

U.S. Department of
Homeland Security

United States
Coast Guard



Commander
United States Coast Guard
Personnel Service Center

Mail Stop 7200
2703 Martin Luther King Jr Ave SE
Washington, DC 20593-7200
Staff Symbol: CG PSC-c
Phone: (202) 795-6475

CG PSCNOTE 1401

CG PERSONNEL SERVICE CENTER NOTICE 1401

CANCELLED: 30 JUN 18

Subj: PY18 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) ALCGPSC 038/17 (2017 OER Submission and PY18 Officer Selection Boards)
(d) Title 14, U.S. Code
(e) Documents Viewed By CG Officer Promotion and Special Boards, COMDTINST 1410.2 (series)
(f) Title 10, U.S. Code
(g) Guidance and Eligibility Criteria for Officer Personnel Boards and Panels, PSCINST 1401.1

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) 2018, **which occurs from 1 July 2017 to 30 June 2018.**
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 2017 Schedule of Officer Personnel Boards and Panels, PSCNOTE 1401 is canceled on 30 June 2017.
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 web sites. Internet: <http://www.uscg.mil/psc/opm/Opm1/opm-1Boards.asp>, <http://www.uscg.mil/rpm/rpm1/boards.asp>, and CG Portal: <https://cglink.uscg.mil/e0fbceaf>.
 8. 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 (g) 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. For this purpose, estimated zones were announced in reference (c). 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 that 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 & 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 253 of reference (d). Future messages may announce changes to enclosures (1) and (2). 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 select officer(s) for the O-6 fellowship (CFR), while Phase II will cover the O-5 programs.

- a. Council on Foreign Relations (CFR) Fellowship. All Captains meeting the following criteria will be automatically screened:
 - (1) DOR 01 Jan 2014 or earlier
 - (2) O-6 command experience
 - (3) Tour complete in 2018
 - (4) Non-tour complete Captains that will have completed at least two years in their current assignment by 15 September 2018 and otherwise meet the eligibility requirements may request to screen via e-Resume with Flag officer concurrence.
 - (5) Candidates selected by the SEFP for CFR will go through additional screening as well as a rigorous interview process.
 - b. Any additional O-6 SEFP Phase I programs, and their associated eligibility requirements, will be announced separately via ALCGOFF.
 - c. SSS, Sloan Fellowship and MIT-SDM. The SEFP Phase II will consider tour complete O-5 and O-5 selects who request consideration for selection. An ALCGOFF will be released by PSC-OPM outlining the specific criteria by which officers will be considered for the respective War Colleges and Fellowship opportunities. E-resumes requesting consideration will be required in accordance with the respective ALCGOFF message(s).
12. RESERVE SENIOR EDUCATION AND FELLOWSHIP PANEL (SEFP). The Reserve SEFP will select candidates for senior fellowships and advanced education programs. This Panel will be divided into two phases: Phase I will select primary and alternate O-6 candidates to attend the Joint Senior Reserve Component Officers Course, while Phase II will convene to select primary and alternate candidates to attend various in-residence War and Staff College courses. 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 the Internet: <http://www.uscg.mil/forms/>; CG Portal at <https://cg.portal.uscg.mil/library/forms/SitePages/Home.aspx>; and Intranet at <http://cgweb.comdt.uscg.mil/CGFORMS>.

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.

M. T. BELL, Jr. /s/
Rear Admiral, U.S. Coast Guard
Commander, CG Personnel Service Center

Encl: (1) PY18 Schedule of ADPL Officer Personnel Boards and Panels
(2) PY18 Schedule of IDPL Officer Personnel Boards and Panels

