



PSCNOTE 1401

CG PERSONNEL SERVICE CENTER NOTICE 1401

CANCELLED: 30 JUN 13

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

Ref: (a) Officer Accessions, Evaluations and Promotions, COMDTINST M1000.3 (series)
(b) Reserve Policy Manual, COMDTINST M1001.28 (series)
(c) COMCOGARD PSC Arlington VA 091547Z MAR 12 /ALCGPSC 035/12
(d) Title 14, U.S. Code
(e) Documents Viewed By CG Officer Promotion and Special Boards, COMDTINST 1410.2 (series)
(f) Title 10, U.S. Code

1. PURPOSE. The purposes of this Note are to:
 - a. Publish convening dates for ADPL and IDPL officer personnel boards and panels for promotion year (PY) 2013, **which occurs from 01 July 2012 to 30 June 2013**.
 - b. Provide guidance to officers eligible for consideration by a selection/retention board or panel.
2. ACTION. All Coast Guard unit commanders, commanding officers, officers-in-charge, deputy/assistant commandants, and chiefs of headquarters staff elements shall comply with the provisions of this Note. Internet release is authorized.
3. DIRECTIVES AFFECTED. Schedule of ADPL and IDPL Officer Personnel Boards and Panels, PSCINST 1401.5 is canceled on 30 June 2012.
4. RELATED DIRECTIVES.
 - a. Chapters 1, 3, and 6 of reference (a) contain regulations governing the various officer personnel boards and panels.
 - b. Chapter 2.A of reference (b) contains regulations specific to reserve officer personnel boards.
5. GENERAL GUIDANCE FOR ALL OFFICERS.
 - a. Submitting Performance Evaluations. Submit Officer Evaluation Reports (OERs) in accordance with Chapter 5 of reference (a) to ensure selection boards and panels have complete, up-to-date information. Under no circumstances will those officers above the zone, or who are projected to be in the zone for promotion, delay their regular annual or semiannual OER past the scheduled

due date. For this purpose, estimated zones were announced in reference (c). The schedule of boards and panels was developed to correspond as closely as possible with the OER submission schedule.

- b. Commanding Officers of Reserve Active Status Officer. Commanding Officers of officers serving in the Selected Reserve (SELRES), Individual Ready Reserve (IRR), and Standby Reserve Active Status List (ASL) must:
 - (1) Ensure that all active status officers are aware of the contents of this Note.
 - (2) Provide a copy of the All Coast Guard Reserve (ALCGRSV) message announcing selection zones to each officer being considered by a selection or retention board.
- c. Review of Records. All officers under consideration by upcoming boards and panels are encouraged to review their official electronic imaged personnel data record (EI-PDR) maintained by the CG Personnel Service Center (PSC) Military Records Branch (PSD-MR). The complete EI-PDR can be obtained by sending a signed memo request as a PDF e-mail attachment to PSC-PSD-MR. Please view <http://www.uscg.mil/psc/adm/adm3/default.asp> for additional instructions and contact information regarding officer records.
- d. Communications to Selection Boards. As stated in Section 253(b) for ADPL and Section 730 for IDPL of reference (d), any officer eligible for consideration by a selection board may send a communication to the board. The purpose of the communication is to invite attention to any matter in the member's Coast Guard record that will appear before the selection board as outlined in reference (e). The letter must be in standard Coast Guard memo format, must restrict itself to addressing only matters of record, and must arrive at PSC-OPM-4 (ADPL officers) or PSC-RPM-1 (IDPL officers) before the board convenes. A communication to a board may not criticize any officer or civilian government employee or reflect on their character, conduct, or motive. All communications must be sent through the officer's chain of command to the commanding officer or office chief level, and must be annotated with at least a signature line endorsement. Endorsements cannot include opinions whether a board should select an officer, and they cannot reflect on the officer's performance, abilities, or potential. The endorsement must be confined to the matter of record indicated in the communication. Each communication is limited to one detailed endorsement (i.e., supervisor, reporting officer, reviewer). Letters from other officers cannot be submitted as enclosures. Enclosures or attachments are limited to copies of official records and materials allowed to be submitted with OERs. See Chapter 3.A.4.f and Chapter 5.A.3.a.4. of reference (a) for additional guidance.
- e. Communications to Assignment and Screening Panels. An officer under consideration by an assignment or screening panel may write to the panel President, in care of PSC-OPM-4 (for ADPL officers) or PSC-RPM-1 (for IDPL officers), via his or her chain of command. The purpose of the communication is to invite attention to any matter of record that will appear before the assignment or screening panel. For screening panels, matters of record include those sections of a member's CG record visible to selection boards per reference (e), and any additional information indicated in solicitation messages. For assignment panels, matters of record also include information contained in Direct Access (DA) applicable to assignments (e.g., special needs status, co-location status, e-resumes). The letter must be in standard Coast Guard

memo format, restrict itself to addressing only matters of record that will be available to the panel members, and arrive at PSC-OPM-4 (ADPL officers) or PSC-RPM-1 (IDPL officers) two weeks before the panel convenes. A communication to a panel may not criticize any officer or civilian government employee or reflect on his or her character, conduct, or motive. Only signature endorsements from the chain of command are allowed unless specifically authorized in the solicitation message. The electronic resume (e-resume) is not appropriate correspondence to an assignment/screening panel unless specifically indicated in the solicitation message.

