

Coast Guard Pay & Personnel Center Advancements Branch Newsletter



Winter 2015 Edition

January 2015

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

SWE ANNOUNCEMENT MESSAGE & EPMEs

This article discusses two areas of concern which have caused some members, expecting a SWE, to not receive one.

1. SWE Messages - For each new SWE cycle PSC releases a SWE Announcement Message with important instructions to commands and members regarding actions and deadlines. Unfortunately, each cycle we have members that could have qualified for the SWE but don't receive an exam because they failed to follow the message instructions. They often later explain to us that they never received a copy of the SWE message and were not aware of the requirements on the message. Typically, these are members whose online PDE show a "not eligible" status and have incorrect or missing data on the PDE which does not get resolved prior to the PDE correction deadline. It's a difficult thing to have to deny waiver requests for the PDE correction deadline, but we find ourselves continually informing members and commands that "had the message been followed, an exam would have been sent". For the active duty May and November SWEs, an ALCGENL message is released in January and July. For the October reserve SWE, an ALCGRSV message is released in June. All members intending to compete in the SWE should receive and read these messages.

2. Enlisted Professional Military Education (EPME)

There are two separate EPME requirements; Knowledge Requirements and Performance Re-

quirements. The EPME "Knowledge Requirements" forms are located in "Tab 3" of the Enlisted Professional Military Education (E-PME) Manual, COMDTINST M1510.2. Knowledge Requirements do not require a signature of completion, but members will be tested on them through an Advancement Qualification Exam (AQE). The Knowledge Requirements and AQE are required to be eligible for advancement only to E4, E6 and E8.

The second EPME requirement is the EPME "Performance Requirements" sign off forms located in "Tab 2". All current E4 through E8 members must have each factor on the forms, for the grade they're pursuing, signed off by the SWE Eligibility Deadline Date (SED) as defined in the SWE Message. EPMEs are paper based and must be completed and maintained by the member and provided by the member to the unit CO (or designated rep), prior to the SED for each SWE. Since EPME Performance Requirements are not recorded in DA, commands are required, as per the SWE Announcement Message, to inform PPC(ADV) if the member has an "eligible" PDE but has not completed their EPME Performance Requirements.

Unfortunately, some members complete the EPME Knowledge Requirements and AQE exam, but are unaware of, and don't complete the Performance Requirements. Once their command inform us of non-completion, the PDE is changed to "not eligible" and no SWE is shipped.

Please ensure both EPME requirements are met.

By: Doug Rose

SWE Statistics The next few pages contain statistical data from the October 2014 reserve SWE and the November 2014 active duty SWE. The marks and awards points were computed up to the eligibility date and the TIS and TIR points are computed up to the Terminal Eligibility Date.

OCT14 RSWE Statistical Summary

Exam	Number of Candidates Tested	Average Final Multiple Score	Average Raw Score	Average EER Points	Average Award Points	Average Time in Service Points	Average Time in Rating Points
BMC	76	116.844	59	42.4628	3.52	13.2301	7.29
BMCM	17	126.151	69	44.0047	5	19.3923	7.75
BMCS	21	123.603	76	43.9814	4.57	17.3409	7.59
DC1	3	113.607	49	39.47	3	13.25	7.88
DCC	10	118.323	75	41.506	2.8	16.483	7.53
DCCS	1	121.52	89	44.02	3	18.33	6.17
EM2	3	108.88	59	41.2966	2.33	6.6933	8.55
EMC	2	116.425	66	38.925	4.5	16.83	7.33
EMCS	1	128.07	79	45.07	4	20	9
ET1	6	113.852	73	39.3683	4	11.4833	9
ETC	20	116.662	63	41.529	2.9	14.7575	7.47
ETCS	3	124.497	82	42.1633	5	20	7.33
FS1	1	106.05	82	42.55	3	4.33	6.17
FSC	4	113.698	59	42.7375	2.25	12.085	6.62
FSCS	1	122.8	69	40.97	2	20	9.83
GM2	3	111.213	57	39.71	2.33	9.17	10
GMC	10	115.63	67	41.446	4.5	11.984	7.7
GMCM	1	130.33	62	46.33	8	20	6
GMCS	1	136.96	85	46.96	10	20	10
HS1	5	111.878	75	40.68	1.4	12.83	6.96
HS2	3	101.597	75	39.2566	1.66	4.89	5.78
HSC	9	115.127	69	42.1533	1.22	13.2966	6.22
ISC	4	119.655	56	41.9675	3.5	15.1875	9
ISCM	1	116.05	89	40.13	1	16.92	8
IT1	3	113.873	76	38.2066	3	15.6666	7
IT2	3	107.93	69	37.96	2.33	7.6366	10
ITC	7	122.206	65	39.55	6.57	16.0842	10
ITCS	2	121.865	83	41.075	6	16.375	8.41
IV1	4	106.31	86	42.52	0.25	10	3.54
IV2	1	93.57	79	37.82	0	1.92	3.83
IVC	21	120.368	79	43.2452	3.28	15.4247	8.41
IVCS	7	127.557	96	43.8071	6.14	19.0585	8.54
MEC	32	115.184	57	42.3362	2.21	13.7887	6.74
MECM	11	123.976	67	45.1618	4.18	18.3172	6.31
MECS	4	118.655	66	40.4625	2.75	19.565	5.87
MKC	70	117.328	71	41.7917	3.17	14.8322	7.56
MKCM	7	124.946	74	43.6114	4.42	19.4771	7.42

