



1910

MEMORANDUM

NOV - 3 2015

From:  W. G. Kelly, RDML
CG PSC

To: P. A. Flynn, CAPT
CG PSC-epm

Subj: PRECEPT CONVENING THE PANEL FOR THE 2016 HIGH YEAR TENURE
(HYT) WAIVER PANEL FOR CANDIDATES IN PAYGRADES E-3 TO E-5.

Ref: (a) COMDT COGARD Washington DC 261821Z Mar 15/ALCOAST 114/15, CG-1,
COMDTNOTE 1000
(b) COMCOGARD PSC Arlington VA 01 Oct 15/ALCGENL 204/15
(c) COMDT COGARD Washington DC 072054Z Mar 14/ALCOAST 093/14, CG-1,
COMDTNOTE 1160

1. A High Year Tenure (HYT) Professional Growth Point (PGP) waiver panel is hereby appointed consisting of yourself, as President, and the following members:

- PSC-epm-1 Chief
- PSC-epm-2 Chief
- Applicable PSC-epm-2 Central Assignments Coordinators (CAC)
- Applicable PSC-epm-2 Assignment Officers (AO)
- Applicable Rating Force Master Chiefs (RFMC)
- PSC Command Master Chief (CMC)
- Deputy Commandant for Mission Support (DCMS) CMC
- Deputy Commandant for Operations (DCO) CMC
- Office of Workforce Forecasting and Analysis (CG-12A)

2. The panel shall convene at 0900 on 16 November 2015, in the Personnel Service Center (PSC) 9th floor all-hands room, or soon thereafter as practicable for the purpose of granting enlisted members in paygrades E-3 to E-5 a waiver to their HYT PGP. The prescribed uniform for members of the panel is Tropical Blue.

3. The panel shall consider all eligible enlisted members who submitted a HYT PGP waiver to PSC-epm-1 NLT 1 November 2015. PSC-epm-1 shall provide you with a list of those individuals who submitted a waiver request.

4. The HYT PGP waiver panel shall consist of a two-phase process in which all requests will be evaluated by a panel specific for each rating.

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HIGH YEAR TENURE (HYT) WAIVER PANEL FOR
CANDIDATES IN PAYGRADES E-3 TO E-5.

Phase One: The phase one panel composition shall consist of that rating's Assignment Officer, Rating Force Master Chief, and PSC-epm-2 CAC. This phase shall be a **two step panel process**. During step one, the panel shall use a **performance and conduct based methodology** that focuses on leadership, accomplishment, performance, conduct, professional skills, professional growth, and adherence to our Core Values to retain those members that best meet the standards required in our enlisted members. During step two, the panel shall use a **Service need based methodology** that focuses on critical skills and vacancies, Service needs, rating strength and analysis, as well as impacts to advancements.

Phase Two: During phase two, the phase one recommendation shall be reviewed by CG-12A, PSC CMC, DCMS CMC, DCO CMC, PSC-epm-1, PSC-epm-2, and PSC-epm who will be the final approving authority.

5. You should emphasize to the members of the panel the importance of their obligation to confine themselves to facts of record and not predicate judgments on rumor or hearsay. At the end of your deliberations, all members must be able to say that this precept was applied fairly and equitably.
6. You are not bound by any minimum selection number when selecting an individual for a HYT PGP waiver, however you must abide by the maximum number of waivers set as specified by CG-1. If you need to exceed the maximum number of waivers for a particular rating, you must seek additional approval.
7. As specified in references (a) and (b), HYT waivers for members with greater than 18 but less than 20 years time in service on 1 September 2016 should be considered to allow those members to reach 20 years of service for retirement, provided they meet performance and conduct standards in reference (c).
8. The panel shall be provided with the necessary records and clerical assistance by PSC-epm-1 staff. They will be available at all times to assist you. Upon completion of your deliberations, deliver your report to PSC.
9. The panel shall submit a report in writing that includes a list of those members who submitted a waiver and whether or not they were granted a waiver to their HYT PGP. The report shall also indicate the Service need disposition and recommended length of the HYT waiver for those granted a HYT PGP waiver. PSC-epm, shall be the final approving official for the panel's recommendations.
10. The panel shall be sworn. The recommendations of the panel shall be kept confidential until its report is approved. You shall direct panel members not to divulge any information related to the proceedings and deliberations of this panel.