- f. Employee Summary Sheet (ESS). With the creation of a consolidated view of employee human resources data captured in DA, boards and panels are able to view these summaries. Officers are encouraged to review and update the data in DA to ensure the summaries are correct well in advance of convening boards and panels.
6. ADPL & IDPL PROMOTION BOARD ZONES AND CONVENING DATES. This Note, which is further amplified by appropriate message traffic, serves as the official notification required by Section 253 of reference (d). Future messages may announce changes to enclosures (1) and (2). The PSC Commander is authorized to delay or reschedule the listed boards and panels as service needs dictate.
 7. ADPL COMMAND SCREENING PANEL INFORMATION.
 - a. Screening.
 - (1) Three active duty officer command screening panels will be used:
 - i. Senior Command Screening Panel (SCSP)
 - ii. Junior Command Screening Panel (JCSP)
 - iii. CWO Command Screening Panel (CWOCSP)
 - (2) Senior commands encompass those units commanded at the O-6 or O-5 rank. Junior commands span O-4 and below led units.
 - (3) All officers who meet the eligibility requirements listed in this section along with enclosure (3) may request to be screened for specific commands. Specific instructions will be promulgated via separate correspondence. If there are not a sufficient number of eligible officers who request to screen, then PSC-OPM is authorized to shift to a mandatory screening process which will be announced via message.
 - (4) The screening panels will select the best qualified candidates consistent with Service needs and sufficient to provide assignment flexibility.
 - b. Eligibility. Officers requesting to screen must meet the following general eligibility parameters:
 - (1) Tour complete in 2013;
 - (2) Captains that will have completed at least two years in their current assignment by 15 September 2013 may request to screen with Flag officer concurrence;

- (3) Officers must meet the experience and recency requirements outlined in enclosure (3) for the specific commands for which they request to screen.
- (4) Have not previously held command at the current rank, except for:
 - (a) Warrant Officers
 - (b) Candidates for SILC, SFLC, C4ITSC command
 - (c) Prior PATFORSWA Commanding Officers
- (5) Officers included on an PY12 promotion list, or above/in-zone for promotion during PY13, may request to screen for commands at the next higher rank.
- (6) Temporary Separation (TEMPSEP) program participants are not eligible to compete for command screening until they return to a commissioned status.
- (7) Members who have been selected for flight school are not eligible to compete for command screening.
- (8) Members who are serving in a Duty Under Instruction program (advanced education/Senior Service School/Senior Education Fellowship Panel) are eligible to compete for command screening, but will normally be expected to fulfill obligated service in a follow-on assignment within their specialty/program.

c. Applications.

- (1) PSC-OPM will announce the application procedures via All Coast Guard Officer (ALCGOFF) message approximately 60 days prior to the panel convening date.
 - (2) Approximately 30 days prior to the panel, another ALCGOFF message will list members who appear to meet specific eligibility criteria. Any member whose name does not appear on this message and who believes that he or she qualifies for screening for a particular position due to special circumstances or unique qualifications, or believes his or her name was inadvertently omitted, should notify PSC-OPM-2. PSC-OPM will evaluate each request and make an eligibility determination based on the merits of each case. Officers will be advised of their status.
 - (3) Approximately seven days prior to the panel convening date, a final candidate ALCGOFF message will list those officers whose records will appear before the Screening Panel.
8. SENIOR EDUCATION AND FELLOWSHIP PANEL (SEFP). The SEFP will select candidates for Senior Service Schools, senior advanced education programs, and senior fellowships. E-resumes requesting consideration are required in accordance with the respective All Coast Guard (ALCOAST) messages.
- a. Senior Service Schools (SSS). The SEFP will consider four complete officers with an O-5 Date of Rank (DOR) of 01 Jul 12 or senior, not yet selected for O-6, who specifically request

consideration via e-resume. An ALCOAST will be released by PSC-OPM outlining the specific criteria by which officers will be considered for the respective War Colleges and Fellowship opportunities.

- b. Sloan Fellowship and MIT-SDM. An ALCOAST will be released by Commandant (CG-8) (Sloan) and Commandant (CG-9) (MIT-SDM) outlining the specific eligibility criteria that will be considered by the SEFP panel, as well as applicable DORs to be considered.
 - c. Chief of Naval Operations (CNO) Strategic Studies Group (SSG). Candidates for CNO-SSG will be selected from qualified O-6s and O-6 selects with a DOR of 01 Jul 08 or junior who will be tour complete, possess command experience, and have completed JPME-1, or who have specifically requested consideration on an e-resume. An ALCOAST will be released by Commandant (CG-0951) and PSC-OPM each spring outlining the specific criteria by which officers will be considered for the respective SSG program.
 - d. Council on Foreign Relations (CFR) Fellowship. Candidates for the CFR Fellowship will be selected from tour complete, post-command O-6s with flag potential. If selected by the SEFP, the applicant will go through additional screening as well as a rigorous interview process. An ALCOAST will be released by PSC-OPM outlining the specific criteria by which officers will be considered for the CFR Fellowship.
9. IDPL COMMAND SCREENING PANEL INFORMATION. The Reserve Senior Command Screening Panel (RSCSP) will screen eligible officers for assignment as commanding officers of Coast Guard Reserve Units (CGRU) that augment Combatant Commands (COCOMs) and Port Security Units (PSUs). Eligibility criteria is listed in enclosure (3). Projected vacancies and amplifying guidance on screening criteria and procedures will be provided in future message traffic. Members who desire a command assignment may submit an e-resume requesting to be screened. If there are not a sufficient number of eligible officers who request to screen, then CG PSC-RPM is authorized to shift to a mandatory screening process which will be announced via message. Any communications to the board should be prepared as outlined in paragraph 5.e.
10. IDPL PROMOTION BOARD PROCEDURES. Chapter 21, Subchapter B of reference (b) contains procedures applicable to the promotion of reserve officers on the IDPL. These laws provide for the selection of reserve officers on a best-qualified basis to the grade of lieutenant and above, and on a fully qualified basis to the grade of lieutenant (junior grade). They further provide for the convening of retention boards to ensure a steady promotion flow. Reserve warrant officers on inactive duty are promoted pursuant to regulations promulgated under the authority stated in Section 12242 of reference (f). Enclosure (2) is the PY13 schedule for inactive duty reserve officer boards and panels.
- a. Reserve officers under consideration by an IDPL selection board may submit communications to the board president, in care of CG PSC-RPM, only bringing attention to their CG-record (see ALCGPSC 007/12). The Reserve Officer Personal Resume (CG-5481) will no longer be accepted as a form of communication. All information from the CG-5481 should be reflected in a member's ESS.

