

# Coast Guard Pay and Personnel Center Advancements Branch Newsletter



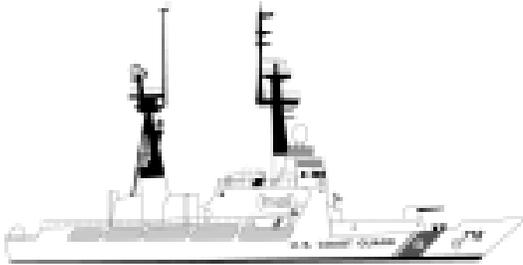
Winter 2014 Edition

January 2014

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

## SOCSS or TOSS, What's the Difference?

There seems to be some uncertainty between a S O C S S (Statement of Creditable Sea Service) and a TOSS (Transcript of Sea Service).



A SOCSS, PPC form 1072, is a record verification of all the accumulated sea time that is creditable toward career sea pay for a Coast Guard member. This credit may include non-Coast Guard afloat time recorded on a DD-214 for prior service members. This time may also include time spent at a non-vessel unit, such as a LEDET or TAD/TEM DU assignment where sea pay accrues. A SOCSS would not record sea time aboard a vessel when sea pay was not payable.

A SOCSS won't add (except for prior service) or reduce sea time for a member where that time is not supported by Direct Access or JUMPS input from the SPO.

A TOSS, PPC form 1075, is a record of all the time a Coast Guard member was assigned to a vessel and/or receiving sea pay. The term "vessel" is defined in the PAYMAN, and does not include small boats. Sea pay may or may not have been payable for all the time assigned. A TOSS is not used in determining sea pay longevity but a TOSS's sole purpose is to support an application for a Merchant Mariner licensing.

**By: Al Wiggs**

## SWE Waivers for LAMS

Each SWE cycle PPC(ADV) receives requests from commands asking that we consider waiving the required LAMS course for their E5 member, or give them an extension of time to complete it. Usually, the request is because the member was unable to complete the required training due to operations. In rare cases, we find the member recently advanced to E5 and there was truly no opportunity to complete the course prior to the SWE Eligibility Deadline (SED) date. More often, we learn that there have been some or many missed opportunities to attend one of the LAMS courses offered since the members date of rank.

When we receive this type of request, we determine the members date of rank and review his/hers assignments since that date. We then contact CG-133 and inquire how many classes were offered during that period of time. If we learn that opportunities did exist where operations would not have prevented the member from attending, the waiver request is disapproved.

In those rare cases where we find it was truly impossible for the member to attend class since his/her E5 DOR, we require that the member obtain orders to an upcoming class which must be completed prior to the actual SWE date. Bottom line, get the training done ASAP.

**By: Doug Rose**

## CGMS Woes

By working with TISCOM we recently found a number of messages that were in CGMS, but were never delivered to our ADV folder resulting in no action taken on these requests.

Because of TISCOM's diligent work, we learned the cause. When generating your CGMS messages, if you choose to manually type the reference, be sure that there is a space between your sequence letter and your reference. For example:

- Correct: A. COMDTINST M1000.2
- Incorrect: A.COMDTINST M1000.2

If messages are submitted with no space between the sequence letter and the reference, the message does not get delivered to our ADV folder. Another way to avoid this problem is to use the reference wizard found in the "Search" option under the Message References.

**By: YNC Strittmatter**

## Welcome Aboard YNCM Allen

Please help us welcome aboard the newest member to the PPC(ADV) team, YNCM Tonia Allen. Master Chief Allen comes to us from Base Portsmouth (SPO). She's also served at TQC, ARSC, CGC BOUTWELL, MSO San Francisco, Group Corpus Christi and TRACEN Cape May. A very well rounded career that brings excellent experience to ADV.

YNCM Allen will be the POC for all SWE eligibility waivers. She'll also supervise our EER, SWE Advancements and Striker/Supplemental advancement sections.

