

**Officer Accessions, Evaluations, and Promotions, COMDTINST 1000.3A**  
**13 September 2013**  
**Summary of Changes**

Article	Change
1.A.6.	Changed the rank of the initial appointment of the band director not to exceed the rank of captain, previously lieutenant. Also updated the application procedures in Article 1.A.6.e.
1.B.2.c.	Refined the authority to approve reserve agreements for active duty periods.
1.B.2.h.	The instructions for signing EAD agreements was deleted; this guidance is contained on the last page of the EAD contract sent to the member by PSC-OPM.
1.B.3.b.	Entire article regarding RPA assignments updated.
1.B.3.c.	Altered to allow officers above the grade of LT to compete for provisional RPA status.
1.B.3.g.	Numerous changes throughout.
1.B.5.b.(7)(a)	Removed the restriction for persons preparing for the ministry. The Recruiting Manual provides guidance for accessing persons who are conscientious objectors or have faith restrictions.
1.E.4.c.	Altered the language in this article to state the Academy MAY charge an entrance fee rather than WILL.
2.A.2.a.	Table given new name.
2.A.2.b.	New table and guidance defining the precedence of chief warrant officers appointed to temporary lieutenants.
2.B.1.e.(5) & (6)	Article updated to reflect the placement of chief warrant officers appointed to the temporary grade of lieutenant per 14 USC 214(d).
3.A.1.b.	Incorporated policy governing the mandatory screening of officers selected for appointment/promotion to the rank of O-7 and higher.
3.A.6.a.	Refined subarticles (2), (3), and (4) regarding RPA promotion numbers and distribution.
3.B.10.h.(3)	Updated the table to include the Intelligence Warrant to Lieutenant Program.
4.A.1.q.	New article providing guidance on the termination of the aviator designator upon resignation of commission.
4.B.3.b. & c.	Provided more precise criteria for assignment to PSU to attain eligibility for the PSU Insignia.
Chapter 5	Removed all execution and processes to include all flow charts. These will be located in PSC's OER guide which will be published concurrently with this updated manual.
Chapter 5	The chapter was re-structured to allow a better flow of information.
Chapter 5	Incorporated reserve policy guidance throughout.
5.A.1.b.	Updated various definitions.
5.A.2.a.	Established responsibilities of CG-122 in the OER process. Moved all articles down.
5.A.2.b.	Moved CG PSC responsibilities from 5.A.2.i. up to 5.A.2.b., behind CG-122 responsibilities.
5.A.2.d.(1)(b)	Requires the reported-on officer to request an appointment with their supervisor for clarification of duties at the beginning of each reporting period rather than within the first

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	21 days.
5.A.2.d.(1)(g)	Extended the time frame for reported-on officers to notify opm/rpm of non-receipt of validated OER from 90 days to six months.
5.A.3.	Minor changes throughout this section.
5.A.3.a.	Added 30 Jun as the end of period date for LTJGs who are in zone/above zone.
5.A.3.a.(2)	Allows reported-on officers to extend their period of report to coincide with their approved retirement or voluntary resignation on file.
5.A.3.a.(4)	Changed the number of days that must have elapsed under the parameters of this article from 182 to 184 days regarding optional submissions.
5.A.3.a.(5)(g)	Removed the requirement for officers immediately being recalled to active duty after retirement to complete an OER.
5.A.3.b.(4) &(5)	Redefined when an optional and continuity OER is applied
5.A.3.c.	Changed the optional time parameters for officers on the IDPL submission schedule from 182 days to 184 days.
5.A.3.d.(2)	Changed the time parameters for promotion OERs for reserve officers from six months to 184 days.
5.A.3.e.	Changes throughout.
5.A.4.b.(6) &(7)	Additional reason for submission of concurrent OERs.
5.A.5.a.(1) &(3)	Increased the maximum period of report for DUINS OER submissions when attending specified training from one year to 18 months.
5.A.7.a.	Expanded on reserve specific OER guidance throughout.
5.A.7.c.(2)	Created a “Responsibilities” paragraph to capture the information that bordered processes & policy.
5.A.7.g.	Added new requirement for mandatory comments on the OER for alcohol and drug incidents and weight/body fat non-compliance.

