

PPC (ADV) is the main POC for removing members from the Servicewide Exam (SWE) Advancement Eligibility List. PSC (epm-1) is copied on the request.

---

If a member receives a Not Recommended on an EER before advancing, the member loses eligibility to advance. Inform PPC (ADV) and copy PSC (epm-1) once EER is finalized to ensure member's SWE eligibility is removed in DA. When advancement is to be withheld or cancelled, the CO shall advise PPC (ADV) by e-mail via AOIX at CMD-SMD-CG-PPC with CG PSC as information addressee at CMD-SMD-CG-PSC. Please note C2OIX does not transfer to AOIX (AOIX and CEOIX are different routings)." ADV cannot review C2OIX.

These are typically addressed as:

To: CMD-SMB-CG-PPC

Cc: CMD-SMB-CG-PSC

Parent command and ARL-PF-CGPSC-EPM-1-ADVANCEMENTS may be copied as well.

---

Template (modify as applicable):

Subject: WITHHOLDING OF ADVANCEMENT

A. Enlisted Personnel Advancement Announcement (EPAA) No. MM-YY

B. Enlisted Accessions, Evaluations, and Advancements, COMDINST M1000.2 (series) Art 3.A.19.b.

1. YN1.

2. YN2 First M. Last, EMPLID.

3. Withhold advancement from Ref A IAW Ref B. Member has disciplinary action pending (or other reason).

4. Direct Access or Enlisted Employee Review action has not been taken yet, awaiting results of Admin Investigation.

5. Unit POC: CDR. F. M. Last, Executive Officer, First.M.Last(at)uscg.mil, phone number.

6. Commanding Officer, RATE First M. Last sends.

---

Template (modify as applicable):

Subject: REMOVAL FROM ACTIVE DUTY SWE ELIGIBILITY LIST

A. Enlisted Accessions, Evaluations, and Advancements Manual, COMDTINST M1000.2 (series), Art 3.A.13.b. and 3.A.25.f.

1. YN1.

2. YN2 First M. Last, EMPLID.

3. Removal of SNM from Advancement Eligibility List IAW Ref A. Mbr no longer possesses command recommendation for advancement.

4. Commanding Officer completed Unscheduled Enlisted Employee Review effective DDMMYYYY.

5. Unit POC: CDR. F. M. Last, Executive Officer, First.M.Last(at)uscg.mil, phone number.

6. Commanding Officer, RATE First M. Last sends.

---

Voluntary Removal from SWE Eligibility List:

Reference: Enlisted Accessions, Evaluations, and Advancements, COMDTINST 1000.2 (series), Art 3.A.19.e. Administrative Remarks, Form CG-3307, Entry Type: Advancements and Reduction (A&R-7).

Member/Command can forward Voluntary Removal from SWE Eligibility List via email to PPC-DG-CustomerCare (cc: ARL-PF-CGPSC-EPM-1-ADVANCEMENTS) with copy of memo and CG-3307, vice posting request on AOIX. Request will be processed by PPC (ADV).

A copy of the CG-3307 (A&R-7) may be found at the following website: <http://www.uscg.mil/ppc/3307s.asp>