Welcome aboard MC and we look forward to working with you!

**ADV Staff**

## Disciplinary Action, what next?



Entering a Disciplinary Action into Direct Access is not always easy. Sometimes this can get overwhelming trying to figure out if it was done correctly or if more data input is required.

One responsibility of PPC (ADV) is to run monthly reports on all disciplinary actions entered in Direct Access. As part of this process, we look at the individual's disciplinary event and verify that there is an Enlisted Employee Review (EER) correlating with the date of that disciplinary event. Almost always a disciplinary action should have an EER effective the same date, with the EXCEPTION of an Alcohol Incident (AI).

Als can get a little tricky at times. In accordance with COMDTINST M1000.2, 5.E.2.c.6, when a member receives an AI, a disciplinary EER is REQUIRED. So, is it okay to have a disciplinary EER when no disciplinary action was taken or may be pending? Yes, if an AI is involved. However, if the command decides to take an individual to mast due to an AI, then the member will have one EER for the actual date of the AI, but not necessarily a second for the date of mast.

IAW 5.E.1.b.(4)(f), do not complete an EER for the following circumstance: On awarding NJP or civil conviction if the NJP award or conviction was due to an alcohol incident for which the member was previously assigned an unscheduled enlisted employee review. This exemption applies to alcohol incidents only.

What if the member receives additional charges at mast? Let's look at this example.

- YN2 Flintstone received an AI on 8/13/2013. The command submitted a disciplinary EER in Direct Access for the date of the event. Two weeks after investigations, the CO decided to take this member to mast, and gave him an additional charge of assault for striking another petty officer.

In this case, the member received an additional charge besides the AI. Along with the disciplinary AI EER for 8/13/2013, YN2 Flintstone's mast should be recorded in DA as well as another disciplinary EER dated the day of the mast, to record the "assault" charge.

Whenever in doubt, please give us a call.

**By: YNC Claricia Gautier**



## Documents Needed to Complete a Statement of Creditable Service (SOCS)

Ref: Personnel and Pay Procedures Manual (PPPM), PPCINST M1000.2B, Art. 5.C.2.  
Also available on the PPC webpage at:  
<http://www.uscg.mil/ppc/pppm/CHAP05.pdf>

Greetings! Since the Service Validation (SV) Team moved from the SES Branch to the ADV Branch at PPC, we now participate in writing articles for the ADV Newsletter. This article gives us an opportunity to make you aware of the documents we need to complete a Statement of Creditable Service (SOCS). The essential documents are:

- **DD Form 4** (Enlistment/reenlistment document-Armed forces of the United States) This shows when you first joined the Armed Forces. It will give us the Date Initial Entry Military Service (DIEMS) which is important for the retirement month. It will tell us if you had a Delayed Entry and if you did, we can figure out the Pay Entry Base Date (PEBD). It will also give us your initial pay grade .
- **All DD Form 214s** (Certificate of Release or Discharge from Active Duty). The DD Form 214 tells us when you began active duty, when you finished active duty, the reserve obligation termination date, how much leave was sold and type of separation (discharge/release from active duty). It is important to send the member's copy-page 4.
- **Oath of Office (Officers)** You may have been enlisted during prior service. In addition to the Oath of Office we need the DD Form 4 and the DD Form 214.

- **NGB 22** (National Guard Report of Separation and Record of Service) if you were in the National Guard.
- **DD Form 368** (Request for Conditional Release). For reserve personnel, this tells us when you were released from the reserve and the branch you were in.
- **Reserve Point Statement.** This is VITAL to all members who were in the National Guard or in the reserves during any prior service. The reserve point statement tells us (based on the Annual Year) the number of Individual Drills (IDT), the amount of Active Duty (AD), and the number of correspondence courses (CC) the member completed. We need the AD total to complete a SOCS and the IDT and the CC will be used when you join the Coast Guard Reserve. It will tell us when your prior service started and ended. It will also tell us, based on the years, when you were out (of the reserve) and came back in (if that is the case). We need this if you were either an enlisted member or an officer. The best way to acquire the reserve point statement is to contact your prior branch of service and ask for it. You should have been issued a final point statement upon discharge (i.e., if you were in the Army and later joined the National Guard, you need to ask the National Guard for a reserve point statement).

