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FM COMCOGARD PSC WASHINGTON DC
TO ALCGENL

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ALCGENL 361/24

SUBJ: 2025 SENIOR ENLISTED CONTINUATION BOARD (SECB) TIMELINE

A. Military Separations, COMDTINST 1000.4 (series)

B. ALCOAST 344/24

1. This ALCGENL provides a timeline and amplifying guidance for the 2025 SECB. The title denotes the year in which senior enlisted members selected for non-continuation must retire. Candidates for the 2025 SECB are active duty enlisted members in paygrade E-7 or higher whose active military service time meets the following criteria on 31 December 2024.

a. Greater than or equal to 20, but less than 21 years of active military service; or

b. Greater than or equal to 25, but less than 26 years of active military service; or

c. Greater than or equal to 30, but less than 31 years of active military service.

2. Time in Service (TIS) for active duty enlisted members identified as 2025 SECB candidates is based on all military service reflected in their Active Duty Base Date (ADBD) in Direct Access. If a member believes their ADBD is incorrect, they should request a Statement of Creditable Service (SOCS) through their unit's servicing administrative (admin) office, and immediately notify CG PSC-EPM-1 of any corrections. More information regarding the SOCS process can be found at: <https://www.dcms.uscg.mil/ppc/adv/socs/>

3. The initial list of 2025 SECB candidates is posted on the CG PSC-EPM-1 SharePoint site at: [https://uscg.sharepoint-mil.us/sites/psc_spo/psc-epm/epm-1/Boards%20and%20Panels/SitePages/Senior-Enlisted-Continuation-Board-\(SECB\).aspx](https://uscg.sharepoint-mil.us/sites/psc_spo/psc-epm/epm-1/Boards%20and%20Panels/SitePages/Senior-Enlisted-Continuation-Board-(SECB).aspx)

a. CG PSC-EPM serves as the sole authority for exempting members from SECB. No member will be deemed exempt from SECB until commands receive confirmation from CG PSC-EPM-1 that an exemption request is approved.

b. Please send all inquiries to CG PSC-EPM-1 at: [HQS-SMB-CGPSC-EPM-1-PANELS\(at\)uscg.mil](mailto:HQS-SMB-CGPSC-EPM-1-PANELS(at)uscg.mil)

4. 2025 SECB timeline:

- a. 07 October 2024: Deadline for commands to notify CG PSC-EPM-1 of any 2025 SECB candidates incorrectly identified or omitted on the initial candidate list.
- b. 21 October 2024: SECB held.
- c. OOA 19 November 2024: Candidates selected for non-continuation will be notified of results via an e-mailed memorandum through their respective command.
- d. OOA 04 December 2024: CG PSC-EPM-1 publishes SECB statistics on CG PSC-EPM-1 SharePoint site.
- e. 01 October 2025: 2025 SECB candidates selected for non-continuation are retired, unless an earlier retirement date is approved by CG PSC-EPM. Members will be retired with the appropriate characterization of service in accordance with ref A.

5. It is the candidate's responsibility and in their best interest to verify the contents of their official military personnel files (OMPF) on the interactive personnel electronics records management system (iPERMS), and professional information in Direct Access (e.g. awards, training history, competencies, education). Each candidate should work with their SPO or admin office to ensure their record information is accurate and complete. To review your OMPF, please utilize iPERMS: <https://iperms.mymilrecord.uscg.mil/>.

6. SECB policy in ref A does not allow candidates or commands to submit statements to the Board for consideration. Furthermore, candidates selected for non-continuation do not have the opportunity to appeal the decision of the SECB approving authority, Commander, CG PSC.

7. SECB Frequently Asked Questions (FAQs) are located at: [https://uscg.sharepoint-mil.us/sites/psc_spo/psc-epm/epm-1/Boards%20and%20Panels/SitePages/Senior-Enlisted-Continuation-Board-\(SECB\).aspx](https://uscg.sharepoint-mil.us/sites/psc_spo/psc-epm/epm-1/Boards%20and%20Panels/SitePages/Senior-Enlisted-Continuation-Board-(SECB).aspx) Questions not answered by the FAQs should be directed to: HQS-SMB-CGPSC-EPM-1-PANELS(at)uscg.mil. Please allow up to seven business days for a response.

8. CG PSC-EPM-1 POCs: CDR B. M. Chapman at (202) 795-6565 or LTJG P. J. Bowler at (202) 795-6557.

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

10. Internet release authorized.

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