OCT14 RSWE Statistical Summary (cont.)

Exam	Number of Candidates Tested	Average Final Multiple Score	Average Raw Score	Average EER Points	Average Award Points	Average Time in Service Points	Average Time in Rating Points
MST2	45	102.616	80	39.7473	1.33	5.2486	6.4
MSTC	32	116.926	81	42.7362	3.4	12.5909	8.15
MSTCM	5	120.616	88	45.57	2.4	17.116	5.53
MSTCS	7	127.597	82	43.0128	6.85	19.2971	8.42
OSC	2	118.745	68	43.665	5	10.08	10
PA1	2	105.92	103	39.5	2.5	6.835	7.08
PAC	6	117.463	94	41.91	6	12.555	7
PACS	2	123.41	100	42.075	4.5	19.335	7.5
SK1	9	111.103	82	40.5088	3.44	9.4644	7.68
SKC	22	115.908	67	42.4804	3.59	12.1713	7.13
SKCM	1	122.45	104	43.28	4	20	5.17
YN1	19	109.308	64	41.6357	2.36	9.6968	6.24
YNC	62	117.33	60	42.3317	3.33	14.4961	7.22
YNCM	3	121.27	70	43.49	3	19.0566	5.72
YNCS	9	123.019	67	43.4255	3.55	18.5555	7.48

Processing Advancements

Did you know PPC(ADV) is the POC for all advancements that are incorrectly processed? We receive on average 10-12 exceptions each cycle. The biggest contributors to these numbers are duplicate advancement transactions being processed on the same day. Below is an example of a problem we can help fix:

“A member was advanced on 16 December 2014. A second identical advancement transaction was input on the member not more than 2 minutes later.”

This member will appear on the PPC(ADV) Exception Report. If we're unable to determine what's happening, we'll need to reach out to the SPO followed by manually correcting the member's DA Job Rows.



If you feel you have incorrectly advanced or erroneously processed an advancement transaction, please contact PPC (ADV). Prior to contacting us, please verify the erroneous transaction through member's DA Job Rows.

By: YNC Jeff Freeman

EERs and DA 9.1

We've received some inquiries on the status of EER's and how they'll work in DA 9.1. Currently, the EER process has not yet been updated and is still running in the DA 8.0 environment, though accessible through the 9.1 home page.

The programmers at CG-631 will be working with PPC(ADV) in developing and testing the 9.1 EER process over the next few months. We were informed early on



that their goal is to try and make the transition seamless without changing the look or functions of the current EER process. Online help guides will also be developed and released prior to the 9.1 conversion of EERs.

There are also a few other HR functions which are pending development and testing including SWE processes (including the online PDEs), Advancement Boards, and Discipline Events. DA 8.0 will continue to process all HR functions still pending upgrades until it's turned off, which is scheduled for September.

