

Servicing Personnel Office News

United States Coast Guard Pay & Personnel Center



In This Issue

- 2012 PPC YN Symposium 1
- PPC Begins Processing TSP-Roth Enrollments and Contribution Changes 2
- YN Business Administration and Management Advanced Education Program 3
- Special Request/Authorization (NAVPERS 1336/6) Form (Leave chit)
- Pay and Personnel Worksheets Updated 4
- Best Practice - SPO/Admin Customer Satisfaction Survey 5
- Savings Deposit Plan (SDP) 6
- Timely Liquidation of PCS Travel Advances 7
- Correction to Separation / Retirement PCS Travel Claims from the April 12th AO newsletter
- Dislocation Allowance (DLA)
- New CG-4251 (05/12) Form: 8
- Hot Audit Submission and Audit Discrepancy Compliance:
- Government Quarters and TDY 9
- Lodging During TDY:
- FAX Numbers for PPC Travel Branch
- New TDY Mileage Rates 10
- Reminders for Government Travel Charge Card Program
- Advancements & Evaluations News 11

2012 PPC YN Symposium

PPC Topeka is pleased to announce the dates for the annual 2012 Pay & Personnel Center Yeoman Symposium. This year's event, our 7th annual gathering of Yeoman, will be held 18 through 20 September 2012 in Topeka, KS. The 2011 workshop exceeded our expectations, with Yeoman attending from Coast Guard units all over the country. This event has proven critical to the Yeoman rating and our continued responsibility for SPO Service Line Management, and this year's event is shaping up to be the best one yet.

The theme for the YN symposium this year is *'Expanding Horizons: Where Tradition and Transformation Converge'*. The Coast Guard, known for a storied tradition and quick adaptability during times of transformation, is again entering into a new phase of operation with respect to human capital management. As the effects of modernization take hold and the responsibilities change across the service, it will be the Yeoman we look to for answers in personnel management. This year's theme addresses the reality of the Yeoman world of work and how achieving the goals of **People, Purpose, and Passion** are essential to successfully accomplish and sustain Coast Guard missions in the future.

Agenda:

This year's agenda is dedicated to relevant topics for SPOs and Admin Yeoman based upon your feedback from last year's sessions, the survey responses received earlier this year, and the many changes currently taking place within the Coast Guard. It is important to note that this Yeoman symposium is considered 'mission critical' for field personnel working in the personnel services arena. We will have many guest speakers who are subject-matter experts in their respective fields as well as our own PPC experts. [The tentative agenda is now available -- 2012 Agenda](http://www.uscg.mil/ppc/SPOWorkshop/2012/Agenda.pdf) — <http://www.uscg.mil/ppc/SPOWorkshop/2012/Agenda.pdf>

PPC's 30th Anniversary Celebration:

PPC will be celebrating our 30th anniversary on 19 September 2012. Attendees of the Yeoman Symposium are invited to the celebration and are asked to complete an acknowledgement on the registration form. We hope you can join us!

[Anniversary Flyer](http://www.uscg.mil/ppc/SPOWorkshop/2012/PPC30.pdf)— <http://www.uscg.mil/ppc/SPOWorkshop/2012/PPC30.pdf>

PPC Begins Processing TSP-Roth Enrollments and Contribution Changes

The implementation of the Roth-TSP and Roth-TSP Catch-up programs originally scheduled to begin on May 6, 2012 has been moved to May 14, 2012. In accordance with this change, the new Roth-TSP plans election participation may begin no earlier than May 14, 2012.

If you want to enroll in the TSP or change all or part of your TSP contributions from the Traditional (Pre-Tax) to the new Roth (After-Tax) program, please complete the new version of the [TSP-U-1 Election Form \(Rev. 05/2012\)](#).

Fax the completed form to PPC (MAS-TSP) at (785) 339-3760 or mail it to:

Commanding Officer (MAS-TSP)
Coast Guard Pay & Personnel Center
444 SE Quincy Street
Topeka, KS 66683-3591

If you want to start or change "Catch-Up" contributions, please complete the new version of [Form TSP-U-1-C \(Rev. 05/2012\)](#). Please note, when completing Section II, Line 7 of the form that 'Pay Period' is the amount to be deducted per **month**, not per payday. Fax or mail the completed TSP-U-1-C to PPC (MAS-TSP) at the fax number/address listed above.

PPC (MAS-TSP) will process TSP enrollments and contribution changes in accordance with the monthly payroll processing schedule.

About the SPO Newsletter

An authorized publication, the SPO Newsletter is published under the direction of the U.S. Coast Guard Pay & Personnel Center. Views and opinions expressed are not necessarily those of the Department of Homeland Security or the U.S. Coast Guard. The SPO Newsletter shall not be considered an authority for any official action and is non-record material. The SPO Newsletter is published quarterly. Articles are solicited from all readers.

Back issues are available at:

<http://uscg.mil/ppc/sponewsletter.asp>.

How to submit an article

Articles for the SPO Newsletter may be submitted by e-mail to the Procedures & Development branch e-mail address "PPC-PF-PD". Articles may also be submitted via our web form at <http://www.uscg.mil/ppc/newitemform.asp>. **All items approved for publication will immediately be posted on our SPO news web page (<http://uscg.mil/ppc/alspo/>).**

Unit Address:

Commanding Officer
USCG PPC (P&D)
444 SE Quincy St.
Topeka, KS 66683
Fax: 785-339-3780

U. S. Coast Guard Pay & Personnel Center

J.D. Phillips, P. E. CAPT, USCG
Commanding Officer

CDR Jose Saliceti
Chief, Customer Service Division

Lorrelle McNaught YNCM, USCG
Command Master Chief

Michael P. Sullivan
Executive Director

Richard Etheridge
Editor, SPO Newsletter

YN Business Administration and Management Advanced Education

In [ALCOAST 156/12](#), RADM R. T. Hewitt, Assistant Commandant for Human Resources, and RADM Ronald Rabago, Assistant Commandant For Engineering and Logistics, announced new advanced education programs for Yeoman and Storekeepers.

The Yeoman Business Administration and Management (YNBA) program will provide YNs with the knowledge necessary to respond to the increasing complexity of our accounting and human resources management requirements. The program provides up to 24 months for members to earn an associates or bachelors degree in business administration and management.

Active duty YNs interested in taking advantage of this opportunity, should read [ALCOAST 156/12](#) carefully to ensure their applications are completed properly and submitted by the 04 July 2012 deadline.

Additional information regarding the Coast Guard's Advanced Education programs can be found in Chapter 10 of the [Performance, Training and Education Manual, COMDTINST](#)

[M1500.10\(series\)](#). Basically, successful candidates are transferred PCS, in a Duty Under Instruction Status (DUINS) status, to a school approved by the Advanced Education Program Manager (AEPM). This is not a temporary separation program, the student remains on active duty with all pay and allowances. Tuition and some associated costs are funded by the Coast Guard. A cost-share occurs when a student attends a more expensive program that exceeds the Program's budgetary cap for the fiscal year. All students are expected to attend a college or university full time and must complete the program and degree requirements in the allotted time.

