

U.S. Department of  
Homeland Security

United States  
Coast Guard



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CG PSCINST 1401.1E  
18 APR 2024

## CG PERSONNEL SERVICE CENTER INSTRUCTION 1401.1E

**Subj:** GUIDANCE AND ELIGIBILITY CRITERIA FOR 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) Schedule of Active-Duty Promotion List (ADPL) and Inactive Duty Promotion List (IDPL) Officer Personnel Boards and Panels, COMDTINST 1401.5 (series)  
(d) Documents Viewed By CG Officer Promotion and Special Boards, COMDTINST 1410.2 (series)  
(e) Title 10, U.S. Code  
(f) Schedule of Boards and Panels, PSCNOTE 1401  
(g) Coast Guard Military Human Resource Record (CGMHRR) System Instruction, PSCINST 1080.10A

### 1. PURPOSE.

- a. Provide guidance to officers eligible for consideration by a selection/retention board or panel.
- b. Publish screening and eligibility criteria for officer personnel panels.

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 Instruction. Internet release is authorized.

3. DIRECTIVES AFFECTED. Guidance and Eligibility Criteria for Officer Personnel Boards and Panels, CG PSCINST 1401.1D, is hereby cancelled.

4. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it a rule itself. It is intended to provide operational guidance for Coast Guard personnel and is not intended to nor does it impose legally binding requirements on any party outside the Coast Guard.

### 5. MAJOR CHANGES.

- a. Major changes to this Instruction include:

- (1) Added eligibility requirements for the following commands:

- (a) O6 Command: MSRT.
- (b) O5 Commands: MFPU, NCOE, PSU, Strike Team, and TACLET.
- (c) O4 Commands: Marine Inspections Unit (MIU), MSST, NCOE, and STA.
- (d) O3 Commands: MSU and STA.
- (e) CWO Command: WPC.

(2) Officers interested in those commands which are no longer being screened by the panel due to the limited applicant pools should apply for them via eResume. The Assignment Officer will discuss potential candidates with the program and/or Flag Officers prior to making the assignment (O4 and below) or recommendation to the Assignment Panel (O5 and O6). These Commanding Officer positions include:

- (a) O6 Commands: APAC, CGRC, FDCC, CEU, FINCEN, HSWL, LSC, MSC, NAVCEN, NMC, PPC, CSC, PRO, R&D Center, SALC and Yard.
- (b) O5 Commands: ATO, CEU, COMMCOM, Cryptologic Unit, IMAT, International Ice Patrol, NCOE, and PRO.
- (c) O4 Commands: ATO, CEU, Cyber-CSD, Cyber-CPT, Cyber-ERF, Cryptologic Unit, and NCOE.
- (d) O3 Commands: RFTC.

6. IMPACT ASSESSMENT. This Instruction creates no new personnel resources, training, or funding requirements.

7. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.

- a. The development of this Instruction and the general policies contained within it have been thoroughly reviewed by the originating office and in conjunction with the Office of Environmental Management, and are categorically excluded (CE) under current USCG CE #33 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).
- b. This Instruction will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, State, or local laws or administrative determinations relating to the environment.

8. DISTRIBUTION. No paper distribution will be made of this Instruction. An electronic version will be located on the following Commander CG Personnel Service Center CG SharePoint site: [https://uscg.sharepoint-mil.us/sites/psc\\_spo/SitePages/Home.aspx](https://uscg.sharepoint-mil.us/sites/psc_spo/SitePages/Home.aspx)

## 9. RELATED DIRECTIVES.

- a. Chapters 1, 3, and 6 of reference (a) contain regulations governing the various officer personnel boards and panels.
- b. Reference (b) contains regulations specific to reserve officer personnel boards and panels.
- c. Reference (f) is updated yearly and contains the Schedule of Officer Personnel Boards and Panels.