- b. The names of reserve officers recalled to active duty under Title 10 and Active Duty for Operational Support (ADOS) will remain on the IDPL and be considered by reserve boards and panels if otherwise eligible.
 - c. Reserve officers serving on Extended Active Duty (EAD) are listed on the ADPL and compete for promotion with all other ADPL officers. Only reserve officers serving on EAD who have entered into the contract prior to FY 2008 may request placement on the IDPL instead of the ADPL and compete against those reserve officers listed on the IDPL who are eligible for promotion consideration. To transfer to the IDPL, reserve officers must submit a written request to PSC-OPM-1 to terminate their EAD agreement. Officers eligible for this option are notified of this requirement at the time of their orders to active duty. After both boards adjourn, a new EAD agreement may be executed, returning those officers to the ADPL. Reserve officers on an EAD contract electing to compete on the IDPL could potentially impact their eligibility for separation pay and therefore should contact PSC-OPM-1 to discuss the matter.
 - d. Reserve officer selection board announcements are published in ALCGRSV messages. Reserve officer promotion board results are published in All Coast Guard Personnel Service Center (ALCGPSC) messages. Any reserve officer can look up his or her own OER history through Direct Access located at: Home > Self Service > Employee > View > Employee Review Summary.
 - e. If below-zone selection authority is provided by the Commandant, the below-zone size will be disseminated with the selection board candidate message via the ALCGRSV message outlined in paragraph 6. Members in a below-zone status may submit communications to the board, as well as an odd-year Special OER for promotion consideration (see Chapter 5.A.3.c of reference (a)).
 - f. All commands with promotion-eligible members must submit an OER to be validated by PSC-RPM prior to the convening of the board in accordance with Chapter 5 of reference (a).
11. MOBILIZATION AND DISPOSITION (MOB) BOARD. This Board will convene under the authority of 10 USC 12642 and 12683 annually to screen officers in the Standby Reserve, Inactive Status and recommends separation or transfer to the Retired Reserve for officers who have been in an inactive status for more than three years and have limited potential for mobilization.
12. REGULAR TO RESERVE PANEL. The Panel will convene as needed to consider members with regular commissions who are released from active duty, or who are within one year of discharge for a reserve commission in accordance with Chapter 1.G of reference (a). To be eligible for a commission in the Coast Guard Reserve, applicants may be:
- a. Former regular officers of the Coast Guard and Navy. If more than one year has passed since the effective date of resignation, then Section 1.C. of reference (a) applies.
 - b. Coast Guard officers that have obligated service or who are on an approved TEMPSEP Program. These personnel will be recommended for a reserve commission by the panel.
 - c. Regular officers who were twice non-selected on the ADPL, or who have documented negative performance, are eligible for consideration by the Panel. These officers may either be not recommended for a reserve commission, or, if offered a commission, may be recommended for a lower grade upon commissioning.

13. IDPL DESIGNATION PANEL. The Panel will convene annually, or as often as needed, to consider officers holding reserve commissions who are twice non-selected on the ADPL who request placement on the IDPL and affiliation with the Ready Reserve in lieu of separation. Reserve officers who have documented negative performance may request consideration by the Panel. Such officers may either be not recommended for placement on the IDPL, or may be recommended for placement on the IDPL at lower grade.
14. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. The development of this directive and the general policies contained within it have been thoroughly reviewed by the originating office and are categorically excluded under current USCG categorical exclusion (CE) [1] 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).
15. FORMS/REPORTS. The forms referenced in this Instruction are available in USCG Electronic Forms on the Standard Workstation or on the Internet: <http://www.uscg.mil/forms/>; CG Portal at <https://cgportal.uscg.mil/delivery/Satellite/uscg/References>; and Intranet at <http://cgweb.comdt.uscg.mil/CGFORMS>.



D. R. MAY
Rear Admiral, U. S. Coast Guard
Commander, Personnel Service Center

- Encl: (1) Promotion Year 2013 Schedule of ADPL Officer Personnel Boards and Panels
(2) Promotion Year 2013 Schedule of IDPL Officer Personnel Boards and Panels
(3) Promotion Year 2013 Command Screening Criteria

PROMOTION YEAR 2013 SCHEDULE OF ADPL OFFICER PERSONNEL BOARDS AND PANELS

CONVENING DATE	BOARD OR PANEL	ZONE	COMMENTS
02 – 03 Jul 12	Reserve Officer Extension Board	Reserve officers scheduled for release from active duty between 1 NOV 12 and 30 APR 13. A message will announce eligible reserve officers.	See notes 6 and 7.
09 – 12 Jul 12	CAPT Continuation Board	See note 1.	CAPTs with 1 Jul 08 or earlier dates of rank are eligible for consideration unless they have already been continued.
09 – 12 Jul 12	RDML Selection Board	See note 1.	CAPTs with 1 Jul 10 or earlier dates of rank are eligible for consideration.
16 – 20 Jul 12	CAPT Selection Board/ CDR Continuation Board	See notes 1 and 2.	CDRs with 1 Jul 09 or earlier dates of rank are eligible for consideration.
16 – 20 Jul 12	PCTS Selection Board	See note 1.	
23 Jul – 03 Aug 12	CDR Selection Board/ LCDR Continuation Board	See notes 1 and 2.	LCDRs with 1 Jul 09 or earlier dates of rank are eligible for consideration.
25 – 26 Jul 12	RPA CAPT Continuation Board	See note 3.	See COMDTINST M1000.3 Art 6.B.11 and note 6.
25 – 26 Jul 12	RPA Selection Board (CAPT and CDR)	See note 1.	See COMDTINST M1000.3 Art. 3.A.6.
31 Jul 12	CWO Extension Beyond 30 Years	Not applicable.	The panel will consider requests from CWOs to extend beyond 30 years of active duty service.

