

Personnel Service Center Advancements Branch Newsletter

Issue #13, February 2008

Topics in this issue

- Comments From the Master Chief
- Advancement Certificates for E7 and Above
- Too Many Substitute SWEs
- You and Civil Justice
- Statistical Summary for the October Reserve SWE
- Statistical Summary for the November SWE
- Weight Fields on the EER form in Direct Access
- Mandatory Reporting of Discipline Events
- Entering Old Marks and printing Counseling Sheets
- Use of Locally Generated EER Tracking Programs
- Applying Advancement Recommendations
- Establishing a Correct Date of Advancement
- Using the Add/Promote one member data field

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).

Comments From The Master Chief

The PDE correction deadline for the May Servicewide is 1 April 2008, ALCGENL 014/08. This includes notifying PSC-ADV via message or e-mail of all personnel who's PDE says "eligible" but is not eligible to test because of not having completed EPQs. This will prevent a SWE from being mailed unnecessarily. Commanding Officers must ensure members receive admin support for PDE corrections prior to the PDE correction deadline. Command failure to provide admin support is not justification for PDE correction deadline waivers regardless if "no fault of the member". PDE correction deadline waivers will only be considered for documented instances of operational or personal emergencies preventing compliance with established deadlines. By **YNCM Terrilee Brown**

to E7 and above, and Honorary Chief and above Certificates. When the EPAA and ERAA messages are released each month, a list of eligible members is compiled and merged with appropriate certificates and letters and then printed. Certificates and letters are forwarded out as soon as possible after release of the authorizing message traffic, usually within one day. Labels are created utilizing the current business address listed in Direct Access for each member and are forwarded to the Commanding Officer via regular mail. If a certificate has not been received in a reasonable amount of time allowing for mail delay, the command should contact PSC-ADV. We can tell you when and where the certificate was mailed. The command can also request a replacement certificate be mailed and we can usually get one out in the mail within a day or so. By **YN1 David Lynch**

Advancement Certificates for E7 and Above

PSC-ADV prepares and completes advancement certificates for members advancing

Too Many Substitute SWEs

The 2007 October and November servicewide exams are now behind us, thank goodness! These SWEs were unique as there were an unusually high number of substitute exams requested and approved for these two SWE cycles.

PERSMAN, 5.D.3.a.1. states: "The entire advancement system is based on the premise that candidates will participate for advancement on an equal basis. Substitute SWEs can be a source of inequities to candidates. Since the SWE given on a regularly scheduled date cannot be given as a substitute, the candidate must participate on a different basis. Although substitute SWEs are closely related, they are not identical. Therefore, substitute SWEs are discouraged."

In addition to what the PERSMAN says, please be aware that substitute exams will delay the release of raw scores, profile letters and eligibility lists. Each cycle we wait on all the substitute exam answer sheets to be received, scanned and scored before finalizing and distributing the list. Processing substitute exams may cause a delay in the cycle of several weeks or more.

If possible, try to schedule your TDY on days other than the SWE date. If you're an XO/CO, please try to schedule your patrol, unit OPS or unit training around that day. Of course, there will be those times, (wife having baby; surgery, emergency leave, heavy operations) which cannot be controlled. But if you can plan ahead do so, it will benefit the member by taking the regular exam and all candidates waiting for the list to be published. **By Doug Rose**

You and Civil Justice

Did you know that Coast Guard members are required to notify their CO when arrested or detained by civil authorities? Hiding this information from the Coast Guard can have serious and embarrassing consequences when the information comes to light. And it will come to light in most cases, either through background checks for a security clearance, police reports, newspaper reports, or just word of mouth. We have had several instances recently where members failed to notify their units of their arrest and/or conviction by civil authorities, and the Coast Guard took away advancements when that information

came to light. The relevant section of the PERSMAN is:

8.B.2. Report of arrest

8.B.2.a. Notification of Civil Arrest

Any Coast Guard member arrested or detained by civil authorities shall immediately advise their commanding officer, OOD, or DCO, and state the facts concerning such arrest and detention. Notifications of civil arrest shall be made using Personnel Action Security Request CG-5588, as required by the Military Personnel Security Program, COMDTINST M5520.12 (series).

