

# Personnel Service Center Advancements Branch Newsletter

## Topics in this issue

- SWE Challenges
- Message Traffic
- Upcoming Oct08 RSWE and NOV08 SWE
- SWE Profile Letters Online
- Yeoman Access-Don't Abuse It
- Statistical Summary
- Applying Advancement Recommendations
- Employee Review Helping Hints
- Tricks for SWE Evaluations
- Computing Your SWE Final Multiple
- Processing Advancements
- Supplemental Process Check Up
- Common EER Mistakes
- What Happens to EER's After Being Finalized
- Required Comments for E6 and Above
- Updating Weight Data in Direct Access

## SWE Challenges

The easiest way to put this is after a member completes the SWE they are given the opportunity to challenge any questions. The challenges come to us at PSC with the exams; we then distribute them to the exam writers for review. There are three courses of action the exam writers can take:

1. accept the challenge, drop the question and give credit to everyone who took that exam.

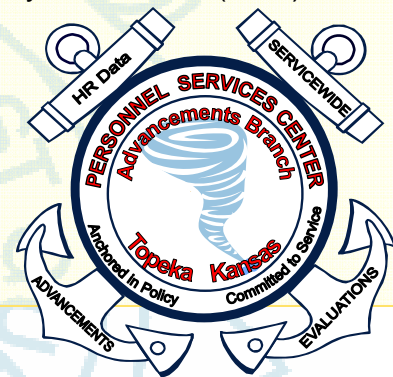
2. change the answer key from say "A" to "D" as the correct answer. We would rescore those exams and the members with the correct answer "D" would receive credit. Those who had "A" will lose a point. Those who chose "B" or "C" would see no score change.

3. reject the challenge and the score stays the same.

The course writers have three days to respond back to us. Once we receive the challenges we make the changes in DA and then the members can see if their score has changed. When the

Issue #14, July 2008

**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).



profile letters are made available it will have your final score on it. **YNCM Terrilee Brown**

## YN1 Departing

YN1 David Lynch will shortly be departing the Advancements branch to retire. He is being replaced by YN1 Stacy Newsome who is coming down from the Customer Care branch.

## Message Traffic

Official messages are required to be sent to CO-GARD PSC TOPEKA KS//ADV// for SWE waiver requests & SWE exam board OPFAC changes. A common mistake is failing to list good points of contact on the message. Email may be used if as long as the CO or XO are included on the Cc line.

## Upcoming OCT08 RSWE and NOV08

### SWE

Don't forget to pass to your fellow members that the next SWE's are in October for all reserve enlisted grades and November for active duty members who are currently E4 and E5. The reserve SWE announcement message has already been released. See MSG ALCGRSV 015/08 located at [http://cgweb.comdt.uscg.mil/hsc\\_t-4/commcen/ARCHIVES/GENMSG2008/ALCGRSV.htm](http://cgweb.comdt.uscg.mil/hsc_t-4/commcen/ARCHIVES/GENMSG2008/ALCGRSV.htm). The November SWE announcement message has also been released, ALCGENL 104/08.

Each member must complete and have met or meet the eligibility requirements by 01 July for the October RSWE and 01 August for the November SWE. Please refer to the Reserve Policy Manual, chapter 7C for reserve requirements and to the PERSMAN, chapter 5.C for additional reserve and regular active duty eligibility requirements.

For a consolidated list of specific eligibility requirements by rating and grade, refer to our web page where we provide helpful spreadsheets. These spreadsheets are updated several times a year. It's not policy like the RESPOLMAN or PERSMAN, but a tool to see what was required for the most recent SWE cycle. The updated versions of the eligibility criteria spreadsheets for the OCT08 and NOV08 SWE's will be posted soon. Go to <http://cgweb.psc.uscg.mil/adv.htm> and click the blue box labeled "Advancement Requirements."