## 10. 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. Reference (f) was developed to correspond as closely as possible with the OER submission schedule.
- b. Commanding Officers of Reserve Active Status Officers. Commanding Officer of officers serving in the Ready Reserve (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 Instruction.
  - (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 shall review their Coast Guard Military Human Resource Record (CGMHRR), previously referred to as the OMPF, maintained by the CG Personnel Service Center (PSC) Military Records Branch (BOPS-MR). Members are responsible for ensuring the completeness and accuracy of their own records and therefore should take steps well in advance of their board or panel to verify their information. Members can access their record through iPERMS as found in reference (g).
- d. Communications to Selection Boards and Panels. As stated in reference (c), 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 record that will appear before the selection board. 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 (O5 and below ADPL officers), PSC-OPM (O6 and above 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 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 from the member's OER rating chain (supervisor, reporting officer, or reviewer). Letters from other members cannot be submitted as enclosures. Enclosures or attachments are limited to copies of official records and materials allowed to be submitted with OERs. Early submission of communications to the board is essential to allow adequate time for correction should a submission contain unauthorized content. See Chapter 3.A.4.f 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 (O5 and below ADPL officers), PSC-OPM (O6 and above ADPL officers) or PSC-RPM-1 (IDPL officers), via their 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 their character, conduct, or motive. Only signature endorsements from the chain of command are allowed unless specifically authorized in the solicitation message. The electronic resume (eResume) is not appropriate correspondence to an assignment/screening panel unless specifically indicated in the solicitation message. Early submission of communications to the panel is essential to allow adequate time for correction should a submission contain unauthorized content.
- 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 career summaries in addition to the CGMHRR. 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, as the member is responsible for maintaining his or her own ESS content. Updating DA information requires appropriate documentation and is coordinated through the unit's Servicing Personnel Office (SPO). It is acknowledged some ESS elements cannot be modified (i.e., assignment history) and boards/panels are notified of this issue.

## 11. ADPL COMMAND SCREENING PANEL INFORMATION.

### a. Screening.

(1) Three active-duty officer command screening panels will be held:

- (a) Senior Command Screening Panel (SCSP)
- (b) Junior Command Screening Panel (JCSP)
- (c) CWO Command Screening Panel (CWOCSP)

- (2) Senior commands encompass those units commanded at the O6 or O5 rank. Junior commands span O4 and below led units, with the exception of CWO commands.
  - (3) All officers meeting the eligibility requirements listed in this section and enclosure (1) may request to be screened for specific commands. Detailed instructions will be promulgated via separate correspondence. If there are not a sufficient number of eligible officers requesting to screen, 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 based on Service needs and with due consideration to assignment flexibility.
- b. Eligibility. Officers requesting to screen must meet the following general eligibility parameters:
- (1) Tour complete or in-play in the upcoming assignment year. In-play for assignment includes:
    - O-6, O-6(sel), or in zone for O-6 regardless of tour completion date in an O-5 position
    - O-5, O-5(sel), or in zone for O-5 in an O-4 position, 1 year from tour complete (who will be tour complete in the next AY)
    - O-4, O-4(sel), or in zone for O-4 in an O-3 position, 1 year from tour complete (who will be tour complete in the next AY)
  - (2) Captains who will have completed at least two years in their current assignment by 15 September of the respective assignment year may request to screen with Flag Officer concurrence.
  - (3) If the current Sector Commander is tour complete in the upcoming assignment year, the Deputy Sector Commander may request to screen for the Sector Commander position at their unit, regardless of tour completion date.
  - (4) Meet the experience and recency requirements outlined in enclosure (1) for the specific commands for which they request to screen. Waivers will be considered on a case-by-case basis while remaining consistent with the intent of the program.
  - (5) Have not previously held command at the current rank, except for:
    - (a) Chief Warrant Officers
    - (b) Candidates for SILC, SFLC, C5ISC, and Regional Fisheries Training Center commands
    - (c) Prior PATFORSWA, O6 MSU, Activities Europe, Activities Far East, International Ice Patrol, and Regional Fisheries Training Center Commanding Officers
  - (6) Officers included on a current promotion list, or above/in-zone for promotion during the upcoming promotion year, can only request to screen for commands at the next higher rank.