By: Doug Rose

NOV14 SWE Statistical Summary

Exam	Number of Candidates Tested	Average Final Multiple Score	Average Raw Score	Average EER Points	Average Awards Points	Average TIS Points	Average TIR Points	Average Sea Time Points
AET1	155	116.2634	82	42.3447	4.21	10.4889	8.75	0.44
AET2	98	106.6685	73	39.0596	2.08	6.5576	6.96	1.9
AMT1	233	118.3985	88	42.3723	5.04	12.1422	8.23	0.68
AMT2	168	110.0421	73	39.5776	2.77	7.7032	7.94	2.02
AST1	62	117.5735	90	42.5879	5.4	11.3775	7.64	0.4
AST2	40	106.753	84	39.5972	2.85	6.467	6.88	1.3
BM1	396	118.1182	84	42.7142	4.06	10.1148	8.37	2.89
BM2	124	111.3683	79	41.7936	2.17	6.364	7.09	3.92
DC1	50	120.1446	86	42.4046	4.24	10.1722	8.31	5.01
DC2	33	106.2542	79	40.0157	1.39	5.3833	5.6	3.75
EM1	93	118.3012	80	42.1488	4.24	9.5964	8.15	4.09
EM2	60	108.9121	73	40.9825	1.65	5.5553	6.72	4.21
ET1	222	119.4403	89	41.8139	4.36	10.403	8.63	4.23
ET2	171	111.9074	85	40.4391	2.49	6.7088	8.72	3.49
FS1	48	119.1981	63	41.8979	3.77	9.1233	8.74	5.82
FS2	45	107.1833	72	40.4988	1.17	5.0702	6.52	3.9
GM1	58	119.6522	87	41.8987	4.58	10.0839	8.88	4.25
GM2	46	109.5565	74	40.0228	2.28	6.8265	7.35	3.63
HS1	64	115.5518	93	41.7782	4.01	10.5929	7.97	1.18
HS2	45	103.7111	88	40.2888	1.84	5.7351	4.78	1.5
IS1	20	107.8255	80	42.105	2.55	7.1125	5.76	0.29
IS2	15	107.108	82	41.5653	1.73	6.1106	5.57	2.12
IT1	76	114.3748	94	41.934	3.57	8.7569	7.86	1.98
IT2	77	105.2202	89	40.2324	1.71	5.8811	5.98	1.87
ME1	86	115.6012	72	43.0805	4.05	9.9472	7.23	1.56
ME2	92	111.1521	67	41.8489	2.69	6.8686	7.32	2.34
MK1	166	120.3167	82	42.5781	4.59	10.1338	8.53	4.45
MK2	365	109.5375	80	40.999	2.02	5.9919	7.23	3.36
MST1	210	116.2633	116	43.2953	4.81	9.7565	7.87	0.52
MST2	204	110.6394	108	42.1072	2.65	6.6115	7.05	2.21
OS1	172	113.7771	80	41.4453	3.19	8.601	7.79	2.64
OS2	156	106.5651	69	40.2553	1.47	5.4401	7.1	2.29
PA1	5	114.01	107	42.76	3.8	10.282	7.13	0.03
PA2	9	113.7111	110	41.0633	4.11	8.8122	8.01	1.7
SK1	203	117.6214	82	42.6599	4.31	10.3388	8.19	2.24
SK2	118	108.3946	76	41.4002	2.07	6.2374	6.15	2.49
YN1	225	115.4399	82	43.0476	4.19	9.7281	7.98	0.74
YN2	183	107.8647	74	41.5243	2.04	5.8763	6.85	1.5

Selected Reserve and Individual Ready Reserve Members--Requesting Reserve Early Retirement (RET-1)

A member of the Ready Reserve (SELRES and IRR) who performs ADOS, Title 10 or EAD orders after 28 January 2008, or Title 14 orders after 31 December 2011, may have their eligibility age for receipt of retired pay reduced below 60 years of age, but not less than 50 years of age, by three months for each aggregate of 90 days on which the member performs active duty in any one fiscal year.

The one fiscal year is important. After the fiscal year is over (01 October), the counting starts anew. The member could have 89 days in a fiscal year but it does not count toward the member's early retirement, either in that year or the next year.

