

# SWE Eligibility Requirements: May 2014

This document is created by PPC (ADV) as an internal reference tool and is not official policy. For official policy see COMDTINST M1000.2, Enlisted Accessions, Evaluation, and Advancements manual; COMDTINST M1001.28A, Reserve Policy Manual; and official message traffic which relates to advancement eligibility and the SWE. **Below are specific eligibility requirements listed by rate and pay grade. General eligibility requirements pertaining to all ratings are listed first followed by rate specific requirements. This document does not include RPQ version dates or required core competencies since the required "Rating Competency" assigned in TMT uploads to DA (for ERATS ratings) indicating completion of latest RPQs and all required core competencies.**

## Definitions:

- SWE Eligibility Date (SED) – 1FEB prior to the MAY SWE, 1JUL prior to the OCT RSWE, 1AUG prior to the NOV SWE
- Terminal Eligibility Date (TED) – 1JAN following the MAY SWE, 1JAN following the OCT RSWE, 1JUL following the NOV SWE

## GENERAL ADVANCEMENT REQUIREMENTS FOR ALL RATINGS

Articles referenced below without a manual listed are from the Enlisted Accessions, Evaluations and Advancement Manual, COMDTINST M1000.2

- Current CO REC on an EER not used for a previous SWE.
- EER dated after SED of last SWE and NLT SED of upcoming SWE. (3.A.4.e.4)
- Time in Grade in current Rate (TIR) by TED: E5 Candidates = 6 months, E6 Candidates = 1 year. (3.A.14.a)
- Good Conduct prior to TED: E5 - E6 Candidates = 1 year. (3.A.13.b & 3.A.5)
- Sea time for eligibility by SED. (3.A.15.c)
- Proper path of advancement on SED. (3.A.11)
- Dimension average of 3 or higher on latest EER by SED. (3.A.6.a)
- Have not declined advancement within 12 months of SED. (3.A.19.f)
- Less than age 60 on TED (Military Separations Manual, COMDTINST M1000.4, Art.10.C.1.b)
- No approved or pending retirement request on SED. (3.A.13.f)

## ADVANCEMENT REQUIREMENTS VERIFIED BY MEMBERS COMMAND

- Fulfill special requirements for certain ratings (normal color perception and/or normal hearing). (3.A.12)
- Eligibility to access classified information for certain ratings. (3.A.10)
- EPQ/EPME factors signed off. (3.A.7)
- **RPQ's, Core Competencies and Rating Competency must be completed and entered into TMT for ratings transitioned to ERATS. See ALCOAST 326/13 and <https://cgportal2.uscg.mil/communities/erats/SitePages/Home.aspx>**

## RATING SPECIFIC REQUIREMENTS

### AET

Exam Rate	Exam Grade	SWE or Waived	Courses and/or RAT Code(s)	Competency Code(s)	Sea Time
AETCM	E9	SWE		Rating "AETCM"; CPOA "PERJR, PERJS, PERJT or PERJU"	
AETCS	E8	SWE	EPME 0862	Rating "AETCS"	
AETC	E7	SWE		Rating "AETC"	
AET1	E6	SWE	RAT 0104-2 EPME 0662 LAMS (one in list) 340720, 502104, 230440, 241220, 000700	Rating "AET1"	
AET2	E5	SWE	RAT 0204-2	Rating "AET2"	

### AMT

Exam Rate	Exam Grade	SWE or Waived	Courses and/or RAT Code(s)	Competency Code(s)	Sea Time
AMTCM	E9	SWE		Rating "AMTCM"	
AMTCS	E8	SWE	EPME 0862	Rating "AMTCS" CPOA "PERJR, PERJS, PERJT or PERJU"	
AMTC	E7	SWE		Rating "AMTC"	
AMT1	E6	SWE	RAT 0106-3 EPME 0662 LAMS (one in list) 340720, 502104, 230440, 241220, 000700	Rating "AMT1"	
AMT2	E5	SWE	RAT 0206-3	Rating "AMT2"	