CONVENING DATE	BOARD OR PANEL	ZONE	COMMENTS
Senior Command Screening Panel consisting of:			
06 – 17 Aug 12	Operations Ashore Command Screening Sub-Panel	O-6s, O-5s, and officers selected to those grades. For eligibility see criteria outlined in paragraph 7 and Enclosure (3).	Sector, MSU, Activities, MSRT, NSFCC, MSC, NMC, NAVCEN, ICC, MIFC, Crypto Group, MSST, Strike Team, TACLET, MFPU, IIP
	Operations Afloat Command Screening Sub-Panel	O-6s, O-5s, and officers selected to those grades. For eligibility see criteria outlined in paragraph 7 and Enclosure (3).	WAGB, WHEC, WIX, WMSL, PATFORSWA, WMEC, WLBB
	Operations Aviation Command Screening Sub-Panel	O-6s, O-5s, and officers selected to those grades. For eligibility see criteria outlined in paragraph 7 and Enclosure (3).	AIRSTA, HITRON, ATC, ATTC, ALC
	Mission Support Command Screening Sub-Panel	O-6s, O-5s, and officers selected to those grades. For eligibility see criteria outlined in paragraph 7 and Enclosure (3).	Service/Logistics Center, Base, Training Centers, CG Yard, Civil Eng Unit, C4IT, APO, PRO, R&D Center, LSC, PPC, CGRC, CSC, HSWL, FINCEN, CAMS, LSSU, SFO, MLE Academy.
20 – 31 Aug 12	LCDR Selection Board/ LT Continuation	See notes 1 and 2.	
TBD	PHS Dental Officer Continuation		Information will be provided in a separate message if a determination is made to convene this board.
23 Aug 12	Rear Admiral Continuation Board	See note 1.	
05 – 07 Sep 12	PCTS Designation	See note 3.	See note 4.
04 – 07 Sep 12	Senior Education and Fellowship Panel (SEFP)	Officers must meet criteria in the ALCOAST.	SSG, SSS, Sloan, MIT-SDM Interested officers should submit an e-resume indicating schools preference. See solicitation messages for further information.

PROMOTION YEAR 2013 SCHEDULE OF ADPL OFFICER PERSONNEL BOARDS AND PANELS

CONVENING DATE	BOARD OR PANEL	ZONE	COMMENTS
10 – 12 Sep 12	CWO to LT Selection Board	Applicants must meet eligibility requirements established by COMDTINST M1000.3 Art 3.B.10. See note 5.	Application deadline for those specialties being considered: 10 Aug 12. See note 4.
11 – 13 Sep 12	Flight School Panel		See note 4.
17 – 25 Sep 12	LT Selection Board	See notes 1 and 2.	LTJGs with 1 Jul 11 or earlier dates of rank are eligible for consideration. OERs for LTJGs in zone will be submitted for period ending 30 June vice 31 July 12.
27 – 28 Sep 12	RPA Selection Board (LCDR and LT)	See note 1.	See COMDTINST M1000.3 Art. 3.A.6.
27 – 28 Sep 12	RPA Permanent Designation Board	See note 3.	See COMDTINST M1000.3 Art. 1.B.3 and 6.B.8.
CWO Command Screening Panel Consisting of:			
01 – 05 Oct 12	CWO Afloat Command Screening Panel	For eligibility see criteria outlined in paragraph 7 and Enclosure (3).	WLI, WLIC, WLR, WLM, WPB See note 4.
	CWO Ashore Command Screening Panel	For eligibility see criteria outlined in paragraph 7 and Enclosure (3).	Station, NMLBS See note 4.
15 – 19 Oct 12	CWO Selection Board and CWO Selective Early Retirement Board (SERB)	See note 1. CWOs with DORs of 15 Dec 09 or earlier will be eligible.	See COMDTINST M1000.3 Art. 3.B. See note 1.
23 – 24 Oct 12	PHS Assignment Panel	Not applicable.	All USPHS officers detailed to duty with USCG.
22 – 26 Oct 12	Band Director	Not applicable.	See note 4.

Enclosure (1) to PSCNOTE 1401

CONVENING DATE	BOARD OR PANEL	ZONE	COMMENTS
Junior Command Screening Panel consisting of:			
5 – 9 Nov 12	Operations Afloat Command Screening Sub-Panel	For eligibility see criteria outlined in paragraph 7 and Enclosure (3).	WLB, WTBG w/ Barge, WLM, WPC, WPB, WTGB See note 4. Eligible LCDRs, LTs, LTJGs and ENSs.
	Operations Ashore Command Screening Sub-Panel	For eligibility see criteria outlined in paragraph 7 and Enclosure (3).	MSST, Station, MSU, Crypto Unit, RFTC See note 4. Eligible LCDRs, LTs, LTJGs and ENSs.
	Mission Support Command Screening Sub-Panel	For eligibility see criteria outlined in paragraph 7 and Enclosure (3).	TRA Team, Institute, TQC, COMMSTA, SFO See note 4. Eligible LCDRs, LTs, LTJGs and ENSs.
14 – 15 Nov 12	LTJG Selection Board	ENSs with 31 Jan 12 dates of rank or earlier. Board may select all those eligible.	
04 – 06 Dec 12	CAPT Assignment Panel	Not applicable.	The panel will consider all CAPTs and CAPT selectees and other officers to be assigned to O-6 billets.
02 – 04 Jan 13	CDR Assignment Panel	Not applicable.	The panel will consider all CDRs and CDR selectees and other junior officers to be assigned to O-5 billets.
15 – 17 Jan 13	Reserve Officer Extension Board	Reserve officers scheduled for release from active duty between 1 May 13 and 31 Oct 13. An ALCGOFF message will announce eligible candidates.	See notes 6 and 7.
12 – 14 Feb 13	Flight School Panel		See note 4.
09 – 19 Apr 13	CWO Appointment Board	Not applicable.	See COMDTINST M1000.3. Art. 1. D Eligibility requirements deadline: 1 JAN 12. See note 4.
03 – 7 Jun 13	LTJG Selection Board	ENSs with 31 Jul 12 dates of rank or earlier. Board may select all of those eligible.	