The Coast Guard Personnel Service Center's [Advanced Education & Training \(AET\) Programs web page](#) provides additional information for completing AET Program applications. The page will be updated soon to include sample application package templates for the YNBA and SKFA AET Programs. Take a look at the templates for some of the other AET Programs to get an idea of the format for the application.

Special Request/Authorization (NAVPERS 1336/6) Form (Leave chit)

We've added the Special Request/Authorization form to the PPC's Forms Library - <http://www.uscg.mil/ppc/forms/specialrequestchit.pdf>. The SSN field has been changed to Employee ID. The PDF version has all digital signatures so it can be routed by email and attached to Leave Requests in Direct Access. Our thanks to YNC Keener at AIRSTA Detroit for providing the Word format form.

SPECIAL REQUEST AUTHORIZATION <small>NAVPERS 1336/6 (Rev. 01/01)</small>		PRIVACY ACT STATEMENT	
The authority to request this information is contained in 5 USC 301, Departmental Regulations. The principal purpose of the information is to enable you to make known your desire for one of the four items listed or for some other special consideration or authorization. The information will be used to assist officials and		employees of the U.S. Coast Guard in determining your eligibility for and approving or disapproving the special consideration or authorization being requested. Completion of the form is mandatory; failure to provide required information may result in denial in response to or disapproval of your request.	
NAME (Last, first, middle initial)	RATE	EMPID	
SHIP OR STATION	DEPARTMENT / DIVISION / WARD		DATE OF REQUEST
DEPARTMENT / DIVISION / WARD		DUTY SECTION / GROUP	
NATURE OF REQUEST			
<input type="checkbox"/> LEAVE	<input type="checkbox"/> SPECIAL LIBERTY	<input type="checkbox"/> SPECIAL PAY	<input type="checkbox"/> COMMUTED RATIONS
<input type="checkbox"/> OTHER (Below)			
NO. DAYS REQUEST	FROM (Date and time)	TO (Date and time)	
DISTANCE (Miles)	MODE OF TRAVEL		
	<input type="checkbox"/> AIR	<input type="checkbox"/> TRAIN	<input type="checkbox"/> BUS
	<input type="checkbox"/> CAR		
LEAVE ADDRESS (Street, box or route no., City, State, Zip Code)			TELEPHONE NUMBER
REASON FOR REQUEST			
SIGNATURE OF APPLICANT			
I AM ELIGIBLE AND OBLIGATE MYSELF TO PERFORM ALL DUTIES OF PERSON MAKING APPLICATION -			
SIGNATURE OF STANDBY		DUTY STATION	
PERSONNEL OFFICE			
EARNED LEAVE	LEAVE THIS FISCAL YEAR	DATE LAST PAID	
DAYS AS OF:			
RECOMMENDED APPROVAL	SIGNATURE AND RANK/RATE / TITLE / DATE		
<input type="checkbox"/> YES <input type="checkbox"/> NO			
<input type="checkbox"/> YES <input type="checkbox"/> NO			
<input type="checkbox"/> YES <input type="checkbox"/> NO			
<input type="checkbox"/> YES <input type="checkbox"/> NO			
<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED	SIGNATURE AND RANK/RATE / TITLE / DATE		
REASON FOR DISAPPROVAL			
LOG OUT AND IN WITH OOD (When required)			
OUT (Hour and date)	INITIALS OOD	IN (Hour and date)	INITIALS OOD
HYORIPINU IS PROHIBITED			

U.S. GPO: 1990-504-109/2028

Pay and Personnel Worksheets Updated

Here is a summary of recent revisions to pay and personnel worksheets. The new versions are available in the [Coast Guard Forms Library](#).

[CG-2000](#), PCS Departing Worksheet (Rev. 05/12)

- Replaced Personnel Manual references with COMDTINST M1000.8(series).
- Added Mode of Travel options
- Added Option to request to hand carry SPO-PDR
- Clarified guidance on weight tickets for Personally Procured Moves

[CG-2045](#), Career Intentions Worksheet (Rev. 06/12)

- Block 5 - References to CG Personnel Manual, 1.G, changed to Enlisted Accessions, Evaluations, and Advancements, COMDTINST M1000.2 (series), 1.A (for reenlistments) or 1.B (for extensions)
- Block 5 - Reference to CG Personnel Manual, 12.B.5, changed to Military Separations, COMDTINST M1000.4 (series), 1.B.5
- Block 5.d (CO's Recommendation) Enabled digital signature on this field.
- Block 7 - The Indefinite Reenlistment option is no longer offered.
- Block 24 - This block may be used by Reservists desiring to sell leave upon release from active duty, discharge (from either active duty or inactive duty status), or transfer to IRR, ISL or RET-2 status
- Block 28 - References to CG Personnel Manual, 12.C.1 changed to Military Separations, COMDTINST M1000.4 (series),1.C.1

[CG-5150](#), Civilian Clothing Monetary Allowance Worksheet (Rev. 06/12)

- Corrected Note "A" to read "Officers. By law, an officer is authorized a civilian clothing allowance only if the officer's permanent duty station is outside the United States."
- Added SPO action/approval signatures and filing instruction

[CG-5155A](#), Enlisted Supplementary Clothing Allowance Worksheet (Rev. 06/12)

- Added field for effective date of assignment/qualification
- Changed "Duty as a Commandant - Designated Command Master/Senior Chief ("Gold Badge")" to "Gold Badge Command Master Chief (CMC)"
- Removed "Duty as LANTAREA CMC, PACAREA CMC, or Reserve Force CMC"

Best Practice - SPO/Admin Customer Satisfaction Survey

This is a survey that YNCM Eric Norris (PPC Topeka (P&D)) has used the last few years at two different SPO's with great success. It is a great semi-annual tool to let your customers know that you are interested in their needs and are committed to customer service excellence. The survey is also a great way to generate bullets for Semi-Annual

Evaluations for your Yeomen, in that the comments are returned with good things to say or suggestions how to improve (identifies problems such as the lack of continuous feedback to our customers). By doing the survey twice a year, you can measure improvements in your customer satisfaction.

All my name is _____, I am the SPO Supervisor at _____. I would like to get a feel as to where the SPO stands in the spirit of process improvement/customer service excellence. Please take the time in your busy day to answer the short survey. This will allow us to measure the effectiveness of our process improvements going forward. Thank you for your invaluable time and consideration. Our goal is customer service excellence, through responsiveness and continuous feedback.

Please rate the following concerning your experience with SPO _____:

Scale - 4) Excellent 3) Good 2) Fair 1) Poor

- 1. Administrative Ability -
- 2. Communication -
- 3. Timeliness -
- 4. Courtesy -
- 5. Appearance -
- 6. Postal Matters -
- 7. Overall Customer Service -
- 8. Comments/Suggestions:

Savings Deposit Plan (SDP)

By Mr. Sean T. Hayes, Military Pay Systems Specialist, PPC (mas)

When being deployed to Patrol Forces Southwest Asia (PATFORSWA) in the Middle East, the SDP is an incentive program I would highly suggest each member take advantage of while deployed.