### AST

Exam Rate	Exam Grade	SWE or Waived	Courses and/or RAT Code(s)	Competency Code(s)	Sea Time
ASTCM	E9	SWE		Rating "ASTCM"	
ASTCS	E8	SWE	EPME 0862	Rating "ASTCS" CPOA "PERJR, PERJS, PERJT or PERJU"	
ASTC	E7	SWE		Rating "ASTC"	
AST1	E6	SWE	RAT 0110-3 EPME 0662 LAMS (one in list) 340720, 502104, 230440, 241220, 000700	Rating "AST1"	

AST2	E5	SWE	RAT 0210-3	Rating "AST2"	
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**BM**

Exam Rate	Exam Grade	SWE or Waived	Courses and/or RAT Code(s)	Competency Code(s)	Sea Time
BMCM	E9	SWE	Certified to command ashore and afloat by the district OIC review board, <b>or</b> have held a surfman certification in a surfman billet, for a minimum of eight years <b>and</b> be certified to command ashore; <b>and</b> Current DWINTO 0701 or DWINTR 0702		
BMCS	E8	SWE	Certified to command ashore and afloat by the district OIC review board, <b>or</b> have held a surfman certification for a minimum of four years <b>and</b> be certified to command ashore. Surfman certification must be within four years of the 1 FEB SWE eligibility date, <b>or</b> have held a surfman certification for a minimum of four years, be certified to command ashore <b>and</b> are currently serving in any permanently assigned OIC billet. <b>and</b> EPME 0862; <b>and</b> Current DWINTO 0701 or DWINTR 0702	CPOA "PERJR, PERJS, PERJT or PERJU"	
BMC	E7	SWE	Current DWINTO 0701 or DWINTR 0702		12 months in designated rating (including legacy QM) in any paygrade, <b>or</b> 12 months as a certified Surfmen (CXNSJ, CXNSK, CXNSM, CXNSU, CXNNLBS) for 12 months per 5.C.15.c. Pre-1FEB94 BM's: 12 months above pay grade E-3 in designated rating
BM1	E6	SWE	BM1 0112 or 0109 if completed by 3/31/04 or BM1 0112 if completed after 3/31/04. EPME 0662 Current DWINTO 0701 or DWINTR 0702 LAMS (one in list) 340720, 502104, 230440, 241220, 000700	Coxswain (any code)	6 months in any rating or pay grade or coxswain for 12 months as of SED
BM2	E5	SWE	BM2 0212 or 0209 if completed by 3/31/04 or BM2 0212 if completed after 3/31/04. Current DWINTO 0701 or DWINTR 0702	Coxswain (any code) or Underway DWO	

**DC**

Exam Rate	Exam Grade	SWE or Waived	Courses and/or RAT Code(s)	Competency Code(s)	Sea Time
DCCM	E9	SWE		Rating "DCCM"	
DCCS	E8	SWE	EPME 0862	Rating : "DCCS" CPOA "PERJR, PERJS, PERJT or PERJU"	
DCC	E7	SWE		Rating "DCC"	18 months in designated rating in any paygrade Pre-FEB94 DC's: 12 months above pay grade E-3 in designated rating
DC1	E6	SWE	RAT 0116-3 EPME 0662 LAMS (one in list) 340720, 502104, 230440, 241220, 000700	Rating "DC1"	12 months in designated rating in any pay grade or 6 months in any rating or pay grade if rated before 2/1/94
DC2	E5	SWE	RAT 0216-3	Rating "DC2"	