PROMOTION YEAR 2013 SCHEDULE OF ADPL OFFICER PERSONNEL BOARDS AND PANELS

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

PROMOTION YEAR 2013 SCHEDULE OF IDPL OFFICER PERSONNEL BOARDS AND PANELS

CONVENING DATE	BOARD OR PANEL	ZONE	COMMENTS
09 – 12 Jul 12	CAPT Retention Board	See note 1.	All Reserve CAPTs in an active status.
16 – 20 Jul 12	CAPT Selection Board	See notes 1 and 2.	CDRs with 1 Jul 09 or earlier dates of rank are eligible for consideration.
24 – 27 Jul 12	CDR Selection Board	See notes 1 and 2.	LCDRs with 1 Jul 09 or earlier dates of rank are eligible for consideration.
21 – 24 Aug 12	LCDR Selection Board	See notes 1 and 2.	LTs with 1 Jul 10 or earlier dates of rank are eligible for consideration.
05 – 07 Sep 12	Regular to Reserve Appointment Panel	See note 5 and 6.	
11 – 14 Sep 12	Senior Education and Fellowship Panel (SEFP)		Combined Reserve War & Staff College/SRCOC Selections. Application requirements disseminated via ALCGPSC.
18 – 21 Sep 12	LT Selection Board	See notes 1 and 2.	LTJGs with 1 Jul 11 or earlier dates of rank are eligible for consideration. OERs for LTJGs in zone will be submitted for period ending 30 June vice 31 July 12.
16 – 19 Oct 12	CWO Selection Board	See note 1. CWOs with DORs of 15 Dec 09 or earlier will be eligible.	See note 1. See COMDTINST M1000.3. Art. 5.B
Reserve Senior Command Screening Panel (RSCSP) consisting of:			
06 – 09 Nov 12	CGRU COCOM	O6 Command	For eligibility see criteria in Enclosure (3).
	PSU	O5 Command	For eligibility see criteria in Enclosure (3).
14 – 15 Nov 12	LTJG Selection Board	See notes 1 and 2.	Board may select all of those eligible.
20 – 21 Nov 12	Regular to Reserve Appointment Panel	See notes 5 and 6.	
11 – 13 Dec 12	RPA Designation Panel, Phase I	See notes 3 and 4.	
08 – 11 Jan 13	RPA Designation Panel, Phase II		

Enclosure (2) to PSCINST 1401

CONVENING DATE	BOARD OR PANEL	ZONE	COMMENTS
05 – 07 Feb 13	Mobilization Disposition Board	See note 6.	All IDPL members in an active status who failed to meet participation standards per Reserve Policy Manual, COMDTINST M1001.28A are eligible.
05 – 07 Feb 13	Regular to Reserve Appointment Panel	See notes 5 and 6.	
05 – 07 Feb 13	IDPL Designation Panel	See notes 5 and 6.	
05 – 07 Mar 13	Reserve O-6/O-5 Assignment Panel		
09 – 12 Apr 13	CWO Appointment Board	Not applicable.	See COMDTINST M1000.3. Art. 1. D Eligibility requirements deadline: 1 JAN 13. See note 4.
14 – 16 May 13	Regular to Reserve Appointment Panel	See note 5 and 6.	
04 – 07 Jun 13	LTJG Selection Board	See notes 1 and 2.	
11 – 12 Jun 13	Reserve Masters of Science in Strategic Intelligence Panel		

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

PROMOTION YEAR 2013 COMMAND SCREENING CRITERIA

ADPL Officer Commands	Grade	Sponsor	Screening Panel	Eligibility Criteria
LSC	O-6	CG-094	SCSP	Served two tours in the CG legal program in the last 10 years.
CGRC	O-6	CG-1	SCSP	Served in one of the following: O-5 Base CO/XO/Pers Support Dept Head Sector Logistics Dept Head O-4 or above Human Resources billet.
PPC	O-6	CG-1	SCSP	Served in one of the following: O-5 Base CO/XO/ Pers Support Dept Head Sector Logistics Dept Head O-4 or above Human Resources / Finance / Resource Management billet.
CSC	O-6	CG-1	SCSP	Served in one of the following: O-5 Base CO/XO/Pers Support Dept Head Sector Logistics Dept Head O-4 or above Human Resources / Finance / Resource Management billet.
HSWL	O-6	CG-1	SCSP	Served in one of the following: O-5 or above Human Resources / Safety / Medical billet O-5 Base CO/XO/Pers Support or HSWL Dept Head Sector Logistics Dept Head O-4 or above HSWL staff or field billet.
MIFC	O-6	CG-2	SCSP	Served two tours in the CG Intel program in the last 10 years.
ICC	O-6	CG-2	SCSP	Served two tours in the CG Intel program in the last 10 years.
CRYPTOLOGIC GROUP	O-6	CG-2	SCSP	Served two tours in the CG Intel program in the last 10 years.
CRYPTOLOGIC UNIT	O-5	CG-2	SCSP	Served one tour in the CG Intel program in the last 6 years.
CRYPTOLOGIC UNIT	O-4	CG-2	JCSP	Served one tour in the CG Intel program in the last 6 years.
SFLC	O-6	CG-4	SCSP	Served in at least 2 Naval Engineering billets including one of the following: O-5 or above Naval Engineering billet Base CO/XO/Eng Dept Head Acquisition Project/Program Manager (in Naval Area) SFLC Product Line Manager/ Industrial Ops Division Chief/Shared Service Division Chief

ADPL Officer Commands	Grade	Sponsor	Screening Panel	Eligibility Criteria
YARD	O-6	CG-4	SCSP	<p>Served in at least 2 Naval Engineering billets including one of the following:</p> <p>O-5 or above Naval Engineering billet O-5 Base CO/XO/Eng Dept Head Acquisition Project/Program Manager (in Naval Area).</p>
ALC	O-6	CG-4/CG-7	SCSP	<p>Served as a designated aviator for at least two years in an approved pre-command aviation assignment;</p> <p>AND</p> <p>Have served in a Duty Involving Flying-Operations (DIFOPS) position in the last 6 years;</p> <p>AND</p> <p>Be a designated aeronautical engineer.</p>
SILC	O-6	CG-4	SCSP	<p>Served in at least 2 Civil Engineering billets including one of the following:</p> <p>O-5 or above Civil or Facilities Engineering billet Base CO/XO/Facilities Eng Dept Head Sector Logistics Dept Head.</p>
FDCC	O-6	CG-4	SCSP	<p>Served in at least 2 Civil Engineering billets including one of the following:</p> <p>O-5 or above Civil or Facilities Engineering billet O-5 Base CO/XO/ Facilities Eng Dept Head Sector Logistics Dept Head.</p>
CEU	O-6	CG-4	SCSP	<p>Served in at least 2 Civil Engineering billets including one of the following:</p> <p>O-5 or above Civil or Facilities Engineering billet O-5 Base CO/XO/Facilities Eng Dept Head Sector Logistics Dept Head.</p>
CEU	O-5	CG-4	SCSP	<p>Served in one of the following at O4 or above:</p> <p>Civil or Facilities Engineering billet Sector Logistics Dept Head Base XO/Facilities Branch or Section Chief.</p>
ACTEUR	O-6	CG-5	SCSP	<p>Served in one of the following:</p> <p>Sector Prevention Dept Head O4 or above MSC/ACTEUR/FEACT/ Traveling inspector billet;</p> <p>AND</p> <p>Must possess Marine Inspection and Marine Investigations qualification or be a Marine Safety Engineer.</p>