Each SOCS case we process is unique. If we receive the above documentation we can complete them quickly and accurately. If any documentation is missing, we'll contact your SPO and request additional information. If you or your SPO replies within 30 days to our request, we'll extend the suspense date out to when you think you might have the additional information we're waiting for.

We look forward to working with you and your SPO in successfully completing your SOCS.

**By: Charles Nunley**

## Are Your Accession Contract Dates Right?

There continues to be confusion on calculating contract dates for accessions. To help with this, below is a reminder on some of the more confusing dates and basic information on how to calculate the dates for your accession:



### Active Duty Base Date:

- The ADBD must be filled in on **all** accessions. For reservists, it will be equal to the pay entry base date (PEBD).
- If the member has no prior service, enter the date of enlistment/appointment.
- With no prior service, the Active Duty Base Date must be equal to the Contract Begin Date, Pay Entry Base Date, and Effective Date for Pay Allowance.
- If the member has prior service, or had a break in service, see Appendix (C) of the Personnel and Pay Procedures Manual (PPPM) for computation rules for recalculating dates.

### AD Pay Scale Date:

- Enter Date of Hire or Rehire.

### Contract Begin Date:

- Enter the date of enlistment or date the oath of office is effective (commissioning date).
- Enter Date of Hire or Rehire (Date of the current contract).

### DIEMS Date:

- Enter date of original hire into the military.

### Expected AD Term Date:

- Enter the Expected Active Duty Termination Date on the member.
- Regular Enlisted -- The member's expected release date from active duty.
- Regular Officer -- The 30 year commission service date (including all commissioned time in a uniformed service)
- Reserve Enlisted and Reserve Officer -- Blank

### Expected Loss Date:

- The Expected Loss Date is the date the member will have no further reserve and/or active duty obligation.
- For regular and reserve enlisted members this date will be the same as "Date Com-

pleted Military Obligation" or the Contract End Date, **whichever is greater**. Example: Enlistment in the CG Reserve on 1 April 2009 with no prior service (8-year initial service obligation). Date Completed Military Obligation 31 March 2017. Expiration of Enlistment/ Contract End Date 31 March 2017. Expected Loss Date 31 March 2017

- For NOAA officers this will be the day before the officer's 60<sup>th</sup> birthday.
- For reserve officers use the same date as the Expected End Date of the contract.

### Job Family Entry Date:

- Enter date member first became rated in current rating (ie. SNBM, AET3...). Retrieve from DA at Main Menu>Develop Workforce>Plan Careers>Use>CG Member Info. Located on the "Background" tab.

### MIL Obligation Completion Date:

- Enter 8 years from original DIEMS date unless prior discharge authorized under an approved program (ie., VOLSEP).

### Pay Allowance Date:

- Enter Date of Hire or Rehire.

### Point SWE Date:

- This date may only be adjusted by PPC (ADV). Retrieve from DA at Main Menu>Develop Workforce>Plan Careers>Use>CG Member Info. Located on the "Background" tab. If the date is blank on the CG Member Info page, enter the rehire date.

### Pay Base Date:

- If the member has no prior service, enter the date of enlistment/appointment.
- With no prior service, the Pay Entry Base Date must be equal to the Contract Begin Date, Active Duty Base Date and Effective Date Pay Allowance. For an OCS accession, these dates should be set to the date the candidate, with no prior service, enlisted.
- If the member has prior service and a break in service, the Pay Entry Base Date will need to be recalculated. See Appendix (C) of the Personnel and Pay Procedures Manual (PPPM) for computation rules for recalculating dates.