**EM**

Exam Rate	Exam Grade	SWE or Waived	Courses and/or RAT Code(s)	Competency Code(s)	Sea Time
EMCM	E9	SWE		Rating "EMCM"	
EMCS	E8	SWE	EPME 0862	Rating "EMCS" CPOA "PERJR, PERJS, PERJT or PERJU"	
EMC	E7	SWE		Rating "EMC"	24 months in designated rating (including legacy FT) in any paygrade Pre-FEB94 EM's: 12 months above pay grade E-3 in designated rating
EM1	E6	SWE	RAT 0119-9 EPME 0662 LAMS (one in list) 340720, 502104, 230440, 241220, 000700	Rating "EM1"	12 months in designated rating in any pay grade or 6 months in any rating or grade if rated before 2/1/94
EM2	E5	SWE	RAT 0219-4	Rating "EM2"	

**ET**

Exam Rate	Exam Grade	SWE or Waived	Courses and/or RAT Code(s)	Competency Code(s)	Sea Time
ETCM	E9	SWE			
ETCS	E8	SWE	EPME 0862	CPOA "PERJR, PERJS, PERJT or PERJU"	
ETC	E7	SWE			18 months in designated rating (including legacy FT) in any paygrade
ET1	E6	SWE	ET1 0122-3 EPME 0662 LAMS (one in list) 340720, 502104, 230440, 241220, 000700		
ET2	E5	SWE	ET2 0222-3		

**FS**

Exam Rate	Exam Grade	SWE or Waived	Courses and/or RAT Code(s)	Competency Code(s)	Sea Time
FSCM	E9	SWE		Rating "FSCM"	
FSCS	E8	SWE	EPME 0862	Rating "FSCS" CPOA "PERJR, PERJS, PERJT or PERJU"	
FSC	E7	SWE		Rating "FSC"	36 months in designated rating in any pay grade
FS1	E6	SWE	RAT 0151-6 EPME 0662 LAMS (one in list) 340720, 502104, 230440, 241220, 000700	Rating "FS1"	24 months in any pay grade
FS2	E5	SWE	RAT 0251-7	Rating "FS2"	

**GM**

Exam Rate	Exam Grade	SWE or Waived	Courses and/or RAT Code(s)	Competency Code(s)	Sea Time
GMCM	E9	SWE			
GMCS	E8	SWE	EPME 0862	CPOA "PERJR, PERJS, PERJT or PERJU"	
GMC	E7	SWE			
GM1	E6	SWE	GM1 0128 or 0129 EPME 0662 LAMS (one in list) 340720, 502104, 230440, 241220, 000700		
GM2	E5	SWE	GM2 0228 or 0229		

**HS**

Exam Rate	Exam Grade	SWE or Waived	Courses and/or RAT Code(s)	Competency Code(s)	Sea Time
HSCM	E9	SWE		Rating "HSCM"	
HSCS	E8	SWE	EPME 0862	Rating "HSCS" CPOA "PERJR, PERJS, PERJT or PERJU"	
HSC	E7	SWE		Rating "HSC"	
HS1	E6	SWE	RAT 0130-5 EPME 0662 LAMS (one in list) 340720, 502104, 230440, 241220, 000700	Rating "HS1"	
HS2	E5	SWE	RAT 0230-5	Rating "HS2"	

**IS**

Exam Rate	Exam Grade	SWE or Waived	Courses and/or RAT Code(s)	Competency Code(s)	Sea Time
ISCM	E9	SWE			
ISCS	E8	SWE	EPME 0862	CPOA "PERJR, PERJS, PERJT or PERJU"	
ISC	E7	SWE			
IS1	E6	SWE	IS1 0190 EPME 0662 LAMS (one in list) 340720, 502104, 230440, 241220, 000700		
IS2	E5	SWE	IS2 0290		

**IT**

Exam Rate	Exam Grade	SWE or Waived	Courses and/or RAT Code(s)	Competency Code(s)	Sea Time
ITCM	E9	SWE			
ITCS	E8	SWE	EPME 0862	CPOA "PERJR, PERJS, PERJT or PERJU"	
ITC	E7	SWE			
IT1	E6	SWE	IT1 0180-2 EPME 0662 LAMS (one in list) 340720, 502104, 230440, 241220, 000700		
IT2	E5	SWE	IT2 0280-2		