Some other important messages to review are: ALCOAST 250/08, Cancellation of SK Courses; ALCOAST 160/08, New BM1 and BM2 Courses; ALCOAST 167/07, MST Performance Quals and cancellation of MST2 Rating Course Material; ALCOAST 129/07, New HS2 Rating Course; ALCOAST 520/06, HS1 Course Material; ALCOAST 325/07, New ET1 and ET2 Rating Courses and EPQ's; ALCOAST 374/07, IT Performance Quals Revision and Cancellation of PQG Rating Courses Material; ALCOAST 565/07, New AET Rating Courses; ALCOAST 503/07, New AMT Rating Courses.

Please be aware that for next years 2009 SWE cycles all E6 candidates will be required to have completed Leadership and Management School (LAMS) by the SWE eligibility deadline dates in order to compete. See Alcoast 176/08 for details located at [http://cgweb.comdt.uscg.mil/hsc\\_t-4/commcen/ARCHIVES/GENMSG2008/ALCGRSV.htm](http://cgweb.comdt.uscg.mil/hsc_t-4/commcen/ARCHIVES/GENMSG2008/ALCGRSV.htm).

Also make sure to occasionally go to your Rating Force Managers web page for updates on

information pertaining to your rating. PSC's home page provides a link in the center column about half way down the page called "Rating Force Managers" at: <http://cgweb.psc.uscg.mil/psc.htm>.

**By: Doug Rose**

### SWE Profile Letters Online

The new online profile letters have replaced the old paper versions. Members may now access their online SWE profile letter in their self service section of Direct Access as soon as it's created and made available by PSC (ADV). The month that profile letters will be available in DA is always given in the SWE Announcement Message. That message is ALCGRSV 015/08 for the October RSWE and ALCGENL 104/08 for the November SWE. To access your Profile Letter in DA, go to **bread crumbs: Home > Self Service > Employee > View >**.

Units with limited online access or terminals may submit a message or email request to PSC (ADV) asking for paper profile letters to be printed and mailed. The first SWE for paperless profile letters will be the November 2008 cycle. Email requests for paper profile letters may be sent to "PSC-DG-ADV" in global. **By: Doug Rose**

### YEOMAN ACCESS – DON'T ABUSE IT!

We have encountered several instances recently where yeomen were found to have abused their Direct Access privileges and faced UCMJ action because of it. Yeomen are granted special privileges to accomplish their mission and are trusted to use that access only for their official duties. You are not to use it to view records of your friends or others, to see the test scores of your competition, to help unauthorized personnel get information on someone, to collect gossip material, or to make changes in records that are beyond your official duties. The managers of the Direct Access system have the ability to track many of the entries you make in Direct Access and identify who made the entry and when. That can be something like who entered an award, who last "touched" an EER, who entered an advancement transaction, or who is collecting information on their advancement competition. This type of information has been provided to commands and to legal staffs and some of your fellow YNs have paid a heavy price for helping out a friend, for being nosey, or for trying to abuse the system. Just a word to the wise.