By: Ginger Farmer

**SWE Statistics** The next two pages contain statistical data from the recent October reserve 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. Rates which do not appear were either waived or had no eligible candidates for this cycle.

### Statistical Summary - OCT13 RSWE

Exam	Number of Candidates Tested	Average Final Multiple Score	Average SWE Raw Score	Average EER Points	Average Awards Points	Average Time in Service	Average Time in Rating
BMC	61	115.7509	65	42.4436	3.81	13.0657	6.82
BMCM	16	128.025	68	44.7762	5.87	19.9375	7.43
BMCS	16	125.5256	65	43.9593	6.37	17.2962	7.89
DC1	4	123.1825	71	39.895	6.75	17.04	9.5
DCC	20	120.7595	84	41.751	4.45	16.617	7.94
EM2	2	99.39	80	40.395	1	3.08	4.91
EMC	10	123.279	64	40.927	5.4	17.351	9.6
EMCM	1	132.86	104	42.86	10	20	10
EMCS	1	117.91	77	43.91	0	20	4
ET1	3	118.37	56	39.8166	4.66	14.5533	9.33
ETC	15	118.102	58	41.5653	4	14.4046	8.13
FS1	4	110.9275	64	39.905	3.25	9.105	8.66
FSC	7	110.0285	60	41.2271	1.71	11.0614	6.02
FSCM	1	132.34	80	42.34	10	20	10
GM2	14	109.5542	66	40.655	3.07	7.7328	8.09
GMC	3	115.46	73	41.5433	5.33	10.86	7.72
GMCM	1	128.22	70	46.22	8	20	4
GMCS	1	136.4	67	47.9	10	20	8.5
HS1	1	117.53	96	40.87	2	17.83	6.83
HS2	1	98.29	66	39.71	2	3.58	3
HSC	9	117.5033	63	42.6311	2.66	14.8888	7.31
ISC	2	111.275	59	43.315	1	11.96	5
IT1	5	116.536	86	38.986	4	14.516	9.03
ITC	12	121.7216	74	40.1708	6.83	16.9316	10
ITCM	1	135.91	60	45.91	10	20	10
ITCS	4	126.8075	51	42.415	7.75	17.9375	8.7
IVC	17	122.1194	87	43.1482	5	15.8141	8.15
IVCS	6	126.075	86	43.4933	5.5	19.6116	7.47
MEC	31	116.3232	84	42.5493	3.12	13.258	7.38
MECM	8	128.9912	88	45.4175	7.37	18.3437	7.85
MECS	2	129.595	89	43.175	8.5	18.585	9.33
MKC	59	116.6189	75	41.8827	3.54	13.9694	7.51
MKCM	12	127.0975	78	44.035	6	19.1325	7.93
MKCS	15	125.126	71	43.058	6.26	17.278	8.52
MST2	25	102.3432	79	40.546	1.08	4.2932	5.72
MSTC	19	117.8694	76	42.7542	4.15	13.491	7.59
MSTCM	5	127.63	78	45.032	5.8	19.1	7.69
MSTCS	1	112.83	77	41.08	2	13.25	6.5

Continued

**Statistical Summary - OCT13 RSWE**

Exam	Number of Candidates Tested	Average Final Multiple Score	Average SWE Raw Score	Average EER Points	Average Awards Points	Average Time in Service	Average Time in Rating
OSC	2	119.735	59	43.235	6.5	10.75	9.25
OSCM	1	135.1	80	45.1	10	20	10
PA1	1	120.02	88	38.77	6	15.25	10
PAC	2	116.175	87	42.965	4	16.125	7.08
SK1	13	109.9246	65	40.0076	3.61	9.0576	7.24
SKC	25	116.13	67	41.5192	4.4	12.5112	7.7
SKCS	3	123.0066	65	42.4766	5.33	16.75	8.44
YN1	4	113.9	65	42.65	2.5	11.5425	7.2
YNC	40	116.483	64	41.719	3.95	13.4757	7.33
YNCM	4	121.1025	79	45.04	1.5	19.77	4.79
YNCS	6	122.705	70	42.8733	4.5	17.4166	7.91

**SWE Statistics** The next two pages contain statistical data from the recent November 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.

