

Personnel Service Center (PSC) Topeka, KS Advancements Newsletter

Issue #5, July 2004

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 Review (EER) systems.

ADV on the WEB: <http://cgweb.uscg.mil/g-w/psc/adv.htm>

Topics

- Weight Program Correction(Retraction)
- Oct 04 RSWE Cycle Updates
- PBQ Update
- Recommended vs Not Recommended
- Advancement Training via VTC
- Evaluation Reminder
- Returned EER's
- Message Traffic
- ADV Q & A's



Weight Program Correction

In our March issue we incorrectly answered a question regarding weight probation and pregnancy. The question was;

A) If a member is on weight probation and then becomes pregnant can they be advanced? B) Do the standards still apply? C) And how long can their spot on the advancement list be held?"

"Per Allowable Weight Standards for Coast Guard Military Personnel, COMDTINST M1020.8D 4.B, members who become pregnant will not be measured to determine compliance with this instruction until they return to a fit-for-full-duty status. Members placed in a weight or fat loss probationary status prior to pregnancy shall have their probationary period held in abeyance."

The correct answers based on the ref above are; A) Yes.

B) No, service women are exempt from weight and body fat standard during pregnancy, and for six months afterwards (12 months for nursing mothers).
C) If being withheld for reasons listed in 5.C.25.C of the PERSMAN until expiration of eligibility list.

IAW ALCOAST 329/04, member's are now required to be weighed bi-annually in April and October starting October 2004. This will eliminate the required weighing for birthdays and prior to advancement/promotion.

RSWE Is COMING!!

- RSWE date: Saturday AM, 16 Oct 04
- SWE waived for: BM1, BM2, EM1, EM2, ET2, FS2, GM1, GM2, MK2, MST1, MST2, AND OS2
- EOCTs are waived for: FS1, HS2, HS1, IT1, OS1, SK2, SK1, PS1, PS2, IV1, IV2, MRNSPO, MRNCPO
- PDEs mailed out and in Direct-Access 2 Aug 04
- PDE correction deadline: 30 Aug 04
- Member responsibility to meet eligibility requirements and deadlines
- Active Duty members (if otherwise eligible) who RELAD by 30 Jun 04 and affiliate with the Ready Standby Reserve (Active Status) may participate
- PSC-ADV office will be staffed from 0800-1500 cdt 16 Oct 04 at 785 339 3400.

PBQ Update

ACTIVE DUTY

~The MRN/EPME transition period begins on 1 August 2004 and ends on 1 February 2005 (6 months).

~The MRN and E-PME requirements will coexist and either one may be used to meet advancement requirements for the Eligibility Deadline (ED) of 01Feb05.

~EOCTs for the new MRN/EPME are not required for the ED of 01Feb05.

~The May05 SWE will contain questions from the E-PME Study Guide. (9 months to study)

~After 1Feb05, active duty members will use the E-PME requirements for "signing off" and must pass an EOCT to be eligible for advancement to the next higher paygrade via a/an: Supplemental List, Service Wide Exam, Striker Program or "A" School.

RESERVISTS

~The MRN/EPME transition period will begin on 1 August 2004 and end on 1 July 2005 (11 months).

~Both MRN and E-PME requirements will coexist and either one may be used to meet advancement requirements for the Eligibility Deadline (ED) of 01Jul05.

~EOCTs for the new MRN/EPME will not be required for the ED of 01July05.

~The Oct05 SWE will contain questions from the E-PME Study Guide. (14 months to study)

~After 1Jul05, Reservists will use the E-PME requirements for "signing off" and pass an EOCT to be eligible for advancement to the next higher paygrade via a/an: Supplemental List, Service Wide Exam, Striker Program or "A" School.

Advancement Training via VTC

We are setup and ready to provide EER and advancement Video Teleconferencing(VTC) training to any units that might desire it. If your unit wants this training and has access to VTC all they need to do is send an e-mail to PSC-ADV stating the date/time and type of training desired. The email should include an alternate date/time in case of scheduling conflicts.

