

Personnel Service Center Advancements Branch Newsletter

Issue #10, 1 August 2006

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Welcome to the latest edition of the Advancements Newsletter. Our continuing goal is to provide information to our readers on the Coast Guard's Advancements and Enlisted Employee Reviews (EER).

Waiver Requests to Extend Eligibility Deadline for Completion Of The CPO Academy

Active Duty and Reserve members who advanced to E-7 on or after 01 January 1999 are required to complete either the Coast Guard Chief Petty Officers Academy, Reserve Chief Petty Officers Academy (Reserve only) or one of the Department of Defense (DoD) Senior Enlisted Academies in order to qualify for advancement to E8.

The deadline date for Active Duty completion is 01 February of the year the member is eligible to compete in the May SWE. For Reserve personnel it is 01 July of the year they are eligible to compete in the October RSWE.

The only exception to this policy is when a documented operational or emergency situation prevents member and/or their command from meeting this deadline.

If a command has a member(s) that was prevented from meeting this requirement by the deadline for the above reasons they may submit a waiver request to our office for review. Waivers may be sent by E-mail (recommended) to PSC-DG-ADV or by message. If E-mail is used member's CO, XO or Admin Officer must be **Cc'd**. The deadline for submission of the waiver (s) is the PDE correction deadline provided in

the applicable ALGENL SWE or ALCGRSV RSWE Announcement Messages. **By: MCPO T. Stone**

Exceptions on Enlisted Employee Reviews

Certain Enlisted Employee Review exceptions are not able to be cleared before submitting them as final. These exceptions are intended to inform the preparer and do not prevent the EER from being submitted as final. EER's with the following conditions are reviewed by PSC and made final after that review.

Advancement type EER for members being promoted to E-7 and above.

Members receiving a Not Recommended for Advancement or an Unsatisfactory for Conduct.

EER's for Review type SWE .

There will be a date mismatch exception on EER's for E-1.

Memo type of review for CO's Change of Recommendation.

By: YN2 Dan Terry

Substitute SWE's

PSC (ADV) has received questions from the field concerning substitute servicewide exams, such as; What is a substitute exam? Who can take them? When can they be taken? How is it scored? Is there an advantage or disadvantage to taking a sub? Are substitute exam challenge questions considered?

I'll try and answer some of those questions in this article. However, please keep in mind that, some things can not be divulged to the examinee in order to maintain a system of fairness.

What is a substitute SWE? PERSMAN 5.D.3 describes it as an exam closely related but not identical to the scheduled SWE. All SWE's are created by Subject Matter Specialists (SMS's) based at TRACENs Petaluma, Yorktown, Elizabeth City and HQ, depending on the rating. These SMS's regularly provide PSC (ADV) with different versions of SWE's each containing 150 questions including the EPME section. On the scheduled exam day, all candidates in a specific rating will receive the same version of the exam for their rate. However, if a candidate misses the normal exam day and is approved for a substitute exam or "Sub", they will receive one of the other exams provided by the SMS. Only PSC (ADV) knows which exam is being used as a sub for a particular rating. The SMS and the members do not.

Who can take a sub? To qualify for a sub an individual must have been fully qualified for the normal SWE. The normal SWE must have been missed at no fault of the member due to: administrative error, emergency leave, illness or hospitalization verified by a medical officer, or operational commitments of the unit that could not be delayed. We do deny requests for subs for cases such as the member forgetting to set their alarm clock, or forgetting to write it on their calendar, or any other reason where the mem-

ber was negligent.

When can subs be taken? A sub may never be taken prior to the normal exam date. They must be requested by your command within 7 days of the normal SWE. It should be taken as soon as possible and the exam answer sheet and challenge questions must be returned to PSC (ADV) within 30 days of the normal SWE date. No answer sheets will be graded after the 30 days have passed.

How is a substitute exam scored? A sub is scanned and graded for a raw score (the number of questions out of 150 which you answered correctly) exactly like a normal SWE. The standard score (the number of points you receive towards your final multiple, maximum of 80 points) is computed using the same formula as the normal exam, but will have different variables such as population, mean and standard deviation. The version of an exam you receive (normal or sub), determines which population of examinees including yourself, will be used to compute the standard score. Sub exam takers will not be compared to regular exam takers and vice-versa. They will be compared to others who took the same version of the exam. It must be done this way to be fair. If one version of an exam for a rating is a slightly tougher test than another version, it would not be fair to compare your score to that of someone who took an easier exam. Your score will be based on how other examinees who took the same exam you did.

