

Personnel Service Center (PSC) Topeka, KS Advancements Newsletter

Issue #2, February 2004

Welcome to the second edition of the Advancements Newsletter. Our continuing goal is to provide information to our readers on the Coast Guard's Advancements and Enlisted Employee Review (EER) systems.

Topics:

- May 04 SWE Cycle Updates
- ADV Website and You
- Practical Factors and PME's
- Waivers
- Eval Reminder
- Message Traffic
- Q & A's from the Field

May 04 Service Wide Exam Cycle:

Last month we listed the following items as proposed changes for the May 04 SWE. These changes will be available for member's use beginning this SWE cycle. Raw scores will still be listed on the LES of the month following the SWE in addition to being available in self-service. May 04 SWE raw scores will be on the June LES.

- (1) Beginning 1 Mar, May 04 SWE PDE's online in self-service Direct-Access.
- (2) Daily updates to online PDE's.
- (3) Extended PDE correction deadline dates.
- (4) Raw scores viewable in Direct-Access Self Service.
- (5) Member's given the ability to verify that PDE corrections are/were made.

PDE's and Profile letters will be mailed out as they have been in the past. Commands do not have to request them. PDE's for the May 04 SWE are scheduled to be mailed out beginning 1 March 04. They will also begin being viewable in Direct-Access on this date.

Important date to remember:

05 April 04. Per ALCGENL 008/04 this is the deadline date for PDE corrections to be entered into Direct Access. If a member's PDE shows "Not Eligible" and Direct Access is not corrected by this date no SWE will be mailed out for that member.

ADV Website and YOU:

<http://cgweb.uscg.mil/g-w/psc/adv.htm>

Check out the above link for the latest information regarding Advancements, Service Wide Exams, and Enlisted Evaluations. Here's what's new:

- Updated Advancement lists! For Oct 2003 RSWE and Nov 2003 SWE.
- Q & A's for EER's and the Advancement system
- EER Quick Reference Guide & EER submission schedule
- Nov 2003 SWE Stats

Practical Factors and PME's:

Per Article 5.C.7.a of the PERSMAN it is the Command's responsibility to insure that PBQ's for personnel wanting to compete in a SWE are completed by that exams eligibility date. The eligibility date for the

May 04, SWE was 1 Feb. PSC (ADV) does not track this eligibility requirement. Commands must notify PSC (ADV) by message of any member of their command who receives a PDE stating they were eligible for the SWE who did not complete their PBQs. If PSC (ADV) is not notified a SWE will be mailed out.

Members should consult their Rating Manager websites for current information on their PBQ's.

Enlisted Professional Military Education (E-PME)

E-PME is a holistic system designed to replace the current MRN system beginning 1 Jul 04. It is expected that the May 2005, SWE will be the first exam to be based on the new E-PME requirements.

More information can be found at www.uscg.mil/leadership and on ALCOASTS 393/02, 002/03, 308/03, 506/03 & 062047Z AUG 02

SWE Eligibility Waivers:

Each SWE cycle, a number of Coast Guard members lose out on the opportunity to compete in the SWE and/or do not get full credit for all their SWE points. The primary cause of this is not getting PDE corrections completed by the deadline date. The deadline date for the May 04, SWE is 5 Apr. Per ALCGENL 008/04 it is the member's responsibility to insure these corrections are made on time.

Waivers for PDE corrections are granted when it is shown that the reason for non-completion was through no fault of the member. Example: operational or connectivity issues prevented member/command from entering corrections.

Evaluation Reminder:

Chapter 10.B.5 of the PERSMAN lists the submission schedule for EER's. You may also find this submission schedule on our website: <http://cgweb.uscg.mil/g-w/psc/adv.htm>

February EER's due:

29 Feb 04 – E-1 Reserve and Active Duty
E-2 Reserve and Active Duty

March EER's due:

31 Mar 04 – E-4 Reserve and Active Duty

May 04, SWE: Regular EER's had to be submitted NLT 01 Feb, for them to show on May 04, PDE that will be mailed out beginning 1 Mar. The member will be "Not Eligible" if missing a required EER. These members will not receive a SWE unless marks are entered and a message is sent to PSC (adv) requesting an EER submission deadline date waiver prior to **1 Apr.**

SWE EER: When there is no EER completed for member in current rating & pay grade for the open EER period, complete a "SWE" EER. Remember you cannot submit a SWE EER solely to change an advancement recommendation. The period ending date of the SWE EER must be NLT 01 Feb 04, for the May 04 SWE. SWE EER's may be entered in the system after 01 Feb as long as they are effective dated prior to 1 Feb and complete and final by the PDE correction deadline of 05 April 2004.

Message Traffic:

PSC (adv) requires official inquiries or requests be sent by message traffic only. This ensures a documented record exist for any inquires on status. Common drafting mistakes are incorrect PLADs and failing to list good points of contact.

Email may be used if operational commitments prevent message traffic usage.

CONTACT INFORMATION:

Email: PSC-ADV

Phone: (785) 339-3400

FAX: (785) 339-3765

During SWE cycles Jan – Apr for the May 04 cycle we are planning on publishing the newsletter monthly. If there are any topics you would like discussed in our next newsletter, please send an e-mail to “PSC-ADV” found in Global on your workstation.

SEND US AN EMAIL! 