The deployed member is guaranteed 10% interest, compounded quarterly. One aspect of the program that is not understood very well is the fact the member is only allowed to deposit earned income WHILE deployed. This is stipulated in chapter 6-F-3(a) of the Coast Guard Pay Manual, where it states:

"Deposits may not be more than the member's unallotted current pay and allowances. Unallotted current pay and allowances is defined as the amount of money a member is entitled to receive on the payday immediately before the date of deposit, less authorized deductions and allotments."

As a Yeoman, it is up to YOU to explain this to your deployed members. The best way to maximize the opportunities of this program is to set up allotments for the deposits beginning with the first month of deployment.

PPC routinely receives deposits for the full \$10,000 interest bearing value; this is understandable as members want to receive the full benefit of the interest. However, if a member only earns \$3,000 in a given month, they are not eligible to deposit and receive interest based on the full \$10,000 maximum interest value, although we can pay interest based on the average value of the quarterly deposits.

Example: If a member deposits \$1,000 per month, after 3 months, they will be paid interest based on \$2,000 $(\$1,000 + \$2,000 + \$3,000/3)$ deposited after the quarter has been completed. Once the second quarter has been achieved, they will be paid interest based on \$5,050 $(\$4,000 + \$5,000 + \$6,000/3 + \$50)$ interest earned in the first quarter), provided the levels of deposits remain at \$1,000 per month.

One item of note that is STRICTLY prohibited is the use of ADVANCE PAY taken to be used as a means of depositing the maximum value for interest purposes. This would be the equivalent of taking an interest-free loan from the US Government and then being paid interest in the investment of these funds.

Travel AO News

Timely Liquidation of PCS Travel Advances

Approving Officials, with the release of [ALCOAST 279/12](#), members who did not submit a travel claim to liquidate an advance they received for a PCS will receive a letter of notification from the Coast Guard Finance Center. Members who fail to liquidate the advance by submitting a travel claim will have the advance recouped. The members will be coming to you for advice and assistance. When submitting the travel claim, make sure the claim is an original DD-1351-2, complete, and contains all original hand written signatures in blue ink. The original orders shall accompany the claim or a certified to be a true copy of the orders with an original hand written signature in blue ink. Attach copies of itemized receipts for lodging during TLE, expenses \$75 or more, rental vehicles, and any common carrier transportation. Review the [Ch. 2.a of the PPPM](#) and the [AO check-off sheet](#) for submitting a proper PCS travel claim.

Correction to Separation/Retirement PCS Travel Claims from the April 12th AO newsletter

The article on Separation/Retirement PCS Travel Claims from the April 12th AO newsletter now reads:

Travel claims for separation or retirement must be filed after the effective date of orders, this is the member's last day of active duty. On separation/retirement claims, the AO signature is not required on the DD-1351-2, but the original handwritten signature in blue ink of the AO is required on the travel order. To process the claim without the AO's signature, the following statement must be entered in block 21a or block 21b of the travel claim "Final PCS, AO not available". When separating from the Coast Guard, members/employees who possess a Government Travel Credit Card (IBA) shall pay any remaining balance due, notify their Travel Manager, and destroy the card.

Dislocation Allowance (DLA)

by CWO Dan Shearin, COMDT (CG-1222)

There have been an increasing number of waiver and remission cases involving member-married-to-member PCS where two DLA payments were erroneously authorized by the members' SPO. When determining the DLA entitlement for member-married-to-member PCS cases it is essential that the chart in JFTR Par. U5635 be used. The most common error by SPOs when counseling members on DLA is the misinterpretation of rule (1) at the bottom of the authorization chart. The rule reads:

When one member moves incident to a PCS at one time and establishes a permanent household at the new PDS while the other member maintains a permanent household at the old PDS and, at a later date, the second member moves incident to a PCS and occupies the same residence as the first member (DOHA case 96110801 26 June 1997, <http://www.dod.gov/dodgc/doha/claims/military/96110801.html>). Both member are authorized DLA at the 'without-dependent' rate under Rule 1. The member who has no dependent at the 'without-dependent' rate and the member with a dependent at the 'with-dependent' rate under rule 5. Read the Defense Office of Hearings and Appeals (DOHA), case listed above and you will find that two separate dislocation allowances are not authorized when: 'both obtain permanent change of station orders which transfer them to the same new duty station; they move from one household at the old duty station and reestablish one household at the new duty station; they move substantially at the same time; and one household mover moves the personal effects of both service members to the same destination.' In this DOHA case there was a 16 day difference in departure dates from the same household at the old PDS to the same household at the new PDS and two payments of DLA were not authorized. In almost all cases where a member-married-to-member PCS mir-

(Continued on page 8)

Looking for more Pay and Personnel news? Check out the PPC News Feed at <http://www.uscg.mil/ppc/alspo/>.

(Continued from page 7)

rors the above DOHA case scenario during the same summer, two payments of DLA will not be authorized.

It is not so much that the member-married-to-member couple moved at different times, but the necessity of actually setting up a new household at the old PDS by the member left behind that creates the entitlement to a second DLA. For example, if a member-married-to-member couple were both ordered to a new PDS, but one had a reporting date at the beginning of the summer and the other at the end of the summer, if some of their household goods (HHGs) were shipped from the old PDS home to the new PDS home and later the remainder of the HHGs were shipped from the same old home to the new home, there would be no entitlement to a second DLA. On the other hand, if the first shipment of HHGs coincided with the termination of the lease on the old PDS home, forcing the second member to establish a new (albeit temporary) home at the old PDS, that member's transfer and HHGs shipment at the end of the summer would entitle the couple to a second DLA payment. Similarly, if a member-married-to-member couple were PCS'd from a common residence at the old PDS to two separate PDSs that required each member to set up separate households at their respective new PDS, they would clearly be each entitled to their own DLA payment.

If a SPO YN is ever in the slightest doubt about the entitlement of two DLA payments he or she should seek prior guidance from CG-1222 (through your chain of command, of course!) before counseling the member-married-to-member couple. We'd much rather get the right information out for action than clean up misinterpretation by a SPO member through the waiver/remission process. It's all about administrative professionalism and good customer service!

New CG-4251 (05/12) Form:

The Military/Civilian Temporary Duty (TDY) Travel Order CG-4251 (05/12) has been updated and published on the

Coast Guard forms website http://www.uscg.mil/forms/cg/CG_4251.pdf. Previous editions are obsolete. The instructions for completing CG-4251 in [Chapter 2.b of the Personnel and Pay Procedures Manual](#) have also been updated.