Is there a disadvantage to taking a Sub? It can work either way depending on how your score compares with others who took the same exam. The PERSMAN states in 5.D.3.a. "Substitute SWE's can be a source of inequities to candidates". And that is true. It is possible that the substitute exam is more challenging to you personally than the normal exam may have been, or again, vice-versa. Plus, keep in mind that it is a competitive exam. You're not just testing your knowledge of the subjects, but you're competing against others taking the same exam to see how you score against them and are given points based on your placement in that particular group. The normal exam will usually have a larger population competing against each other then the sub. This could work for you or against you based on where



you stack up in the group. So, it's impossible to say which is better. We discouraged taking a substitute exam because our desire is that everyone takes the same exam on the same day and keep things as equal as possible.

Are substitute exam challenge questions considered? Yes. If they are received prior to the 30-day deadline following the regular SWE, we forward them to the SMS for consideration. If it's after the deadline we do not. This is another reason to take the sub as soon as possible after the normal SWE and for the SWE Officer to return your answer sheet and challenges immediately.

We cannot divulge certain information such as; what exam is being used as a sub; how many others took the sub; who took a sub; which challenge questions were modified; exam scores or any other personal data for other candidates.

Hopefully this answers some of your questions about substitute servicewide exams. My best advice is to study hard, show up for the normal exam, and realize that PSC (ADV) is doing everything we can to administer the most fair and equitable advancement system that we can.

By: Doug Rose

SUPPLEMENTAL/STRIKER LISTS

30 June 2006 brought to a close new placements on the Active Duty MST1 Supplemental List (ALCOAST 022/06). The list is set to expire on 16 December 2006, unless previously exhausted.

The current Active Duty Supplemental message is ALCOAST 372/06, which came out on 10 July 2006.

The current Reserve Supplemental message continues to be ALCOAST 486/05. It remains in effect through 15 November 2006, at which time ALCOAST 323/06, which came out on 14 June 2006, becomes effective. ALCOAST 323/06 announced that IV2 and OS1 will be added as Reserve Supplemental Lists effective 16 November 2006. Note that any messages received for those rating with a date-time-group prior to 16 November 2006 will be rejected.

We also continue to see requests for placement on the BM2 Supplemental List where the service member has completed a "Rules of the Road" course, but has not followed the procedure to get equivalent credit for the Nav Rules Course. ALCOAST 369/02 contains the instructions to be followed. Basically, a copy of the fi-

nal test results must be forwarded to the USCG Institute in Oklahoma City in order that the Nav Rules credit may be loaded into Direct Access. If you have some BM3's who have completed one of these alternate courses, check to see if they have been credited with Nav Rules in Direct Access. If not, get the information to the Institute. Please don't wait until you are trying to place the member on the BM2 Supplemental List.

Through 13 July 2006, this office has received 1,124 requests for placement on supplement lists. The average number per month is 176. Regretfully, 141 messages (13%) were rejected. The main reasons messages are rejected continue to be:

1. 30.8% - Failure to include a remark about NACLIC status for ratings ET2, GM1, GM2 (Reserve), OS2, PA1 (AD), and PA2 (AD). See paragraph 3, ALCOAST 372/06, for information and directions concerning this matter.

2. 23.1% - Lack of a current evaluation in current rate. These must be finalized in Direct Access and viewable on the Employee Review Summary page.

3. 16.8% - Required End of Course Test results not entered in Direct Access. After the member has completed the test, it must be entered into Direct Access by the USCG Institute before a message requesting placement on a supplemental list is submitted.

Current References:

1. Active Duty Supplemental Program – ALCOAST 372/06.
2. Reserve Supplemental Program – ALCOAST 486/05.

By: Alan Russ

Reviews on Enlisted Personnel E-6 and Above Requiring Comments

All employee reviews submitted on enlisted personnel, E-6 and above, are required to include supporting remarks, documenting the individual's leadership potential, along with the commanding officer's advancement recommendation.

The supporting remarks must clearly identify the member's current and future potential for positions of greater responsibility. The accuracy of these entries is essential to distinguish individuals requesting to compete for command cadre or special assignment positions. **By: YN2 Dân**

HOW MANY IN YOUR RATE ADVANCED THIS YEAR?

