

Coast Guard Pay & Personnel Center Advancements Branch Newsletter



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

Enlisted Employee Reviews FLAG VOICE 332

In an effort to illuminate the Commandant's guiding principles, in particular "*Respecting Our Shipmates*," I would like to take a moment to provide some important feedback. A recent review of submissions and command adherence in executing the Enlisted Employee Review (EER) system at all levels of the Coast Guard has revealed a need to reemphasize the attention to Article 10.B.4 of the Personnel Manual, COMDTINST M1000.1 (series). Each Commanding Officer/Officer in Charge must ensure the evaluatee is evaluated on the required period ending date and the employee review is based on how the evaluatee performed in each competency consistently throughout the period, except for Conduct, which must be adhered to every day of the period.

The critical nature of the EER sets standards by which to evaluate the performance and behavior of all enlisted members. It is concise, clear and provides enlisted personnel with the performance standards they will be measured against. It also provides critical feedback on how well a member is measuring up to the standards. It captures a valid and reliable assessment of an enlisted member's performance so the Coast Guard may advance and assign members with a high degree of confidence. This instrument also provides vital information that may affect discharges, reenlistments, extensions, good conduct, advancement eligibility, and reductions in rate. It captures a member's past performance, but more importantly, it provides a road map for future improvement. Much like a navigational fix, the EER provides feedback against a pre-

established trackline, allows the supervisor and member to adjust course and speed as necessary to stay on track, avoid shoal water and successfully accomplish the mission. COs/OICs must ensure all enlisted members under their command receive accurate, fair, objective, and timely enlisted employee reviews. Moreover, strict and conscientious focus to the specific wording of the standards is essential to realizing the purpose of the EER process.

In addition to compliance, I would like to clarify several areas within this critical enlisted workforce instrument that continue to be misunderstood and potentially drives miscalculations as it pertains to overall personnel leadership:

CONDUCT: Withdrawal of the advancement recommendation should be considered for members who receive an unsatisfactory conduct mark, NJP punishment, alcohol incident, a court-martial conviction, a civil conviction, or a low competency mark. Per the requirements of Articles 5.C.4.e.5.b., 10.B.2., and 10.B.8.a. of the PERSMAN, these incidents require completion of an administrative remarks entry which shall be retained in the members PDR with a copy retained in the member's EI-PDR. A recent review of many EERs with an unsatisfactory conduct mark reflects a complete disregard for the administrative remarks entry requirement (i.e., CG-3307/PG-7 that terminates good conduct eligibility), absent or vague narratives included within the EER itself, and, most alarming, a recommendation for advancement when the unsatisfactory conduct/incident brought discredit to the Coast Guard, unit, and member. Do not confuse this entry with the many other reasons to provide supporting remarks when completing an employee review. This entry must either state an

NJP, court martial, civil conviction, or low competency mark occurred, or give specific examples of financial irresponsibility, non-support of dependents, alcohol incidents, nonconformance to civilian and military rules, regulations, and standards which discredited the Coast Guard.

RECOMMENDED: The CO/OIC's recommendation for advancement is the most important eligibility requirement in the Coast Guard advancement system. A recommendation for advancement shall be based on the individual's qualities of leadership, personal integrity, adherence to core values, and his or her potential to perform in the next higher pay grade. Although minimum performance factors have been prescribed to maintain overall consistency for participation in the SWE, the CO/OIC shall be personally satisfied that the member's overall performance in each factor has been sufficiently strong to earn the recommendation. Supporting remarks are required to address the future leadership and potential of all enlisted personnel, E-6 and above, as they pertain to future potential for positions of greater responsibility. Of particular note, the CO/OIC's recommendation for advancement or change in rating by participation in the SWE is valid only for a specific competition and must be renewed for each succeeding competition. Again, the recent review of many EERs reflects a recommendation for advancement when clear evidence within the EER competencies demonstrates that a member does not meet the description of satisfactory performance and conduct.

NOT-RECOMMENDED: The judgment of Not-Recommended must be supported by the member's performance and conduct as well as the capability of performing the duties and responsibilities of the next higher pay grade. The Approving Official must ensure the member is properly counseled on the steps necessary to earn a recommendation and prepare supporting remarks in accordance with Articles 5.C.4.b.2, 5.C.4.e.5.b, and 10.B.2 of the PERSMAN. It is important to note that not being capable of performing the duties and responsibilities of the next higher pay grade as it relates to a recent advancement is not derogatory, and should be captured in the supporting remarks. Not-recommended renders a member ineligible for advancement and participation in the SWE.

APPROVING OFFICIAL: An Approving Official must become thoroughly familiar with the instructions, competencies, and standards before performing the employee review(s). Approving Officials should target overall consistency between assigned numeric marks and actual performance/behavior and output without using any type of forced distribution process. Highlighting PERSMAN Article 10.B.3, Base and Sector commanders will be the Approving Official for employee reviews of Officers-in-Charge and may designate Marking Officials as defined in PERSMAN Article 10.B.2.1(2). Sector Commanders have authority to assign division chiefs as Approving Official and branch chiefs as Marking Officials. Commanding Officers of TRACENs Yorktown, Petaluma, and Cape May have authority to assign Division Chief or Training Division Branch Chief as Approving Official. The CO has authority to grant an appeal. Approving Official authority may not be delegated.

ASSIGNMENTS: The judgment of Not-Recommended is generally not a criteria used by Assignment Officers during enlisted assignments. Assignments can be influenced by unsatisfactory conduct and below-average marks on the EER, which often leads to a member being evaluated as Not-Recommended for advancement.