**ME**

Exam Rate	Exam Grade	SWE or Waived	Courses and/or RAT Code(s)	Competency Code(s)	Sea Time
MECM	E9	SWE	ME1 0181 and ME2 0281		
MECS	E8	SWE	ME1 0181 and ME2 0281 EPME 0862	CPOA "PERJR, PERJS, PERJT or PERJU"	
MEC	E7	SWE	ME1 Course Code 0181 and ME2 Course Code 0281		
ME1	E6	SWE	ME2 0281 and ME1 0181 EPME 0662 LAMS (one in list) 340720, 502104, 230440, 241220, 000700		
ME2	E5	SWE	ME2 0281		

**MK**

Exam Rate	Exam Grade	SWE or Waived	Courses and/or RAT Code(s)	Competency Code(s)	Sea Time
MKCM	E9	SWE			
MKCS	E8	SWE	EPME 0862	CPOA "PERJR, PERJS, PERJT or PERJU"	
MKC	E7	SWE			18 months in designated rating in any pay grade . Pre-1FEB94 MK's: 12 months above pay grade E-3 in designated rating
MK1	E6	SWE	MK1 0132 (waived) EPME 0662 LAMS (one in list) 340720, 502104, 230440, 241220, 000700		12 months in any rating or pay grade or 6 months in any rating or pay grade if rated before 2/1/94
MK2	E5	SWE	MK2 0232		

**MST**

Exam Rate	Exam Grade	SWE or Waived	Courses and/or RAT Code(s)	Competency Code(s)	Sea Time
MSTCM	E9	SWE		Rating "MSTCM"	
MSTCS	E8	SWE	EPME 0862	Rating "MSTCS" CPOA "PERJR, PERJS, PERJT or PERJU"	
MSTC	E7	SWE		Rating "MSTC"	
MST1	E6	SWE	RAT or MST1 0134 EPME 0662	Rating "MST1"	

			LAMS (one in list) 340720, 502104, 230440, 241220, 000700		
MST2	E5	SWE	RAT 0234-6	Rating "MST2"	

**OS**

Exam Rate	Exam Grade	SWE or Waived	Courses and/or RAT Code(s)	Competency Code(s)	Sea Time
OSCM	E9	SWE		Rating "OSCM"	
OSCS	E8	SWE	EPME 0862	Rating "OSCS" CPOA "PERJR, PERJS, PERJT or PERJU"	
OSC	E7	SWE		Rating "OSC"	12 months in designated rating. (Or former rating for MBRS who lateraled to OS on 01JUL2003)
OS1	E6	SWE	RAT 0138-3 EPME 0662 LAMS (one in list) 340720, 502104, 230440, 241220, 000700	Rating "OS1"	
OS2	E5	SWE	RAT 0238-3	Rating "OS2"	

**PA**

Exam Rate	Exam Grade	SWE or Waived	Courses and/or RAT Code(s)	Competency Code(s)	Sea Time
PACM	E9	SWE		Rating "PACM"	
PACS	E8	SWE	EPME 0862	Rating "PACS" CPOA "PERJR, PERJS, PERJT or PERJU"	
PAC	E7	SWE		Rating "PAC"	
PA1	E6	SWE	RAT 0140-1 EPME 0662 LAMS (one in list) 340720, 502104, 230440, 241220, 000700	Rating "PA1"	
PA2	E5	SWE	RAT 0240-1	Rating "PA2"	

**SK**

Exam Rate	Exam Grade	SWE or Waived	Courses and/or RAT Code(s)	Competency Code(s)	Sea Time
SKCM	E9	SWE		Rating "SKCM"	
SKCS	E8	SWE	EPME 0862	Rating "SKCS" CPOA "PERJR, PERJS, PERJT or PERJU"	
SKC	E7	SWE		Rating "SKC"	
SK1	E6	SWE	RAT 0148-3 EPME 0662	Rating "SK1"	