Questions From the Field!

Q

I have 9 1/2 years sea duty. I have been assigned to a WYTL, WLM, WLB, WMEC and a WHEC. I have friends that have been assigned to one ship for a 3-year tour. I have 3 times the amount of sea time they do and they have 3 times the amount of sea time points for SWE than mine. Why? Because all of mine with the exception of 1 yr 3 mos was prior to February 1994.

Why doesn't my sea time prior to 1FEB94 count for SWE points?

A

The official decision was made by G-WPM in ALCOAST 010/96. The object was to create an incentive to volunteer for sea duty. WPM came to this decision at the request and research of the MCPOCG's office. The 01 Feb 1994, date was chosen based on analysis and statistics that showed beginning with that date women had the same opportunity to go to sea as men

There are two separate categories of sea time for Service Wide Exam purposes:

Sea Time for Eligibility- Determines if you have the sea time necessary to compete in the SWE based on the requirements of the PERSMAN 5.C.15. The system looks at a member's prior and current unit history file to get the years/months of sea time. TDY will not show up for this. All Coast Guard sea time before and after 1 Feb 94 counts for eligibility. Depending on the rating, advancement to the next pay grade may require rated sea time or sea time in any pay grade, some ratings have no sea time requirements.

Other service sea time (Navy, Marines) "may" be credited for eligibility purposes on a case-by-case basis. Requests for other service sea time credit are sent to PSC (adv) via message after a Statement Of Creditable Sea Service (SOCSS) has been completed by PSC (ses). The SOCSS is the first step in receiving credit. If the SOCSS has not been completed, the request will be denied. If the PERSMAN requires sea time to be in rating, the request is forwarded from PSC (adv) to the applicable Rating Force Manager for approval/disapproval. If the PERSMAN does not require sea time to be in rating for the member in question, PSC (adv) approves/disapproves the waiver without forwarding the request to the Rating Manager. Other service sea time credit requests, if denied can be appealed to PERSCOM (epm-1) for active duty, or PERSCOM (rpm-1) for reserve personnel. Message format is listed in HRSICINST M1418.1B, page 18

Sea Time for Points- For SWE points, only **Coast Guard (not prior service)** sea time after 1 Feb 94 is counted. Two points per year (maximum 30) are given for sea time served on sea pay eligible vessels after 01 Feb 94 up to the Terminal Eligibility Date for that SWE. Sea time points are calculated from a member's sea **pay** record. TAD to a qualifying vessel is credible if no per diem is paid.

Credit for TDY Sea Time - TDY time aboard a sea pay eligible vessel is creditable towards sea time for eligibility and sea time for points. The members PERSRU must document TDY in PMIS/JUMPS by inputting sea pay/time documents. If the start sea pay/time documents are not in PMIS/JUMPS, credit for points or for eligibility will not be given. Keep in mind that if sea pay is started for TDY, SEPRATS will also be stopped for the TDY period. If properly documented in PMIS/JUMPS, sea time **points** will automatically be awarded, however, if that TDY time is needed to meet sea time eligibility requirements, a message must be sent to PSC (adv) requesting the credit, because sea time for eligibility is only credited automatically for PCS assignments. Remember, TDY time must be documented by your PERSRU and visible in PMIS/JUMPS, Segment 07, prior to receiving any credit for it. .

Questions From the Field!

Q	Why doesn't the advancement list reveal member's final multiple? This would be helpful to the field to see how much personnel are missing the cut by.
A	Simply put, the final multiple is a compilation of factors used to position and grade qualified persons for advancement. As such it would be a privacy act violation.
Q	A lot is written about the process at the command/member level. I'm personally curious about the SWE process after SWE tests are returned to PSC. Can you explain what happens when the SWE's arrive at PSC? Who actually gets them? (I was told once that only YNCM's could be involved) The review process? Scanning procedures? Are they stored after scanning or destroyed? I think it would provide a lot of insight to the process to explain what happens once they are signed, sealed, and delivered.
A	<p>Though we cannot reveal the entire process because of protected information, here's a rough list of what happens to your SWE after you take it:</p> <ul style="list-style-type: none">• SWE officer then FedEx's answer sheets and challenged questions to PSC(adv) and destroys the test booklets• PSC (adv) receives all answer sheets and challenged questions• PSC (adv) checks answer sheets received, against actual tests mailed, against unit rosters for accountability purposes.• PSC (adv) forwards challenged questions to the Subject Matter Experts (SME) located at TRACENS and other units in the field.• PSC (adv) runs the answer sheets through a scanner, which creates an electronic answer file, which is then downloaded to Direct Access.• Direct Access grades answer files and creates a raw score for member.• SME's notify PSC (adv) of any questions to be credited.• PSC(adv) credits questions and sends to Direct Access to re-grade tests• Raw Score is then converted to a Standard Score after all tests have been graded and averaged.• Paper answer sheets are then filed and maintained in a secure file room for several years and are then destroyed.• Standard score becomes part of the member's final multiple and is posted to member's online profile letter• The Headquarters master eligibility list is created in rank order based on member's final multiple.• The List is published and sent to the Gold Badge network for release to the field.• The List is placed on the PSC (adv) website (http://cgweb.uscg.mil/g-w/psc/adv.htm) to ensure highest distribution possible.

Questions From the Field!