A member of the Ready Reserve (SELRES and IRR) may request an early retirement (at least 90 days before retirement) by submitting a trouble ticket to PPC at <http://www.uscg.mil/ppc/ccb/> or by email to "PPC-DG-CustomerCare". You must include the form CG-2055A (Reserve Retirement Transfer Request) with it. The requested early retirement date should be indicated on the left side under item 4.

PPC(ADV) Service Validation Team will list all your active duty broken out by fiscal years and determine your earliest retirement (RET-1) date. After audit it will go to Personnel Service Center Reserve Personnel Management who is the approval authority.

A "RET-1 Calculator" is available on our web page to help you compute your creditable periods of service. It's located at <http://www.uscg.mil/ppc/adv.asp#researlyret>.

By: Charles Nunley



"Sorry, guys, I can't join you. I'm skipping coffee breaks for the rest of my career so I can retire two years early."

SPO Contact List

The SPO contact list is located at <http://cgweb.ppc.uscg.mil/spocontactlist.asp>. Many offices here at PPC along with other commands use this list regularly. It provides PPC with the correct SPO member to contact for information or documentation that is vital to completing our daily HR and pay functions. Unfortunately, the contact list can quickly become outdated due to rotation of personnel or changes in personnel duties. Our goal is for each SPO Chief to regularly review this list for accuracy and provide an email as soon as changes occur to: Matthew.M.O'connell@uscg.mil; Or at ppc-pf-pd@uscg.mil.

By: Mick Myers

Always Ready?

The winter season presents great outdoor activities: hunting, ice fishing, skiing, holidays. It is also a time where we allow our minds to wander on the approaching spring season and springtime activities, and for some, the excitement of pending PCS transfers. It is also important to not forget about our personal Coast Guard readiness stance. Are your CGBI requirements all green? Are you ready for that unexpected Coast Guard need? Part of your personal readiness planning should include being ready for advancement to the next higher pay grade. Opportunities can come suddenly and unexpectedly. I encourage each of you to be sure to review your SWE PDE in direct access. Even if for various reasons you are not yet fully qualified for advancement, you should review your SWE PDE to verify the accuracy of all data. If something is not correct, reviewing early allows time to get corrections done before deadlines pass. Your rating chain, training officers, ESO, RFMC, SMS, and the staff at PPC (ADV) are all available to help you ensure you are eligible and advanced when the opportunity comes. Semper Paratus.

By: Jack Robinson

RESERVE SUPPLEMENTAL ADVANCEMENTS



There are instances when a member leaves active duty and decides to affiliate with the reserves. Upon reporting to their first reserve assignment, if the new command sends a message request to add their member to the supplemental advancement list, they may receive a reply message stating the member is ineligible due to a missing EER with CO's recommendation. Some would argue the member is eligible because they were marked regularly as an active duty member and currently have a recommendation. However, because the member changed components, an EER and recommendation as a reservist is required.

IAW COMDTINST M1000.2, Art. 5.E.1, reservists are only marked once a year. What happens if a member is released, affiliates, but misses the marking period for a reserve evaluation? Do they wait until the following year to be marked and then request supplemental advancement? How fair would that be?

A current EER with a positive CO's recommendation is ALWAYS required no matter if the member is competing for a supplemental advancement or a SWE. The supplemental advancement request message in itself, does not qualify as a CO's recommendation. If you have a new reserve member who just reported and wants to be added to the supplemental list, check Direct Access to see if they have a current EER as a reserve member. If not, the command should complete a **SWE EER**, which has no minimum observation period and will satisfy the current EER requirement. Doing this prior to submitting the message will prevent delays in the member's placement on the supplemental list.

For further guidance please review ALCOAST 488/14; "Select Reserve Supplemental Advancement". And, if there is any confusion please contact the PPC (ADV) team for assistance.

By: YNC Claricia Gautier

Attention Underway SWE Officers!

If your ship will be underway on the SWE exam date, please don't forget to make arrangements before leaving port for those members who won't be getting underway and are eligible for the SWE. They'll need



to take their SWEs at another Coast Guard Exam Board. The exam and a blank answer sheet will need to be forwarded to the other exam board following the directions in the SWE Officer Handbook.

If you have members who will be TDY for training who cannot take the exam on the normal exam date, please request a substitute SWE as per COMDTINST M1000.2, Art. 3.B.3.

