

U.S. Department of
Homeland Security

United States
Coast Guard



Commander
United States Coast Guard
Personnel Service Center

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CG PSCNOTE 1401
26 MAR 2024

CG PERSONNEL SERVICE CENTER NOTICE 1401

CANCELLED: 30 JUN 25

Subj: PY25 SCHEDULE OF 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) Guidance and Eligibility Criteria for Officer Personnel Boards and Panels, PSCINST 1401.1 (series)
(d) Title 14, U.S. Code

1. PURPOSE. Publish convening dates for Active Duty Promotion List (ADPL) and Inactive Duty Promotion List (IDPL) officer personnel boards and panels for promotion year (PY) 2025, **which occurs from 1 July 2024 to 30 June 2025**.
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 Notice. Internet release is authorized.
3. DIRECTIVES AFFECTED. Promotion Year 2024 Schedule of Officer Personnel Boards and Panels, PSCNOTE 1401 is canceled on 30 June 2024.
4. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. 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. IMPACT ASSESSMENT. This Notice creates no new personnel resources, training, or funding requirements.
6. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.
 - a. The development of this Notice 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 Notice 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.

7. DISTRIBUTION. No paper distribution will be made of this Notice. An electronic version will be located on the following Commander CG Personnel Service Center site: https://uscg.sharepoint-mil.us/sites/psc_spo/psc-opm/OPM%20Reference%20Library/Forms/AllItems.aspx.
8. RELATED DIRECTIVES.
 - a. Chapters 1, 3, 6, and 7 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 (c) contains guidance to officers eligible for consideration by a selection/retention board or panel. It also contains the screening and eligibility criteria for officer personnel panels.
9. 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. Estimated zones will be announced via ALCGPSC message. The schedule of boards and panels was developed to correspond as closely as possible with the OER submission schedule.
 - b. Commanding Officers of Reserve Active Status Officers. Commanding officers of officers serving in the Ready Reserve (Selected Reserve (SELRES)), Individual Ready Reserve (IRR), and Standby Reserve (Active Status List (ASL)) must:
 - (1) Ensure all active status officers are aware of the contents of this Notice.
 - (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.
10. ADPL AND IDPL PROMOTION BOARD ZONES AND CONVENING DATES. This Notice, which is further amplified by appropriate message traffic, serves as the official notification required by Section 2108 of reference (d). Future messages may announce changes to the enclosures. Commander, PSC is authorized to delay or reschedule the listed boards and panels as Service needs dictate.
11. ADPL SENIOR EDUCATION AND FELLOWSHIP PANEL (SEFP). The SEFP will select candidates for senior fellowships, Senior Service School (SSS), and senior advanced education programs. This Panel will be divided into two phases: Phase I will cover the O-6 Council on Foreign Relations (CFR) fellowship and consider Captains with a 01 July 22 or earlier date of rank.

Phase II will cover the O-5 programs including SSS, Sloan Fellowship and MIT-SDM. Additional ALCGOFF messages will outline instructions and specific criteria associated with application to these programs.

12. RESERVE SENIOR EDUCATION AND FELLOWSHIP PANEL (SEFP). The Reserve SEFP will select candidates for senior fellowships and advanced education programs. This Panel will select primary and alternate candidates to attend the Joint Combined Warfighting School - Hybrid and primary and alternate candidates to attend Reserve Components National Security Course. Convening date announcements and application guidance for specific SEFP courses will be provided via separate ALCGRSV message traffic.
13. RECORDS MANAGEMENT. This Notice 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.
14. FORMS/REPORTS. The forms referenced in this Notice are available in USCG Electronic Forms on the Standard Workstation or on CG Portal: <https://play.apps.appsplatform.us/play/e/default-369ba0d5-02cb-4d2f-94fd-9212cc24b78c/a/449d74ad-9685-44e3-934b-46c72a05e1a2?tenantId=369ba0d5-02cb-4d2f-94fd-9212cc24b78c&source=portal>.
15. 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
Rear Admiral, U.S. Coast Guard
Commander, Personnel Service Center

- Encl: (1) PY25 Schedule of ADPL Officer Personnel Boards and Panels
(2) PY25 Schedule of IDPL Officer Personnel Boards and Panels
(3) PY25 Schedule of RCM, PCTS and BAND Officer Personnel Boards and Panels