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Enclosure: (1) Selection Standards
(2) Approved CG-1 Maximum Number of Waivers

2016 HYT PGP WAIVER SELECTION STANDARDS

1. The screening panel shall consider carefully, without prejudice or partiality, the record of every eligible High Year Tenure (HYT) candidate who has requested a waiver. The candidates that are recommended for a HYT PGP waiver will be those members whose continued service and ability to fill a critical Service need is considered to be in the best interest of the Coast Guard.
2. The HYT PGP waiver panel shall use a two-step process in their deliberations. During step one the panel shall use a ***performance and conduct based methodology*** that focuses on leadership, accomplishment, performance, conduct, professional skills, professional growth, and adherence to our Core Values to retain those members that best meet the standards required in our enlisted members. During step two, the panel shall use a ***Service need based methodology*** that focuses on critical skills and vacancies, service needs, rating strength and analysis, as well as impacts to advancements.
3. Period of Review:

For E-3 to E5s: The HYT waiver panel shall evaluate the candidates record for the previous **seven years** or since advancement to current paygrade, whichever is longest.

Step One - Performance and Conduct

The following ***performance and conduct standards***, based on the re-enlistment criteria in ref (c), considerations should guide your recommendations.

- a. Achieve a minimum factor average of 3.5 on their enlisted performance evaluations.
- b. Have no more than one unsatisfactory conduct mark.
- c. Have no special or general courts-martial conviction.
- d. Have no conviction by a civil court equivalent to a felony-type offense.
- e. Have no documented offense for operating a vehicle, or any other motorized mode of transportation, under the influence of alcohol or controlled substances.
- f. Have no documented offense for which the maximum penalty for the offense, or closely related offense under the UCMJ and Manual for Courts-Martial, includes a punitive discharge.
- g. Have not had their personal-use government travel charge card permanently revoked for misuse or delinquency.
- h. Have no more than three weight probationary periods.
- i. Have no documented incident as a perpetrator of sexual assault.

Step Two – Service Need

The following ***service need*** considerations should guide your recommendations.

- a. Is the member qualified and available for worldwide assignment?
- b. What is the workforce analysis/impact for the specific rating and pay-grade as calculated by CG-12A?
- c. Does the candidate possess a critical skill, competency or qualification?
- d. What is the overall impact to advancements?
- e. Is there a position, billet or vacancy that the member is uniquely qualified for and that must be filled, or is there an immediate service need that the HYT PGP waiver candidate will be used for?

U.S. Department of
Homeland Security

United States
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1000
28 Oct 2015

MEMORANDUM

From: D. B. McLeish
CG-12A

A handwritten signature in blue ink, appearing to read "DB McLeish".

Reply to: CG-12A
Attn of: LT Zinn
5-5232

To: CG-1

Subj: 2016 HIGH YEAR TENURE (HYT) PROFESSIONAL GROWTH POINT (PGP)
WAIVER RECOMMENDATIONS - PAY GRADES E-3 TO E-5

Ref: (a) Military Separations, COMDTINST M1000.4 (series)
(b) Enlisted Accessions, Evaluations, and Advancements M1000.2 (series)

1. PURPOSE. Per reference (a), you are responsible for determining the maximum amount of HYT PGP Waivers granted by Commander (CG PSC-EPM) each HYT cycle. This decision memo recommends the number of HYT PGP waivers and whether the waivers allow for advancement. Enclosure (1) contains my recommendations for the 2016 HYT PGP waivers.

2. BACKGROUND.

a. HYT is a workforce management tool designed to ensure enlisted members maintain steady progression throughout their careers. It is designed to increase personnel flow, compel members to advance in their rating, and allow more consistent training and advancement opportunities for the enlisted workforce.

b. Commander (CG PSC-EPM), the sole waiver authority, may grant waivers with consideration of a HYT candidate's record of service and needs of the service as determined by CG-12A.

c. The 2016 HYT cycle represents the first time members could be separated under HYT prior to becoming retirement eligible. Enclosure (2) details the 2016 HYT PGP waiver candidate pool.

d. Members who will have between 18 and 20 years time in service, on September 1st, 2016, may submit either a HYT PGP waiver or retirement request, per ALCOAST 114/15 paragraph 5. If denied a HYT PGP waiver, these members may be granted a retirement instead. All members with an approved retirement request are ineligible for advancement, in accordance with reference (b).

e. CG-12A is forecasting between 200-300 HYT candidates in both FY17 and FY18, and estimating 75-150 waivers each cycle.

3. RECOMMENDATIONS. I recommend you approve the maximum number of 2016 HYT PGP waivers and advancement eligibility outlined per Enclosure (1). CG-12A will continue to monitor future HYT impacts, rate by rate, and provide workforce analysis and recommendations.