Each month PSC (ADV) receives the numbers of advancements authorized for each rating from CGPC (epm-1) and (rpm-2) to be effective on the 1st day of the following month. We verify that each member is still eligible for advancement then provide the draft EPAA/ERAA messages to CGPC for release. All advancements are processed in Direct Access by PSC (ADV) on the first of every month. Here's a series of charts showing the numbers for fiscal year 2005. I'll be providing an update to this data in each quarterly newsletter. **By: Alan Russ**

Active Advancements from 1 January to 1 August 2006

Job Field	Grade	Rate	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Total
AET	E9	AETCM	2								2
	E8	AETCS	6			1			1		8
	E7	AETC	16			13			11		40
	E6	AET1	32			20		1	35		88
	E5	AET2	36	8	7	41	1	6	9	45	153
AMT	E9	AMTCM								1	1
	E8	AMTCS							4		4
	E7	AMTC						4	12	1	17
	E6	AMT1						16	32	2	50
	E5	AMT2				10	7	23	54	2	96
AST	E9	ASTCM					1				1
	E8	ASTCS				1	1				2
	E7	ASTC				3	1				4
	E6	AST1				5	3		6	1	15
	E5	AST2			1	11	4		13	2	31
BM	E9	BMCM					1	3	1	5	10
	E8	BMCS		2		1	1	15	1	6	26
	E7	BMC	9			8	5	37	11	16	86
	E6	BM1	21	12	11	16	10	49	8	46	173
	E5	BM2	31	26	38	26	35	49	40	34	279
	E4	BM3	14	15	14	15	14	14	14	15	115
DC	E9	DCCM							2		2
	E7	DCC		1				5		1	7
	E6	DC1	3	3				6			12
	E5	DC2	7	7				8		3	25
	E4	DC3	1	1	3	1	1	4			11
EM	E9	EMCM						1		1	2
	E8	EMCS		1				1			2
	E7	EMC		3			2	11		2	18
	E6	EM1		13						23	36
	E5	EM2	9	7	4	2	7	22	2	6	59
ET	E9	ETCM				1					1
	E8	ETCS	1			1		3			5
	E7	ETC	5		1			14		9	29
	E6	ET1	9	2	2	9	2	16	1	5	46
	E5	ET2	17	5	9	10	4	30	3	13	91
FS	E8	FSCS						2	1		3
	E7	FSC	3					10	1	1	15
	E6	FS1	5	1	2			12	5		25
	E5	FS2	9	7	8	7	6	20	8	6	71
	E4	FS3		1	2	1	2	2	1		9

Job Field	Grade	Rate	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Total
GM	E9	GMCM					1				1
	E8	GMCS					1		1		2
	E7	GMC	1				2	8	1	1	13
	E6	GM1	2	6	3	9	4	8	2	3	37
	E5	GM2	4	1	4	14	6	8	3	4	44
HS	E8	HSCS					1		5	1	7
	E7	HSC	4	2				5	5	1	17
	E6	HS1	1	3	4	2	2	5	5	1	23
	E5	HS2	4	4	7	5	5	6	8		39
IT	E8	ITCS								1	1
	E7	ITC						5	1	5	11
	E6	IT1	2		2	6		9	4	6	29
	E5	IT2	7	6	7	15			5	27	67
MK	E9	MKCM	1								1
	E8	MKCS	1				2			5	8
	E7	MKC	9		1	1	5	23		19	58
	E6	MK1	12	4	6	5	4	27	8	21	87
	E5	MK2	17	8	9	12	19	38	21	36	160
	E4	MK3	2	3	2	1	1	4	2	3	18
MST	E9	MSTCM								1	1
	E8	MSTCS						2		2	4
	E7	MSTC						12	4	4	20
	E6	MST1		2				16	7	2	27
	E5	MST2	7	1	2	3	2	18	10	2	45
OS	E8	OSCS	2					1	2	1	6
	E7	OSC	2	1		14	4	12	1	5	39
	E6	OS1	12	1	1	21	7	20	8	10	80
	E5	OS2	10	12	7	37	11	34	15	14	140
PA	E9	PACM								1	1
	E8	PACS			1						1
	E7	PAC			1			1		1	3
	E6	PA1	1		2		1	1			5
	E5	PA2	1		1			2	2		6
PS	E7	PSC					1	1			2
	E6	PS1					2	1		1	4
	E5	PS2	1								1
SK	E8	SKCS	2					2			4
	E7	SKC	3	1				10			14
	E6	SK1	1	3		3		16	3		26
	E5	SK2	9	7	5	5	3	28	8	3	68
	E4	SK3	1	1	5	3	2	7	5	2	26
YN	E9	YNCM						2			2
	E8	YNCS						2			2
	E7	YNC			2	1	2	17	1	2	25
	E6	YN1	3		6	4	3	23	3	6	48
	E5	YN2			21	7	8	21	16	9	82
	E4	YN3	4	5	12	11	4	9	4	5	54
Grand Total			362	186	213	382	211	788	436	451	3029