**By Mr. Bill Patterson**

## Statistical Summary - MAY08 SWE

Rate	Total # of Members Tested	Average Final Multiple	Average Raw Test Score	Average Marks Multiple	Average Award Points	Average Time in Service	Average Time in Rating	Average Sea Time Points
AET1	49	108.8269	71	40.2138	3.57	7.7104	6.07	1.03
AET2	76	97.1973	65	36.7257	0.84	4.3694	4.23	1.02
AETC	148	121.337	78	42.5012	6.95	13.6444	7.03	1.19
AETCM	14	131.6607	97	44.8442	9.78	20	6.45	0.33
AETCS	30	130.1746	99	43.6776	9.83	19.5916	6.82	0.32
AMT1	160	117.8448	78	41.4882	5.2	11.5324	8.11	1.53
AMT2	193	102.003	70	37.8091	1.51	5.5569	5.85	1.37
AMTC	259	127.1184	82	43.2262	8.23	16.4289	7.99	1.17
AMTCM	21	130.6009	105	44.9661	10	20	5.31	0.27
AMTCS	42	130.5485	88	43.7661	9.88	19.5514	6.89	0.45
AST1	56	121.6128	79	42.0137	8	11.7362	7.84	1.84
AST2	70	104.1937	72	38.5715	2.41	5.7521	5.86	1.62
ASTC	35	128.7365	82	42.9371	9.6	17.5651	7.66	0.98
ASTCM	4	131.555	83	44.725	10	19.7075	6.79	0
ASTCS	13	132.9046	79	43.9046	10	19.673	8.6	0.37
BM1	112	115.7975	92	41.7499	3.81	8.03	6.72	4.62
BMC	596	127.9183	90	43.1253	7.28	12.5495	8.28	6.49
BMCM	62	141.3186	101	45.6609	10	18.9488	6.47	10.14
BMCS	41	138.9364	105	45.0531	9.53	15.9207	7.37	10.43
DC1	30	119.5166	88	40.9703	4.06	9.1226	7.64	7.29
DCC	128	130.3696	86	42.1487	7.71	14.0513	8.31	8.29
DCCM	5	139.238	102	43.784	10	19.45	6.63	9.37
DCCS	12	138.3333	93	43.3525	9.41	17.1108	7.97	9.76
EM1	28	114.0946	72	40.6121	3.25	7.7225	7.35	5.07
EM2	31	105.7474	66	39.1038	1.96	5.3848	5.6	3.93
EMC	150	125.5622	68	41.712	6.05	11.068	7.88	8.91
EMCM	13	147.5223	82	44.0015	10	19.6153	8.19	14.63
EMCS	21	138.9833	80	43.4571	9.14	17.2147	8.3	10.25
ET1	13	112.0076	89	40.7384	2.76	6.8776	6.58	4.63
ETC	195	125.0235	83	41.8408	6.05	11.9058	8.2	7.08
ETCM	21	137.7485	85	43.8304	10	19.9642	7.11	6.45
ETCS	13	134.7976	86	42.2153	8.53	17.6276	6.93	9.06

## Statistical Summary - MAY08 SWE Continued

Rate	Total # of Members Tested	Average Final Multiple	Average Raw Test Score	Average Marks Multiple	Average Award Points	Average Time in Service	Average Time in Rating	Average Sea Time Points
FS1	76	116	61	40.2639	3.34	8.2256	7.36	6.39
FSC	151	133.898	67	42.2551	7.63	14.8227	7.88	11.39
FSCM	16	142.0918	71	43.5606	9.93	19.9325	7.76	10.49
FSCS	11	138.8027	80	44.0927	8.9	16.6972	6.47	12.38
GM2	52	102.9107	70	39.2498	1.11	4.9313	5.08	2.5
GMC	111	123.1449	83	41.9109	5.9	11.0137	7.96	6.43
GMCM	3	137.8166	83	42.65	10	20	7.28	7.66
GMCS	6	141.9166	97	44.1383	9.5	18.11	8.33	11.39
HS1	24	115.715	75	42.2237	3.75	9.9379	7.83	2.29
HS2	37	102.3543	71	39.2164	1.21	5.1086	5.15	1.59
HSC	116	127.3934	78	43.0967	8.04	14.9995	8.23	2.91
HSCM	6	136.1316	103	44.8683	10	19.3183	7.5	4.33
HSCS	21	135.4104	78	43.6614	9.8	18.8009	7.54	4.93
IS1	31	110.1561	58	40.229	3.06	6.9164	6.56	3.45
IS2	15	101.7406	52	39.92	0.6	3.944	5.47	1.79
ISC	37	118.6775	58	42.0324	5.32	10.1851	7.69	3.43
ISCM	3	135.57	84	42.7933	9.66	19.6666	6.5	6.72
ISCS	8	131.94	74	43.1262	9	18.085	8.45	3.27
IT1	59	107.5125	86	40.4649	2.52	6.6906	5.84	1.9
IT2	35	99.1545	81	37.976	1.17	4.7671	3.38	1.76
ITC	124	122.4465	79	42.1594	6.37	12.3776	7.79	3.92
ITCM	4	133.26	93	44.385	9.75	20	5.16	3.79
ITCS	6	132.825	96	43.7	9.66	17.79	6.52	4.8
MK1	117	117.1445	74	41.3723	4.28	8.8116	8.03	4.74
MK2	229	105.0331	65	38.9953	1.66	5.4297	6.46	2.56
MKC	431	127.8396	77	42.3524	7.06	12.5921	8.03	7.75
MKCM	36	141.5536	92	44.0022	9.91	19.7177	6.52	11.42
MKCS	58	140.745	90	43.5465	9.63	17.4656	7.72	11.92
MST1	54	108.1146	93	41.5716	2.87	6.6833	5.88	1.05
MST2	203	102.5995	83	39.4925	1.63	5.0317	5.36	1.33
MSTC	118	119.5351	98	42.8605	6.85	10.9393	7.13	1.73
MSTCM	13	131.5738	95	44.2915	10	19.2307	6.75	0.71
MSTCS	12	128.9275	96	43.5458	9.75	16.8408	7.01	0.95