Hot Audit Submission and Audit Discrepancy Compliance:

Per [2.B.11 of the PPPM](#), if further documentation is needed to reconcile a debt created in the audit process, travelers/AOs may submit a "HOT AUDIT" package including the full original submitted audit package plus the additional documentation. Hot audits may be faxed with the statement "HOT AUDIT" on the cover sheet to (785) 339-3777.

If the traveler is sent a notice that the audit package cannot be processed due to missing documentation, the traveler/AO must submit the missing documentation along with the audit discrepancy e-mail. Discrepancy compliances shall be faxed with the statement "KICKBACK" on the cover sheet to (785) 339-3777. Failure to comply to the kickback notice will result in a debt for the audit discrepancy.

Do you want the latest pay, personnel and travel news delivered directly to your mailbox?

Join our email news list at <http://cgls.uscg.mil/mailman/listinfo/cgperspaytravel-news>

Subscribers to this list will receive notices and information on Coast Guard military pay and personnel policy and procedures. Subscribers will also be notified of both scheduled and unscheduled outages affecting the Direct Access personnel system or the TPAX travel claim liquidation system. Additionally, subscribers will be updated when important information is posted to the Pay & Personnel Center's internet news pages at <http://www.uscg.mil/ppc/also/> and <http://www.uscg.mil/ppc/travel>.

(Continued on page 9)

(Continued from page 8)

GOV'T QTRS

Government quarters are not just barracks. According to App A Part 1 of the JFTR, GOV'T QTRS are:

1. Sleeping accommodations (including aboard a ship) owned, operated, or leased by the GOV'T;
2. Lodging or other QTRS obtained by GOV'T contract;
3. QTRS in a state-owned National Guard camp;
4. Sleeping facilities in a National Guard armory when these facilities actually are used or competent authority directs their use for annual or year-round annual training even though not used;
5. Temporary lodging facilities as defined in APP A;
6. Lodging facilities on a U.S. INSTALLATION owned and operated by a private corporation, if the use of these facilities is directed by Service regulations;
7. Family-type housing owned or leased by the GOV'T whether occupied as a guest or as a principal; and
8. Guesthouses, officers clubs, bachelor QTRS, visiting officers' QTRS, or similar QTRS facilities located at a military activity, QTRS aboard a Corps of Engineers floating plant or a Navy Mine Defense Laboratory offshore platform.

Of particular note is item 6 - Adequate lodging facilities on a U.S. Installation owned and operated by private corporations. This includes such facilities as the Navy Lodge and Air Force Inns.

Lodging During TDY:

If the official traveler shares a room with a person(s) who is not a GOV'T traveler on official travel, then the official traveler is allowed the single room rate. Lodging cost reimbursement is not authorized for a member who stays with a friend or relative. A member, who lodges with a friend or relative at the friend's/relative's residence, is authorized the TDY location M&IE rate, if otherwise eligible.

TDY lodging accommodation at GOV'T expense is not intended for an individual who is an ineligible traveler ICW an official travel order (i.e., a family member or friend is not expected to routinely share the TDY lodging). While a lodging availability situation may require a traveler to accept lodging that is more spacious than is needed for the official traveler, the official traveler is expected not to purposely accept more spacious lodging simply because the official traveler desires to

provide lodging for other non-official travelers. Additionally, U4129 B of the JFTR, commercial lodging, states the following "Except as provided for double occupancy in par. U4129-D, when a member uses commercial lodging facilities (i.e., hotels, motels, and boarding houses), the allowable lodging expense is based on the single room rate for the lodging used. The traveler must adhere to the prudent traveler rule for official travel funded by the GOV'T (see par. U2000). TDY lodging accommodation is not intended for any individual who is an ineligible traveler ICW the official travel order (i.e., a TDY traveler is not expected to bring family members or friends to stay in the TDY lodging)."

If a traveler is TDY at one location for more than 30 days, lodging reservations should be made on a weekly, monthly, or other long-term basis, if possible. An apartment, house, or recreational vehicle (includes a mobile home, a camper, a camping trailer, or self propelled mobile recreational vehicle) leased or rented ICW official TDY qualifies as lodging.

Multiple Lessees Involving Leased or Rented Lodging: Even though a daily lodging rate is computed for TDY reimbursement, the long-term (i.e., not daily) lodging cost is split equally among the lessees indicated on the signed lease or rental agreement/contract before the daily reimbursement rate is computed. The prorated lodging cost reimbursement per person is limited to the applicable locality or the reduced per diem lodging rate prescribed by the Secretarial Process authority annotated on the TDY travel order. The applicable daily M&IE rate of the official traveler is not prorated. AEA authority must be in the GOV'T's interest IAW par. U4205 per the AO determination. TDY lodging accommodation is not intended for individual(s) who are ineligible traveler(s) ICW an official travel order. The traveler must adhere to the prudent traveler rules for official travel funded by the GOV'T. Note the JFTR does not distinguish between official travelers and non-official travelers in U4129.I, therefore it applies to official travelers lodging with other official travelers and/or non-official travelers.

Fax numbers for PPC Travel:

- (785) 339 3774 / 3775 Advances
- (785) 339 3777 Hot Audits & Kickbacks
- (785) 339 2296 TPAX User Access Authorization & AO Designation CG-7421A

[CWO3 JAY BENBOW](#)

TRAVEL BRANCH CHIEF
COAST GUARD PAY & PERSONNEL CENTER

New TDY Mileage Rates

MAP 60-12(I)/CAP 56-12(I) -- Adjust Mileage Rates for TDY and Local Travel

SYNOPSIS: Updates to the mileage rates for TDY and Local travel are effective 17 April 2012 for travel performed on or after the effective mileage rate change date. Change is based on statute in Title 5 USC 5707(b)(1)(A) indicating that the General Services Administration, in consultation with the Secretary of Transportation, the Secretary of Defense, and representatives of organizations of employees of the Government, shall conduct periodic investigations of the cost of travel and the operation of privately owned vehicles (POV) to employees while engaged on official business. After conducting a recent independent investigation, taking into account all variables which comprise all POV rates, the primary one being the cost of fuel, mileage rates were adjusted based on investigation results.

These changes are scheduled to appear in JFTR change 306, dated 1 June 2012. These rates have been loaded into TPAX for both military and civilian travelers.

GSA POV Mileage Reimbursement Rates: <http://www.gsa.gov/mileage>

POC:		
\$0.555	-	Automobile (if no GOV is available)
\$0.23	-	POC use instead of a government furnished vehicle (if a GOV is available) when use of a government furnished vehicle is to the government's advantage.
\$0.525	-	Motorcycle
\$1.31	-	Airplane

Government Travel Charge Card Program - Important Reminders

Commander, Coast Guard Personnel Command, released a [message](#) recently that provides Government Travel Charge Card (GTCC) program updates, guidance on:

- Account activation
- How to obtain account information updates
- Use of the card during permanent change of saltation
- Leisure travel in conjunction with official travel
- Use of the card by members assigned to other agencies
- Policy reminders on the use of the Centrally Billed Account (CBA)

All cardholders, YNs, unit administrative staff personnel, travel managers and travel order approving officials should read [ALCGPSC 055/12](#).