Another paragraph in the same section has instructions for units completing performance evaluations on members convicted by a civil court.

8.B.4. Disciplinary Action after Civil Arrest and Trial

8.B.4.b. Performance Evaluations

Actions resulting in a civil court conviction bring discredit upon the Coast Guard and, except for minor traffic violations, shall be reflected in the performance evaluations of both officer and enlisted members. A description of the unacceptable conduct shall be set forth in the performance evaluation rather than merely referencing, without elaboration, the fact of conviction. For example, if a member stabbed a person, the circumstances surrounding the stabbing should be described, and not the legal conclusion that the member assaulted a person. The underlying conduct, not merely the fact of conviction, reflects negatively on the Coast Guard.

PSC-ADV reviews all Discipline EERs and we will return any that are not in compliance with this rule. **By William Patterson**



Statistical Summary For The October Servicewide

Rating	Number of Candidates with raw scores	Avg Final Multiple Score	Avg Raw Score	Avg Marks Pts	Avg Awd Pts	Avg TIS Pts	Avg TIR Pts
BMC	50	117.9352	81	41.4962	5.52	13.8968	6.55
BMCM	5	133.55	87	45.218	9.8	19.168	6.73
BMCS	14	126.7228	78	43.1042	8.21	18.435	6.65
DC1	4	112.0825	80	41.1825	3	9.0625	8.16
DC2	6	103.415	70	38.415	1.33	5.86	7.36
DCC	20	123.854	77	40.9985	6.05	16.508	9.32
DCCM	2	125.885	87	41.635	7	20	7.25
DCCS	1	128.01	65	43.34	8	20	6.67
EM1	3	117.2466	65	39.3266	4.66	14.14	8
EM2	1	100.19	67	36.77	1	3.92	7.83
EMC	18	124.0544	70	41.9633	5.77	16.5644	9.52
EMCS	1	128.22	96	42.64	10	15.58	10
ET1	2	119.96	80	39.715	2.5	17.165	9.91
ET2	6	105.335	66	37.225	2	8.36	6.97
ETC	18	120.31	74	39.395	3.88	17.6755	8.91
ETCS	1	124	68	38	6	20	10
FS1	2	107.515	54	41.39	2.5	6.79	5.83
FSC	15	124.042	56	41.7513	5.46	18.556	7.93
GM1	1	122.03	86	40.03	8	17.33	6
GM2	2	110.695	72	40.025	5	7.335	7.33
GMC	4	123.8425	67	42.115	5.75	17.185	8.62
GMCS	1	130.54	79	44.54	6	20	10
HS2	8	103.98	69	39.1587	1.62	6.9475	5.5
HSC	10	124.217	70	41.765	5.6	17.118	9.4
HSCS	1	126.46	67	40.46	10	20	6
IT1	1	128.57	70	40.66	7	19.58	10
IT2	5	101.13	67	37.778	0.6	7.086	5.26
ITC	17	119.1758	68	40.3917	4.11	15.7164	8.34
ITCS	2	122.625	69	38.125	4.5	20	10
IV1	2	123.815	91	42.65	5.5	15.665	10
IVC	26	123.4346	91	42.8842	5.38	15.5896	7.91
IVCM	3	131.32	97	44.2133	7.66	20	9.44
IVCS	6	128.4116	90	43.1316	6.83	19.75	8.69

