

Personnel Service Center (PSC) Topeka, KS Advancements Newsletter

Issue #3, March 2004

Welcome to the third 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.

ADV on the WEB: <http://cgweb.uscg.mil/g-w/psc/adv.htm>

Topics

- May 04 SWE Cycle Updates
- Computing Performance Factor Avg
- Evaluation Changes and Updates
- EER Reminder
- Message Traffic
- Q & A's from the Field

Don't Forget This Date

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. Members should check their online PDE in Direct Access, self-service for PDE changes.

Password Problems

Tired of calling PSC to get your password reset? Try using the new [Setup the forgotten password feature](http://cgweb.uscg.mil/g-w/psc/Direct-Access/index.htm) (http://cgweb.uscg.mil/g-w/psc/Direct-Access/index.htm) in Direct Access! With this feature enabled you'll never have to call PSC for a password reset again! It's located on the DA sign in screen to the right of the password field.

Evaluation Changes and Updates

Release 11 to Direct-Access software, which is scheduled to be implemented in the very near future, will only allow unit personnel to review EER's that are in their work list. Only personnel who have been designated as Command Users by their commands will have the capability to view EER's through the whole evaluation process.

ALCOAST 077/04 changes to the Reserve EER process:

For Reserve member's TDY for 92 days or more at a unit OTHER than their PDS for Active Duty due to Mobilization or short term ADSW, the TDY unit now has the responsibility to complete the regular schedule EER on that member. If the TDY period is less than 92 days the TDY command sends documentation to the Permanent unit for entry into the member's regular employee review.

When the TDY period ends and a member has been at a unit for more than 92 days, and it has been more than 92 days since his last EER, then the TDY command will complete a Memo EER. When submitting a 'special/unscheduled' EER for this reason, select the reason of "Memo" in the drop down menu under the Employee Review tab.

Any TDY period more than 140 days (Long term ADSW) at a unit other than their PDS, is considered a PCS transfer.

*Change 39 to the PERSMAN will change the category "Special" to "Unscheduled".

Message Traffic

Official messages are required to be sent to COGARD PSC TOPEKA KS//ADV// for:

- Modifying posted EER
- SWE waiver request
- SWE OPFAC changes

A common mistake is failing to list good points of contact on the message.

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

Your Performance Factor Averages

The following is excerpted from a *HILINE* article. The point credit factor can be determined by using the following formula to convert marks.

Where as: **M** is your converted marks
D is your raw marks average
K is the number of sub-factors on the marks sheet
(E4-E6 have 88 factors)
(E7-E9 have 96 factors)

$$M = 21D/4K + 13.25$$

The time period covered by the average is the same as the minimum TIG required to be eligible, e.g. six months for E5, twelve months for E6, 2 years for E7 and above. A maximum of 50 points can be earned for inclusion into the final servicewide multiple.

Scenario: An E5 member has the following factor scores: 33,28,11,22 for one set and 20,19,11, 22 for the second set. Add all the factor scores together for a total of 166 which is then divided by the number of factor sets included; 166 divided by 2 for a total of 83 which is the raw marks average (D). The value of (K) is the total number of sub factors for E5, which is 22. Applying the formula above, $M = 21(83) \text{ divided by } 4(22) + 13.25$, or $M = 1743 \text{ divided by } 88 + 13.25$, or $M = 19.806818 + 13.25$ or $M = 33.05$. This is the total score you will see in final marks multiple of your PDE.

An excel spreadsheet can be found with this formula on the PSC (adv) website to <http://cgweb.uscg.mil/g-w/psc/adv.htm>



Returned Evaluations

Check the "comments" tab for reasons why your EER was returned. Subsequent or duplicated errors are returned with an accompanying e-mail outlining details and corrective action. Multiple or grievous errors earn a personal phone call. Constant improvement in field level training has led to tremendous decreases in EER failures.

Evaluation Reminder

Period Ending EER's for Mar

31 Mar 04 – E-4 Reserve and Active Duty

Period Ending EER's for Apr

30 Apr 04 - E-5 Reserve and Active Duty

SWE EER

When there is no EER completed for member in current rating & pay grade, for the open EER period listed in 5.C of the PERSMAN, 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 31 Jan, for the May 2004 SWE. SWE EER's may be entered in the system after 31 Jan (May 04 SWE eligibility deadline date) as long as the effective date is NLT 31 Jan and approved and final by the PDE correction deadline of 05 April 2004. A member's PDE will show them "Not Eligible" if missing a required EER. After EER is verified a MSG needs to be sent to COGARD PSC TOPEKA KS//ADV for update to the PDE. These members will not receive a SWE unless marks are entered and finalized prior to 5 April.