Coast Guard Pay & Personnel Center Advancements Branch Newsletter



Summer 2012 Edition

July 2012

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

Discipline EERs for Alcohol Incidents and NJPs

Ref: COMDTINST M1000.2, Art 5.E.2.c.



We often receive questions regarding discipline EERs. They are required, regardless of the submission date of the previous EER, on the date the member receives NJP, conviction by a Courts-Martial, or a conviction by a civil court. The EER date should match the date on the Disciplinary Action. We do compare the date of the EER to the date on the Disciplinary Action to ensure they match. If they do not, we return the EER for correction. Remember, changing the effective date of the EER erases all the competency ratings from the EER so it is essential that the correct date is used.

The only exception to the above rule is when an Alcohol Incident is involved. A Discipline EER is

required for the date the Alcohol Incident was awarded. If the member is later taken to NJP, a Discipline EER is not required if there are no additional charges brought against the member. If the member receives other charges outside of the Alcohol Incident, then a second Discipline EER is required on the date of the NJP.

Also keep in mind that an observance period of 92 days for E-6 and below employee reviews and 184 days for E-7 and above reviews must be established before a regular EER can be submitted on a member. Therefore, if member receives a Disciplinary EER on a date close to a period ending date for a Regular EER, the Regular EER is not required if the observance period has not been established.

If you have any questions, do not hesitate to call me at 785-339-3410.

By YN1 David Chenlo

Deleting NJP in DA

We receive many requests to delete NJP actions in DA and, quite frequently, the SPOs forget an important upfront step. Whenever a Disciplinary Action needs to be removed from Direct Access, the SPO should enter a deletion transaction in DA. You do this by going to the Action Taken tab, and clicking the button in the Initial Action row to insert a new deletion row. Complete the Action Taken with the deletion information and hit Save.

You should always use the Initial Action row to start a deletion. Clicking another row (the Correction row, for example) will result in an error when you try to save it. Once you have deleted the event, you should submit a help ticket to PPC Customer Care so that the Personnel Data Integrity team can have all background data removed. We will notify you once you can reenter the Disciplinary event in DA.

By Ginger Farmer

Requesting a Marks Change

Ref: COMDTINST M1000.2, Art 5.J.2.b.

Once an EER is marked Final by the Approving Official, it is no longer accessible by the field - only ADV can change a mark on an evaluation. If you contact us within five days of submitting the EER Final, we can return the EER to the Approving Official for change. Outside of that five-day window, the EER must be corrected by us.

If the marks need to be changed by us, a memo signed by the Approving Official must be provided stating the following information:

- (a) The member's name, rate, and employee ID.
- (b) The period ending date.
- (c) The specific competencies being changed.
- (d) The original numerical mark, conduct mark, or CO's recommendation for advancement.
- (e) The revised numerical mark, conduct mark, or CO's recommendation for advancement.
- (f) A statement the member has been advised of these changes.

Always advise the member to check their EER through Self-Service to verify the change.

If you send the memo by e-mail, I can enter the correction within 1 to 2 business days.

By YN1 David Chenlo

Transfer Season Is Upon Us!! Transfer DPT Error

A member is due to depart your unit to their next assignment. Everything has been completed and the member is departing today. You (the SPO YN) pull up his Transfer DPT orders in DA and input today's date in the Actual Depart Date field after you have entered all other required fields. Then save. GOOD, the member is on his way.....

Oh wait!! DA gives me an error that reads: Member has not been reported in from PCS Order Number 1001234. You go to that order sequence number and see the orders are cancelled. Ok, what now, why am I getting an error that tells me the member has not reported???

What has happened? When researching this issue, you notice the expected effective date of departure for the Transfer DPT Order sequence number 1001234 is 07/01/2011. You go to JAG Archive and see a DPT Transfer Order (8C) effective 07/01/2011 has processed with no delete action associated with this departure or a corresponding RPT order. This means this Transfer DPT Order sequence number 1001234 should be in a status of Enroute.

Action the SPO should take when this happens: Submit a Trouble Ticket to PPC requesting the Transfer DPT Order be set back to the status of Enroute. When PPC notifies the SPO this has been completed, the SPO will then go to the order and remove the Actual Depart Date from the order and save. This will create a delete action and set the order back to a status of Ready. At this point the order can be cancelled and the SPO can proceed with the original PCS departing event to the member's next assignment. NEVER cancel an order in the status of Enroute.

By Pam Flewelling

SSIC Number

Ref: COMDTINST 5210.5.D

The Advancements Branch receives EER change requests from units using all kinds of different Standard Subject Identification Codes (SSIC) on their memos. So many choices - what to do? Throw a dart at a dartboard? Get a copy of the last memo that was done incorrectly? Look in the SSIC Manual? (perish the thought) Following is the answer, once and for all - the correct SSIC that should be used is **1616**, Performance and Conduct Enlisted.



Deadlines and Waivers

We are often asked to relax deadlines and eligibility rules to allow a member to participate in the advancement process, and we normally say no unless there are extenuating (e.g., operational, emergency, or truly unique) circumstances. The most common justifications offered are: it wasn't the member's fault (blame it on the unit, the SPO, the YN, etc), or he/she is a great sailor and deserves a break on this rule. Our governing philosophy is that the only way we can ensure the advancement system is fair to everyone is to ensure everyone plays by the same rules. No one gets a special break because they have timely access, because they know someone, or because they cry extra loud. Everyone should meet the same deadlines, pass the same courses, and have their record in Direct Access correct and up to date.

There is no such thing as a benign waiver or exception in advancements. If one person is granted special access to get on a list, it pushes other members down that list and can force someone below a cut. The member afloat for three months or serving in PATFORSWA has to know they are being afforded the same advancement opportunities as the member ashore with full computer and phone access. And everyone in a support role has to understand there are ramifications if they fail to provide the proper level of support to the members they are responsible for serving - It can cost the member an advancement opportunity.

The member has the final responsibility to make sure they are ready to advance. But they do need the help and guidance of their Chief, their CO, and the administrative support staff to ensure everything is in place for them to compete. When the member does their part and gets the proper support, the system works. When a part of that process breaks down, it is part of our role to ensure that any exceptions from deadlines or waivers are granted only in truly special circumstances and with the full knowledge of the impact of that waiver or exception on that member and others competing for that advancement.

By David Lynch

Common Errors with EERs

With transfer season here, there will be new members throughout the Coast Guard who may be completing EERs for the first time. Completing EERs requires several steps and it is easy to make an error.

Some of the more common errors are:

1. The most common error by far is not marking the evaluation type Approved prior to checking Final. Under the Reviewers tab the evaluation type Approved must be selected and the EMPLID of the approving official entered in the Reviewer ID block. Once the EMPLID is entered, click over to the Comments tab to see if the correct name of the AO is displayed. If the AO's name does not display, go back to the Reviewers tab and complete the step again. After you are done click Save, then Final and submit if the EER is completed.

