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FM COMDT COGARD WASHINGTON DC//CG-1//
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ALCOAST 016/08
COMDTNOTE 1430
SUBJ: EARLY ADVANCEMENT AUTHORIZATION AND SUPPLEMENTAL ADVANCEMENT
PROCEDURES

- A. [PERSONNEL MANUAL, COMDTINST M1000.6 \(SERIES\)](#)
- B. [ENLISTED PROFESSIONAL MILITARY EDUCATION \(E-PME\) MANUAL, COMDTINST M1510.2 \(SERIES\)](#)
- C. [WEIGHT/PHYSICAL FITNESS STANDARDS FOR COAST GUARD MILITARY PERSONNEL, COMDTINST M1020.8 \(SERIES\)](#)

1. This ALCOAST announces early advancement authorization off the Nov 2007 servicewide examination (SWE) advancement eligibility list and waivers of the May 2008 SWE.
2. The May 2008 SWE will be waived for the following rates: BM2, DC2, ET2, FS2, GM1, PA1, AND PA2.
3. All mbrs and unit commands are reminded of the guidelines in art 5.C.10 of ref a regarding ratings requiring access to classified information. In order to meet the security clearance requirement to advance in these ratings, a Personnel Security Investigation (PSI) is required every 10 years. Therefore, all mbrs in classified ratings must have a current PSI on file in Direct Access or must submit a national Agency Check with Law and Credit (NACLCL) package to initiate this investigation prior to placement on a supplemental advancement eligibility list. This requirement is in effect even if access to classified material is not needed in the mbr's current position. Command verification of security clearance eligibility is also required for SWE competition. Questions concerning submitting NACLCL packages should be directed to the local security manager.
4. The E-PME system has replaced the obsolete MRN system. Mbrs seeking advancement to E-5 and E-6 must successfully complete the E-PME performance requirements for the next higher pay grade prior to placement on a supplemental advancement eligibility list. In addition, those mbrs seeking advancement to E-6 must pass the E-6 Advancement Qualification Exam (AQE) prior to list placement. (There is no E-PME AQE requirement for advancement to E-5.) Additional information regarding E-PME requirements may be found in ref b and on the internet at <http://www.uscg.mil/hq/tcpet/tpf/epmesms/epmesms.shtm>.
5. In most cases, performance qualification guides (PQG) have replaced the old correspondence courses. Following the PQG prepares each mbr to take the written exam and directly relates to the enlisted performance qualifications (EPQ) that must be signed off. The current EPQs are available on the internet at <https://learning.uscg.mil>. You will have to enter your emplid and last name and enroll to see the EPQs. Since changes constantly take place to this process, the following information is provided regarding the specific PQG (or correspondence course) requirements and EPQs that must be successfully completed prior to placement on a supplemental advancement list:

- a. BM2 complete the PQG w/exam, EPQs (rev 12-06), and E-PME. Mbrs who successfully completed the old correspondence courses for BM2 (0209) or GM2 (0237) prior to 1 Apr 2004 may still use these courses. As of 1 Feb 2008, the requirements in the new EPQs listed above will be in effect.
- b. DC2 - complete the PQG w/exam, EPQs (rev 12-03), and E-PME.
- c. ET2 - complete the PQG w/exam, EPQs (rev 6-05), and E-PME.
- d. FS2 - complete the correspondence course w/eoct, EPQs (rev 4-06), and E-PME .
- e. GM1 - complete the correspondence course w/eoct, EPQs (rev 10-05), and E-PME w/aqe.
- f. PA1 - complete the PQG w/exam, EPQs (rev 11-04), and E-PME w/aqe.
- g. PA2 - complete the PQG w/exam, EPQs (rev 11-04), and E-PME.

6. As courses, PQGs, and EPQs are updated, more current requirements may be released by alcoast. for specific questions regarding these requirements, contact the appropriate rating force master chief (RFMC).