4. DECISIONS.

a. Approval of the maximum number of 2016 HYT PGP waivers (pay grades E-3 to E-5) to grant, presented in Enclosure (1), as recommended by CG-12A. CG-12A is recommending all candidates receive a HYT PGP waiver.

APPROVED CS DISAPPROVED _____ DATE 10/30/2015

b. Approval of each rate's advancement eligibility, presented in Enclosure (1), as recommended by CG-12A. CG-12A is recommending all rates receive the ability to advance.

APPROVED CS DISAPPROVED _____ DATE 10/30/2015

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Enclosures: (1) 2016 HYT Cycle Recommended Waivers
(2) 2016 HYT Cycle Candidate Pool

Copy: CG PSC (EPM)
COMDT (CG-133)
COMDT (CG-821)
COMDT (CG-833)

Notify me immediately if external situations change the underlying assumptions that you recommended

CG-12A Recommended 2016 HYT PGP Waivers & Percentage of Candidate Pool

	E5		E4		E3		TOTAL
AET	3*	100%	3*	100%	0	N/A	6
AMT	22*	100%	13*	100%	0	N/A	35
AST	1*	100%	1*	100%	0	N/A	2
BM	19*	100%	21*	100%	0	N/A	40
DC	11*	100%	8*	100%	0	N/A	19
DV	0	N/A	0	N/A	0	N/A	0
EM	7*	100%	4*	100%	0	N/A	11
ET	17*	100%	11*	100%	0	N/A	28
FN	0	N/A	0	N/A	0	0	0
FS	10*	100%	10*	100%	0	N/A	20
GM	5*	100%	0	N/A	0	0	5
HS	4*	100%	2*	100%	0	N/A	6
IS	0	N/A	4*	100%	0	N/A	4
IT	2*	100%	4*	100%	0	N/A	6
ME	5*	100%	8*	100%	0	N/A	13
MK	40*	100%	25*	100%	0	N/A	65
MST	6*	100%	4*	100%	0	N/A	10
MU	0	N/A	0	N/A	0	N/A	0
OS	5*	100%	10*	100%	0	N/A	15
PA	2*	100%	0	N/A	0	N/A	2
SK	7*	100%	7*	100%	0	N/A	14
SN	0	N/A	0	N/A	0	0	0
YN	8*	100%	5*	100%	0	N/A	12
Total	174	100%	140	100%	0	0%	314

Notes:

a. Each pay grade has two columns, one with the recommended waiver count, and the other giving the percentage of the HYT candidates in that rate who could receive a waiver. Based on workforce need, EPM may grant all waivers pass CG-12A's recommended count.

b. The cells with asterisks (e.g., AST3) indicate granting a waiver with advancement eligibility. If a member advances while on a HYT PGP waiver, will be subject to the new HYT PGP. If the member's time in service is below their new PGP, they will no longer need the HYT PGP waiver. However, if a member is advanced and is above their new HYT PGP, he or she will need to submit a HYT PGP waiver at the next HYT cycle for continued service.

**2016 HYT Candidate Pool
 (18 ≤ TIS < 20)**

	E5	E4	E3	TOTAL
AET	1			1
AMT	12			12
AST				0
BM	7			7
DC	6	1		7
DV				0
EM	3			3
ET	7			7
FN				0
FS	7			7
GM	1			1
HS	3			3
IS		1		1
IT	1			1
ME	3			3
MK	15			15
MST	4			4
MU				0
OS	1			1
PA				0
SK	2			2
SN				0
YN	3			3
Total	76	2	0	78

Table 1

**2016 HYT Candidate Pool
 (TIS < 18)**

	E5	E4	E3	TOTAL
AET	2	3		5
AMT	10	13		23
AST	1	1		2
BM	12	21		33
DC	5	7		12
DV				0
EM	4	4		8
ET	10	11		21
FN			1	1
FS	3	10		13
GM	4		1	5
HS	1	2		3
IS		3		3
IT	1	4		5
ME	2	8		10
MK	25	25		50
MST	2	4		6
MU				0
OS	4	10		14
PA	2			2
SK	5	7		12
SN			1	1
YN	5	5		10
Total	98	138	3	239

Table 2

Notes:

a. Table 1 is the predicted 2016 HYT candidate pool who will have between 18 and 20 years time in service, on September 1st, 2016. These members may submit either a HYT PGP waiver or retirement request, as discussed in paragraph 2.c.

b. Table 2 is the predicted 2016 HYT candidate pool who will have less than 18 years time in service, on September 1st, 2016. These members should submit a 2016 HYT PGP waiver to continue service.