

Coast Guard Personnel Service Center Advancements Branch Newsletter



Winter Edition

January 2009

Serving our customer needs in SWEs, Advancements, EERs & Personnel Data Corrections

OCT/NOV SWEs

Fall08 SWE cycle completed in record time

The October reserve servicewide and November active duty E5/E6 servicewide exams were completed successfully and in record time this year.

Due to the excellent work of our SWE Officers and ESOs in the field, all exams were administered and answer sheets and challenge questions returned quickly. This allowed ADV to scan and score about 95% of the answer sheets within two weeks of the administration date. This quick return of answer sheets made it possible to post raw scores to DA in record time.



Another factor adding to the success of these exams was the great improvement in answer sheet accuracy. ADV normally has a high

percentage of scanner rejects due to answer sheets not having the members' personal data properly completed at the top of the answer form, or answers not bubbled in dark enough, causing manual intervention and delay in scoring.

The October Advancement Eligibility List was released on November 21st, ahead of the projected December release date. Profile Letters were mailed the same date. The November Advancement Eligibility List was released on December 23, also ahead of the projected January release date published in the SWE Announcement Message.

PSC(ADV) wishes to extend our sincere thank you to all SWE Officers and ESOs for a job well done and to the SWE takers for less answer sheet errors!

New name, service the same!

Yes, the Personnel Service Center (PSC) is going to be changing its name again. You might recall that we have been Pay and Personnel Center (PPC), then Human Resource Services and Information Center (HRSIC), then the current Personnel Service Center (PSC). We'll soon come full circle and revert back to our original

name of Pay and Personnel Center (PPC).

This change is part of the Commandant's modernization plan to stand up several new organizational structures which include the new Personnel Service Center (PSC) at headquarters. So, PPC Topeka will work for PSC Washington. This change is expected in 2009.

New Advancement Requirement

LAMS course required for E-5's

Several ALCOAST messages were released in 2007 and 2008 discussing the Leadership and Management School (LAMS). ALCOAST 219/08, paragraph 3 states, "Completion of LAMS is mandatory for all active and reserve second class petty officers (E-5) seeking eligibility for advancement starting in 2009 as follows:

- Completion of LAMS is required by 01FEB2009 to be eligible for participation in the May 2009 SWE.
- Completion of LAMS is required by 01JUL2009 to be eligible for participation in the October 2009 Reserve SWE.
- All members requesting placement on a supplemental advancement list to E-6 after 31DEC2008 must be LAMS complete at the time of their request.

Second class petty officers are assigned top priority for all LAMS course quota allocations. If you have not completed the course you should review the ALCOAST message and request to attend.

In addition to the new LAMS course, which is course code 340720, there are several legacy course codes which will be accepted as

fulfilling this requirement. They include:

- 230440—LAMS Road Show
 - 241220—Petty Officer Leadership Course
 - 000700—Senior Petty officer Leadership (SPOLAM)
 - 502102—Navy Leading Petty Officer Leadership Course
 - 502103—Navy Work Center Supervisor Leadership Course
 - 502104—Air Force Airman Leadership School
- For more information also review "Leadership and Management School (LAMS)", COMDTINST 1510.3, dated 11SEP08.

No more reserve strikers

ALCOAST 524/08 announced that a reservist may not be assigned to or filling a non-rate billet. Units may no longer submit messages requesting placement of reserve members on strikers lists after 15NOV2008, at which time all remaining reserve strikers must apply and attend class "A" school. The POC for reserve "A" school is YN2 Jamie Cooper at 202-493-1725.

Advancement Eligibility: What do I need ?

PSC (ADV) regularly receives emails and phone calls from enlisted members asking what the current requirements are for them to advance. It can be difficult, especially for our younger members, to know where to go to gather all the information relating to EOCTs, AQEs, EPQs, EPMEs, EERs, CO REC, competency codes, course codes, sea time, surf time, coxswain time, TIS, and TIR. They have to understand the difference between Eligibility Dates, PDE Correction Deadline Dates, and Terminal Eligibility Dates, and where to get and how to use the references that explain all these including the PERSMAN, RESPOLMAN, EPQ Manual, EPME Manual, RFMC Web Sites, ALCGENL, ALCGRSV, ALCOAST Messages and databases like Direct Access, JUMPS and others. They also need senior Petty Officers, Chiefs and ESOs who play a vital role in helping our enlisted members to understand it all.