## Statistical Summary - MAY08 SWE Continued

Rate	Total # of Members Tested	Average Final Multiple	Average Raw Test Score	Average Marks Multiple	Average Award Points	Average Time in Service	Average Time in Rating	Average Sea Time Points
OS1	49	106.5877	74	40.1275	1.95	6.1718	5.37	2.9
OS2	78	98.7943	65	38.3114	0.35	3.6306	4.52	1.98
OSC	178	120.0658	74	41.7506	4.82	10.1373	8.02	5.13
OSCM	28	140.0946	87	44.1557	9.85	19.1457	7.97	8.86
OSCS	38	133.9347	80	43.5884	9.05	16.5244	7.8	7.26
PAC	7	116.9885	107	43.3314	5.71	8.5828	6.92	2.42
PACM	2	127.745	107	44.33	10	17.25	5.5	0
SK1	73	109.2505	75	41.1267	2.87	7.016	6.36	2.04
SK2	83	101.2808	70	38.6754	1.04	4.9169	4.69	1.9
SKC	237	127.5689	86	42.7554	7.78	14.1221	8.2	4.64
SKCM	12	134.7391	82	44.0433	10	19.555	5.97	5.16
SKCS	18	135.0133	81	43.6422	9.83	18.56	7.57	4.88
YN1	190	113.1174	64	41.7352	4.12	8.3332	7.21	1.51
YN2	184	102.6264	57	39.4718	1.37	5.0248	5.46	1.41
YNC	270	126.5231	70	43.6352	8.37	14.5941	8	1.84
YNCM	15	133.378	95	43.9813	10	19.6726	5.64	3.65
YNCS	33	132.5993	95	43.4806	9.87	18.6866	7.84	2.5

### APPLYING ADVANCEMENT RECOMMENDATIONS

Article 10.B.7. of the PERSMAN provides the policy for recommending a person for advancement on an EER. This factor on 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. The Commanding Officer may at any time change any recommendation they award, including up to the date of a servicewide test and/or date of advancement. The Advancement recommendation is the only factor on an EER that is not directly associated with a set time period.

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, such as EPQS, courses, qualifications....met. If eligibility requirements are not completed by the eligibility date, the member's 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 factor. Commands should take care to ensure that the comments accurately depict the members performance, ability to perform at the next higher grade, and are in line with Art. 10.B.7. **By: YNC Rony Harden**

## Employee Review Helping Hint

There are many options in the Employee Review Type drop down box but some of the options are not to be used with an Enlisted Employee Review. Here's a cheat sheet to help you:

Advancement: Used for member's advancing to pay grade E7, E8 or E9. The review should be completed the day prior to advancement in the pay grade previously held when a regular or special EER has not been completed in the last 92 days for E6 and 184 days for E7 and above. Ref: 10.B.5.B 1.a. A

Change in Rating: Same time rules as advancement marks.

Concurrent: Reserved for Officers only.

Detach RO: Reserved for Officers only.

Discipline: Used to document marks for events such as NJP, CM, Alcohol incident and Civil Offense/Convictions Ref: 10.B.5.B.

Memo: Used for OCS candidates requiring marks or for Reserve member's when a TDY period ends and a member has been at a unit for more than 92 days, and it has been more than 92 days since his last EER, then the TDY command will complete a Memo EER.