Reserve Advancements from 1 January to 1 August 2006

Job Field	Grade	Rate	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Total
AMT	E5	AMT2				1					1
AST	E5	AST2					1				1
BM	E9	BMCM	1								1
	E8	BMCS	2		2			1	1	2	8
	E7	BMC	51		1		1		1	7	61
	E6	BM1	2		1		4	3	5	4	19
	E5	BM2	3			1	4	3	3	3	17
	E4	BM3	1				1	1		1	4
DC	E6	DC1						1			1
EM	E5	EM2	8	2				3			13
ET	E7	ETC			1						1
FS	E6	FS1	1								1
	E5	FS2	1						1		2
GM	E6	GM1					1				1
	E5	GM2			1	1		2			4
HS	E6	HS1					1	1		3	5
	E5	HS2					1		1	5	7
IT	E8	ITCS			1						1
	E5	IT2	4								4
IV	E7	IVC						1		1	2
	E6	IV1	1							3	4
	E5	IV2	3								3
MK	E8	MKCS							1	1	2
	E7	MKC			2		1		1	3	7
	E6	MK1			2		2	6	4	2	16
	E5	MK2	1			1	3	4	1	2	12
MST	E9	MSTCM	1								1
	E7	MSTC	3		1		1		1	3	9
	E5	MST2	1		1			1	3	1	7
OS	E9	OSCM	2								2
	E8	OSCS	2								2
	E7	OSC					1	2		2	5
	E6	OS1	5								5
	E5	OS2					1	1	3		5
PA	E6	PA1					1			1	2
	E5	PA2	1				1				2
PS	E8	PSCS	1					1		1	3
	E7	PSC			3		1		4	4	12
	E6	PS1					4	3		8	15
	E5	PS2	17								17
SK	E8	SKCS						1			1
	E7	SKC							1		1
	E6	SK1	1							3	4
	E5	SK2	1								1
YN	E9	YNCM	1								1
	E7	YNC	1		1			1	1		4
	E4	YN3							1		1
Grand Total			116	2	17	4	30	36	33	60	298

APPLYING ADVANCEMENT RECOMMENDATIONS

Article 10.B.7. of the PERSMAN provides the policy for recommending a person for advancement on an EER. This part of the EER has implications that reach beyond simply being able to sit for the next servicewide. Non-recommendations may impact a members assignment consideration, application for special programs, or overall career performance summary. If the situation later warrants, the Approving Official may later change any recommendation they award.

Since the recommendation for advancement may not be appealed, it is vital to accurately document and counsel a member on the recommendation. Recommendations should not be withheld because a member does not currently have their eligibility requirements met, such as EPQS, courses, qualifications....met. If eligibility requirements are not completed by the requirement date, the members PDE will show not eligible. The CO recommendation is not a validation of required courses and qualifications but is based on the members potential to perform at the next grade IAW PERSMAN, Art. 10.B.7.1

A member should also not have his recommendation withheld based solely upon a medical hold status or being junior in rate. Comments are required on all recommendations for E6 and above and whenever a person receives a "not" recommended mark. Commands should take care to ensure that the comments accurately depict the members performance, conduct, ability to perform at the next higher grade, and are in line with Art. 10.B.7. **By: YN1 David Lynch**

Evaluation Schedule for the coming months

Period ending EER's for July

Evaluate Active Duty E1 and E2's

Period ending EER's for August

Evaluate Active Duty E3's

Period ending EER's for September

Evaluate all E7's

Period ending EER's for October

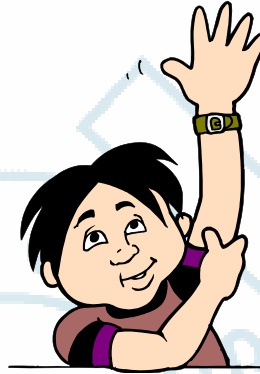
Evaluate all Active Duty E5's

Period ending EER's for November

Evaluate all E8's

Welcome Aboard

The Advancements and Evaluations department recently welcomed aboard YNC Rony Harden from Guam and YN2 Daniel Terry from the PSC Travel Branch. YNC (now CWO) Jeff Pilkington has departed to Kodiak.



Got questions regarding advancements, evaluations or service wide exams? We want to hear from you.

Contact Information

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