There's a lot of information out there. The best place to start is with the Personnel Manual



(COMDTINST M1000.6A).

Read all of chapter 5.C to become familiar with how the advancement system works. Pay special attention to 5.C.4.b. which gives a list of general eligibility requirements. It also gives specific references to other sections of the PERSMAN and other manuals which expand on those individual requirements. Reserve members have some additional requirements listed in 7.C of the Reserve Policy Manual (COMDTINST

M1001.28A).

The PERSMAN gives some rating specific requirements such as sea time, but does not provide the current Institute rating courses required for each rating or the current version of EPQs to be signed off at the unit level. It does, however, refer you to the EPQ manual to get the latest version. Institute Rating Course requirements are normally announced via ALCOAST message with a new course code or version and the date or SWE cycle in which it will be required. The message also states if those who passed older versions are grandfathered or not.

These messages are often missed by our members who have passed older outdated course versions, only to learn when their PDE is posted online that they're no longer qualified due to not having the latest course completed.

Message dissemination seems to be a problem at some of our units. We've received continuous emails and calls over the years from members stating that the SWE Message or ALCOAST announcing a new course requirement was never made available to them or shared at quarters. These messages must be passed to all who are affected by them. It's amazing how many senior enlisted members and even some new ESOs tell us they were not aware that there is such a thing as a SWE Announcement Message or that it was released. This message is vital to a successful SWE cycle.

PSC (ADV) is responsible for tracking all the latest rating specific requirements and programming them into Direct Access to ensure the system checks each mem-

ber for the current requirements when creating the PDEs.

A tool we use to maintain these requirements is the Eligibility Criteria Spreadsheet. We track all rating specific requirements and create the spreadsheet shortly after CGPC (epm or rpm) releases the SWE Announcement Message. The spreadsheet has a row for each rating showing if the SWE is waived or not, specific course and certification requirements and sea time requirements for each rating. On the last page of the spreadsheet is a list of general eligibility requirements that apply to all ratings, eligibility requirements that are to be verified by the members command, and deadline dates.

We post the spreadsheet at:

<http://cgweb.psc.uscg.mil/default.asp>. Click on the "Advancement & Evaluations" button, then the "Advancement Requirements" button, and then "Eligibility Requirements".

We also send a copy to the Master Chief Gold Badge network for further distribution to the field.

Although not official policy, our spreadsheet is an excellent tool and the only place that lists all the requirements in one spot. Unfortunately we're unable to post it until the SWE Announcement Message is released, which is normally a few weeks prior to the eligibility deadline date for the upcoming SWE. We need to wait until then because the SWE message states which SWEs and EOCTs will be waived for the upcoming SWE cycle. The SWE message release date is controlled by CGPC staffing who determine current manpower requirements, projected

advancements from current lists, and status of the rating course.

We leave the spreadsheets from the most recently completed SWE posted on our web site also. By using the spreadsheet from the last SWE and reviewing any ALCOAST messages released after the spreadsheet, you should have a complete list of eligibility requirements for each rating.

Keep in mind that eligibility requirements must be completed by the eligibility date, which is 1JUL for the October RSWE, 1AUG for the November E5/E6 SWE, and 1FEB for the May E5 thru E9 SWE.

The key to receiving a SWE is an online PDE that shows the word "ELIGIBLE" in the "candidate status" field. A member whose PDE shows "not eligible" by the PDE correction deadline date will not receive an exam. If the "not eligible" status is due only to missing or incorrect data in DA, you will be allowed to correct that data up to the PDE correction deadline date. The member is responsible to not only review the PDE for accuracy and report the errors to their admin staff, but THE MEMBER MUST ensure the online PDE says "ELIGIBLE" on or prior to the PDE correction deadline date.

PSC (ADV) allows members and support staff to contact us directly without going through the Customer Care Trouble Ticket process so that we can answer your questions and serve you immediately due to the time sensitive nature of the SWE. Email us at PSC-DG-ADV or call us at 785-339-3400 for any SWE, EER, or advancement related questions.



Fred's Place
There are restrictions!

"Fred's Place" is a popular web site called "The place to meet old shipmates". It's a great resource and provides excellent information for Coasties on breaking news, education, benefits, photo albums, classified ads and much more.