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Change/ Date	Article	Change
	1.A.4.b.(1)	Dual status of temporary officers is updated to reflect termination upon integration to permanent officer rather than upon promotion to lieutenant.
	1.A.6.	Various changes to the appointment of the Coast Guard Band Director.
	1.A.10.c.(3)(d)	Updated policy regarding promotion of retired officer.
	1.B.2.d.(2)	Changed the word “commissioned” to “active” referring to the number of years a reserve officer can remain on an active duty agreement.
	1.B.2.h.	Various changes to the policy governing reserve active duty agreements.
	1.B.3.	Various changes throughout the section regarding Reserve Program Administrator (RPA) appointments.
	1.B.5.b.(1)	Updated age requirements for OCS applicants.
	1.C.1.b.(2)	Updated age requirement for Selected Reserve Direct Commission Officer Program applicants.
	1.D.2.a.(5)	New policy limiting applicants for appointment to warrant grade to have no more than 26 years active service.
	1.D.2.a.(14)	Added MLES & OSS to specialties requiring normal color perception to apply for warrant.
	1.D.2.a.(15)	Expanded on the guidance on the command endorsement in the E-Resume for warrant applicants.
	1.D.4.a.	Numerous changes to the table containing the normal path of appointment for warrant specialties.
	1.D.6.c.	Changed ALCGPSC release date for the preboard eligibility list for warrants from April to February.
	1.D.11.b.(2)	Further defined commissioned officer to include active, reserve, or retired officers who are able to administer the oath of office.
	1.D.13.	Updated scope of warrant specialties for AVI, BOSN, ISM, ISS, MSSD, MSSE, MLES, MED, OSS, PERS, & WEPS.
	1.D.15.b.(1)(a)	Changed requirement to have served six months as a special agent before being eligible for warrant to two years.
	1.D.15.c.(2)(a) & (b)	Required special agents to maintain security eligibility standards and have normal color vision and hearing to be eligible to apply for warrant.
	1.D.15.d.	Updated the application procedures for special agents.
	1.D.15.e.(1)(a) ) & (b)	Changes to lateral eligibility for INV warrant specialty to include having no prior felony convictions or domestic violence convictions and eliminating requirement to have 1 year sea duty.
	1.D.16.	Added guidance for appointing a Specialty Force Manager.
	1.E.4.a.	Removed reference to the Naval Academy Preparatory School (NAPS).

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	2.A.1.	Updated chart containing warrant specialty names and abbreviations.
	3.A.4.e.	New article defining In-Zone reordering for promotion boards.
	3.A.11.c.	Updated the distribution of the Oath of Office.
	3.A.12.f.(3)	Updated article governing the response of the member to the Board of Officers.
	3.A.13.b.	Updated list of those authorized to request authority to frock officers..
	3.B.10.h.(3)	Updated warrant specialty table.
	4.A.6.	Changed term “Law Specialist” to “Judge Advocate”.
	4.A.7.b.(6)	Updated authority for approval of Command at Sea Insignia for retired and inactive duty officers.
	4.A.9.b.(3)	Updated authority for approval of Command Ashore Insignia inactive duty and retired inactive duty officers.
	4.B.4.	Inserted guidance for the Marine Safety Insignia.
	5.A.2.b.(2)(i)	Requires civilians performing Supervisor or Reporting Officer duties to receive OES training.
	5.A.2.e.	Various updates throughout this section defining the Reporting Officer duties and responsibilities.
	5.A.2.f.(1)(a)	Various updates throughout this section defining the Reviewer’s duties and responsibilities.
	5.A.2.h.	Removed the requirement for a unit to have an OER Administrator.
	5.A.2.i.	Several updates to CG PSC’s responsibilities throughout the article
	5.A.3.a.	Various updates throughout this article regarding submission schedules of the OER including changes to the flowcharts.
	5.A.3.a.(3)(b)	Days Not Observed block in the OER is no longer applicable.
	5.A.3.a.(3)(b)	Included wording to clarify a mandatory OER for officers separating from the Service.
	5.A.3.a.(4)(a)	Includes requirement for frocked captains to receive an OER and added wording to clarify last day of service as an O5. Further clarification on continuity OER.
	5.A.3.a.(4)(c)	Deleted the example. Added final sentence in this subparagraph.
	5.A.3.a.(4)(e)	Excluded captains being frocked as flag officers from the requirement of this subparagraph.
	Figure 5.A.5. & 5.A.6.	Minor changes to OER flowchart for promotion of reported-on officer (includes reserve OER flowchart).
	5.A.3.a.(4)(a) &(b)	Included the wording “Reserve specific” and “all others” to distinguish who the guidance is applicable to.
	5.A.3.a.(4)(b) [5]	Removed identifier for reserve CWO4s only. Deleted the exception. Deleted subparagraph (6) regarding waivers.
	5.A.3.a.(4)(f)	Added wording making this subparagraph applicable to only retirement, voluntary separations or discharges.