NOTE: If you are completing the EER by proxy (YN, XO, etc.) ensure you entered the approving official's EMPLID and not your own.

2. The effective date of the EER does not match the submission schedule. Always ensure the correct period ending date for the member's pay grade is entered.

3. Please ensure the correct rating scale is selected for the member's rank. Changing the rating scale after the EER has been completed will erase all the data from the EER.

4. Comments must always be provided for any 1, 2, or 7 in any competency. Comments are also required for an Unsatisfactory Conduct and Not Recommended for advancement. Comments are always required for recommendations for advancement on EERs for E-6 and above.

5. Special is not a valid type of EER. Please select a more specific EER type.

For a full list see <http://www.uscg.mil/ppc/adv/typicalEERerrors.pdf>. I

By YN1 David Chenlo

Update to the Supplemental and Striker Programs

There have been some significant changes to the supplemental program over the past year. ALCOAST 138/12 reopened BM2 as an active duty supplemental rating. ALCGENL 052/12 clarified procedures for placement on the BM2 supplemental advancement eligibility list. The most current reserve supplemental advancement list guidance may be found in ALCOAST 339/12.

There are currently five rates open for placement on active duty striker lists - BM3, DC3, FS3, MK3, and SK3. ALCOAST 171/12 announced the requirement to pass a new BM3 course. There hasn't been a striker added to the FS3 list in months and the MK3 list has only a couple of members on it.

Delays in receipt of message traffic continue to be an issue for supplemental/striker placement, with the common problem being non-receipt due to communications interruptions. I can't over-stress the importance of following up on message receipt. ALCOAST 023/12 and previous editions all indicate a five day follow up if an acknowledgement is not received by the requesting unit from PPC. Please contact the Advancements Branch directly by e-mail or phone if you suspect we may not have received your message. List placement is based solely upon DTG and placement cannot be back-dated. Engaging us within five days lets us know that an issue exists so both parties can begin working on a resolution quickly. If you feel your message system may not have transmitted the traffic cleanly, you can e-mail me immediately after transmission to ensure I've received your request.

By David Lynch

Example of Supplemental List Request

```
R DDZZZZ MM YY
FM COGARD UNIT SENDING
TO COGARD PPC TOPEKA KS
INFO COMCOGARD PSC ARLINGTON VA//PSC-EPM// (OR RPM FOR RESERVE)
ANY ADDITIONAL UNIT PLADS AS INFO
BT
UNCLAS //N01430//
SUBJ: ACTIVE DUTY (OR RESERVE) SUPPLEMENTAL ADVANCEMENT ELIGIBILITY REQUEST
A. ALCOAST authorizing placement
B. Second reference if necessary
1. Rate (such as BM1)
2. Member rate, name, and employee ID (BM2 John L. Smith, 1234567)
3. Date of rank in current pay grade
4. Completion dates for:
  A. EPQ
  B. E-PME Performance Requirements
  C. Rating EOCT
5. Statement certifying members eligibility to access classified information (REQUIRED FOR ET, GM, ME, PA, OS, IT, IS, IV). (ART 3.a.10.B)
6. Effective date of member's last EER in current rate/grade along with a statement indicating whether the member meets the standards and retains the CO's recommendation for advancement.
7. A statement that all relevant Direct Access data for the Supplemental Advancement Eligibility List has been verified and is viewable in direct access.
8. Unit POC, contact e-mail, and phone number
9. Released by (name of CO or OIC)
BT
NNNN
```

Help Save the Coast Guard Time and Money

The SWE Announcement Message contains procedures for members and their commands to follow to ensure a successful SWE cycle. Unfortunately, two of those procedures are often not followed, resulting in wasted Coast Guard time and money. Correcting the problem starts with the member reviewing their online PDE and simply reporting the situation to their commands. The commands must then take the final step to prevent the problem.



The first situation involves a member who is eligible to take the SWE but will not be at their unit on the date of the SWE due to leave, medical, TDY, or PCS. The online PDE has two units listed at the top of the form. The top one is labeled "Perm Unit", and the second one is labeled "Exam Board". The exam board is the unit where the SWE will be shipped to and administered. Also, in the large comments block in the bottom third of the PDE it will further state something like:

"YOUR SERVICE WIDE EXAM WILL BE MAILED TO THE EXAM BOARD DEPTID: 000555 - CG AIRSTA ELIZ CITY LOCATED AT: 1664 WEEKSVILLE ROAD, BLDG 49, ELIZABETH CITY, N.C.

IF YOU WILL NOT BE AT THE EXAM UNIT LISTED ABOVE ON THE SCHEDULED SWE DATE DUE TO PCS/TDY/LEAVE/MEDICAL, PLEASE NOTIFY PPC (ADV) PRIOR TO THE PDE CORRECTION DEADLINE SO THAT YOUR EXAM CAN BE SHIPPED TO YOUR LOCATION."

For the May 2012 SWE over 250 exams were forwarded by units to the member's actual location. When you review your PDE, please remind your command that you need to have your exam sent to another location if you won't be there. If ADV is informed during the

PDE correction period, we can send it directly to that location rather than have your command forward it. A single FEDEX package containing a single exam and answer sheet can cost the Coast Guard anywhere between \$4.00 up to \$30.00 depending on where it's being shipped

The second situation is when a member reviews a PDE that shows a status of "eligible", but the member actually isn't eligible because they did not complete their EPQs by the deadline. EPQs are currently not tracked in DA, so "eligible" shows on your PDE if all other requirements are met. When you see this, inform your command so they can inform us during the PDE correction period to prevent an exam from being shipped.

If these two simple steps are taken by you and your command, it will save the Service time and money, which in turn will make more time and money available for the important things the Coast Guard does. Thanks for your help.

By Doug Rose

SWE Answer Sheets

Approximately 9500 answer sheets were scanned and scored by ADV for the May 2012 SWE. After we scan we run two reports to ensure all answer sheets are scored correctly.

The first report lists the answer sheets that did not scan at all due to an incorrect SSN or exam ID number filled in by the tester. There were approximately 200 of these that required manual corrections by the ADV staff in order to scan. The second report contains a list of answer sheets that did scan and score but had some ovals that could not be read because they were colored too lightly, left blank, or had erasure smudges. There were approximately 1000 of these requiring review of the answer sheets, determining the intended answer, then manually entering that answer into each member's scanned test file and rescoring. To help prevent these errors, please mark the ovals correctly, make them dark, don't leave blanks (you might guess right), and erase thoroughly. Thanks!

ByCarolynne McInnes

MAY 12 SWE Statistics

The next two pages contain statistical data from the recent May SWE . The marks and awards points were computed up to the 1FEB12 SWE Eligibility Date (SED) and the TIS and TIR points are computed up to the 1JAN2013 Terminal Eligibility Date (TED).