Statistical Summary For The October Servicewide

Rating	Number of Candidates with raw scores	Avg Final Multiple Score	Avg Raw Score	Avg Marks Pts	Avg Awd Pts	Avg TIS Pts	Avg TIR Pts
MKC	63	118.5726	65	40.6701	5.31	14.8477	7.2
MKCM	9	124.6911	68	43.1133	7.55	19.12	5.46
MKCS	11	125.8	72	41.5872	8	18.8636	7.34
MST2	107	100.596	75	38.1911	0.96	4.8684	5.44
MSTC	39	121.5164	82	41.7469	5.51	15.65	8.26
MSTCM	6	129.655	85	43.965	8.66	19.195	9.69
MSTCS	15	129.3333	79	42.3433	8.33	19.034	9.02
OSC	11	115.7454	62	40.4509	4.63	13.6745	6.98
OSCM	3	123.09	67	43.7	9.66	20	4.05
OSCS	3	127.4033	68	42.0966	7.66	18.64	9
PA1	1	101.84	107	39.5	3	4.67	4
PA2	1	107.86	98	41.6	1	11.42	3.17
PAC	4	122.0425	102	42.9775	6.5	13.605	8.96
PACS	1	125.74	79	37.07	8	20	10
PS1	16	105.5406	83	39.8625	1.31	6.8762	5.83
PS2	61	100.4867	84	38.1814	0.83	4.1996	5.61
PSC	150	118.6483	78	41.2071	4.84	14.287	7.88
PSCM	7	130.1514	93	41.0128	9	19.6785	9.85
PSCS	13	128.6753	82	41.933	8.15	18.6669	9.03
SK1	5	113.748	67	40.174	4.6	10.9	6.63
SK2	11	100.2672	72	37.6963	0.54	4.1063	6.12
SKC	29	125.271	66	42.2441	7.03	17.7731	7.81
YN1	8	114.1525	57	40.5912	3.87	11.4575	7.47
YN2	20	102.315	52	38.277	1.3	5.029	5.8
YNC	57	124.1149	53	41.6642	6.45	16.1478	9.36
YNCM	3	134.4033	71	43.46	9	18.6666	5.72
YNCS	7	129.67	56	43.0742	9.14	20	8.02

Statistical Summary for the November 2007 Servicewide by Rate

Rating	Number of Candidates with raw scores	Avg Final Multiple Score	Avg Raw Score	Avg Marks Pts	Avg Awd Pts	Avg TIS Pts	Avg TIR Pts	Avg Sea Pts
AET1	35	105.3328	74	39.9828	2.94	7.0357	5.08	0.98
AET2	65	96.1581	68	36.8801	0.52	4.0116	4.12	0.71
AMT1	185	116.2774	78	41.2347	5.09	11.2618	7.89	1.57
AMT2	161	102.2681	69	37.6782	1.68	5.7109	6.11	1.34
AST1	48	121.35	71	41.7456	7.68	11.51	7.33	1.82
AST2	48	103.157	61	38.0891	2.35	5.3597	5.33	1.71
BM1	163	112.5952	86	41.1953	3.91	7.7738	6.17	3.72
DC1	29	120.8793	84	40.962	4.34	8.8286	7.48	7.23
EM1	33	113.0866	67	40.5357	3	7.5012	6.92	4.9
EM2	29	102.8582	65	38.9206	1.03	4.4258	4.88	3.39
ET1	49	112.0075	77	40.6385	2.67	7.3944	6.98	4
FS1	91	117.2198	62	40.298	3.73	8.8106	7.7	7.07
GM2	39	106.4889	71	39.142	1.97	5.7307	6.1	3.04
HS1	24	114.8787	77	42.1287	4.08	9.2708	7.85	1.54
HS2	111	101.6545	69	38.749	1.56	5.0117	4.79	1.64
IT1	61	108.9242	83	40.1552	2.8	6.8265	5.76	2.27
IT2	43	98.9295	78	37.7858	1.02	4.8313	3.88	1.62
MK1	100	116.0099	75	40.8292	3.83	8.5018	7.86	4.85
MK2	163	104.8293	67	39.303	1.46	5.2371	6.2	2.81
MST1	66	109.7062	96	42.0075	3.74	7.2074	5.55	1.19
MST2	190	102.4346	87	39.2701	1.72	4.8895	5.09	1.33
OS1	67	105.2992	67	40.3473	1.44	5.2525	5.32	2.82
OS2	134	98.6414	64	38.5714	0.4	3.4802	4.31	1.42
SK1	89	110.0455	75	40.9492	3.24	7.3315	6.57	2.02
SK2	95	100.825	66	38.7364	0.96	4.4281	4.42	2.14
YN1	184	111.4641	68	41.5853	3.92	8.0525	6.61	1.41
YN2	169	101.9075	58	39.3237	1.33	4.8734	5.31	1.44

Weight Fields on the EER form in Direct Access?

