

R 042139Z APR 25 MID180001702242U

ALCGPSC 056/25

SUBJ: PROMOTION AND ADVANCEMENT CEREMONY REQUIREMENTS AND PROCEDURES

- A. Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3(Series)
- B. Enlistments, Evaluation, and Advancements, COMDTINST M1000.2(Series)
- C. COMDT COGARD WASHINGTON DC 301843Z APR 24/ACN 200/24

1. Promotion and advancement ceremonies are time-honored traditions that reflect the Coast Guard's commitment to recognizing the accomplishments of our people and reinforcing our Core Values. These ceremonies are more than a formality – they are professional milestones that publicly affirm the dedication, performance, and growth of our members. As such, every officer and enlisted member shall be afforded an appropriate and meaningful ceremony when promoted, advanced, or frocked.

2. In accordance with references (a) and (b), unit commanders must ensure the following procedures are carried out to properly recognize the member:

- a. Conduct a ceremony on the date of authorized promotion/advancement in accordance with the Officer Promotion Authorization List (OPAL), effective date of frocking, Enlisted Personnel Advancement Announcement (EPAA), and Enlisted Reserve Advancement Announcement (ERAA), or as soon as practicable thereafter. Ceremonial advancements may be authorized in accordance with reference (c). Ceremonial advancements should be leveraged to accommodate member's personal needs to allow appropriate recognition with family and friends as possible.
- b. Consider the honoree's desires regarding the format, location, and participants in the ceremony.
- c. For officers: Administer the oath of office to the newly promoted officer. The officer's Oath can be found at: [CG\\_9556.PDF](#).
- d. For enlisted members: Reaffirm the oath of reenlistment during advancement ceremonies. The Oath of Enlistment can be found at: [CG-5675](#).

3. Unit commanders must also verify ongoing eligibility for promotion or advancement in accordance with references (a) and (b). If a member becomes ineligible prior to their effective date, commands are required to notify CG PSC (opm), (rpm), (epm), as appropriate.

4. Promotion and advancement certificates should be used to formally mark the occasion. Officer promotion certificates may be requested via the [Promotion Certificate Request Form](#), and enlisted advancement certificates are available at Enlisted [Advancement Certificates](#).

5. As leaders, we must model and preserve the standards of our profession to ensure every member receives the recognition they have earned. By formal recognition of our members, we strengthen esprit de corps, pride in service, and our collective sense of purpose.

6. POCs: OPM: LT John Jarrett at [John.S.Jarrett@uscg.mil](mailto:John.S.Jarrett@uscg.mil), EPM: LT Victoria Castleberry at [Victoria.T.Castleberry@uscg.mil](mailto:Victoria.T.Castleberry@uscg.mil), and RPM: LT Corinthia Cortez, at [Corinthia.T.Cortez@uscg.mil](mailto:Corinthia.T.Cortez@uscg.mil).

7. RDML Z. Merchant, Commander, Personnel Service Center (CG-PSC), sends.

8. Internet release is authorized.