one full face)

(3) Birth certificate (1 certified or photostatic copy)

(4) Report of Medical Examination (SF-88) and Report of Medical History (SF-89), prepared in triplicate, with all copies signed

(5) Women's Officer Qualification Test

(6) Report of Interview, CG-2993 (latest revision), 1 copy

(7) Statement of Personal History, DD Form 393 (in quadruplicate). All spaces must be filled in; if answer is "none," so state. Strict compliance with the instructions for completion of Item #10 is directed.

(8) Armed Forces Security Questionnaire, DD Form 98 (in duplicate)

(9) Police Record Checks (DD Form 369) for each city in which the applicant has lived since her twelfth birthday, including collegiate residences (See item #15 of the Statement of Personal History), plus one for the National Agency Check. The card for the NAC shall be completed on the fingerprint side only. Care must be taken that the fingerprints are not smudged in the transferring of fingerprints to these forms.

(10) Fingerprint Record, CG-2515 (1 copy)

(11) Coast Guard Intelligence Agency Check Request (NAC), CG-2765 (latest revision); "REPORTS REQUESTED FROM" and "DATE REQUESTED" will be left blank.

(12) Transcript of college or other scholastic record (1 copy)

(13) Officer Candidate School Agreement (CG-3211W)

(14) Evidence of change of name, when necessary (1 copy)

(15) Evidence of citizenship, when necessary (1 copy)

(16) Conditional release from another component of the Armed Forces, when necessary (1 copy)

(17) Photostatic copies of discharge and separation papers, when necessary (1 copy of each document submitted). Should the applicant indicate previous application for officer candidate type training in another service, the current status of that application must be ascertained. Should the applicant indicate previous disenrollment from such training, reasons for her disenrollment must be given.

(18) Three (3) letters of recommendation

(19) Affidavit - Pension, Compensation, or Retired Pay (CG-2955 latest revision - 1 copy).

ENCLOSURE (2) TO PERSONNEL INSTRUCTION NO.

Treasury Department
U. S. Coast Guard
CG-32115

WOMEN'S OFFICER CANDIDATE SCHOOL AGREEMENT
Between
UNITED STATES OF AMERICA
TREASURY DEPARTMENT
And

_____
(Type or print full name of Contractor)

This agreement is entered into between the United States of America represented by the officer signing this agreement and the above named contractor.

WHEREAS, contractor volunteers for training under the Officer Candidate Program of the Coast Guard Reserve; and,

WHEREAS, the parties understand that this agreement will not be effective until the contractor is accepted and enlisted for Officer Candidate training.

NOW, THEREFORE, the parties hereto do agree as follows:

1. If selected for the Officer Candidate Program, contractor will enlist for three years in the Ready Reserve of the U. S. Coast Guard as Seaman Apprentice (Officer Candidate) in which rate she will serve during the first eight weeks of the indoctrination course. She will be available for enlistment on or after _____.
(Specific Date)

2. Upon successful completion of the first eight weeks of the course, contractor will accept appointment as Ensign in the U. S. Coast Guard Reserve, if offered, and, unless sooner released by competent authority, will serve on active duty for a period of three consecutive years subsequent to the receipt of her commission.

3. Contractor further agrees that upon commissioning she will serve for not less than six years in the Coast Guard Reserve, at least three years of which will be on active duty.

4. If contractor's period of active duty under this agreement expires during a period of war or national emergency declared by the Congress or in time of national emergency proclaimed by the President, she understands that she may be retained in active service. Further, as a member of the Ready Reserve, she is liable for involuntary call to active duty in time of future national emergency proclaimed by the President of the United States and may be required to serve not more than twenty-four months; in time of national emergency or war declared by the Congress, she may be required to serve for the duration of that national emergency or war and for six months thereafter.

ENCLOSURE (2) TO PERSONNEL INSTRUCTION NO.

5. In the event that contractor does not successfully complete the indoctrination course or is not recommended for commission, she understands that she will be discharged form the Coast Guard Reserve with no further obligation.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on _____ day of _____ 19___.

UNITED STATES OF AMERICA

By_____
By direction

_____
Signature of Contractor