**Statistical Summary - NOV13 SWE**

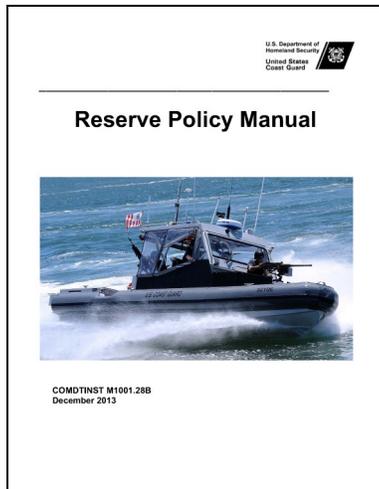
Exam	Number of Candidates Tested	Average Final Multiple Score	Average SWE Raw Score	Average EER Points	Average Awards Points	Average Time in Service	Average Time in Rating	Average Sea Points
AET1	133	115.432	77	41.8924	4.13	10.0594	8.91	0.67
AET2	75	106.5889	75	39.15	2.05	6.3829	6.88	1.89
AMT1	225	119.9734	82	42.3884	5.79	12.3337	8.86	1.07
AMT2	213	109.4997	74	39.4715	2.74	7.6764	8.35	1.8
AST1	50	116.3874	94	42.1548	4.88	11.4734	7.19	0.62
AST2	41	105.0921	82	39.0621	2.73	6.5431	6.82	1.37
BM1	403	118.1925	79	42.7288	4.43	9.7883	8.46	3.12
BM2	99	111.8184	75	41.4348	2.27	6.258	6.43	4.28
DC1	58	118.495	92	41.7344	4.22	9.4098	8.05	5.34
DC2	59	109.8498	85	40.0979	2.3	6.7289	7.07	3.8
EM1	64	116.9701	69	41.9403	3.93	8.9889	7.75	4.11
EM2	109	108.6255	68	40.5607	1.71	5.7106	7.4	3.52
ET1	179	116.3489	75	41.1145	4.1	9.5562	8.36	3.74
ET2	194	108.3921	74	39.9746	2.02	6.1613	8.16	2.69
FS1	22	117.1831	80	42.4613	3.72	7.3031	8.39	5.29
FS2	3	100.3	84	40.41	0	2.89	4.27	2.72
GM1	45	120.1546	88	41.3286	4.55	9.898	8.58	5.25
GM2	57	109.1412	74	40.7029	2.17	6.0717	7.12	3.19

Continued

### Statistical Summary - NOV13 SWE

Exam	Number of Candidates Tested	Average Final Multiple Score	Average SWE Raw Score	Average EER Points	Average Awards Points	Average Time in Service	Average Time in Rating	Average Sea Points
HS1	81	114.5146	87	41.6722	3.76	10.1682	7.95	1.1
HS2	62	105.367	85	40.6161	1.96	5.7098	5.68	1.76
IS1	9	106.6744	72	41.0077	1.55	7.3255	6.29	0.16
IS2	22	102.9459	78	40.9272	1.59	4.9659	5.34	1.38
IT1	84	113.9714	77	41.1772	3.35	8.8296	8.13	2.83
IT2	81	104.2559	74	39.9434	1.35	5.3344	5.32	1.78
ME1	116	118.9699	89	42.7001	5.03	10.3721	8.35	2.55
ME2	148	110.5446	89	41.0083	2.79	7.0638	7.48	2.5
MK1	297	120.3815	79	42.2219	4.85	10.4616	8.69	4.5
MK2	275	110.3766	86	40.8846	2.22	6.2708	7.95	3.29
MST1	190	116.1818	111	43.0319	5.14	9.4608	7.9	0.97
MST2	198	108.9122	103	41.7757	2.57	6.1507	7.55	1.68
OS1	78	111.2738	68	41.1687	3.05	7.66	7.46	2.19
OS2	96	104.4656	73	40.1743	1.22	4.8968	5.89	2.49
PA1	7	109.3657	101	41.9871	4.14	9.6528	5.52	0.04
PA2	6	110.0783	89	38.87	4.83	9.07	9.5	0.83
SK1	131	114.8178	79	42.6216	3.87	9.1329	7.38	1.89
SK2	105	105.7178	74	40.6388	1.57	5.5833	5.48	2.49
YN1	228	115.0975	86	43.1304	4.22	9.2279	7.81	0.81
YN2	223	106.343	73	41.3258	1.9	5.6203	6.63	1.42

