

CPOA/SELC Waiver Request

- 1) The member prepares a CG Memo that must include:
 - (A) Member's name, rate, EMPLID, position above the cutoff on the SWE Advancement Eligibility List, and the course code and session number that the member is currently slated to attend.
 - (B) Narrative of extenuating circumstances preventing member from completing the session they are slated to attend.
 - (C) If reasons are operational in nature, measures taken by the command to address/alleviate the extenuating circumstances need to be expressed in a new page endorsement.
 - (D) Members who receive approval will have the requirement to 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 waived. The member will then have the option of submitting an ETR to attend a later session.
 - (E) This does not waive the requirements for completion of the CPOACAD/SELC for PCS assignments, advancement eligibility requirements, or subsequent courses that require it as a prerequisite.

- 2) Memo routing:
 - (A) Member submits their memo to their command for endorsement/denial.
 - (B) Command endorsed requests are submitted to their first FLAG Officer and Gold Badge (GB) Command Master Chief (CMC) for endorsement consideration.
 - (C) FLAG/GB CMC endorsed requests are submitted to COMDT (CG-12C) for final review and execution.
 - (D) Members granted approval will receive written notification from COMDT (CG- 12C) documenting approval/denial. Members whose requests are denied prior to routing to COMDT (CG-12C) will be notified by their first level GB CMC advising them to execute orders for the session they were originally slated to attend.
 - (E) First FLAG/GB CMC denials will not be forwarded to COMDT (CG-12C) for review.

Note: E6s above the cut for E7 must attend CPOACAD. Legacy E7s can elect to attend CPOACAD or apply to attend the Air Force Senior Non Commissioned Officer Academy (AFSNCOA) (400301) or Navy Senior Enlisted Academy (USNSEA) (400302). E8s above the cut for E9 must attend SELC.