

Officer Accessions, Evaluations, and Promotions

COMDTINST M1000.3A

3.A.4.f. Communicating with the Selection Board

(1) Background and Authority. Each officer eligible for consideration by a selection board may communicate with the board through the officer's chain of command by letter, inviting attention to any matter in their Coast Guard record that will be before the selection board. A letter sent under this paragraph may not criticize any officer or reflect on any officer's character, conduct, or motive. (See 14 U.S.C. § 253(b).) The letter must arrive prior to the commencement of the board.

(2) Enclosures and Attachments. One OER chain endorsement is optional. Enclosures or attachments are limited to copies of official records and materials allowed to be submitted with Officer Evaluation Reports (OER), Form CG-5310 (series), under Article 5.A.4.c.3. of this Manual. Letters from other officers will not be solicited or submitted as enclosures. Officers requesting acknowledgement of receipt must provide an e-mail address in their communication.

(3) Endorsements. Endorsements to letters submitted to selection boards shall not include opinions whether an officer should be selected for promotion or opinions on selection boards and their methods.