It also provides a place for people to chat in their many discussion forums. This too is good thing unless the chat includes posting information protected by the Privacy Act. Shortly following the last two SWEs, people have posted advancement eligibility lists containing other members' personal advancement data on Fred's Place. Both times it occurred the Branch Chief for PSC (ADV) contacted the webmaster and had the information removed.



Please be advised that you may not post data from the Coast Guard Intranet containing personal data on other members to an internet site. Posting your own standing or final multiple score is your choice, posting others' is not. Thank you.

SWE Statistics The next few pages will contain statistical data from the recent October reserve SWE and the November active duty E5 and E6 SWE. The marks and awards points were computed up to the eligibility date and the TIS and TIR are computed up to the Terminal Eligibility Date.

OCT08 RSWE Statistical Summary

Exam Rate	Number Tested	Average Final Multiple	Average Raw Score	Average Marks Multiple	Average Award Points	Average Time in Service Points	Average Time in Rating Points
BMC	58	117.8936	80	41.8653	5.53	13.6063	6.88
BMCM	8	127.545	85	43.4612	8.87	19.4375	5.77
BMCS	16	125.3137	87	42.73	7.68	17.9793	6.91
DC1	5	116.936	67	39.25	4.8	15.052	7.83
DC2	3	106.4733	77	41.39	2.33	5.8066	6.94
DCC	22	122.2618	74	40.9977	6.04	16.67	9.03
DCCS	2	130.29	84	42.125	9	20	9.16
EM2	1	100.43	70	35.93	3	8.83	2.67
EMC	17	123.4523	66	41.277	6.17	16.0976	9.9
EMCM	1	124.25	100	44.75	5	20	4.5
EMCS	1	128.2	76	43.7	10	20	4.5
ET1	6	112.715	83	38.715	4	11.555	8.44
ET2	5	104.684	66	39.668	1.4	7.584	6.03
ETC	17	122.1964	80	40.0105	4.88	17.877	9.06
ETCM	2	125	70	41.915	9	20	4.08
ETCS	3	122.9566	68	39.2933	5.66	20	8
FS1	5	108.75	62	37.898	3.6	11.652	5.6
FSC	12	121.8816	50	41.0966	5.83	16.2991	8.65
FSCS	2	127.425	68	43.175	7.5	20	6.75
GM1	2	110.485	77	40.445	6	8.375	5.66
GM2	2	110.855	70	39.605	3	10.835	7.41
GMC	11	119.3963	71	41.02	6.27	15.5909	6.43
GMCM	2	124.73	82	39.395	9	20	6.33
GMCS	1	133.54	91	44.54	9	20	10
HSC	4	119.4525	70	41.7325	5.5	14.48	6.54
HSCS	1	131.71	71	44.54	10	20	7.17
IS1	1	97	53	39.08	2	3.92	2
IS2	4	99.5175	64	36.14	1	7.335	5.04
ISC	2	120.77	52	43.105	7.5	14.75	5.41
IT1	5	113.436	72	40.638	5.6	12.498	4.7
IT2	4	93.655	74	38.03	0	2.4575	3.16
ITC	20	120.2165	70	40.5635	5.15	15.1875	9.31
ITCM	1	123.44	70	42.44	7	20	4
ITCS	1	121.51	54	37.51	4	20	10
IV1	6	110.6766	105	42.215	3.66	9.3766	5.41
IVC	18	121.2844	87	42.7061	5.44	15.2816	7.85
IVCM	2	131.965	95	43.965	8	20	10
IVCS	5	129.636	88	43.702	6.8	19.9	9.23

OCT08 RSWE Statistical Summary (cont.)