ADPL Officer Commands	Grade	Sponsor	Screening Panel	Eligibility Criteria
FEACT	O-6	CG-5	SCSP	<p>Served in one of the following:</p> <p>Sector Prevention Dept Head O4 or above MSC/ACTEUR/FEACT/ Traveling inspector billet;</p> <p>AND</p> <p>Must possess Marine Inspection and Marine Investigations qualification or be a Marine Safety Engineer.</p>
INTL ICE PATROL	O-5	CG-5	SCSP	<p>Served in one of the following:</p> <p>O4 or above Waterways Management or Oceanography billet Polar/Domestic icebreaking afloat platform Intl Ice Patrol O-3 or above billet.</p>
MFPU	O-5	CG-5	SCSP	<p>Served in one of the following in the last 7 years:</p> <p>O4 or above Operations Ashore-Response billet O4 or above Operations Afloat billet.</p>
MSC	O-6	CG-5	SCSP	<p>Served in the following:</p> <p>O4 or above Marine Safety Engineering billet.</p>
MSRT	O-6	CG-5	SCSP	<p>Served in one of the following in the last 7 years:</p> <p>O5 or above Operations Ashore-Response billet O5 or above Operations Afloat billet;</p> <p>AND</p> <p>Boarding Officer Qualification with at least 2 years of Law Enforcement experience.</p>
MSST	O-5	CG-5	SCSP	<p>Served in one of the following in the last 7 years:</p> <p>O4 or above Operations Ashore-Response billet O4 or above Operations Afloat billet;</p> <p>AND</p> <p>Boarding Officer Qualification with at least 2 years of Law Enforcement experience.</p>
MSST	O-4	CG-5	JCSP	<p>Served in one of the following in the last 7 years:</p> <p>O3 or above Operations Ashore-Response billet O3 or above Operations Afloat;</p> <p>AND</p> <p>Boarding Officer Qualification with at least 2 years of Law Enforcement experience.</p>

ADPL Officer Commands	Grade	Sponsor	Screening Panel	Eligibility Criteria
NAVCEN	O-6	CG-5	SCSP	Served in one of the following: O5 or above Waterways Management related billet O5 or above C4IT/Comms related billet Sector Deputy/Prevention Dept Head NAVCEN O-4 or above billet.
NMC	O-6	CG-5	SCSP	Served in one of the following: O5 or above Prevention staff billet/Prevention Dept Head NMC/REC O-4 or above billet.
NSFCC	O-6	CG-5	SCSP	Served in one of the following: NSFCC/Strike Team O-4 or above billet O4 or above Response Dept Head -Response billet.
STRIKE TEAM	O-5	CG-5	SCSP	Served in one of the following in the last 6 years: NSFCC/Strike Team billet O3 or above Operations Ashore, IMD Chief/MER Chief O3 or above DRAT billet.
TACLET	O-5	CG-5	SCSP	Served in one of the following in the last 7 years: O4 or above Operations Ashore-Response billet O4 or above Operations Afloat billet; AND Boarding Officer Qualification with at least 2 years of Law Enforcement experience.
PATFORSWA	O-6	CG-5	SCSP	Served in one of the following in the last 6 years: O5 or above Afloat billet O5 or above Operations Ashore-Response billet.
C4ITSC	O-6	CG-6	SCSP	Served in at least 2 C4IT billets including one of the following: O-5 or above C4IT billet Base CO/XO/C4IT Dept Head Acquisition Project/Program Manager (in C4IT area).
TISCOM	O-6	CG-6	SCSP	Served in at least 2 C4IT billets including one of the following: O-5 or above C4IT billet O-5 Base CO/XO/C4IT Dept Head Acquisition Project/Program Manager (in C4IT area).

ADPL Officer Commands	Grade	Sponsor	Screening Panel	Eligibility Criteria
OSC	O-6	CG-6	SCSP	Served in at least 2 C4IT billets including one of the following: O-5 or above C4IT billet O-5 Base CO/XO/C4IT Dept Head Acquisition Project/Program Manager (in C4IT area).
C3CEN	O-6	CG-6	SCSP	Served in at least 2 C4IT billets including one of the following: O-5 or above C4IT billet O-5 Base CO/XO/C4IT Dept Head Acquisition Project/Program Manager (in C4IT area).
CAMS	O-5	CG-6	SCSP	Served in one of the following: O-4 or above Base XO/C4IT Dept Head Acquisition Project Manager (in C4IT area) PRO XO (C4IT area) O-4 or above C4IT billet O-3 or above CAMS/COMMSTA billet.
COMMSTA	O-4	CG-6	JCSP	Served in one of the following: O-4 Base XO/C4IT Dept Head Acquisition Project billet (in C4IT area) PRO XO (C4IT area) O-3 or above C4IT billet O-3 or above CAMS/COMMSTA billet.
AIRSTA	O-6	CG-7	SCSP	Served as a designated aviator for at least two years in an approved pre-command aviation assignment; AND Served in a Duty Involving Flying-Operations (DIFOPS) position in the last 6 years. See Note 2.
AIRSTA	O-5	CG-7	SCSP	Served as a designated aviator for at least two years in an approved pre-command aviation assignment; AND Served in a Duty Involving Flying-Operations (DIFOPS) position in the last 6 years.
MSU	O-6	CG-7	SCSP	Possess Permanent Marine Safety Insignia
MSU	O-5	CG-7	SCSP	Possess Permanent Marine Safety Insignia
MSU	O-4	CG-7	JCSP	Possess Permanent Marine Safety Insignia