Exam	Number of Candidates Tested	Average Final Multiple Score	Average Raw Test Score	Average EER Points	Average Award Points	Average Time In Service	Average Time in Rate	Average Sea/Surf Points
AET1	97	113.7742	78	41.3653	3.75	9.0718	8.94	0.72
AET2	69	103.5472	65	38.3282	1.69	5.9231	6.72	1.27
AETC	194	124.0786	77	43.3037	7.03	13.62	9.07	1.16
AETCM	13	127.4315	91	44.993	5.76	20	6.65	0.01
AETCS	48	131.6141	82	44.0912	8.79	19.1664	8.52	0.76
AMT1	175	120.7265	88	42.0355	5.95	12.3711	9.1	1.34
AMT2	158	107.3098	80	38.6487	2.27	6.9272	8.11	1.49
AMTC	285	128.5811	87	43.6368	8.17	16.5227	8.77	1.42
AMTCM	23	131.026	94	45.5904	8.21	20	7.02	0.19
AMTCS	59	130.5355	86	44.4588	8.45	19.181	7.91	0.74
AST1	39	121.8561	78	41.9446	7.58	11.7902	8.59	1.5
AST2	46	108.4478	76	39.5913	3.3	6.8826	7.92	0.91
ASTC	38	125.951	82	43.245	7.21	16.9342	7.41	1.14
ASTCM	5	132.416	79	45.698	9.4	19.95	6.86	0.5
ASTCS	8	126.56	84	44.28	6.5	18.4475	6.58	0.75
BM1	318	116.2627	77	41.8317	3.84	8.9495	7.9	3.65
BMC	710	129.8485	51	43.7338	7.47	13.096	8.56	6.58
BMCM	70	139.3691	65	46.3012	7.97	18.6187	7.52	8.08
BMCS	43	136.5827	79	45.6616	7.95	16.2906	7.32	9.01
DC1	40	121.0505	94	41.1297	5	9.8085	8.44	6.72
DC2	56	107.9783	81	39.8998	1.82	5.6475	6.74	3.58
DCC	115	129.99	88	42.516	7.05	14.2387	8.34	7.88
DCCM	8	140.1237	84	44.9762	8.87	19.4162	7.5	9.35
DCCS	21	136.9723	86	44.4623	8.57	17.3771	7.93	9.35
EM1	37	116.7337	75	40.9551	3.81	9.0045	7.59	5.13
EM2	116	104.5299	71	40.1173	1.02	4.8112	5.91	2.79
EMC	180	126.9266	77	43.102	6.28	12.1286	8.16	7.51
EMCM	18	139.86	80	44.9811	7.88	18.4394	7.28	11.26
EMCS	33	141.0578	78	44.2781	8.81	16.7654	8.17	13.01
ET1	145	114.6946	69	41.2038	3.6	8.4716	7.84	3.65
ET2	206	105.0366	64	39.9043	1.23	5.2228	6.78	1.91
ETC	222	128.6639	66	42.4756	6.86	13.1299	9.05	7.06
ETCM	23	135.0673	77	44.2365	7.43	19.6339	7.11	6.92
ETCS	26	135.75	71	43.4319	8.57	17.3461	7.85	8.54
FS1	85	117.5805	64	41.018	3.2	8.9191	8.12	6.83
FSC	160	133.028	71	42.8454	7.08	14.3265	8.15	10.64
FSCM	16	133.9556	82	44.6306	6	18.9893	6.1	8.23
FSCS	23	140.3017	77	43.7386	8.56	17.9278	7.42	11.89

Exam	Number of Candidates Tested	Average Final Multiple Score	Average Raw Test Score	Average EER Points	Average Award Points	Average Time In Service	Average Time in Rate	Average Sea/Surf Points
GM1	23	118.17	76	40.9695	4.65	9.7221	7.72	5.1
GM2	20	102.944	77	39.71	1.25	4.522	5.25	2.85
GMC	84	128.0644	80	42.686	6.72	12.795	8.92	7.05
GMCM	6	128.1183	89	43.6316	5.66	19.4016	6.11	3.3
GMCS	9	141.0022	79	42.4533	9.55	17.9722	8.98	12.04
HS1	71	114.7973	82	41.357	3.84	10.0253	7.71	1.82
HS2	62	103.5209	72	39.5069	1.66	5.484	5.18	1.61
HSC	130	127.467	78	43.4373	7.52	15.076	8.35	3.13
HSCM	6	122.7033	79	37.415	7	19.7633	6.58	1.97
HSCS	32	136.3446	81	44.774	8.71	19.4193	8.34	5.08
IS1	35	104.9885	75	40.8211	1.4	6.7005	4.74	0.61
IS2	16	98.3168	83	39.2181	0.87	3.8281	2.95	1.43
ISC	55	116.8463	72	42.504	4.78	10.4912	6.89	2.2
ISCM	4	131.895	81	44.07	6.25	19.625	6.04	1.2
ISCS	2	135.335	69	43.545	10	16.875	10	4.91
IT1	79	112.0688	79	41.0836	3.13	8.1765	7.25	2.4
IT2	51	101.1749	61	38.9278	1.01	4.7733	4.57	1.87
ITC	124	123.7474	75	42.4658	6.68	12.4478	8.45	3.45
ITCM	6	122.9733	86	44.0683	4.16	19.5983	5	0.13
ITCS	21	128.9895	91	44.0471	7.14	17.0276	7.42	3.35
ME1	83	118.5655	89	42.1248	5.19	10.0054	8.13	2.99
ME2	133	109.0276	83	40.7166	2.55	6.4072	7.49	2.27
MEC	82	127.1952	83	44.046	7.58	12.9217	8.44	4.15
MECM	9	121.5711	84	45.9288	2.44	18.3988	4.74	0.05
MECS	12	128.6641	79	45.0583	6.16	16.7425	7.26	3.43
MK1	166	119.888	81	41.8897	4.84	9.7001	8.4	4.94
MK2	344	107.4459	78	40.6021	1.59	5.4465	6.81	2.92
MKC	482	127.2076	89	43.0323	6.81	13.0848	8.03	6.24
MKCM	37	138.5089	85	44.4654	7.59	19.581	7.09	9.71
MKCS	86	137.4296	84	44.4215	8	17.3447	7.79	9.6
MST1	123	111.6076	100	42.265	3.78	8.1917	6.45	0.88
MST2	99	104.9353	86	41.3996	1.51	4.8185	5.95	1.16
MSTC	204	120.4898	89	43.6423	6.49	11.671	7.6	1.06
MSTCM	15	129.5953	90	45.1466	8.8	18.3006	6.94	0.83
MSTCS	22	127.4668	91	44.2122	8.04	15.8145	7.69	1.69
OS1	42	108.7864	74	41.3247	2.21	6.5947	6.31	2.33
OS2	173	100.2174	66	39.2736	0.47	3.9219	4.72	1.92
OSC	252	123.1046	79	42.16	5.75	11.2074	8.83	5.1
OSCM	33	136.6121	79	44.4936	8.15	19.0709	7.79	7.09
OSCS	55	134.0229	82	43.3789	8.92	15.8756	8.6	7.24
PA1	3	108.09	104	42.34	2.66	7.8033	5.28	0
PA2	9	111.9322	88	41.6	3.33	7.4455	8.68	1.07
PAC	3	118.9	106	41.1233	5.66	12.5	8.16	1.44
PACM	1	116.64	76	40.97	1	20	4.67	0