One infrequent but serious error on the EER form in Direct Access is inadvertently populating the Weight (%) column. When entering marks factors under the reviewers tab, the user has two columns with corresponding fields next to each factor. One column is the Weight (%) and the other is listed as Rating. Only the rating column should be populated with numerical characters. The Weight (%), column should absolutely never be populated with any characters. If the weight (%) fields are inadvertently populated, it can cause a serious programming error once the form is saved. This is an infrequent error because in most cases the fields can be edited either by the field or by our office. However, under certain circumstances Direct Access may close down access to the EER completely, which will require manual intervention from the DA Programming side. If this does happen, PSC-ADV should be contacted immediately to verify the problem and request assistance. **By: YN1 David Lynch**

Mandatory Reporting of Discipline Events

Chapter 10 of the Personnel Manual outlines scheduled and unscheduled evaluations. Unscheduled EERs include SWE, Transfer, Advancement, and Discipline. An alcohol incident requires a discipline event evaluation. This type of discipline event EER should be completed the date of the alcohol incident, not the date of most or civil conviction. Loss of conduct is mandatory for an alcohol incident. A discipline event EER for an alcohol incident should not be delayed once a determination has been made that an alcohol incident has occurred. Quick disposition of the EER and loss of conduct enable better force management of advancement opportunities. If a discipline event EER for an alcohol incident has already been completed, another EER is not required for the civil conviction or NJP.

Entering or Reconstructing Old sets of Marks and Printing Counseling Sheets.

If a set of marks is determined to be missing due to administrative or clerical error, Direct Access will allow a set to be inserted behind another either pending or finalized set. In order to

enter them, first verify the validity of the missing period, i.e., was member really missing a set, or was the period without marks consistent with Chapter 10.B.5? If reconstructing a set of marks, was the appropriate rating chain used? For instance, if the person had transferred, did the original and valid rating chain create and route the marks? When entering the marks, open a new set and create them with the correct effective date, paying attention not to overtype any pending set which may be in DA. If necessary, route them through the rating chain and submit as required. Keep in mind that DA will only print the most recently begun EER counseling sheet, which is not necessarily the set to be inserted. **By YN1 David Lynch**

The Use of Locally Generated EER Tracking Programs.

The integrity of the Enlisted Employee Review System is based upon adherence to objective standards and guidelines established in Chapter 10 of the Personnel Manual. Caution should be taken to ensure that performance is gauged on the proscribed performance period only. Raters are to ensure that each evaluatee is marked against the written standards for each factor, not against others in the same rate or rating. Maintaining locally generated EER tracking lists, programs, or data can be beneficial to ensure that evaluations are entered timely and not overlooked. However, establishing criteria for assigning factors outside of that which is specifically outlined in Chapter 10 is forbidden. This includes providing or interpreting data from peer groups or previous marks that could influence the assignment of marks.

For instance, maintaining a spreadsheet of the factors assigned at a command, sorted by rate, rank, department, or otherwise, may be beneficial to a Commanding Officer in gauging the health of professional development or leadership programs. It might also be helpful in identifying areas in need of extra attention. However, making such a database available or reviewing it prior to assigning factors during a current period could significantly impact the objective evaluation of performance. In some cases, even the perception of loss of objectivity can affect good order, discipline, and morale. **By YN1 David Lynch**

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 member's assignment consideration, application for special programs, or overall career performance summary. If the situation later warrants, the "original" Approving Official may later change any recommendation they award.

Recommendations should not be withheld because a member does not currently have their eligibility requirements met, such as EPQS, courses, qualifications. CO recommendation should not be lost if a member is in a medical hold status or a member being junior in rate alone. If eligibility requirements are not completed by the requirement date, the member's PDE will reflect that the member is not eligible. The CO's recommendation is not validation that the required courses and qualifications have been completed. It is given based on the member's potential to perform at the next grade in accordance with PERSMAN, Art.10.B.7.1.

