

**Chief Petty Officers Academy (CPOACAD) and
Senior Enlisted Leadership Course (SELC)
COMDT (CG-128) Active Duty Slating & Waiver Business Rules**

E-6 members above the published cutoff for advancement to E-7 must attend the Chief Petty Officers Academy (CPOACAD) prior to advancement. Legacy E-7s can elect to attend the CPOACAD or apply to attend the Air Force Senior Non Commissioned Officer Academy (AFSNCOA) (400301) or the Navy Senior Enlisted Academy (USNSEA) (400302). E-8 members above the published cutoff for advancement to E-9 must attend the Senior Enlisted Leadership Course (SELC) prior to advancement.

1. Legacy Chiefs (already advanced to E-7):

- a. E-TQC will manage the Legacy Chief ETR waiting list for the CPOACAD. Instructions and the current list will be housed on the E-TQC portal page: <https://cg.portal.uscg.mil/units/forcecom/tqc/Pages/Home.aspx>
- b. Cancellations only require Admin OIX message to ETQC.

2. Legacy Chiefs/E-7s above the cut for E-8 who have not completed CPOACAD:

- a. Members above the cutoff for E-8 will be automatically slated to the CPOACAD by COMDT (CG-128). Members who have not completed the CPOACAD will need to request a waiver from this requirement to COMDT (CG-128). Waiver requests shall be routed through the member's first Flag Officer and Gold Badge Command Master Chief.
- b. Members who appear on an Enlisted Personnel Advancement Announcement (EPAA), who have not completed the CPOACAD and do not have an approved waiver, will have their advancement withheld until the 1st or 16th of the month following completion of the CPOACAD or receipt of an approved waiver, but NLT 16 December of the advancement cycle.

3. E-8s above the cut for E-9:

- a. Members above the cutoff for E-9 will submit an ETR to the earliest available SELC session they are able to attend.
- b. If the member is currently attending the SELC or enrolled in an upcoming session, COMDT (CG-128) will generate a waiver from this requirement on their behalf if they show up on the EPAA prior to completing the course.
- c. Members who appear on an EPAA, who have not completed or are not enrolled in an upcoming session of the SELC, will need a waiver from COMDT (CG-128). Waiver requests shall be routed through the member's first Flag Officer and Gold Badge Command Master Chief. Without an approved waiver, the member's advancement will be withheld until the 1st or 16th of the month following completion of the course, but NLT 16 December of the advancement cycle.

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4. E-6s above the cut for E-7:

- a. Members will be automatically slated to attend a CPOACAD session based on the order their name appears on the Service Wide Exam Advancement Eligibility List. Members are only moved from the slate if they have required pipeline training that cannot be rescheduled. **This is the only reason a member will be moved to another session.**
- b. Member cancellations or command cancellations without a waiver request need only be endorsed by the first Gold Badge Command Master Chief (examples: NJP, declining advancement, attendance refusal, or loss of CO's recommendation for advancement).

5. Waivers:

- a. **Medical:** Members who cannot attend the required course based on a medical reason will first consult with the CPOACAD or SELC School Chief and see if the staff can accommodate their needs. If they cannot, a waiver will be routed to COMDT (CG-128) with a command endorsement.
- b. **No-fault disenrollment:** If a member receives a no fault disenrollment from the CPOACAD or SELC, a copy of the disenrollment CG-3307 must be sent to COMDT (CG-128). COMDT (CG-128) will process and generate the waiver on their behalf.
- c. **At-fault disenrollment:** If a member receives an at fault disenrollment, they will not be re-slated to attend the CPOACAD or SELC and will need an approved waiver to advance without completing the course.
- d. **Members slated/currently attending and on the EPAA list/advancing below the published cutoff:** COMDT (CG-128) will generate a waiver on behalf of the members. Members on the EPAA who are scheduled to advance to E-7, but listed below the published cutoff, will be automatically slated to the next available CPOACAD session. Members on the EPAA who are scheduled to advance to E-9, but listed below the published cutoff, will submit an ETR to the earliest available SELC session they are able to attend.
- e. **Operational:** Waiver requests due to operational reasoning require first Flag Officer and Gold Badge Command Master Chief endorsement with a new page endorsement expressing measures taken by the command to address/alleviate the extenuating circumstances.
- f. **Advanced Education.** Members E-6 to E-7 do not require an endorsement from a Flag Officer to advance. Advancements E-7 to E-8 will require an endorsement from a Flag Officer, and circumstances as to why the member could not attend previously as an E-7 must be addressed. Members should have their Advanced Education Program Manager contact CG-128 and verify they cannot attend.
- g. **All other waivers:** These waiver requests require command endorsement and must be routed through the first Flag Officer and Gold Badge Command Master Chief for endorsement consideration.

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Memo Procedures

1. The member prepares a waiver request via Coast Guard memo.
2. The memo should include the member's name, rate, EMPLID, position above the cutoff on the Service Wide Exam Advancement Eligibility List, course code, session number that the member is currently slated to or has orders to attend and narrative of extenuating circumstances preventing member from completing the session they are slated to attend (see templates).
3. Member signs and submits their memo to their command for endorsement/denial.
4. Flag Officer/Gold Badge Command Master Chief endorsed requests are submitted to COMDT (CG-128) for final review and execution. Members granted approval will receive notification from COMDT (CG- 12C) documenting approval/denial.
5. Flag Officer/Gold Badge Command Master Chief denials **will not** be forwarded to COMDT (CG-128) for review. Members whose requests are denied prior to routing to COMDT (CG-128) will be notified by their first level Gold Badge Command Master Chief advising them to execute orders for the session they were originally slated to attend.
6. Members who receive approval from COMDT (CG-128) will have the requirement waived to either attend the Chief Petty Officer Academy (CPOACAD) prior to advancing to E-7 or the Senior Enlisted Leadership Course (SELC) prior to advancing to E-9.
7. This does not waive the requirements for completion of the CPOACAD/SELC for PCS assignments, future advancement eligibility requirements, or subsequent courses that require it as a prerequisite.

Note: Commanding Officers shall determine whether advancement eligibility requirements have or have not been met for their members who are above the cutoff, especially with regards to obligated service or if they are HYT candidates. Members advancing to pay grades E-7, E-8, or E-9 will be required to remain on active duty for two years from the effective date of their advancement to the new grade. HYT members should not receive orders to either CPOACAD or SELC until a HYT waiver is granted with advancement authorization.

If your member received orders to either school and refuses to obligate service, or is a HYT candidate, contact COMDT (CG-128) and CG PSC-EPM-1 immediately.

References

Enlisted, Evaluations, and Advancements, COMDTINST M1000.2 (series),
Chapter 3.A

Performance, Training and Education Manual, COMDTINST M1500.10 (series), Chapter 8

Military Separations, COMDTINST M1000.4 (series), Chapter 3