7. Once a rate on the May 2007 swe advancement eligibility list is cleared, CGPC-epm is auth to advance personnel to fill vacancies using the Nov 2007 SWE advancement eligibility list for that rate. Mbrs appearing on the Nov 2007 SWE advancement eligibility list, who would normally meet the time in grade and sea duty requirements by 1 July 2008, will be granted a waiver of those requirements for the purpose of advancing earlier. This waiver applies only to those personnel appearing on the SWE advancement eligibility list. It does not apply to prerequisites for supplemental list placement.

8. Effective immediately through 31 July 2008 for the rates listed in para 2, a commanding officer or OIC may submit requests recommending eligible mbrs for placement on a supplemental advancement eligibility list when the mbr meets all applicable requirements identified in art 5.c.4.b.1 of ref a. Each mbr's standing on the supplemental advancement eligibility list is based solely on the date-time-group (DTG) of the notification msg. Commands may send a msg as soon as the mbr has met all advancement eligibility requirements and should contact PSC(adv) if an acknowledgement msg is not received within 5 working days. PSC(adv) will only use DTG reflecting the actual time of release of the msg. Backdating the DTG is not permitted. Commands requesting placement of more than one individual (regardless of rating) on the same day must submit a separate msg with a different dtg for each individual. Upon receipt of a notification msg, PSC(adv) will place the mbr's name in the next position on the supplemental advancement eligibility list for that rate provided all prerequisites have been met. If a review of the information in Direct Access indicates missing prerequisites, a reply msg will be provided with action required. Once action is completed, commands must submit another requesting msg.

9. Note: Non-receipt of required enlisted employee reviews (EER) within current pay grade continues to be the primary missing prerequisite. Commands must pay special attention to status of EERs when submitting a placement msg. The most recent required EER must appear in the employee review summary section to be considered final. Commands may verify successful Direct Access upload as follows - Home: Develop Workforce: Plan Careers: Inquire: Employee Review Summary. In the mbr's Employee Review Summary page, selecting the Refresh Summary button will reveal the latest EER submitted. Confirmation of the employee review summary update must be completed before submission of message request.

10. A commanding officer or OIC must submit the recommendation via msg to COGARD PSC TOPEKA KS//ADV// INFO COMCOGARD PERSCOM ARLINGTON VA//EPM-1/EPM-2// for placement on a specific supplemental advancement eligibility list in the following format.

SUBJ: ACTIVE DUTY SUPPLEMENTAL ADVANCEMENT ELIGIBILITY LIST
1. List for which recommendation is submitted (e.g., BM2)
2. Mbr rate, name, and employee id

3. Date of rank in current pay grade
4. Completion dates for:
 - a. Rating EPQ
 - b. E-PME performance requirements
 - c. Rating EOCT or PQG exam
 - d. E-PME AQE (E-6 only)
 - e. Additional advancement (competency) requirements
5. Date of current PSI on file or submission date of NACLIC package (ET, GM, and PA only)
6. Effective date of mbr's last EER in current rate/pay grade along with a statement indicating whether the mbr meets the minimum total factor marks, good conduct criteria, weight standards, and retains the command's recommendation for advancement. As a reminder, personnel recommended for supplemental advancement must have a minimum of 12 months good conduct eligibility prior to list placement. Mbrs who exceed their maximum allowable weight may be placed on a supplemental advancement eligibility list, but they may not be advanced unless they are in compliance with weight standards IAW ref c.
7. A statement that all relevant Direct Access data for the supplemental advancement eligibility list has been verified and is viewable in Direct Access.
8. Unit POC, contact email, and phone number
9. Released by (name of commanding officer or OIC)

11. Updated versions of supplemental advancement eligibility lists will be posted monthly on the PSC **intranet link** at <http://cgweb.psc.uscg.mil/adv.htm>.

12. For supplemental advancement list placement questions contact YNC Rony Harden, PSC(adv), 785-339-3410. For general enlisted policy questions contact YNCS Cindy Green, COMDT(CG-1221), 202-475- 5373.

13. Internet release authorized.

14. RADM Clifford I. Pearson, Assistant Commandant for Human Resources, sends.

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