Memo Type CORC Scale: Used in accordance with ALCOAST 422/05 to change a recommendation.

Probation: Probation EER's should only be used to document the end of a probationary period for incompetency. Ref: 10.B.5.B 5.

Reduction: Reduction marks should be only to document a voluntary reduction or for incompetence. They should be completed the day prior to reduction and in the pay grade previously held. 10.B.5.B.

Regular: Follow the guidelines listed in the submission schedule of 10.B.5.A.

Reserve ADSW: Reserved for Officers only.

Special: Reserved for Officers only.

SWE: Complete a SWE employee review only if the rating chain has not completed an employee review for the current pay grade during the prescribed time frame for advancement listed in Chapter 5.C. You may use SWE for Supplemental advancement list marks and Striker program.

Transfer: Detachment for PCS. Should be completed at least 15 days prior to transfer to ensure enough time has been given for the appeal process. Also done for detachment for intra-command reassignments if the approving officer will change and detachment of an AO who directly supervises an evaluatee. Ref: 10.B.5.B 1.b.c.d. **By YN1 David Lynch**

## Tricks for SWE Type Evaluations

Servicewide type evaluations are submitted to enable eligibility for an upcoming SWE process. They are submitted primarily because the member is missing a set in grade and rate, because of PCS, or because the CO's recommendation needs to be renewed during the open period described in the SWE announcement message. SWE type evaluations must have a effective date within the open range outlined in the announcement message: from 2 Feb to 1 Aug for November, or 2 Aug to 1 Feb (E5 and E6) for May SWE. The open period for E7 and above for the May cycle is 2 Feb from the previous year through 1 Feb of the exam year. Many SWE marks are submitted with an effective date just before then ending period for that cycle, i.e. 31 Jul, 1 Aug, 1 Feb, etc. If SWE EER's are submitted that close to the ending date, there is a chance the member will not have the required observance days to be eligible for their next regular set. This puts the member in a never ending SWE EER cycle. It is in the best interest of the command and member to get back on the regular schedule as soon as possible. Commands should consider dating the SWE type EER's back far enough to fall into the open period as outlined in the SWE announcement message while allowing enough observance time to complete the next regular marks, thus putting the member back on the regular schedule as soon as possible.

**By YN1 David Lynch**

## Computing Your SWE Final Multiple

Every SWE cycle most members are content to wait for their profile letters to get their final multiple score following the exam. The final multiple score is computed by adding together all points earned for: Exam Standard Score, Performance Factor, Medals and Awards, Time In Service, Time In Grade In Present Rating and Sea/Surf Time. The amount of points possible for each factor is described in the PERSMAN 5.3.C.b. However, there are those who can't handle the wait and expend much energy in chat rooms, on the phone and sending emails to their peers attempting to compute their final multiple so they can estimate where they will be on the eligibility list. Unfortunately for those anxious folks, all of the point totals can be accurately calculated ahead of time except one, the "Exam Standard Score". The standard score is the score you get on the exam by taking the raw score and converting it to a standard score based on how others in your same grade and rate did on the exam. The reason you cannot accurately calculate this score is because some of the numbers in the formula change for every exam cycle based on the number of testers and what their individual raw scores were. That data is not public information and that data produces two factors needed for the calculation called the "mean" and the "standard deviation". What are these mysterious numbers you ask? The mean is the arithmetic average of everyone who took the test. Standard deviation according to Webster is; "The square root of the variance, or a statistic used as a measure of dispersion in a distribution, or the square root of the arithmetic average of the squares of the deviations from the mean." Well, that clears it up! If you're Albert Einstein, that is! In order for someone to accurately compute their standard score, they would need the mean and the standard deviation for their peer group which cannot be determined without having every raw score of every test taken in your rating. Looking at your raw score and standard score from a previous exam is a shot in the dark because the population (number who took the test) and their raw scores can and do change greatly from one cycle to the next. And of course, raw score data for other members fall under the Privacy Act and cannot be released. What we can provide to you

mathematicians out there is the formula. But remember, without the mean and the standard deviation, you'll have to guesstimate. Are you ready? Here ya go and good luck! And remember, patience is a virtue!

$$M = 10 \frac{(X_i - X) + 50}{SD}$$

$X_i$  = raw test score for candidate

$X$  = average test score

SD = test standard deviation

## Processing Advancements

PSC (Adv) processes all advancements that are announced by the monthly Enlisted Personnel Advancement Announcement (EPAA) and Enlisted Reserve Advancement Announcement (ERAA). SPOs/PERSRUs are not to process EPAA or ERAA advancements. This includes personnel on Striker and Supplemental advancement lists. Contact PSC ASAP if this occurs.