ADPL Officer Commands	Grade	Sponsor	Screening Panel	Eligibility Criteria
NMLBS	CWO	FC	CWOCSP	<p>Served in an Operational Ashore billet within the last 6 years;</p> <p>AND</p> <p>Have served as a prior OIC/XPO</p> <p>AND</p> <p>Served as a prior OIC/CO or XO/CPO at a designated surf station and hold SURFMAN competency.</p>
SECTOR	O-6	CG-7	SCSP	<p>Served at/in an operational unit/position at the department head, staff chief-or-above level in the last 7 years.</p> <p>See Note 1 and 2.</p>
SFO	O-5	CG-7	SCSP	<p>Served in one of the following:</p> <p>O-4 DCMS billet</p> <p>Sector Logistics Dept Head/Section Chief.</p>
SFO	O-4	CG-7	JCSP	<p>Served in one of the following:</p> <p>DCMS billet</p> <p>Sector Logistics Department.</p>
STATION	O-4	CG-7	JCSP	<p>Served in one of the following in the last 7 years:</p> <p>O3 or above Operations Ashore-Response billet</p> <p>O3 or above Sector Planning-Readiness billet;</p> <p>AND</p> <p>Possess Boat Forces Insignia or Have Completed Boat Forces PQS.</p>
STATION	O-3	CG-7	JCSP	<p>Served in one of the following in the last 5 years:</p> <p>O2 or above Operations Ashore-Response billet</p> <p>O2 or above Sector Planning-Readiness billet;</p> <p>AND</p> <p>Possess Boat Forces Insignia or Have Completed Boat Forces PQS.</p>
STATION	CWO	CG-7	CWOCSP	<p>Served in an Operational Ashore billet within the last 6 years;</p> <p>AND</p> <p>Served as OIC/XPO ashore.</p>

ADPL Officer Commands	Grade	Sponsor	Screening Panel	Eligibility Criteria
WAGB	O-6	CG-7	SCSP	Served in an O-5 or above afloat position in the last 7 years, AND Served as Operations Officer or above on a WAGB, WLBB, D9 WLB, or WTGB.
WHEC	O-6	CG-7	SCSP	Served in an O-5 or above afloat position in the last 7 years and served on a flight deck equipped cutter.
WIX	O-6	CG-7	SCSP	Served in an O-5 or above afloat position in the last 7 years; AND Previously achieved Deck Watch Officer qualifications aboard EAGLE.
WLB	O-4	CG-7	JCSP	Served in an O-3 or above afloat position in the last 7 years; AND Completed 2 tours afloat including a previous Aids to Navigation (AtoN) (WLBB/WLB/WLM/WTGB & Barge Combination) afloat tour.
WLBB	O-5	CG-7	SCSP	Served in an O-4 or above afloat position in the last 7 years; AND Served a previous AtoN afloat tour; AND Served a previous tour with icebreaking experience on a D9 or D1 WLB/WTGB.
WLI	CWO	CG-7	CWOCSP	Served in an afloat position in the last 7 years and qualified as an underway Officer of the Deck on an AtoN cutter. Panel will additionally consider enlisted members above the cut on the CWO (BOSN) eligibility list who request screening and have served as a cutter OIC or XPO in the last 7 years on an AtoN cutter.
WLIC	CWO	CG-7	CWOCSP	Served in an afloat position in the last 7 years and have qualified as an underway Officer of the Deck on an AtoN cutter. Panel will additionally consider enlisted members above the cut on the CWO (BOSN) eligibility list who request screening and have served as a cutter Officer In Charge (OIC) or Executive Petty Officer (XPO) in the last 7 years on an AtoN cutter.

ADPL Officer Commands	Grade	Sponsor	Screening Panel	Eligibility Criteria
WLM	O-3	CG-7	JCSP	<p>Served afloat in the last 7 years;</p> <p>AND</p> <p>Completed at least two tours afloat;</p> <p>AND</p> <p>Are not currently afloat in an O-2 position with the exception of second-tour Navy Exchange or second-tour positions on WHEC/WMSL/WIX;</p> <p>AND</p> <p>Served a previous AtoN (WLBB/WLBB/WLM/WTGB & Barge Combination) afloat tour.</p>
WLM	CWO	CG-7	CWOCSP	<p>Served in an afloat position in the last 7 years and qualified as an underway Officer of the Deck on an ATON cutter.</p> <p>Panel will additionally consider enlisted members above the cut on the CWO (BOSN) eligibility list who request screening and served as a cutter OIC or XPO in the last 7 years on an AtoN cutter.</p>
WMEC	O-5	CG-7	SCSP	<p>Served in an O-4 or above afloat position in the last 7 years in a CO/XO/OPS position.</p>
WMSL	O-6	CG-7	SCSP	<p>Served in an O-5 afloat position in the last 7 years;</p> <p>AND</p> <p>Served on a flight deck equipped cutter.</p>
WPB - 110	O-3	CG-7	JCSP	<p>Have two afloat tours;</p> <p>AND</p> <p>Served afloat in the last 7 years;</p> <p>AND</p> <p>Are not currently afloat in an O-2 position with the exception of second-tour Navy Exchange or second-tour positions on WHEC/WMSL/WIX.</p>
WPB - 87	O-2	CG-7	JCSP	<p>Are currently afloat in their initial afloat tour or are serving on a PATFORSWA WPB.</p>
WPB - 87	CWO	CG-7	CWOCSP	<p>Served in an afloat position in the last 7 years and qualified as an underway Officer of the Deck</p> <p>Panel will additionally consider enlisted members above the cut on the CWO (BOSN) eligibility list who request screening and have served as a cutter Officer In Charge (OIC) or Executive Petty Officer (XPO) in the last 7 years.</p>