### New Reserve Policy Manual



The new Reserve Policy Manual, CIM1001.28B, was released on December 3, 2013. The new manual looks great and has many new policy changes and clarifications. Here are a few policy points our readers might find useful:

- Drill for Retirement Points only (No Pay and Allowances)  
Single IDT minimum 2 hours = 1 Retirement Point  
Multiple IDT minimum 4 hours = 2 Retirement Points
- Funeral Honors Duty (FHD) will earn 1 Retirement point not subject to the annual inactive duty points cap, and commensurate pay (\$50.00), if the duty is 2 hours or more in duration.
- Additional Training Periods (ATPs) have been added to the manual

We recommend all reservists and anyone who processes reserve documents read the new manual and get up to speed on the latest policies.

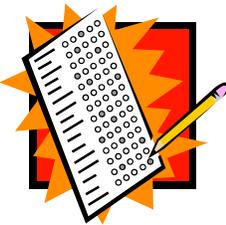
**By: Pam Flewelling-Baum**

## **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 Striker Requirements**

ALCOAST 521/13 revised the requirements for active duty members who desire to strike. Having qualifying ASVAB scores is one change. Here are some highlights from the message:



Ref: (a) ALCOAST 500/13  
(b) EAEA Manual CIM M1000.2  
(c) PT&E Manual CIM M1500.10

- All strikers wishing to strike shall meet all requirements for the class A school of their chosen rating as outlined in references (a) and (b), including qualifying ASVAB scores.
- Striker enrollment and progress is managed in TMT. Instructions are in the E-4 Rating Performance Qualification (RPQ) Standard.
- FS and SK striker competencies are currently available in TMT. BM, DC, and MK striker competencies will be available by March 2014.
- Only units where all E-4 RPQs can be completed are strikeable units. The list of those units is available on the respective RFMC CG Portal Site.
- Waivers can be requested for those that do not meet the qualifying ASVAB score for their chosen rating. The waiver process is outlined in the reference (c).

See ALCOAST for more details. If there are specific questions, please contact PPC-ADV or your respective Rating Force Master Chief.

## **PPC Command Staff**

**Commanding Officer:** CAPT Stuart Lebruska

**Executive Officer:** CAPT Jose Saliceti

**Executive Director:** Gary Earling

**Command Master Chief:** YNCM Eric Norris

## **PPC ADV Staff**

**Acting Branch Chief:** Doug Rose

**Branch Master Chief:** YNCM Tonia Allen

**SWE/RSWE:** Carolynne McInnes

**Monthly EPAA/ERAA:** YNC Luke Strittmatter

**Supplemental/Striker Advancements:** YNC Claricia Gautier, David Lynch

**EERs:** YN1 Gretchen Davis

**Personnel Data Integrity:** Pam Flewelling, Ginger Farmer

**Service Validations:** Glenn Hess, Alan Wiggs, YN1 Tamica Gatling, Charles Nunley, Debbie Koehn, Shane Bussart, Catlin Fiaccone, YN3 Justin Dickens

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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.