- (7) Temporary Separation (TEMPSEP) program participants must return to regular commissioned status prior to competing for command.
- (8) Members selected for flight school are not eligible to compete for command screening.
- (9) Members who are serving in a Duty Under Instruction (DUINS) program (advanced education/Senior Service School/Senior Education Fellowship) 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.
- (10) Members may compete for both Command and Senior Education and Fellowship opportunities. PSC-OPM will engage directly with those selected for both to balance Service needs with member desires in making a final assignment recommendation.
- (11) With the exception of CWO Commands, eligibility criteria met as a result of prior enlisted Coast Guard service will require an eligibility waiver request.

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 convening date, another ALCGOFF message will list applicants appearing to meet the eligibility criteria or who have been granted a waiver to compete. Any member whose name does not appear on this list and who believes they qualify for screening for a particular position due to special circumstances or unique qualifications, or believes their name was inadvertently omitted, should appeal to 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 once the case review is complete.
  - (3) PSC-OPM will consider written waiver requests on a case-by-case basis while remaining consistent with the intent of the program. Additional guidance on waivers will be released in screening panel announcement messages.
  - (4) 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.
12. ADPL SENIOR EDUCATION AND FELLOWSHIP PANEL (SEFP). Program information and screening criteria is contained in reference (f).
  13. RESERVE SENIOR EDUCATION AND FELLOWSHIP PANEL (SEFP). Program information and screening criteria is contained in reference (f).
  14. 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). Projected vacancies and amplifying guidance on screening criteria and

procedures will be provided in future ALCGRSV message traffic. Members desiring a command assignment may submit an e-Resume requesting to be screened. If there are not a sufficient number of eligible officers requesting to screen, then PSC-RPM is authorized to shift to a mandatory screening process which will be announced via message traffic. Any communications to the panel should be prepared as outlined in paragraph 10.e.

15. IDPL PROMOTION BOARD PROCEDURES. Chapter 7, Subchapter A of reference (b) contains procedures applicable to the promotion of reserve officers on the IDPL. This policy references laws that 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 (e). See Enclosure (2) of reference (f) for the Schedule of IDPL Reserve Officer Boards and Panels.
  - a. Reserve officers under consideration by an IDPL selection board may submit communications to the board president.
  - 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.
  - d. Reserve officer promotion/assignment board results are published in All Coast Guard Personnel Service Center (ALCGPSC) messages.
  - e. Reserve officers can look up their own OER history through Direct Access located at: My Page, in the Employee page, click on View, then, click on Employee Review Summary.
16. RESERVE OFFICER MOBILIZATION DISPOSITION BOARD. This Board will convene under the authority of Sections 12642 and 12683 of reference (e) annually to screen officers on Inactive Status List (ISL). The Board recommends separation or transfer to the Retired Reserve for officers who have been assigned to the Inactive Status List (ISL) for more than three years and have limited potential for mobilization, in accordance with Chapter 8.A.5 of reference (b).
17. REGULAR TO RESERVE APPOINTMENT 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).
18. RESERVE OFFICER ACTIVE STATUS PANEL. The Panel will convene annually, or as often as needed, to consider officers in the grade of commander and below with a Reserve commission, who are non-selected one or more times on the ADPL (or RCM promotion list), and who request placement on the IDPL and affiliation with the Ready Reserve in lieu of separation in accordance with Chapter 7.A.6.c of reference (b).

19. RECORDS MANAGEMENT. This Instruction has been thoroughly reviewed during the directives clearance process, and it has been determined there are no further records scheduling requirements, in accordance with Federal Records Act, 44 U.S.C. 3101 et seq., NARA requirements, and Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy does not have any significant or substantial change to existing records management requirements.
20. FORMS/REPORTS. The forms referenced in this Instruction are available in USCG Electronic Forms on the Standard Workstation or on CG Portal at [Search for Directives Pubs, Forms, and GM - Power Apps \(appsplatform.us\)](#).
21. REQUEST FOR CHANGES. Units and individuals may recommend changes by writing via the chain of command to: Commander, Coast Guard Personnel Service Center (OPM-1); Mail Stop 7200, 2703 Martin Luther King Jr Ave SE, Washington, DC 20593-7200.



R. E. Dash /s/  
Rear Admiral, U.S. Coast Guard  
Commander, CG Personnel Service Center

Encl: (1) Command Screening Criteria