ADPL Officer Commands	Grade	Sponsor	Screening Panel	Eligibility Criteria
WPC	O-3	CG-7	JCSP	Have two afloat tours; AND Served afloat in the last 7 years; AND Are not currently afloat in an O-2 position with the exception of second-tour Navy Exchange or second-tour positions on WHEC/WMSL/WIX.
WTGB/ W BARGE	O-4	CG-7	JCSP	Served in an O-3 or above afloat position in the last 7 years; AND Completed two tours afloat including a previous Aids to Navigation (AtoN) (WLBB/WLM/WTGB & Barge Combination) afloat tour.
WTGB	O-3	CG-7	JCSP	Served afloat in the last 7 years; AND Are not currently afloat in an O-2 position with the exception of second-tour Navy Exchange or second-tour positions on WHEC/WMSL/WIX; AND DWO qual on prior AtoN (WLB/WLM/WTGB with barge) tour with icebreaking experience, or icebreaker (WAGB, WLBB, or WTGB without barge).
FINCEN	O-6	CG-8	SCSP	Served two tours in the CG Finance program, including one at the O5 or above level.
LSSU	O-5	CG-9	SCSP	Served in one of the following: O-4 or above Naval Engineering billet Base XO/Eng Dept Head O-4 or above Acquisition billet.
APO	O-6	CG-9	SCSP	Served in one of the following: O-5 or above DCMS billet Sector Logistics Dept Head.

ADPL Officer Commands	Grade	Sponsor	Screening Panel	Eligibility Criteria
PRO	O-6	CG-9	SCSP	Served in one of the following: O-5 or above DCMS billet Sector Logistics Dept Head.
PRO	O-5	CG-9	SCSP	Served in one of the following: O-4 or above DCMS billet Sector Logistics Dept Head.
R&D CENTER	O-6	CG-9	SCSP	Served in one of the following: O-5 or above DCMS billet Sector Logistics Dept Head Acquisition Project/Program Manager.
BASE	O-6	DOL	SCSP	Served in two mission support billets, including one of the following: O-5 or above DCMS billet Sector Logistics Dept Head Field Comptroller position. * See Note 3.
BASE	O-5	DOL	SCSP	Served in two mission support billets, including one of the following: O-5 or above DCMS billet Sector Logistics Dept Head. * See Note 3.
ATTC	O-6	FC	SCSP	Served in one of the following: O5 TraCen Division Chief/XO O4 or above billet under the cognizance of FORCECOM OR Eligible for O-6 aviation command
TRACEN (TCY, TCP, TCCM)	O-6	FC	SCSP	Served in two mission support billets, including one of the following: O5 TraCen Division Chief/XO O4 or above billet under the cognizance of FC-T. * See Note 3.
SMTC	O-6	FC	SCSP	Served in two mission support billets, including at least one O4 or above billet under the cognizance of FC-T; (cont'd)

ADPL Officer Commands	Grade	Sponsor	Screening Panel	Eligibility Criteria
				OR O4 or above Operations Ashore-Response billet. * See Note 3.
MLE ACADEMY	O-5	FC	SCSP	Served in two mission support billets, including at least one O4 or above billet under the cognizance of FC-T; OR O4 or above Operations Ashore-Response billet. * See Note 3.
CG INST	O-4	FC	JCSP	Served in one of the following: Any DCMS billet.
TQC	O-4	FC	JCSP	Served in one of the following: Any operations afloat billet Any training system billet.
TRATEAM	O-4	FC	JCSP	Served in one of the following positions: O3/O2 positions in the training system Any operations afloat or ashore billet.
RFTC	O-3	FC	JCSP	Served in one of the following positions: O3/O2 positions in the training system Any operations afloat or ashore billet; AND Boarding Officer Qualification with at least 2 years of Law Enforcement experience.
ATC Mobile	O-6	FC/CG-7	SCSP	Served as a designated aviator for at least two years in an approved pre-command aviation assignment; AND Served in a Duty Involving Flying-Operations (DIFOPS) position in the past 6 years.

NOTES	
Note 1	<p>Operational Units: Include cutters, air stations, deployable specialized forces (including Maritime Safety and Security Team (MSST), Tactical Law Enforcement Team (TACLET), and strike teams), or sectors and any sub-units (including MFPU).</p>
Note 2	<p>Combined Sector/Air Station: Designated aviators desiring assignment to combined sector/air station command must concurrently screen for O-6 aviation and sector command.</p>
Note 3	<p>Mission Support Billet: Defined as "any DCMS billet, and any billet at a non-DCMS unit in which the primary focus is providing services to operations on a regional basis". This includes sector logistics, facilities engineers (who provide housing, CDC's, industrial and other support services beyond their unit), and HSWL/clinic FOs. It would not include Airsta EOs, Cutter EOs, and others that are focused on a single unit, more typically as a "receiver" rather than "provider" of product line services.</p>

IDPL Officer Commands	CO Grade	Sponsor	Screened by	Eligibility Criteria
CGRU COCOM	O-6	CG-5	RSCSP	<p>Served in one of the following:</p> <ul style="list-style-type: none"> (1) Command cadre experience (CO or XO) at a PSU, MSRON, MESGRU or COCOM CGRU. (2) Any joint duty (PSU, MSRON, MSGRU, COCOM CGRU, Joint staff, etc.) and completion of a minimum of two courses in Joint Professional Military Education (JPME). Examples of qualifying JPME include reserve senior service schools, naval war college fleet seminar program, command and staff courses. (3) Any Area/District/Sector SRO duty and minimum of two JPME courses. (4) Any joint duty (PSU, MSRON, MESGRU, COCOM CGRU, Joint staff, etc.) or Area/District/Sector SRO.
PSU	O-5	CG-5	RSCSP	<p>Served in one of the following:</p> <ul style="list-style-type: none"> (1) Command cadre experience at a PSU. (2) Department head experience at a Maritime Expeditionary Security Squadron/Group (MSRON/MESGRU) and/or department head experience at a COCOM. (3) Command cadre, department head, or senior reserve officer (SRO) experience at any coast guard unit and at least one year of experience at a MSRON, MESGRU or PSU. (4) Command cadre experience at any coast guard unit.