Exam	Number of Candidates Tested	Average Final Multiple Score	Average Raw Test Score	Average EER Points	Average Award Points	Average Time In Service	Average Time in Rate	Average Sea/Surf Points
SK1	137	113.8624	76	41.7872	3.57	8.8175	7.29	2.29
SK2	83	102.5557	70	39.8179	1.33	5.1254	4.38	1.68
SKC	275	125.7909	78	43.3841	6.94	13.3276	8.29	3.74
SKCM	7	129.1985	86	45.6971	6.42	19.4757	6	1.59
SKCS	25	131.222	78	44.7108	7.36	17.7032	6.96	4.48
YN1	230	111.8227	76	42.4592	3.63	8.3625	6.55	1.04
YN2	148	102.2417	69	40.2571	1.12	4.6829	4.9	1.27
YNC	262	124.1642	80	43.8586	7.08	13.5612	7.78	1.77
YNCM	23	132.423	76	44.3134	8.65	19.9347	6.73	2.78
YNCS	44	132.0134	81	44.6829	8.45	18.1215	7.56	2.82

Recommended for Advancement vs Not Recommended

Ref: COMDTINST M1000.2, Art 3.A.6. and 5.G.

We often receive questions on whether a member should be recommended for advancement on a regular EER when the member has been at the unit for only a short time or has a short time in current pay grade. A member should be recommended for advancement unless their performance indicates they are not ready. Recommending a member for advancement now does not mean they will advance tomorrow because they still need to go through the entire process to become eligible, but at least they will have that chance. Because a Not Recommended is viewed as a negative mark on the member's record, the more desirable way of approaching this is recommending the member for advancement now and if their performance goes downhill, a Change of Recommendation (CORC) EER can be done by the command, which takes away the recommendation.

For example, AMT3 Smith recently graduated A-School and arrived at his new unit. He has been there for just over 92 days so a regular set of marks for 31 March 2012 will be completed for him. He has been performing well since reporting. Should this member be recommended for advancement? Yes! This member is probably not eligible for the SWE in May because he is new to the rate and unit and probably has not completed the required EPQs and EOCT, so the earliest he can compete would be on the Nov 2012 SWE, which means the earliest he can advance is Jul 2013. If this member is a good performer now he will most likely continue to grow in his rate and be ready to advance around that time. Even if he made himself eligible for the May SWE, the earliest he could possibly advance is Jan 2013 and most likely he would advance later in the cycle, if at all.

A mark of Not Recommended on the March 2012 evaluation will affect the member's eligibility for the Nov 2012 SWE. A change in recommendation on the next regular evaluation, 30 Sep 2012, would come too late to qualify him for the Nov 2012 SWE. That is because the EER window for the Nov SWE goes from 2 Feb to 1 Aug, during which time he received a Not Recommended. Furthermore, a SWE set of evaluation cannot be done just to change an advancement recommendation.

Lastly, not recommending a member impacts a member's assignment consideration, application for special programs, and overall career performance summary. An advancement recommendation should not be withheld solely because a member is junior in rate, but should be applied to poor performers who require counseling and extra attention.

By YN1 David Chenlo

Another Perspective

Did you know that one of the guiding principles of a Servicewide-based exam process and advancement system is generating separation between candidates? The clearer the separation, the greater the confidence we can have that the system has selected the best members to advance. The SWE process includes values for various elements of a member's career, including the SWE exam score, and assigns final multiple point values which act to distribute the competing group in a rank ordered advancement list.

One vital part of the computation is the Marks Factor. As members become eligible to participate in the SWE process, the EER final multiple points play a pivotal role in separating members based upon performance standards. When a command minimizes the difference between members by compiling averages and using those averages to establish norms, it's not only contrary to policy but it ultimately hurts the members by minimizing the separation between candidates. This unauthorized use of performance averages could have drastic effects on a rating's health and may eventually destroy the integrity of the evaluation system.

The enlisted performance evaluation remains one of the basic tools the fleet has for impacting the quality of future petty officers and enlisted leaders. The impulse or tendency to mark against peer groups can be significant but must be resisted. One simple tool to use is to scan the competency descriptions and the narratives provided for the factors and a natural score distribution should develop. A thoughtful appraisal of performance should yield a mixture of marks as most people will have areas in which they are stronger and areas where they can improve. Submitting an EER with straight marks of 4 paints as much a picture of the rating chain as it lacks in describing the member. Concentrating on factor descriptions individually is a sure way to avoid any pitfalls and ensures accurate appraisal of the member along with the integrity of the advancement process.

By David Lynch

SWE Officers



A special thanks to all SWE officers who made the 2012 May SWE a success. You administered over 9,500 exams. The role you play in counseling members on advancement policy and procedures and SWE administration is vital to the success of the advancement system. Thank you for your continued dedication and excellent work!

EER Schedule:

E-1 Jan (all) & Jul (AD only)	E-8 Nov (all)
E-2 Jan (all) & Jul (AD only)	E-9 Jun (all)
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)	

PPC ADV STAFF

Bill Patterson: Branch Chief
Doug Rose: Assistant Branch Chief, Servicewide Exams (SWE)
YNCM Lori McNaught: SWE and SWE Waivers, PPC Silver Badge
YNC Luke Strittmatter: Monthly EPAA/ERAA (ADV)
Pamela Flewelling: Personnel Data Integrity (PDI)
David Lynch: Supplemental Advancements (SUP)
Carolyne McInnes: SWE
YN1 David Chenlo: Enlisted Employee Reviews (EER)
Ginger Farmer: PDI

Contact Information

Email: PPC-DG-ADV (in Global) or PPC-adv@hrsic.uscg.mil
Phone: (785) 339-3400
FAX: (785) 339-3765
MSG: COGARD PPC TOPEKA KS//ADV//

ADV on the WEB:

<http://cgweb.ppc.uscg.mil/ppc.asp>

Check out our helpful information on our web page including:

- SWE Advancement Lists
- Supplemental Advancement Lists
- Striker Lists
- Advancement Statistics
- EER Documentation and Worksheets
- SWE Marks Factor Computation Form
- Advancement Requirements for each Rating
- Links to Advancement Instructions/Notes/Pubs
- Previous ADV Newsletters

Letters to the Editor:

If you have comments or suggestions concerning the contents of this newsletter or suggestions on future content, please send them to:
Lorrelle.M.McNaught@uscg.mil.