

R 131849Z JUN 14

ALCGRSV 030/14

SUBJ: OCT 2014 RESERVE SERVICEWIDE EXAM (RSWE) ANNOUNCEMENT

- A. PPCINST M1418.1E DTD 14 May 2012, Servicewide Exam (SWE) Guide.
- B. Enlisted Accessions, Evaluations, and Advancement Manual, COMDTINST M1000.2.
- C. Reserve Policy Manual, COMDTINST M1001.28B, CHAP.7.C.
- D. Performance, Training and Education Manual, COMDTINST M1500.10C.
- E. COMDTNOTE 1430, ALCOAST 552/13, Selected Reserve Supplemental Advancement Procedures.
- F. ALCOAST 038/14, Enlisted Rating Advancement Training System (ERATS).

1. Summary. This message announces the OCT 2014 RSWE competition in all ratings for pay grades E-5 through E-9. Commanding Officers must ensure dissemination of this message to all Reserve enlisted members in their AOR. Units, SWE Officers, ESOs and affected members shall familiarize themselves with the contents of REFS A through E and this message. Members failure to receive and review this message will not justify a waiver of its requirements.

2. Schedule. The RSWE will be administered on Saturday a.m., 18OCT2014.

Active duty members (if otherwise eligible) who RELAD by 30JUN2014 and affiliate with the Ready or Standby Reserve (active status) NLT 01JUL2014 may participate in this RSWE cycle.

3. RSWE/End Of Course Test (EOCT) waivers:

A. The OCT 2014 RSWE is waived for the following ratings: BM1, BM2, DC2, ET2, FS2, GM1, IS1, IS2, ME1, ME2, MK1, MK2, MST1, OS1, OS2, PA2, SK2, and YN2.

B. Rating EOCT for the OCT 2014 RSWE is not waived for any ratings.

C. RSWE and EOCT waivers are only authorized as listed above. This message supersedes previously published waivers. Supplemental advancement eligibility requirements are contained in REF E.

D. Consult 3.B.6.D.4 of REF B for information regarding items that may be used by BM/OS candidates. All candidates may use non-programmable calculators.

4. Responsibilities.

A. Member.

(1) Ensure all requirements of 3.A.4.b of REF B are met. Members are reminded that all ratings that have transitioned to ERATS as per REF F, must have a "Rating Competency" code assigned in TMT effective dated NLT 1JUL2014 to receive an exam. The Rating Competency is required regardless if no core competencies are required for your rating.

(2) PDEs will be posted online in DA Member Self Service in July 2014. The member is solely responsible for the accuracy of all online PDE data and corrections. Report any discrepancies to your administration or Servicing Personnel Office (SPO). After reporting PDE discrepancies, the member must ensure that corrective action was taken by re-verifying the online PDE. The member shall contact PPC(ADV) directly via email at "PPC-DG-CustomerCare" or by phone at 785-339-2200 NLT 1SEP2014 if the online PDE has not been corrected prior to the PDE correction deadline. Failure by the member to report and verify online PDE corrections may result in a not eligible status for the RSWE or loss of points in the final multiple score. If the online PDE does not show a status of eligible by 1SEP2014, an exam will not be shipped.

(3) The member shall notify their command NLT 1SEP2014 if their RSWE should be mailed to a location other than the normal Exam Board OPFAC shown on the PDE.

B. Command.

(1) Commanding Officers responsibilities are detailed briefly in 3.A.4.e of REF B and fully amplified throughout chapter 3 of REF B. Any unit with connectivity issues may request paper PDEs or Profile Letters by email to "PPC-DG-CustomerCare" or by MSG to "COGARD PPC TOPEKA KS//ADV//". Commanding Officers are reminded to withhold or withdraw advancements for members who become ineligible at any time during the RSWE cycle regardless of eligibility list standing. This includes a member receiving a "not recommended" on a subsequent EER. Send message notification to "COGARD PSC TOPEKA KS//ADV//", info "COMCOGARD PERSCOM ARLINGTON, VA//RPM-1/RPM-2//".

(2) Unit failure to provide support to the member in correcting or updating the online PDE is not justification for a PDE correction deadline waiver regardless if considered "no fault of the member" as the member is ultimately responsible to notify PPC (ADV) prior to the published deadline if the unit fails to provide support.

(3) A missing EER with current Commanding Officer recommendation is the most common reason for member ineligibility. IAW article 3.A.4.e.4 of REF B, each member must have a current EER with a CO recommendation. The EER must be effective dated after 1JUL2013 and NLT 1JUL2014 for all candidates. If an EER was not completed in this date range due to reasons listed in 5.E.1.a of REF B, commands shall complete a "SWE-EER" effective dated NLT 1JUL2014. SWE EERs cannot be submitted only to change a Commanding Officers recommendation.

(4) Changes to the Commanding Officers recommendation on the current EER from "not recommended" to "recommended" must be effective dated and approved/finalized/posted in DA NLT 1SEP2014. Only the Approving Official who assigned the not recommended may approve the recommendation change on the latest EER.

(5) Verify that EPQs/RPQs/EPMEs were completed and signed off effective NLT 1JUL2014 and assign a Rating Competency code in TMT for all members in ratings which have transitioned to the ERATS system as discussed in paragraph 2.B of REF F.

(6) The last day that units are away from their homeport on continuous deployment from mid-September to the RSWE date may request an early mailing of RSWEs is 1SEP2014.

(7) Submit email to "PPC-DG-CustomerCare", informing of members with incomplete EPQs but PDEs showing "eligible", to prevent a RSWE from being mailed NLT 1SEP2014.

(8) The last day a unit may request to have a members exam shipped directly to an exam board different from that on the PDE is 1SEP2014.

(9) The last day for the command to request a substitute RSWE for a member who cannot participate on the normal date due to emergency or operations is 25OCT2014.

C. Servicing Personnel Officer (SPO).

Complete online PDE corrections in DA by 1SEP2014.

D. PPC

(1) Post online PDEs to DA self service by July 2014.

(2) Begin early mailings of RSWEs to U/W units by August 2014.

(3) Begin mailing RSWEs to exam boards units by September 2014.

(4) Post online RSWE Profile Letters to DA self service by December 2014.

(5) Provide ADV Eligibility List to PSC for release by December 2014.

5. Miscellaneous.

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

B. The Point Start Date (PSD) shown on the PDE will be used to determine award points. Any members who advanced on/after 1JAN2010 will have a PSD equal to the day following the SWE Eligibility Date

(SED) for that advancement. Members who have not advanced since 1JAN2010 will show a PSD equal to their Pay Base Date (PBD). Members with broken service who have not advanced since 1JAN2010 and have award points predating their adjusted PBD may request an earlier PSD to capture all awards. Send PSD change requests by email to "PPC-DG-CustomerCare".

6. PPC (ADV) is the single POC for RSWE inquiries. They may be reached by calling in a help ticket at 785-339-2200 or email to global address at "PPC-DG-CustomerCare". Waiver requests must be sent prior to scheduled deadlines by email to "PPC-DG-CustomerCare" (include CO or XO on cc line) or by message to "COGARD PPC TOPEKA KS//ADV//". For additional RSWE information go to the PPC (ADV) home page at <http://cgweb.ppc.uscg.mil/adv/>.

7. POC for this MSG is YNC Adam Dolan, email: adam.c.dolan@uscg.mil.
or PH: 703-872-6508.

8. Internet release authorized.