PROMOTION YEAR 2025 SCHEDULE OF ADPL OFFICER PERSONNEL BOARDS AND PANELS

CONVENING DATE	BOARD OR PANEL	ZONE	COMMENTS	FINAL APPROVAL AUTHORITY
09 – 12 Jul 24	CAPT Continuation Board	See note 1.	CAPTs with 1 Jan 21 or earlier dates of rank are eligible for consideration unless they have already been considered for continuation. See note 3.	S1
09 – 12 Jul 24	RDML Selection Board	See note 1.	CAPTs with 1 Jul 22 or earlier dates of rank are eligible for consideration.	S1
09 – 12 Jul 24	SEFP Phase I	Not Applicable.	A message will announce the number to be selected and associated criteria.	CG PSC
15 – 19 Jul 24	CAPT Selection Board	See notes 1 and 2.	CDRs with 1 Jul 21 or earlier dates of rank are eligible for consideration.	S1
15 – 19 Jul 24	CDR Continuation	Not Applicable.	See note 3.	CCG
16 Jul 24	CWO Extension Beyond 30 Years	Not Applicable.	The panel will consider requests from CWOs to extend beyond 30 years of active duty service.	CG PSC-OPM
22 July 24 – 02 Aug 24	CDR Selection Board	See notes 1 and 2.	LCDRs with 1 Jul 21 or earlier dates of rank are eligible for consideration.	S1
22 July 24 – 02 Aug 24	LCDR Continuation	Not Applicable.	See note 3.	CCG
29 Jul 24 – 02 Aug 24	Reserve Officer Extension Board	Reserve officers scheduled for release from active duty between 1 Nov 23 and 30 Apr 24.	See notes 3 and 4. A message will announce eligible reserve officers.	CG PSC
05 – 16 Aug 24	LCDR Selection Board	See notes 1 and 2.	LTs with 1 Jul 22 or earlier dates of rank are eligible for consideration.	S1

PROMOTION YEAR 2025 SCHEDULE OF ADPL OFFICER PERSONNEL BOARDS AND PANELS

CONVENING DATE	BOARD OR PANEL	ZONE	COMMENTS	FINAL APPROVAL AUTHORITY
05 – 16 Aug 24	LT Continuation	Not Applicable.	See note 3.	CCG
19 – 30 Aug 24	Senior Command Screening Panel	O-6s, O-5s, and officers selected to those grades.	See note 5. Refer to ref (c) for screening and eligibility criteria.	CG PSC
26 – 30 Aug 24	SEFP Phase II	Not Applicable.	See note 5.	CG PSC
10 – 13 Sep 24	Rear Admiral Continuation Board	See note 1.	Message will announce any change in convening date.	S1
11 – 13 Sep 24	CWO Command Screening Panel	CWOs and enlisted members selected to CWO.	See note 5. Refer to ref (c) for screening and eligibility criteria.	CG PSC
16 – 27 Sep 24	LT Selection Board	See note 1.	LTJGs with 1 Jul 23 or earlier dates of rank are eligible for consideration. OERs for LTJGs in zone will be submitted for period ending 30 June 24 vice 31 July 24.	S1
16 – 27 Sep 24	CWO to LT Selection Board	See note 1.	Applicants must meet eligibility requirements established by ref (a). Application deadline for those specialties being considered: 09 Aug 24. See note 5.	S1
16 – 20 Sep 24	Fleet Flight School Panel #1	Not applicable.	See note 5.	CG PSC-OPM
30 Sep 24 – 04 Oct 24	CWO Selection Board	See note 1.	CWOs with DORs of 15 Dec 21 or earlier will be eligible. See Art. 3.B. of ref (a).	S1

PROMOTION YEAR 2025 SCHEDULE OF ADPL OFFICER PERSONNEL BOARDS AND PANELS

CONVENING DATE	BOARD OR PANEL	ZONE	COMMENTS	FINAL APPROVAL AUTHORITY
30 Sep 24 – 04 Oct 24	CWO Selective Early Retirement Board (SERB)	Not Applicable	See note 3.	S1
30 Sep 24 – 04 Oct 24	CWO Continuation Board	See note 1.	See note 5.	S1
TBD	OCS Flight School Panel #1	Not applicable.	Convening date to be coordinated between PSC-OPM and CG LDC.	CG PSC-OPM
28 Oct 24 – 01 Nov 24	Junior Command Screening Panel	O-4s, O-3s, O-2s, O-1s and officers selected to those grades.	See notes 5. Refer to ref (c) for screening and eligibility criteria.	CG PSC
05 – 06 Nov 24	LTJG Selection Board	See note 1.	Ensigns with 31 Jan 24 dates of rank or earlier. Board may select all those eligible. Date is tentative, message will announce actual convening date.	S1
20 – 21 Nov 24	Promotion Selection Board Exclusion Panel	Not Applicable.	LCDRs, LTs, and LTJGs potentially in zone in PY26 may apply. Message will provide details on number to be selected and eligibility.	CG PSC
TBD	CGA Flight School Panel	Not applicable.	Convening date to be coordinated between PSC-OPM and CG Academy.	CG PSC-OPM
10 – 12 Dec 24	CAPT Assignment Panel	Not applicable.	The panel will consider all O-6s, officers selected to that grade, and other officers to be assigned to O-6 billets.	CG PSC
10 – 13 Dec 24	Fleet Flight School Panel #2	Not applicable.	See note 5.	CG PSC-OPM

