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FM COMCOGARD PSC WASHINGTON DC  
TO ALCGENL

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ALCGENL 004/25

SUBJ: 2025 MASTER CHIEF ADVANCEMENT PANEL ANNOUNCEMENT

A. Enlistments, Evaluations, and Advancements,  
COMDTINST M1000.2 (series)

B. Coast Guard Military Human Resource Record (CGMHRR) System,  
COMDTINST 1080.10 (series)

C. Military Separations, COMDTINST 1000.4 (series)

D. Performance, Training and Education Manual (PTM),  
COMDTINST 1500.10 (Series)

E. Guidance and Eligibility Criteria for Enlisted Personnel Boards  
and Panels, PSCINST 1401.2 (series)

1. This message announces the 2025 Master Chief Advancement Panel (MCAP), to recommend eligible active duty Senior Chief Petty Officers (SCPO) for advancement to Master Chief Petty Officer (MCPO) in each rating, except MU. COs and OICs must ensure distribution of this message to all active duty SCPOs within their command and be aware of all eligibility requirements to ensure candidates are properly and fairly considered for advancement. SCPOs must be aware of the eligibility requirements outlined below and familiarize themselves with the contents of refs (a) through (e). Failure to follow these requirements will not justify a waiver.

2. Eligibility:

a. Eligibility requirements are outlined in Chapter 5 of ref (a) and paragraph 10 of ref (d). Additional information is available at

[Advancements](#)

b. All eligibility requirements must be completed by the panel eligibility date (PED): 01 February 2025.

c. Ref (d) provides waiver guidance. IAW ref (d) Commanding Officer (CG PPC) is the only authority for enlisted advancement criteria, to include core competencies. Only waivers approved by CG PPC IAW ref (d) will be eligible for consideration by the MCAP. The references cited in this ALCGENL supersede any other published waiver guidance.

3. Candidate Responsibilities:

a. IAW ref (a), candidates are responsible for ensuring their eligibility for the MCAP. Candidates shall verify the accuracy of their Personal Data Extract (PDE) in Direct Access (DA) and that their name appears on the ALCGENL final eligibility list. Candidates reviewed during a previous MCAP should not assume they remain eligible. Members must take early action to report incorrect PDE data to their unit Admin or Servicing Personnel Office (SPO). After reporting incorrect data, candidates must verify PDE corrections are complete prior to the 01 April 2025 correction deadline. If the PDE correction is not completed, the

candidate shall submit a Trouble Ticket before 01 April 2025 to [ppc-dg-customer@uscg.mil](mailto:ppc-dg-customer@uscg.mil). PDE corrections must be completed and visible on the PDE NLT 01 April 2025. Failure to report and verify PDE corrections prior to the deadline will result in a "Not Eligible" status.

b. IAW ref (a), each candidate is responsible for ensuring accuracy and completeness of their record. Candidates must take early action to ensure their record is up to date and accurate prior to 30 April 2025. The record includes Official Military Personnel File (OMPF), Enlisted Evaluation Reports (EERs), and Employee Summary Sheet (ESS). Ref (b) provides a list of documents maintained in the OMPF. IAW ref (e), the Panel will review the past seven years, 05 May 2018 to 05 May 2025, of EERs and OMPF. The entire ESS will be reviewed. Members must contact their Record Manager for OMPF assistance. When submitting a request, indicate "URGENT: MCAP CANDIDATE" in the subject line. The "How to Update Your Personnel Record" document located at: [Military Records](#) is available to assist members with record preparation.

c. Candidates should review the Commandant and Master Chief Petty Officer of the Coast Guard Guidance to Enlisted Selection Boards and Panels. This document is available at [Master Chief Advancement Panel](#) and will be provided to the Panel. It sets forth the Commandant and Master Chief Petty Officer of the Coast Guard's vision for selection to MCPO.

d. IAW refs (a) and (e), candidates may submit communication to the Panel. All communication to the Panel must be sent to: [hqs-smb-cgpsc-epm-1-panels@uscg.mil](mailto:hqs-smb-cgpsc-epm-1-panels@uscg.mil) with the subject "MCAP Communication" NLT 15 April 2025. Communication to the Panel received after this deadline will not be accepted.

4. Command Responsibilities: Chapter 3 of ref (a) details Command responsibilities.

5. Timeline:

- a. 01 February 2025: Panel Eligibility Date (PED) and Waiver submission deadline.
- b. Mid-February 2025: Personnel Data Extract (PDE) available in DA.
- c. OOA 20 February 2025: Initial 2025 MCAP eligibility list released via ALCGENL.
- d. 28 February 2025: End of E-8 marking period.
- e. 29 March 2025: Regular E-8 EERs finalized in DA. (30 days)
- f. 01 April 2025: PDE Correction Deadline.
- g. OOA 15 April 2025: Final 2025 MCAP eligibility list released via ALCGENL.
- h. 15 April 2025: Communication to the Panel submission deadline.
- i. 29 April 2025: OMPF update deadline.
- j. 05 May 2025: 2025 MCAP convenes.

6. EPM-1 is the point of contact for all MCAP inquiries including current MCPOs interested in participating as a Panel member. EPM-1 can be reached at [hqs-smb-cgpsc-epm-1-panels@uscg.mil](mailto:hqs-smb-cgpsc-epm-1-panels@uscg.mil). When sending an email regarding MCAP, include "MCAP" at the beginning of the subject line. For additional information go to: [Master Chief Advancement Panel](#).

7. CAPT J. W. Guyer, Chief, Enlisted Personnel Management, Personnel Service Center, sends.

8. Internet release authorized.

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