			LAMS (one in list) 340720, 502104, 230440, 241220, 000700		
SK2	E5	SWE	RAT 0248-3	Rating "SK2"	

**YN**

Exam Rate	Exam Grade	SWE or Waived	Courses and/or RAT Code(s)	Competency Code(s)	Sea Time
YNCM	E9	SWE			
YNCS	E8	SWE	EPME 0862	CPOA "PERJR, PERJS, PERJT or PERJU"	
YNC	E7	SWE			
YN1	E6	SWE	YN1 0176-2 EPME 0662 LAMS (one in list) 340720, 502104, 230440, 241220, 000700		
YN2	E5	SWE	YN2 0275 or 0276		

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FM COMCOGARD PSC ARLINGTON VA//EPM//

TO ALCGPSC

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ALCGENL 009/14

SUBJ: MAY 2014 SERVICEWIDE EXAMINATION (SWE) COMPETITION

A. Servicewide Examination (SWE) Guide, PPCINST M1418.1 (series)

B. Enlisted Accessions, Evaluations, and Advancements, COMDTINST M1000.2 (series)

C. COMCOGARD FORCECOM Norfolk VA 070005Z AUG 13 ALCOAST 326/13,

1. Summary. This message announces the May 2014 SWE competition for all ratings, except MU for advancement to pay grades E-5 through E-9. Commanding Officers (CO) must ensure dissemination of this message to all active duty enlisted members in their AOR. Members planning to participate need to be aware of these requirements and their responsibility to confirm they are met. Units, education service officers, SWE board officers, and affected members shall familiarize themselves with the contents of Refs A thru C and this ALCGENL.

2. Schedule. SWEs will be administered per the following schedule.

Any requests for deviation must comply with Refs A and B.

a. AM 06 May 2014 (Tuesday) SWE for ADV to E-5

b. PM 06 May 2014 (Tuesday) SWE for ADV to E-7

c. AM 08 May 2014 (Thursday) SWE for ADV to E-6

d. PM 08 May 2014 (Thursday) SWE for ADV to E-8/E-9

3. Waivers. This ALCGENL supercedes previously published waivers.

a. SWE. None.

b. End of Course Test (EOCT) and/or Rating Advancement Test (RAT).

EOCT/RAT is waived for MK1 candidates.

c. Waiver requests of advancement requirements or completion deadlines must be sent prior to the PDE correction deadline. Failure by a candidate, supervisor or supporting command to fulfill their responsibilities is not justification for a waiver of the Personal Data Extract (PDE) correction deadline. Using template in Ref A, send request for waiver by message to COGARD PPC Topeka KS//ADV// or by e-mail to PPC-DG-ADV(at)uscg.mil and include CO/XO in Cc line.

4. Responsibilities.

a. Candidates. It is each individual's responsibility to ensure their eligibility in all respects for the SWE. This includes completing and meeting all eligibility requirements in 3.A.4.b of Ref B. PDEs will be posted online in Direct Access (DA) self service in February 2014. The candidate is solely responsible for accuracy of all PDE Data. Report any discrepancies to Admin or Servicing Personnel Office (SPO). After reporting discrepancies, the candidate must ensure that corrective action was taken by again verifying the online PDE. If the online PDE has not been corrected, contact PPC by e-mail at PPC-DG-ADV(at)uscg.mil. The online PDE must show a status of eligible in order to receive an exam. This must be done prior to the 01 April 2014 PDE correction deadline. Failure to report and verify online PDE corrections may result in a not eligible status for SWE or loss of points in the final multiple.

b. Command. Commanding officers responsibilities are detailed in 3.A.4.e and fully amplified throughout Chapter 3 of Ref B.

(1) The most common reason for member ineligibility is a missing Enlisted Employee Review (EER). Per 3.A.4.e.4 of Ref B, each candidate must have a current EER with CO recommendation.

(a) For E-7, E-8, and E-9 candidates, the EER must be dated after 01 February 2013 and NLT 01 February 2014.