Exam Rate	Number Tested	Average Final Multiple	Average Raw Score	Average Marks Multiple	Average Award Points	Average Time in Service Points	Average Time in Rating Points
MKC	54	118.5259	69	40.7901	5.44	14.6157	7.67
MKCM	9	126.8155	77	42.7455	8.55	19.5833	6.13
MKCS	5	124.09	79	39.09	8	19.134	7.86
MST2	73	97.77	79	37.8947	0.61	4.0834	5.17
MSTC	34	121.7917	77	41.8229	5.73	15.3773	8.62
MSTCM	3	128.9233	87	40.8666	10	20	8.05
MSTCS	10	129.25	84	42.475	8.4	19.625	8.75
OS1	4	102.505	69	40.1325	1	6.6225	4.75
OS2	1	94.04	77	39.29	0	1.92	2.83
OSC	14	118.4178	69	41.9128	5	14.0185	7.48
OSCM	2	130.21	74	44.125	10	20	6.08
OSCS	2	130.6	66	42.6	8	20	10
PA1	2	122.54	101	42.915	6	13.625	10
PA2	1	98.67	120	39.92	0	2.92	5.83
PAC	3	123.0633	112	43.9233	6.66	12.4733	10
PS1	45	109.3871	83	40.5564	2.68	9.7015	6.44
PS2	57	101.977	83	38.2657	1.71	5.8307	6.16
PSC	149	117.8021	78	41.2977	4.63	13.9353	8.03
PSCM	6	129.1866	87	44.5766	9.16	19.8333	5.61
PSCS	12	128.9708	94	43.6166	8.5	18.2433	8.61
SK1	13	113.733	68	40.5215	4.61	11.7361	6.86
SK2	16	99.0706	63	37.6956	0.87	5.0637	5.43
SKC	22	121.5622	70	41.1413	6.72	16.0268	7.66
SKCM	1	126.75	66	44.75	8	20	4
SKCS	3	127.2766	71	41.5	7.33	20	8.44
YN1	12	116.8516	55	41.2891	5.83	11.785	7.94
YN2	12	103.0333	63	38.5816	1.66	5.6325	7.15
YNC	52	122.8478	58	41.8123	6.61	15.6713	8.9
YNCM	4	129.1775	72	43.1	9.25	20	6.83
YNCS	6	129.655	69	43.8083	8.66	19.57	7.61

NOV08 SWE Statistical Summary

Exam Rate	Number Tested	Average Final Multiple	Average Raw Score	Average Marks Multiple	Average Award Points	Average Time in Service Points	Average Time in Rating Points	Average Sea Time Points
AET1	39	107.9184	73	40.5302	3.07	7.5951	6.02	0.97
AET2	30	98.4716	72	37.1026	1.1	4.52	4.6	1.14
AMT1	135	118.9135	84	41.7265	5.36	11.4811	8.2	1.59
AMT2	65	103.159	80	38.3387	1.86	5.7626	6.18	1.24
AST1	57	122.1694	60	42.1485	8	11.7466	7.97	1.68
AST2	53	107.4769	61	39.3098	3.33	6.3318	6.95	1.53
BM1	68	116.695	81	42.0254	4.26	8.3255	7.01	4.94
DC1	35	119.1948	88	40.8828	4.42	8.8017	7.9	6.64
EM1	24	115.207	63	41.4104	3.45	7.5875	6.95	4.84
EM2	37	104.6102	70	38.6118	1.54	4.7345	5.43	4.03
ET1	87	111.1004	84	40.746	2.81	7.3943	7.04	3.2
ET2	97	98.1377	73	38.1264	0.5	4.0996	4.38	1.04
FS1	85	118.6003	70	40.5125	4	8.8723	7.82	6.81
HS1	37	114.6448	69	41.7716	4.05	9.5448	7.38	2.05
HS2	47	105.3191	76	39.9691	1.63	5.257	5.92	2.3
IS1	15	109.942	61	39.5346	3.06	6.644	7.15	3.02
IS2	10	103.654	61	39.843	1.7	4.941	5.11	2.05
IT1	62	108.3659	85	40.9366	2.56	6.754	5.95	2.41
IT2	35	99.0725	77	37.856	1.2	4.9385	3.34	2.2
MK1	105	117.2581	81	41.3027	4.5	8.9201	7.73	4.77
MK2	203	104.969	67	39.4333	1.29	5.1002	6.19	2.74
MST1	56	111.4591	102	42.1289	4.21	7.728	5.36	1.78
MST2	89	99.6224	84	38.4951	1.12	4.3933	4.09	1.67
OS1	32	107.2175	83	40.565	2.18	5.6637	5.32	2.5
OS2	71	98.4292	70	38.348	0.33	3.6867	4.33	1.47
SK1	108	110.9173	77	41.0952	3.26	7.5869	6.68	2.54
SK2	145	101.3188	73	38.5333	1.22	4.9756	4.45	2.01
YN1	184	115.0326	70	41.9513	4.46	8.5653	7.54	1.45
YN2	166	105.9443	62	39.7995	1.37	4.8145	5.43	1.26

Enlisted Employee Review (EER) Supporting Remarks
Where are they?