Q: Can I print a member's counseling report after I've finalized and submitted marks on a member?

A: Only if it is the most recent set of marks are in the system. For instance, if you entered a set of marks for an E6 in November and then entered a set of past due marks for May then you would not be able to print the May counseling report because the November set is more recent. To print the member's most recent counseling report follow these steps:

MEMBER COUNSELING REPORT (after review has been submitted)

1. Develop Workforce
2. Plan Careers
3. Report
4. Member Counseling Report
5. Search
- if value found, select it
- if value not found, click on add a value, then name it whatever you would like
6. Enter Employee ID of member looking for
7. RUN
8. "Type" must be "Email" and "Format" must be "PDF"
9. OK
10. OK
11. You'll receive an email in a few moments

Q: If a member is on weight probation and then becomes pregnant can they now be advanced, because the standards no longer apply? If not, how long can their spot on the advancement list be held?

A: Per the Allowable Weight Standards for Coast Guard Personnel COMDTINST M1020.8D, members may compete for advancement if their commanding officer recommends them,

For more Questions and Answers plus past issues of our Newsletter check us out on the WEB:
<http://cgweb.uscg.mil/g-w/psc/>

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.

Got a Question regarding advancements, Evaluations, or Service-wide? **WE WANT TO HEAR FROM YOU!** Drop us a line at: PSC-ADV@hrsic.uscg.mil And we may answer your question in the next newsletter!

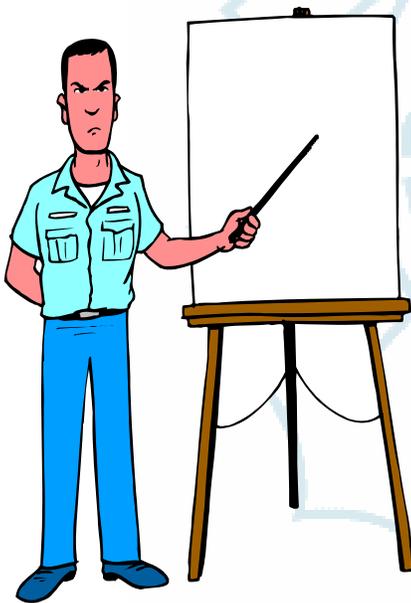
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but they may not advance until they meet weight standards. See Personnel Manual, COMDTINST M1000.6 (series), Articles 5.A.13.f., 5.B.6.b., and 5.C.25.c. for information on withholding advancement or promotion.

4.B. Pregnancy; Members who become pregnant will not be measured to determine compliance with this Instruction until they return to a fit-for-full-duty status. Members placed in a weight or fat loss probationary status prior to pregnancy shall have their probationary period held in abeyance.

Until member's pregnancy is completed and they are fit for full duty, the member won't be held accountable to the weight program but they can't advance until in compliance with MAW standards. The member's spot will be held until the list expires.



Q: Can a person on the weight program, above the cut for advancement, who is not eligible to advance and won't make weight prior to the list expiration date, take the next service-wide?

A: Because the member is above the cut we will not mail the member a

test. The command should send a message to PSC(adv) requesting the member receive a test.

Q: Can PERSMAN, Art 5.C.8.e.2(EOCT waiver granted by a CO) be applied to a member requesting placement on a supplemental advancement list?

A: No. 5.C.8.e.2 only applies to waivers of EOCT's to participate in SWE exams. When the SWE announcement messages are

published they always list SWE waivers(those ratings authorized advancement through supplemental advancement lists), and EOCT waivers(those ratings which may take the SWE without an EOCT), but will never waive both SWE and EOCT for the same rating/rank. One or the other, or both, are always required to advance.

Q: Is there any way that a member who has received an NJP can still take the SWE?

A: In accordance with PERSMAN, Art. 10.B.2.a.1.a.(1), a set of NJP marks must be completed on the member assigning him/her an unsatisfactory conduct mark. PERSMAN, Art 5.C.13.b, states that personnel in grade E-4 and E-5 must have no unsatisfactory conduct mark for a period of 12 months prior to the Terminal Eligibility Date (TED) of a service wide exam(eg: The TED for the MAY 2004 SWE is 1JAN2005. If the NJP occurred in February 2004, the member will fall short of the required 12 months good conduct by the TED). If the member is currently E6 or above, Article 5.C.5.b.3 applies and the member must have 24 months of good conduct prior to the eligibility date.

The new good conduct period is computed from the day after NJP marks to the TED to determine eligibility, using the 12 or 24 month rule.

That's all for this month, see ya next time with more Questions from the Fleet!!



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