PROMOTION YEAR 2018 SCHEDULE OF ADPL OFFICER PERSONNEL BOARDS AND PANELS

| CONVENING DATE | BOARD OR PANEL | ZONE | COMMENTS | FINAL APPROVAL AUTHORITY |
|-----------------------|---------------------------------|--|--|---------------------------------|
| 11 – 13 Jul 17 | CAPT Continuation Board | See note 1. | CAPTs with 1 Jul 14 or earlier dates of rank are eligible for consideration unless they have already been continued. | S1 |
| 11 – 13 Jul 17 | RDML Selection Board | See note 1. | CAPTs with 1 Jul 15 or earlier dates of rank are eligible for consideration. | S1 |
| 11 – 13 Jul 17 | SEFP Phase I | See note 4. | | CG PSC |
| 17 – 21 Jul 17 | CAPT Selection Board | See notes 1 and 2. | CDRs with 1 Jul 14 or earlier dates of rank are eligible for consideration. | S1 |
| 17 – 21 Jul 17 | PCTS Selection Board | See note 1. | | S1 |
| 24 Jul – 4 Aug 17 | CDR Selection Board | See notes 1 and 2. | LCDRs with 1 Jul 14 or earlier dates of rank are eligible for consideration. | S1 |
| 24 Jul – 4 Aug 17 | LCDR Continuation | See notes 4 and 5. | | CCG |
| 25 – 26 Jul 17 | Reserve Officer Extension Board | Reserve officers scheduled for release from active duty between 1 Nov 17 and 30 Apr 18. A message will announce eligible reserve officers. | See notes 5 and 6. | CG PSC |
| 7 – 18 Aug 17 | LCDR Selection Board | See notes 1 and 2. | LTs with 1 Jul 15 or earlier dates of rank are eligible for consideration. | S1 |
| 7 – 18 Aug 17 | LT Continuation | See notes 4 and 5. | | CCG |
| TBD | Rear Admiral Continuation Board | See note 1 and 7. | Board convening date subject to change. | S1 |

PROMOTION YEAR 2018 SCHEDULE OF ADPL OFFICER PERSONNEL BOARDS AND PANELS

| CONVENING DATE | BOARD OR PANEL | ZONE | COMMENTS | FINAL APPROVAL AUTHORITY |
|--|---|---|--|---------------------------------|
| 8 – 11 Aug 17 | RPA (Senior) Selection Board (CAPT & CDR) | See note 1. | See COMDTINST M1000.3(series), Art. 3.A.6. | S1 |
| 8 – 11 Aug 17 | RPA (Junior) Selection Board (LCDR & LT) | See note 1. | See COMDTINST M1000.3(series), Art. 3.A.6. | S1 |
| 8 – 11 Aug 17 | RPA (Junior) Continuation Board (LCDR & LT) | See note 1 and 5. | See COMDTINST M1000.3(series), Art. 3.A.6. | CCG |
| 8 – 11 Aug 17 | RPA Permanent Designation Board | See note 1. | See COMDTINST M1000.3(series), Art. 1.B.3 and 6.B.8. | CCG |
| Senior Command Screening Panel consisting of: | | | | |
| 21 Aug – 1 Sep 17 | Operations Ashore Command Screening Sub-Panel | O-6s, O-5s, and officers selected to those grades. For eligibility see criteria outlined in paragraph 10 and Encl (1) of Ref (g). | Sector, MSU, Activities, MSRT, NSFCC, MSC, NMC, NAVCEN, ICC, MIFC, Crypto Group, MSST, Strike Team, TACLET, MFPU, IIP, IMAT, OCS OCMI (if commissioned) See note 3 and 8. | CG PSC |
| | Operations Afloat Command Screening Sub-Panel | O-6s, O-5s, and officers selected to those grades. For eligibility see criteria outlined in paragraph 10 and Encl (1) of Ref (g). | WAGB, WHEC, WIX, WMSL, PATFORSWA, WMEC, WLBB See note 3 and 8. | CG PSC |
| | Operations Aviation Command Screening Sub-Panel | O-6s, O-5s, and officers selected to those grades. For eligibility see criteria outlined in paragraph 10 and Encl (1) of Ref (g). | AIRSTA, HITRON, ATC, ATTC, ALC, Sector-AIRSTA See note 3 and 8. | CG PSC |