PERSMAN, 10.B.2 requires a marking official to include supporting remarks for any marks of 1, 2, or 7, unsatisfactory conduct marks, or not recommended for advancement marks.

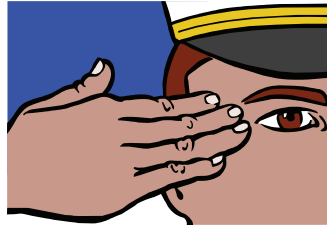
Members can review their own supporting remarks on past EERs by going into self service in Direct Access, opening



the EER, and clicking on the yellow comment box in the right margin next to the individual mark.

Marking officials have contacted us at PSC (ADV) stating that the comments from previous EERs in Direct Access have "disappeared" when they attempt to review previous EERs to see what comments they or other marking officials gave you. That's partially true. They have disappeared to them, but not to you, the member. Only you and those people given special access may view supporting remarks from previous EERs that have been finalized. PSC (ADV) personnel who work with EERs, Detailers and a few others with a need-to-know have access.

A marking official may, however, print a Member Counseling Report from the most recently finalized EER. When they print the report it will include the supporting remarks. Once they finalize the current set they're working on, they'll be locked out of the supporting remarks from previous EERs.



Recall from Retirement
Regular or Reserve

There is some confusion about the Recall from Retirement event. This process begins with the Assignments Officers issuing orders. These orders are identified as RH1, RH2, or RH3.

- RH1 orders are assigned to members (active duty or reserve) Recalled from Retired status with no break in service.
- RH2 orders are assigned to members (active duty or reserve) Recalled from Retired status with a break in service.
- RH3 orders are assigned when either the RH1 or RH2 orders are extended without a break.

In addition to orders, these members should have a contract type REC in "Contract Data". This type of contract obligation is for days, not months or years. There have been members who are currently Recall from Retirement but do not show this status. Some members, specifically members of the Reserve component, have been assigned Reserve orders e.g... EAD, ADSW.

For information or guidance on how to correct this, please contact Pam Flewelling at PSC(ADV) via email at:

Pamela.R.Flewelling@uscg.mil or by phone at: 785-339-3402.

Parting Ways

On January 3d, PSC Advancements said goodbye to Denise Cunningham after over 18 years of service to the USCG in Topeka, Kansas.

Denise began working at PSC (then PPC) in 1990 and was detailed to ADV when they took over SWE administration from the CG Institute. She received a permanent position in ADV in April 1996 under Mr. John Burt, and eventually became Team Leader in our SWE section, where she served for many years. In 2007 she

took over ADV's supplemental advancement section. She recently graduated from Washburn University with her Bachelor's Degree and is working towards a Master's Degree. She's accepted a new position with the VA as the Volunteer Services Coordinator. Denise, congratulations on your promotion and selection. Thank you for years of dedicated service to the Coast Guard, and for the professionalism and dedication you provided to our customers and to PSC. You will be missed.

Upcoming EERs

Period ending January
Evaluate All E1s and E2s

Period ending February
Evaluate All E3s

Period ending March
Evaluate All E4s

Period ending April
Evaluate All E5s

Period ending May
Evaluate All E6s

PSC ADV STAFF

- Bill Patterson: Branch Chief
- Doug Rose: Assistant Branch Chief, SWEs
- YNCM Terrilee Brown: SWEs
- YNC Rony Harden: Monthly EPAA/ERAA
- Pamela Flewelling: Personnel Data Integrity
- Denise Cunningham: Supplemental Advancements
- Carolyne McInnes: SWEs
- YN1 Stacey Newsome: EERs
- Ginger Farmer: Personnel Data Integrity

Contact Information

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ADV on the WEB:

<http://cgweb.uscg.mil/q-w/psc/adv.htm> Check out our helpful information on our web page including:

- SWE Advancement Lists
- Supplemental Advancement Lists
- Striker Lists
- Advancement Statistics
- EER Documentation and Worksheets
- SWE Marks Factor Computation Form
- Advancement Requirements for each Rating
- Links to Advancement Instructions/Notes/Pubs
- Previous ADV Newsletters

Letters to the Editor:

If you have comments or suggestions concerning the contents of this newsletter or suggestions on future content, please send them to: Douglas.C.Rose@uscg.mil.