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	Figure 5.A.7. & 5.A.8.	Minor changes to OER flowchart for continuity purposes (includes reserve OER flowchart).
	5.A.3.b.(3)	Added guidance on obtaining a waiver.
	5.A.3.c.	Changes throughout article to include addition of 45 day timeline at end of paragraph (1), further clarification of below standard performance in subparagraph (a), clarification on timeline for special OERs in subparagraph (c), and changes to concurrent OERs in subparagraph (2) and (2)(e).
	5.A.3.e.(1)(a)	Changes to reserve OERs for periods of 280 days or less.
	Figure 5.A.9.	Minor changes to the OER flowchart for reserve on ADOS-AC or RC
	5.A.4.a.(3)	Deleted guidance for units submitting OERs on non-standard terminals. No longer applicable.
	5.A.4.b.	Added third column to table to identify form used for reviewer comments.
	5.A.4.c.	Minor changes throughout this article (preparation of OER) to reflect current procedures.
	5.A.4.c.(1)(b)	Added instruction for the Reported-on Officer Signature block.
	5.A.4.c.(1)(h)	Days Not Observed block in the OER is no longer applicable.
	5.A.4.c.(1)(j)	Days Not Observed block in the OER is no longer applicable; reference to use of this block in regards to members between permanent or temporary duty stations was removed.
	5.A.4.c.(2)(a)	Added instruction for the completion of the officer's primary duty title.
	5.A.4.c.(3)(a)[1]	Changed to reflect awards no longer being authorized as attachments to the OER.
	5.A.4.c.(3)(b)	Deleted this subparagraph pertaining to submission of letters, certs, citations, etc. supporting reported-on officer's OER.
	5.A.4.c.(11)(g)	Deleted subparagraph regarding reviewer comments.
	5.A.4.c.(14)	Added new subparagraph providing guidance on signatures.
	5.A.4.d.	Added further guidance on reviewer's comments.
	5.A.4.e.	Updated guidance on unit OER administration. Deleted references to the OER Administrator which was also removed earlier in chapter.
	5.A.4.h.(1)	Provided further guidance on procedures related to a derogatory OER.
	5.A.5.a.(c)	Expanded on procedures for a DUINS OER.
	5.A.5.b.(3)	Added guidance for DUINS OERs for members in the Navy SEALs Program.
	5.A.5.b.(5) – (10)	Newly added guidance for DUINS OERs.
	Figure 5.A.10.	Minor changes to the DUINS OER flowchart.
	5.A.5.c.	Minor changes throughout this article (preparation of OER) to

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		reflect current procedures.
	Throughout	Changed CGPC to CG PSC.
	Throughout	Changed PSC/HRSIC to PPC.
	Throughout	Changed MLC to HSWL or logistics/service centers as appropriate.
	Throughout	Changed PERSRU TO SPO.