PROMOTION YEAR 2018 SCHEDULE OF ADPL OFFICER PERSONNEL BOARDS AND PANELS

| CONVENING DATE | BOARD OR PANEL | ZONE | COMMENTS | FINAL APPROVAL AUTHORITY |
|-----------------------|---|---|---|---------------------------------|
| | Mission Support Command Screening Sub-Panel | O-6s, O-5s, and officers selected to those grades. For eligibility see criteria outlined in paragraph 10 and Encl (1) of Ref (g). | Service/Logistics Center, Base, Training Centers, CG Yard, CEU, C4IT, APO, PRO, R&D Center, LSC, PPC, CGRC, CSC, HSWL, FINCEN, CAMS, LSSU, SFO, MLE Academy, LDC See note 3 and 8. | CG PSC |
| 5 Sep 17 | CWO Extension Beyond 30 Years | Not Applicable. | The panel will consider requests from CWO's to extend beyond 30 years of active duty service. | CG PSC-OPM |
| 5 – 8 Sep 17 | SEFP Phase II | See note 4. | Interested officers should submit an e-resume indicating program preference. See note 4. | CG PSC |
| 6 – 8 Sep 17 | CWO to LT Selection Board | Applicants must meet eligibility requirements established by COMDTINST M1000.3(series), Art. 3.B.10. See note 4. | Application deadline for those specialties being considered: 13 Aug 17. See note 3. | S1 |
| 11 – 15 Sep 17 | CWO Selection Board and CWO Selective Early Retirement Board (SERB) | See note 1. | CWOs with DORs of 15 Dec 14 or earlier will be eligible. See COMDTINST M1000.3(series), Art. 3.B. | S1 |
| 18 – 29 Sep 17 | LT Selection Board | See notes 1 and 2. | LTJGs with 1 Jul 16 or earlier dates of rank are eligible for consideration. OERs for LTJGs in zone will be submitted for period ending 30 June vice 31 July 17. | S1 |
| 19 – 22 Sep 17 | PCTS Designation (Phase I) | See note 1. | See note 3. | S1 |
| 2 – 6 Oct 17 | Fleet Flight School Panel #1 | | See note 3. | CG PSC-OPM |

PROMOTION YEAR 2018 SCHEDULE OF ADPL OFFICER PERSONNEL BOARDS AND PANELS

| CONVENING DATE | BOARD OR PANEL | ZONE | COMMENTS | FINAL APPROVAL AUTHORITY |
|--|---|--|---|--------------------------|
| Oct 17 | OCS Flight School Panel #1 | Not applicable. | Convening date to be coordinated between CG PSC-OPM and CG LDC. | CG PSC-OPM |
| CWO Command Screening Panel Consisting of: | | | | |
| 10 – 13 Oct 17 | CWO Afloat Command Screening Panel | For eligibility see criteria outlined in paragraph 10 and Encl (1) of Ref (g). | WLI, WLIC, WLR, WLM, WPB See note 3 and 8. | CG PSC |
| | CWO Ashore Command Screening Panel | For eligibility see criteria outlined in paragraph 10 and Encl (1) of Ref (g). | Station, NMLBS See note 3 and 8. | CG PSC |
| 6 – 7 Nov 17 | LTJG Selection Board | Ensigns with 31 Jan 17 dates of rank or earlier. Board may select all those eligible | | S1 |
| Junior Command Screening Panel consisting of: | | | | |
| 13 – 17 Nov 17 | Operations Afloat Command Screening Sub-Panel | O-4s, O-3s, O-2s, O-1s and officers selected to those grades. For eligibility see criteria outlined in paragraph 10 and Encl (1) of Ref (g). | WLB, WTBG w/ Barge, WLM, WPC, WPB, WTGB See note 3 and 8. | CG PSC |
| | Operations Ashore Command Screening Sub-Panel | O-4s, O-3s, O-2s, O-1s and officers selected to those grades. For eligibility see criteria outlined in paragraph 10 and Encl (1) of Ref (g). | MSST, Station, MSU, Crypto Unit, RFTC See note 3 and 8. | CG PSC |