For members who will be home on leave and wish to take the SWE, please submit a Trouble Ticket to PPC(ADV) requesting they be allowed to take the SWE at the Coast Guard Exam Board which is closest to their leave location.

For those exams you administer while underway, the SWE answer sheets must be sent to PPC(ADV) as soon as possible after SWE administration. We realize this can be difficult depending on your location and time between port calls. Please notify PPC (ADV) via Trouble Ticket if you are going to be underway at the time of the SWE and you expect delays in shipping answer sheets to us, and give us the approximate date we can expect them. If you're not pulling into a port from which FEDEX can be shipped, determine if the ship will have a Log Flight that can possibly bring the answer sheets to a shore side location for shipping. Or, if someone is departing the ship from a port that doesn't have FEDEX but is traveling to a location which does, the member may be authorized by request to PPC(ADV) to hand carry the double wrapped package to a FEDEX facility or shore facility for shipping. All answer sheets should be sent via FEDEX as soon as possible, but NLT 30 days after the SWE administration date.

Thank you for the part you play in our enlisted member's advancement processes.

By: Carolyn L. A. McInnes

EER Schedule

E-1 Jan (all) & Jul (AD only)
E-2 Jan (all) & Jul (AD only)
E-3 Feb (all) & Aug (AD only)
E-4 Mar (all) & Sep (AD only)
E-5 Apr (all) & Oct (AD only)
E-6 May (all) & Nov (AD only)
E-7 Sep (all)
E-8 Nov (all)
E-9 Jun (all)

New Arrivals at PPC (ADV)

Our new PPC(ADV) Branch Chief arrived in September 2014. Please welcome Mr. Jack Robinson. Jack is a Coast Guard veteran with over 33 years service at units on the Atlantic, Pacific, and Gulf coasts, and assignments in Alaska and Hawaii. He started his military career at the former Coast Guard west coast "boot camp" in Alameda, CA in 1977 followed by a tour aboard CGC MO-DOC in Coos Bay, OR. He graduated Yeoman "A" School in July of 1979. His diverse Coast Guard career includes assignments at the Coast Guard Institute, Oklahoma City, OK, Coast Guard Base Galveston, TX, Coast Guard District Seventeen, Juneau, AK, independent duty aboard CGC VALIANT, Galveston, TX. As a Chief Yeoman he served at the Coast Guard Academy, New London, CT and at the National Data Buoy Center at Bay St. Louis, MS. Jack promoted to Chief Warrant Officer (PERS) and served at PPC, Topeka, KS and ISC Honolulu, HI. On promotion to Lieutenant he transferred to CG Headquarters, Washington, DC and also served at Aviation Training Center, Mobile, AL. After promotion to Lieutenant Commander he transferred to ISC Ketchikan, AK and two years later transferred to ISC San Pedro, CA. From September 2009 to March 2011 Jack served as the Commanding Officer, Personnel Services & Support Unit San Pedro, CA. Jack retired from the Coast Guard on July 1, 2011.

His Coast Guard service awards include the Coast Guard Meritorious Service Medal, Coast Guard Commendation Medal (four awards), Coast Guard Achievement Medal (four awards) and the Armed Forces Service Medal, among many other personal and service awards.

He is married to the former Yamile Rodriguez of Bogota, Columbia. They have four children and four grandchildren.

PPC Command Staff

Commanding Officer: CAPT Stuart Lebruska

Executive Director: Gary Earling

Executive Officer: LCDR David Gomez

Command Master Chief: YNCM Eric Norris

PPC ADV Staff

Branch Chief: Jack Robinson

SWE Manager: Doug Rose

Branch Master Chief: YNCM Tonia Allen

SWE/RSWE: Carlyne McInnes

Monthly EPAA/ERAA: YNC Jeff Freeman

Supplemental/Striker Advancements:
YNC Claricia Gautier

EERs: YNC Gretchen Davis

Personnel Data Integrity: Pam Flewelling-Baum, Ginger Farmer, Dave Lynch

Service Validations: Glenn Hess, Alan Wiggs, YN1 Davis Pagan, Charles Nunley, Debbie Koehn, Mickey Myers, YN3 Justin Dickens, YN3 Crockett Thompson

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Letters to the Editor:

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