(b) For E-5 and E-6 candidates, the EER must be dated after 01 August 2013 and NLT 01 February 2014.

(c) If an EER was not completed due to reasons listed in 5.E.1.b of Ref B, commands shall complete a SWE-EER with effective date NLT 01

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February 2014. SWE EERs cannot be submitted to change a CO recommendation. If the CO wishes to change an advancement recommendation, the Approving Official who assigned that mark must approve the change. Request for CO recommendation change shall be submitted IAW Ref A and 5.G.4 of Ref B NLT 01 April 2014.

(2) When applicable, notify PPC(ADV) by message to COGARD PPC Topeka KS/ADV// info COMCOGARD PSC Arlington VA//EPM/ to invalidate the recommendation for advancement of candidates who became ineligible for advancement regardless of eligibility list standing. This includes a candidate receiving a Not Recommended on a subsequent EER.

(3) Verify the most current Rating Performance Qualifications (RPQs), Enlisted Performance Qualifications (EPQs), and Enlisted Professional Military Education (EPME) as applicable have been signed off NLT 01 February 2014. If a candidate has failed to complete these requirements but the PDE indicates eligible, notify PPC(ADV) by e-mail or message to prevent a SWE from being mailed. For ratings integrated to the Enlisted Rating Advancement Training System (ERATS), the rating competency is certified in Training Management Tool (TMT) only after completion of core competencies and RPQ for advancement. SPOs are not authorized to bypass TMT and enter rating competencies directly into DA.

(4) Last day to change CO recommendation on EER from Not Recommended to Recommended: 01 April 2014.

(5) Last day units away from homeport on continuous deployment from early April to SWE date may request early mailing of SWEs: 29 March 2014.

(6) Last day to request exam board OPFAC change: 01 April 2014.

(7) Last day to request waivers of advancement requirements or completion deadlines: 01 April 2014.

(8) Last day to request substitute SWE: 15 May 2014.

(9) Units with connectivity issues may request paper PDEs by message or e-mail. Units may request paper profile letters be mailed after online versions have been posted in DA.

c. SPO. Last day to complete PDE corrections in DA: 01 April 2014.

d. CG PPC(ADV).

(1) Post PDEs in DA: February 2014

(2) Early mailing of SWEs to u/w units: March 2014.

(3) Mail SWEs to exam boards: April 2014.

(4) Compute final multiple: July 2014.

(5) Post profile letters in DA: July 2014.

e. CG PSC(epm).

(1) Publish SWE advancement eligibility list: July 2014.

(2) Announce SWE cutoffs: September 2014.

5. Miscellaneous.

a. All candidates may use non-programmable calculators. Consult 3.B.6.d of Ref B for information regarding items that may be used by BM/OS candidates.

b. EERs in current pay grade will be used to compute the marks multiple within the date ranges listed in 3.A.6.b of Ref B.

c. Sea time for eligibility and sea duty points are discussed in 3.A.15 and 3.A.16 of Ref B.

d. Surf points are credited to eligible BM candidates IAW 3.A.16 of Ref B.

e. The Point Start Date (PSD) shown on the PDE will be computed IAW 3.A.16.c of Ref B and used to determine sea/surf/award points. Candidates who advanced on/after 01 January 2010 will have a PSD equal to the day following the eligibility date for that advancement. Candidates who have not advanced since 01 January 2010 will show a PSD equal to their Active Duty Base Date (ADBD). Candidates with broken service and with an adjusted ADBD may contact PPC by e-mail at PPC-DG-ADV(at)uscg.mil to request a PSD adjustment to capture prior

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service awards.

6. PPC(ADV) is the single POC for all SWE inquiries. They can be reached at (785) 339-3400 or e-mail at PPC-DG-ADV(at)uscg.mil.

7. CAPT P. A. Flynn, Chief, Enlisted Personnel Management, CG Personnel Service Center, sends.

8. Internet release authorized.

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