PROMOTION YEAR 2025 SCHEDULE OF ADPL OFFICER PERSONNEL BOARDS AND PANELS

CONVENING DATE	BOARD OR PANEL	ZONE	COMMENTS	FINAL APPROVAL AUTHORITY
07 – 09 Jan 25	Reserve Officer Extension Board	Reserve officers scheduled for release from active duty between 1 May 25 and 31 Oct 25.	A message will announce eligible reserve officers. See notes 3 and 4.	CG PSC
22 – 24 Jan 25	CDR Assignment Panel	Not applicable.	The panel will consider all O-5s, officers selected to that grade, and other junior officers to be assigned to O-5 billets.	CG PSC
TBD	OCS & MARGRAD Flight School Panels	Not Applicable.	Convening date to be coordinated between PSC-OPM and CG LDC See note 3.	CG PSC-OPM
TBD	MIT Seminar Panel	Not applicable.	A message will announce actual convening date.	CG PSC-OPM
TBD	Temporary Service Promotion Board	Not applicable.	Board will consider officers eligible for Temporary Service Promotion as outlined in ALCOAST 033/23.	S1
07 – 11 Apr 25	CWO Appointment Board	Not applicable.	See COMDTINST M1000.3(series), Art. 1. D Eligibility requirements deadline: 1 Jan 25. See note 5.	S1
02 – 06 June 25	LTJG Selection Board	See note 1.	Ensigns with 31 Jul 24 dates of rank or earlier.	S1
NOTES:	<ol style="list-style-type: none"> 1. A message will announce the zone and the number to be selected. 2. The number of officers included in an ADPL promotion zone is calculated in a two-step process. First, the number of officers to be selected is determined based on projected vacancies. Second, the actual zone sizes are determined by establishing the opportunity of selection for each grade. 3. A decision to hold this board/panel will be determined at a later date. 4. Reserve officers whose active duty agreements expire during the indicated period and who do not apply will be released when their Extended Active Duty (EAD) Agreement expires. 5. Submit applications to PSC-OPM via the process outlined in the solicitation message. 			

PROMOTION YEAR 2025 SCHEDULE OF IDPL OFFICER PERSONNEL BOARDS AND PANELS

CONVENING DATE	BOARD OR PANEL	ZONE	COMMENTS	FINAL APPROVAL AUTHORITY
09 – 12 Jul 24	CAPT Retention Board	See note 1.	CAPTs with 18 or more years of service towards retirement.	S1
15– 19 Jul 24	CAPT Selection Board	See note 1.	CDRs with 1 Jul 21 or earlier dates of rank are eligible for consideration.	S1
15 –19 Jul 24	CDR Continuation Board	See note 4.	CDRs who have received their second non-selection for promotion and have less than 18 years of service towards retirement.	CCG
15 – 19 Jul 24	CDR Retention Board	See note 1.	CDRs with 18 or more years of service towards retirement.	S1
22 – 26 Jul 24	CDR Selection Board	See note 1.	LCDRs with 1 Jul 21 or earlier dates of rank are eligible for consideration.	S1
22 – 26 Jul 24	LCDR Continuation Board	See note 4.	LCDRs who have received their second non-selection for promotion and have less than 18 years of service towards retirement.	CCG
22 – 26 Jul 24	LCDR Retention Board	See note 1.	LCDRs with 18 or more years of service towards retirement.	S1
01 – 02 Aug 24	Reserve Officer Active Status Panel	See notes 2 and 3.	See COMDTINST M1001.28 (series) Art. 7.A.6.c.2	CG PSC
05 – 09 Aug 24	LCDR Selection Board	See note 1.	LTs with 1 Jul 22 or earlier dates of rank are eligible for consideration.	S1
05 – 09 Aug 24	LT Continuation Board	See note 4.	LTs who have received their second non-selection for promotion and have less than 18 years of service towards retirement.	CCG
10 – 13 Sep 24	SEFP	See notes 2 and 5.	Combined Reserve War & Staff College.	CG PSC