Because the recommendation for advancement may not be appealed, it is vital to accurately document and counsel a member concerning the loss of recommendation. Comments are required in the comments tab of recommendation block for E6 and above who receive a mark of "Not Recommended." Commands must ensure that the comments accurately depict the member's performance, conduct, ability to perform at the next higher grade, and are in line with Art. 10. B.7., of the PERSMAN. The comments entered must state with clarity the reason for the loss of CO recommendation.

When a member receives a mark of "Not Recommended," commands are required to notify PSC-ADV, copying CGPC-epm immediately via **message** requesting the member's removal from all advancement lists where the member's name appears. **By YNC Rony Harden**

Establishing A Correct Advancement date

Coast Guard enlisted members are advanced IN ACCORDANCE WITH PERSMAN Chapter 5. Members advancing using the SWE, Supplemental, or Striker process are advanced on the first of each month, and the DA transactions are input by PSC-ADV. Members advancing in pay grades E1 through E3, and rated "A" school students, are advanced by the SPO who ensures compliance with PERSMAN Chapter 5 guidelines.

The date of advancement in the SPO process is established by reviewing an authorizing document signed by the Commanding Officer responsible for the member on the date of advancement. When a member is transferring, the receiving command is considered responsible from the day following departure from the previous command. Local policies differ on the type of form utilized to request advancement, but in most cases the member routes either a Career Development Worksheet or Request Chit. The chain of command verifies eligibility via PDR and DA entries, and the date the Commanding Officer signs the form is considered the date of advancement. The form is then immediately forwarded to the SPO, who verifies eligibility and form for correctness and does the DA transaction to advance the member.

The date of advancement cannot be constructed to any earlier date than the date the CO signs the authorization, and cannot be any date before the date the member arrived at the new command.

PSC-ADV can be contacted for additional guidance. Requests for retroactive advancement should be forwarded to CGPC EPM-1 or RPM for determination. **By YN1 David Lynch**



Using the Add/Promote One Member Form in Direct Access

There continue to be significant number of exceptions created by invalid entries on the Add/Promote member form in DA. The two most common are advancing the member using either the add designator or change in rating button, and retroactive advancements.

Care should be taken to select the correct button when advancing class "A" school students and trainees to select the correct button. The Add/Promote one member form can be used to create two different types of P555 documents in JUMPS. The advancement action creates a P555 pay action which will affect grade and pay. The change in rating or add designator creates a P555 personnel action which change rate only and will not affect grade. Choosing the incorrect button to create the action desired will cause the document to kick out and delay correct pay from being started.

Retroactive advancements are prohibited in accordance with PERSMAN Art. 5.C.28. Any time a SPO receives a request to advance a member over thirty days in the past, Art. 5.C.28 should be reviewed to ensure it does not apply. PSC-ADV can be contacted for interpretation if needed.

The Add/Promote one member form in Direct Access is used to Advance, Promote, Add Designators, Reduce, and Change Members Rates. It is also real time, meaning once you click the Save button, DA automatically generates an action which creates a P555 for JUMPS and builds a JOB row. If the save button is hit again, DA will keep generating new actions. For instance, if you are uncertain whether you hit save and you keep hitting it, DA will continue to generate forms which are going to except out and require manual intervention by PSC to correct JOB data and ensure correct pay is started. JOB row data correction is required each time there is a mistake created by entering an invalid Add/Promote form. PSC-ADV is the point of contact for JOB row corrections created by the Add/Promote member form. **By YN1 David Lynch**

Evaluation Schedule for the coming months

Period ending EERs for January

Evaluate All E1's and E2's

Period ending EERs for February

Evaluate All E3's

Period ending EERs for March

Evaluate All E4's

Period ending EERs for April

Evaluate All E5's

Period ending EERs for May

Evaluate All E6's

Period ending EERs for June

Evaluate All E9's

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

Denise Cunningham: Supplemental Advancements

Carolyn Folger: SWEs

Contact Information

Email: PSC-DG-ADV (in Global) or psc-adv@hrsic.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>