PROMOTION YEAR 2018 SCHEDULE OF ADPL OFFICER PERSONNEL BOARDS AND PANELS

| CONVENING DATE | BOARD OR PANEL | ZONE | COMMENTS | FINAL APPROVAL AUTHORITY |
|-----------------------|---|---|---|---------------------------------|
| | Mission Support Command Screening Sub-Panel | O-4s, O-3s, O-2s, O-1s and officers selected to those grades. For eligibility see criteria outlined in paragraph 10 and Encl (1) of Ref (g). | TRA Team, Institute, TQC, COMMSTA, SFO See note 3 and 8. | CG PSC |
| Nov 17 | CGA Flight School Panel | Not applicable. | Convening date to be coordinated between CG PSC-OPM and CGA. | CG PSC-OPM |
| 5 – 8 Dec 17 | 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. | CCG |
| 8 – 12 Jan 18 | Fleet Flight School Panel #2 | | See note 3. | CG PSC-OPM |
| 16 – 19 Jan 18 | 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-1 |
| 23 – 25 Jan 18 | Reserve Officer Extension Board | Reserve officers scheduled for release from active duty between 1 May 18 and 31 Oct 18. An ALCGOFF message will announce eligible reserve officers. | See notes 5 and 6. | CG PSC |
| Mar 18 | OCS Flight School Panel #2 | Not applicable. | Convening date to be coordinated between CG PSC-OPM and CG LDC. | CG PSC-OPM |

PROMOTION YEAR 2018 SCHEDULE OF ADPL OFFICER PERSONNEL BOARDS AND PANELS

| CONVENING DATE | BOARD OR PANEL | ZONE | COMMENTS | FINAL APPROVAL AUTHORITY |
|-----------------------|-----------------------------|--|---|---------------------------------|
| Mar 18 | MARGRAD Flight School Panel | Not applicable. | Convening date to be determined upon completion of DCO Selection Panel. | CG PSC-OPM |
| Mar 18 | MIT Seminar Panel | Not applicable. | See note 7. | CG PSC-OPM |
| 2 – 13 Apr 18 | CWO Appointment Board | Not applicable. | See COMDTINST M1000.3(series), Art. 1. D Eligibility requirements deadline: 1 Jan 18. See note 3. | S1 |
| 4 – 8 Jun 18 | LTJG Selection Board | Ensigns with 31 Jul 17 dates of rank or earlier. Board may select all of those eligible. | | S1 |

- NOTES:**
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. Submit applications to PSC-OPM via the process outlined in the solicitation message.
 4. A message will announce the number to be selected and the criteria.
 5. A decision to hold this board/panel will be determined at a later date.
 6. 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.
 7. Date tentative; refer to ALCOAST/ALCGPSC Announcement Message for actual convening date.
 8. Refer to PSCINST 1401.1 for screening criteria and eligibility requirements.