Recommended vs Not Recommended

PSC-adv is still getting numerous calls regarding the use of Recommended vs Not Recommended. The presumption is that a member is progressing and Recommended unless there is cause to deny a recommendation. "Not Recommended" is clearly identified in the PERSMAN as an adverse action requiring documentation and counseling. "Recommended" means you are progressing along with your peers and are on track to move ahead in your career. As 10.B.2.a.(1).(d) of the PERSMAN states, the Recommended does not carry the connotation of an official recommendation for advancement until the member has met all eligibility requirements for advancement (TIG, TIR, EOCT, Quals, etc). Until that time, it means the member is on track to progress.

Throughout the period from EER to advancement, the command has numerous opportunities to identify poor performance and to stop any pending advancement (withdrawing the recommendation, discipline, probation, withholding advancement). The command also has the full range of 1-7 to identify the member's strong points and weak points and to measure them against their peers. This is where mentoring and counseling come in and the member is shown how they can raise the score on the EER. That numerical score goes into the member's SWE final multiple and helps to rank order

them for advancement. If they still need work, their score should reflect it and they will rank below the higher performers.

The Progressing block was eliminated because it did not meet the needs of the Coast Guard and created more ambiguity and problems than it solved.

Evaluation Reminder

Period Ending EER's for July

31 July 04 – E-3 Active Duty only

Period Ending EER's for August

31 August 04 - E-1/E-2 Active Duty only

Period Ending EER's for September

30 September 04 -

E4 Active Duty only

E7– All members



Returned Evaluations

Check the "comments" tab for reasons why your EER was returned. Subsequent or duplicated errors are returned with an accompanying e-mail outlining details and corrective action. Multiple or grievous errors earn a personal phone call. Constant improvement in field level training has led to tremendous decreases in EER failures.

Message Traffic

Official messages are required to be sent to COGARD PSC TOPEKA KS//ADV// for:

- Modifying posted EER
- SWE waiver request
- SWE OPFAC changes

A common mistake is failing to list good points of contact on the message.

Email may be used if operational commitments prevent message traffic usage.



Q: Why is my RAW Score changing?

A: After you take the SWE, your answer sheet is immediately scanned and scored when it arrives at PSC-ADV. That “raw” score is automatically posted in your Direct Access under: [Home](#) > [Self Service](#) > [Employee](#) > [View](#) > Test Results. After all members have tested and raw scores are posted to DA, they are also published on your LES the month after the SWE.

After your initial raw score is published the Test Writers (Subject Matter Experts/SME’s) review all of the challenge sheets that members completed while testing when they disagreed with a question or the answers on their test. The SME reviews the challenged questions and makes a determination to:

- A. Make no change(s)
- B. Drop a question (giving everyone credit for it)
- C. Choose a different answer from the four choices as the correct answer

If a question is dropped, everyone receives credit for it and your raw score goes up one point. However, if the SME determines that the answer to a question should be, for example, “A” in stead of “D”, then your score can go up, go down, or stay the same . For Example:

- If you originally picked “D”, you will loose a point because it’s no longer the correct answer.
- If you originally picked “A”, you will gain a point because it now became the correct answer.
- If you initially chose “C”, your score will not change because you had it wrong both times.

So, remember that your “raw” score is not final until all challenge questions have been reviewed by the SME’s and the rescore takes place. This final raw score will be updated in your Direct Access Test Results page and should be available within a month following the exam.

For more Questions and Answers plus past issues of our Newsletter check us out on the WEB:
<http://cgweb.uscg.mil/g-w/psc/>

Contact Information

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During SWE cycles Jan – Apr for the May 04 cycle we are planning on publishing the newsletter monthly.

Got a Question regarding advancements, Evaluations, or Service-wide? **WE WANT TO HEAR FROM YOU!** Drop us a line at: PSC-ADV@hrsic.uscg.mil And we may answer your question in the next newsletter!