PSC (Adv) is the POC for all advancements that are incorrectly processed. We can delete the advancement and correct the member's job data.

## Supplemental Process Check-up

Please continue to perform a five working day follow up for each Supplemental Advancement request message you send to PSC (adv). PSC (adv) will always provide a message reply for each request received within five working days. Don't wait until it's too late. If you don't see a reply message, call PSC (adv) (785) 339-3410 or e-mail PSC-DG-ADV. As a reminder, we only update the website listings once a month on or about the 10th of each month.

## Common EER Preparation Mistakes

There are two form fields which if modified will delete all data on the current Evaluation form you are working on. The "Effective Date" and the "Rating Scale" fields in the Employee Review Tab must be filled in correctly the first time. The rating scale must be the grade the member is being evaluated on. The effective date must be the ending date of the marking period for which the member is being evaluated on.

## **What happens to an EER after you submit as final?**

Every working day we run a validation report to accept all EER's that have been submitted as final. If they are error free they will post in direct access immediately. Remember you must hit the refresh button in the Employee Review Summary page in DA to see the latest EER. If the EER has an error that the rating chain needs to fix, we will return it to the work list of the person that clicked final with an email. We always provide feedback in the main comments tab in the EER. Many times we are able to correct minor errors here at PSC. **By: YN1 David Lynch**

## **Enlisted Evaluations for paygrades E-6 and Above Require Comments**

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

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: YN1 Dave Lynch**

## **Updating Weight Data in Direct Access**

Every month, PSC (Adv) sends e-mails to SPOs/PERSRUS of personnel who have been selected for advancement but are reflecting overweight in Direct Access. Please ensure that when you re-weigh members that the weight data in Direct Access is updated. If the member is now within maximum allowable weight standards based on body fat percentage, please place a zero in the "weight over" box and give the member a new screening weight in the "weight" box, since the member meets the body fat percentage.

In the past the "weight reminder" e-mails have been sent to the servicing SPO distribution list. We have now switched to a different approach and will make every attempt to forward this type of sensitive e-mail to the units admin personnel, XPO, XO, and SPO chief, team lead, etc. We

understand the sensitivity of this type of communication. Please keep in mind though, that sometimes being able to remotely identify only the most appropriate players is difficult. **By YN1 Dave Lynch**

## **Evaluation Schedule for the coming months**

### **Period ending EERs for July**

Evaluate All E1's and E2's

### **Period ending EERs for August**

Evaluate All E3's

### **Period ending EERs for September**

Evaluate All Active Duty E4's

### **Period ending EERs for October**

Evaluate All Active Duty E5's

### **Period ending EERs for November**

Evaluate All Active Duty E6's

### **Period ending EERs for December**

None

## **PSC ADV STAFF**

Bill Patterson: Branch Chief

Doug Rose: Assistant Branch Chief

YNCM Terrilee Brown: SWEs

YNC Rony Harden: Monthly EPAA/ERAA

Pamela Flewelling: Data Integrity

Ginger Farmer: Data Integrity

YN1 David Lynch: EERs

YN1 Stacey Newsome: EER's

Denise Cunningham: Supplemental Advancements

Carolyn Folger: SWEs

## **Contact Information**

**Email:** PSC-DG-ADV (in Global) or psc-adv@hrrsic.uscg.mil

**Phone:** (785) 339-3400

**FAX:** (785) 339-3765

**MSG:** COGARD PSC TOPEKA  
KS//ADV//

## **ADV on the WEB:**

<http://cgweb.uscg.mil/g-w/psc/adv.htm>