

R 201422Z JAN 12  
FM COMCOGARD PSC ARLINGTON VA//EPM//  
TO ALCGPSC  
BT  
UNCLAS //N01430//  
ALCGENL 006/12  
SUBJ: MAY 2012 SERVICEWIDE EXAMINATION (SWE) COMPETITION

- A. Servicewide Examination (SWE) Guide, PPCINST M1418.1 (series)
  - B. Enlisted Accessions, Evaluations, and Advancements, COMDTINST M1000.2 (series)
  - C. Enlisted Performance Qualifications Manual, COMDTINST M1414.8 (series)
1. Summary. This message announces the MAY 2012 SWE competition in all ratings, for pay grades E-5 thru E-9, except MU. Commanding officers 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).  
  
AM 01 MAY 12 (TUES) SWE for adv to E-5  
  
PM 01 MAY 12 (TUES) SWE for adv to E-7  
  
AM 03 MAY 12 (THURS) SWE for adv to E-6  
  
PM 03 MAY 12 (THURS) SWE for adv to E-8/9
  3. SWE/End of Course Tests (EOCT).
    - A. Anticipate the MAY 2012 SWE will be waived for FS2 via SEPCOR. The EOCT is not waived. Supplemental eligibility list requirements will be outlined via separate message.
    - B. For the MAY 2012 SWE, EOCTs are waived for FS1, IS1 and YN1.
    - C. SWE and EOCT waivers are only authorized as listed above. This ALCGENL supersedes previously published waivers.
    - D. Consult 3.B.6.d 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 are met IAW 3.A.4.b of ref (B).
      - (2) PDEs will be posted online in DA Self Service in FEB 2012. The member is solely responsible for accuracy of all PDE data. Report any discrepancies to your administration or Servicing Personnel Office (SPO). After reporting discrepancies, the member must ensure that corrective action was taken by again verifying the online PDE. If the online PDE has not been corrected, contact PPC via global e-mail at PPC-DG-ADV. The online PDE must show status of eligible in order to receive an exam. This must be done prior to the 01APR12 PDE correction deadline. Member's 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.
      - (3) Notify their command NLT 01APR12 if SWE should be mailed to a location other than the normal exam OPFAC.
    - B. Command. Commanding officers responsibilities are detailed in 3.A.4.e and fully amplified throughout chapter 3 of

ref (B). Unit failure to provide support is not justification for PDE correction deadline waivers regardless if considered no fault of member. COs are reminded to withhold or withdraw advancements for members who become ineligible at any time prior to member's advancement date, 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 PSC ARLINGTON VA//EPM-1/EPM-2//.

- (1) A missing EER with current CO rec is the most common reason for member ineligibility. Per 3.A.4.e.4 of ref (B), each member must have a current EER with CO recommendation. The EER must be dated after 01FEB11 and NLT 01FEB12 for E-7, E-8 and E-9 candidates, and after 01AUG11 and NLT 01FEB12 for E-5 and E-6 candidates. 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 01FEB12. SWE EERs cannot be submitted to change a co recommendation. If the command wishes to change an advancement recommendation, the approving official who assigned that mark must approve the change. Request for CO rec change shall be submitted IAW ref (A) and 5.G.4 of ref (B) NLT 01FEB12.
- (2) Verify that RPQs/EPQs/EPMEs have been signed off NLT 01FEB12.
- (3) Last day to change co recommendation on EER from not recommended to recommended is 01FEB12.
- (4) Last day units away from homeport on continuous deployment fm mid-APR to SWE date may request early mailing of SWEs is 01APR12.
- (5) Last day units may request exam board OPFAC change is 01APR12.
- (6) Last day to req substitute SWE is 10MAY12.
- (7) Units with connectivity issues may request paper PDEs by e-mail at PPC-DG-ADV or by msg to COGARD PPC TOPEKA KS//ADV//. 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 is 01APR12.

D. PPC.

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| (1) Post PDEs online in DA                   | FEB 2012 |
| (2) Begin early mailing of SWEs to U/W units | MAR 2012 |
| (3) Begin mailing SWEs to exam boards        | APR 2012 |
| (4) Compute final multiple                   | JUL 2012 |
| (5) Post profile letters online in DA        | JUL 2012 |

5. Miscellaneous.

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

B. Sea time for eligibility and sea duty points are discussed in 3.A.15 and 16 of ref (B).

C. Surf points are credited to eligible BM candidates IAW 3.A.16 of ref (B).

D. 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. Any member who advanced on/after 1JAN10 will have a PSD equal to the day following the eligibility date for that advancement. Members who have not advanced since 1JAN10 will show a PSD equal to their active duty base date (ADBD). Members with broken service and with an adjusted ADBD may contact PPC(ADV) and request a PSD adjustment to capture prior service awards.

6. PPC (ADV) is the single POC for SWE inquiries. They may be reached at 785-339-3400 or e-mail to global address "PPC-DG-ADV". Waiver requests must be sent prior to the PDE correction deadline, by message to COGARD PPC TOPEKA KS//ADV// IAW ref (A), or by e-mail if the unit CO/XO are included in the cc line.

7. Released by CAPT D.T. Mathers, Chief, Enlisted Personnel Management, CG Personnel Service Center.

8. Internet release authorized.

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