PROMOTION YEAR 2025 SCHEDULE OF IDPL OFFICER PERSONNEL BOARDS AND PANELS

CONVENING DATE	BOARD OR PANEL	ZONE	COMMENTS	FINAL APPROVAL AUTHORITY
16 – 20 Sep 24	LT Selection Board	See note 1.	LTJGs with 1 Jul 23 or earlier dates of rank are eligible for consideration. OERs for LTJGs in zone will be submitted for period ending 30 June 24 vice 31 July 24.	S1
24 – 25 Sep 24	Regular to Reserve Appointment Panel	See notes 2 and 3.	See M1000.3 (series) Article 1.G.	S1
30 Sep 24 – 04 Oct 24	CWO Selection Board	See note 1.	CWOs with DORs of 15 Dec 21 or earlier will be eligible. See M1001.28 (series), Art. 7.B.	S1
05 – 06 Nov 24	LTJG Selection Board	See note 1.	Board may select all of those eligible.	S1
Reserve Senior Command Screening Panel (RSCSP) consisting of:				
18 – 22 Nov 24	CGRU COCOM	O6 Command, See note 6.	For eligibility, see criteria in paragraph 14 of Ref (c) and Encl (1) of Ref (c).	CG PSC
	PSU	O5 Command See note 6.	For eligibility, see criteria in paragraph 14 of Ref (c) and Encl (1) of Ref (c).	CG PSC
22 Nov 24	Promotion Selection Board Exclusion Panel	See note 4.	LCDRs, LTs and LTJGs that are potentially in zone in PY26 may apply. Message will provide details on number to be selected and eligibility.	CG PSC
03 – 05 Dec 24	Regular to Reserve Appointment Panel	See notes 2 and 3.	See M1000.3 (series) Article 1.G.	S1

PROMOTION YEAR 2025 SCHEDULE OF IDPL OFFICER PERSONNEL BOARDS AND PANELS

CONVENING DATE	BOARD OR PANEL	ZONE	COMMENTS	FINAL APPROVAL AUTHORITY
04 – 06 Feb 25	Regular to Reserve Appointment Panel	See notes 2 and 3.	See M1000.3 (series) Article 1.G.	S1
04 – 06 Feb 25	Reserve Officer Active Status Panel	See notes 2 and 3.	See COMDTINST M1001.28 (series) Art. 7.A.6.c.2	CG PSC
19 – 20 Feb 25	Reserve Mobilization Disposition	See note 4.	See COMDTINST M1001.28 (series) Art. 8.A.5.	CG PSC
24 – 28 Feb 25	Reserve O6/O5 Assignment Panel	See note 6.		CG PSC
19 – 20 Mar 25	Regular to Reserve Appointment Panel	See notes 2 and 3.	See M1000.3 (series) Article 1.G.	S1
07 – 11 Apr 25	CWO Appointment Board	See note 2.	See COMDTINST M1000.3(series), Art.1.D.	S1
06 – 09 May 25	Reserve Master of Science in Strategic Intelligence Panel	See note 2.		CG PSC
20 – 22 May 25	Regular to Reserve Appointment Panel	See notes 2 and 3.	See M1000.3 (series) Article 1.G.	S1
2 – 6 Jun 25	LTJG Selection Board	See note 1.	Board may select all of those eligible.	S1
NOTES:	<ol style="list-style-type: none"> 1. A message will announce the zone and the number to be selected. The running mate system determines the number of reserve officers included in the IDPL promotion zone. The opportunity of selection for each grade is based on projected vacancies and Coast Guard policy. 2. A message will announce the process for submitting applications to PSC-RPM. 3. This panel is contingent upon an adequate number of officers identified by issued separation orders. 4. This panel is contingent upon availability of eligible candidates. 5. Subject to course availability. 6. RPM-2 sponsored panels 			

**PROMOTION YEAR 2025 SCHEDULE OF RCM, PCTS AND BAND
OFFICER PERSONNEL BOARDS AND PANELS**

CONVENING DATE	BOARD OR PANEL	ZONE	COMMENTS	FINAL APPROVAL AUTHORITY
15 – 19 Jul 24	PCTS Selection Board (All Grades)	See note 1.	See Art. 3.A.7 of ref (a).	S1
29 Jul 24 – 02 Aug 24	RCM Selection Board (All Grades)	See notes 1 and 3.	See Art. 3.A.6 of ref (a).	S1
29 Jul 24 – 02 Aug 24	RCM Continuation Board (All Grades)	See note 4.	See Art. 3.A.6 of ref (a). See note 2.	S1
29 Jul 24 – 02 Aug 24	RCM Permanent Designation Board	See note 3.	See Art. 6.B.8 of ref (a).	CCG
21 – 25 Oct 24	RCM Designation Board	See note 5.	See M1000.3 (series) Article 7.D.	Report – CG-1 Appointments – S1
TBD	PCTS Appointment Panel	Not Applicable	Convened based on vacancies. See note 4.	S1

NOTES:	<ol style="list-style-type: none"> 1. Zone determinations are based on member’s ADPL running mate. 2. Tentatively scheduled, final determination on whether board will be held to be made at a later date. 3. A message will announce the zone and number to be selected. 4. This panel is contingent upon availability of eligible candidates. 5. Submit applications to PSC-RPM via the process outlined in the solicitation message.
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