PROMOTION YEAR 2018 SCHEDULE OF IDPL OFFICER PERSONNEL BOARDS AND PANELS

| CONVENING DATE | BOARD OR PANEL | ZONE | COMMENTS | FINAL APPROVAL AUTHORITY |
|--|--------------------------------------|--------------------|--|---------------------------------|
| 11 – 13 Jul 17 | CAPT Retention Board | See note 1. | CAPTs with 18 or more years of service towards retirement. | CCG |
| 11 – 13 Jul 17 | RDML Selection Board | See note 1. | CAPTs with 1 Jul 15 or earlier dates of rank are eligible for consideration. | S1 |
| 11 – 13 Jul 17 | SEFP Phase I | See note 4. | JSRCOC Selection Panel | CG PSC |
| 17 – 21 Jul 17 | CAPT Selection Board | See note 1. | CDRs with 1 Jul 14 or earlier dates of rank are eligible for consideration. | S1 |
| 17 – 21 Jul 17 | CDR Retention Board | See note 1. | CDRs with 18 or more years of service towards retirement. | CCG |
| 24 – 28 Jul 17 | CDR Selection Board | See note 1. | LCDRs with 1 Jul 14 or earlier dates of rank are eligible for consideration. | S1 |
| 14 – 18 Aug 17 | LCDR Selection Board | See note 1. | LTs with 1 Jul 15 or earlier dates of rank are eligible for consideration. | S1 |
| 11 – 15 Sep 17 | SEFP Phase II | See note 4. | Combined Reserve War & Staff College. | CG PSC |
| 18 – 22 Sep 17 | LT Selection Board | See note 1. | LTJGs with 1 Jul 16 or earlier dates of rank are eligible for consideration. OERs for LTJGs in zone will be submitted for period ending 30 June vice 31 July 17. | S1 |
| 17 – 20 Oct 17 | CWO Selection Board | See note 1. | CWOs with DORs of 15 Dec 14 or earlier will be eligible. See M1001.28 (series), Art. 7.B. | S1 |
| 30 Oct – 3 Nov 17 | RPA Designation Board, Phase I | See notes 3 and 4. | | CG PSC |
| 6 – 7 Nov 17 | Regular to Reserve Appointment Panel | See notes 5 and 6. | See M1000.3 (series), Art. 1.G | S1 |
| 6 – 7 Nov 17 | LTJG Selection Board | See note 1. | Board may select all of those eligible. | S1 |
| Reserve Senior Command Screening Panel (RSCSP) consisting of: | | | | |
| 13– 17 Nov 17 | CGRU COCOM | O6 Command | For eligibility see criteria in paragraph 13 and Encl (1) of Ref (g). | CG PSC |

PROMOTION YEAR 2018 SCHEDULE OF IDPL OFFICER PERSONNEL BOARDS AND PANELS

| CONVENING DATE | BOARD OR PANEL | ZONE | COMMENTS | FINAL APPROVAL AUTHORITY |
|-----------------------|--|--------------------|--|---------------------------------|
| | PSU | O5 Command | For eligibility see criteria in paragraph 13 and Encl (1) of Ref (g). | CG PSC |
| 11 – 15 Dec 17 | RPA Designation Board, Phase II | See note 6. | | CCG |
| 5 – 9 Feb 18 | Regular to Reserve Appointment Panel | See notes 5 and 6. | See M1000.3 (series), Art. 1.G | S1 |
| 5 – 9 Feb 18 | IDPL Designation Panel | See notes 5 and 6. | See COMDTINST M1001.28 (series) Art. 7.A.6.d.2 | CG PSC |
| 27 – 28 Feb 18 | Reserve Mobilization Disposition Board | See note 6. | See COMDTINST M1001.28 (series) Art.8.A.5 | CG PSC |
| 5 – 9 Mar 18 | Reserve O-6/O-5 Assignment Panel | | | O6 – CG-1 O5 – CG PSC |
| 2 – 6 Apr 18 | CWO Appointment Board | See note 4. | See COMDTINST M1000.3 (series) Art.1.D Eligibility requirements deadline: 1 Jan 18. | S1 |
| 15 – 17 May 18 | Reserve Masters of Science in Strategic Intelligence Panel | See note 4. | | CG PSC |
| 4 – 6 Jun 18 | LTJG Selection Board | See note 1. | Board may select all of those eligible. | S1 |

- NOTES:**
1. A message will announce the zone and the number to be selected.
 2. The running mate system determines the number of reserve officers included in an IDPL promotion zone. The opportunity of selection for each grade is based on projected vacancies and Coast Guard policy.
 3. A message will announce the number to be selected.
 4. Submit applications to PSC-RPM via the process outlined in the solicitation message.
 5. This panel is contingent upon an adequate number of officers identified by issued separation orders.
 6. This panel is contingent upon the availability of eligible applicants.