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FM COMCOGARD PSC WASHINGTON DC  
TO ALCGENL

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ALCGENL 012/25

SUBJ: 2025 MASTER CHIEF ADVANCEMENT PANEL INITIAL ELIGIBILITY LIST

A. ALCGENL 004/25

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

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

1. This message serves as the initial eligibility list for the 2025 Master Chief Advancement Panel (MCAP) announced in Ref A. Senior Chief Petty Officers (SCPOs) identified in the linked roster are candidates for the 2025 MCAP and should review this message and Refs A thru C in their entirety. Commanding Officers (COs) and Officers-In-Charge (OICs) must ensure members within their command are aware of their candidacy.
2. The 2025 MCAP will convene 05 May 2025. The Panel Eligibility Date (PED) of 01 February 2025, IAW Ref A, is in effect. SCPOs who meet the criteria outlined in Ref B are eligible for consideration by the 2025 MCAP. The panel may recommend all eligible candidates for advancement.
3. The initial eligibility list of 211 SCPOs is available at the EPM-1 MCAP SharePoint page: [https://uscg.sharepoint-mil.us/sites/psc\\_spo/psc-epm/epm-1/Boards%20and%20Panels/SitePages/Master-Chief-Advancement-Panel.aspx](https://uscg.sharepoint-mil.us/sites/psc_spo/psc-epm/epm-1/Boards%20and%20Panels/SitePages/Master-Chief-Advancement-Panel.aspx)
4. Members desiring to submit communications to the panel must follow the guidelines provided in article 5.H. of Ref B. IAW Ref C, communication to the panel must be in standard memo format with at least a signature endorsement from the CO or OIC and must arrive at PSC-EPM-1 NLT 15 April 2025. However, it is recommended that communication to the panel be sent as soon as possible to allow adequate time for revision should the submission contain unauthorized content. Communication to the panel must be emailed to HQS-SMB-CGPSC-EPM-1-Panels(at)uscg.mil and the subject of the email should include "MCAP Communication."
5. Candidates should review their record. Information on how to update records can be found in Ref A and in the reference on the EPM-1 MCAP SharePoint page. When submitting requests, indicate "URGENT: MCAP CANDIDATE" in the subject line.
6. Members are solely responsible for verifying the accuracy of their Personal Data Extract (PDE) and addressing and correcting any

discrepancies. In accordance with Section 4, Chapter 3 of Ref A, members must report any discrepancies to their administrative office or Servicing Personnel Office (SPO) and take the necessary actions to ensure their PDE reflects a status of "Eligible." If the issue remains unresolved, members should contact Pay and Personnel Center (PPC) Advancements at PPC-DG-CustomerCare(AT)uscg.mil. Additionally, members are advised to carbon copy (CC) EPM-1 Boards and Panels at HQS-SMB-CGPSC-EPM-1-Panels(AT)uscg.mil before the PDE correction deadline. If a member's PDE does not reflect "Eligible" by the PDE correction deadline, they will not be eligible for MCAP consideration.

7. Members who are omitted or included on this message in error shall reach out to EPM-1 by emailing HQS-SMB-CGPSC-EPM-1-Panels(at)uscg.mil and copying CSCM Nicholas Wright at Nicholas.A.Wright(at)uscg.mil. The email shall include "MCAP" in the subject line. You will receive a response indicating your final eligibility.

8. Commanding Officer of PPC is the sole authority for adjudicating waiver requests. Members who submitted a waiver request should work with PPC for final determination.

9. For additional information, visit the EPM-1 MCAP SharePoint page.

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

11. Internet release is authorized.

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