In closing, I ask for your due diligence in the execution of our EER system and to codify our efforts in "*Respecting Our Shipmates*" at every leadership juncture possible. I have directed an initiative to assess the need for adding an Enlisted Evaluation Branch (EPM-3) within the Personnel Services Command or at the Pay and Personnel Center (ADV) to better improve the overall oversight and policy adherence within the enlisted evaluation system. Further, the MCPO-CG has undertaken a review of the EER system to determine and recommend areas for improvement. I will provide more information regarding this assessment upon its completion.

Rear Admiral Ronald T. Hewitt

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Assistant Commandant for Human Resources

Issue date: 5/11/11

Are Your Accession Contract Dates Right?



We often receive requests from SPO's for assistance with Accessions. While talking with the SPO's, one area of confusion is the calculation of Service Dates. Below are some of the more confusing dates and basic information on how to calculate the dates for your accession:

Pay Entry Base Date

- ⇒ If the member has no prior service, enter the date of enlistment/appointment.
- ⇒ *With no prior service, the Pay Entry Base Date must be equal to the [Contract Begin Date](#), [Active Duty Base Date](#) and [Effective Date Pay Allowance](#). For an OCS accession, these dates should be set to the date the candidate, with no prior service, enlisted.*
- ⇒ If the member has prior service and a break in service, the Pay Entry Base Date will need to be constructed. see Appendix (C) of the Personnel and Pay Procedures Manual (3PM) for computation rules.

Active Duty Base Date

- ⇒ The ADBD must be filled in on **all** accessions, even though it does not affect reserve personnel.
- ⇒ If the member has no prior service, enter the date of enlistment/appointment.
- ⇒ *With no prior service, the Active Duty Base Date must be equal to the [Contract Begin Date](#), [Pay Entry Base Date](#), and [Effective Date for Pay Allowance](#).*
- ⇒ If the member has prior service, or had a break in service, see Appendix (C) of the Personnel and Pay Procedures Manual (3PM) for computation rules.

Expected Loss Date

- ⇒ The *Expected Loss Date* is the date the member will have no further reserve and/or active duty obligation.
- ⇒ For regular and reserve enlisted members this date will be the same as "Date Completed Military Obligation" or the Contract End Date, **whichever is greater**.
 - Example 1: Enlistment in the CG Re-

serve on 1 April 2009 with no prior service (8-year initial service obligation). Date Completed Military Obligation 31 March 2017. Expiration of Enlistment/ Contract End Date 31 March 2017. Expected Loss Date 31 March 2017

- Example 2: Four year enlistment in the CG (Active Duty) on 1 April 2009 with 6 years prior service (no break in service, 2-years remaining initial service obligation), Date Completed Military Obligation 31 March 2011. Expiration of Enlistment/ Expected Active Duty. Termination Date/ Contract End Date 31 March 2013. Expected Loss Date 31 March 2013.
 - For regular Coast Guard officers this will be equal to the Expected Active Duty Term Date.
 - For NOAA officers this will be the day before the officer's 60th birthday.
 - For reserve officers use the same date as the Expected End Date of the contract.

Expected Active Duty Term Date

Enter the Expected Active Duty Termination Date on the member.

- ⇒ Regular Enlisted -- The member's expected release date from active duty.
- ⇒ Reserve Enlisted -- Blank
- ⇒ Regular Officer -- The 30 year commission service date (including all commissioned time in an uniformed service)
- ⇒ Reserve Officer -- Blank

Military Entry Date

- ⇒ If the member has no prior service, enter the date of enlistment/appointment or the date of entry into the Delayed Enlistment Program (DEP).
- ⇒ If the member has prior service, this is the date of the member's initial entry into the Armed Forces. This includes both active and inactive service, as well as time spent at military academy, OCS, or Delayed Enlistment.

Date Entered Current Active Duty

- ⇒ Enter the Date of the current contract for both Active Duty and Reserve Components.

By: Ginger Farmer and Pam Flewelling

Update to The Supplemental & Striker Program

There have been some significant changes to the Supplemental and Striker program over the past year. ALCOAST 591/10 closed EM and YN for placement but allowed for continued advancement until the existing lists were cleared. The EM3 striker list is exhausted, and the YN3 Striker list has a few folks left to advance. ALCOAST 053/11 announced that FS2 was the only remaining active duty supplemental list. The current wait time from placement to advancement has been running just under two months. ALCOAST 604/10 re-established reserve policy for supplemental lists and BM1, BM2, FS2, IV2, MK1, MK2, and MST1 remain open for placement.

Delays in receipt of message traffic continue to be an issue for supplemental/striker placement with common issues being non-receipt due to incorrect PLA's or interrupted communications from the originator. I cannot over-stress the importance of following up on message receipt. ALCOAST 053/11 and previous editions all indicate a five day follow up if an acknowledgement is not received. Please contact our shop 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 backdated. If your message is delayed, we cannot backdate the placement and a constructed DTG will be utilized. Engaging us within five days lets us know that an issue exists and both parties can begin working on a resolution quickly. If you feel that 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*



Monthly Supplemental and Striker list updates and Deadlines

Each month we update our website on or about the tenth. During this process, we create a list of the remaining eligible candidates for each supplemental and striker list for both the Active and Reserve force. The list, which is viewable on our website, is just a snapshot of the list on a particular date. This list can be used for a number of purposes including verifying that your name was added and your placement in relation to the length of the list. It cannot guarantee your advancement the following month nor is it associated with any deadlines.

From time to time we hear about submission deadlines in relation to supplemental and striker lists. While supplemental and striker lists may have deadlines associated with their management, (i.e. opening and closing dates established by ALCOAST), there are really no monthly deadlines related to submission or requests for placement.

The time frame most folks should be concerned about on a monthly basis is the time that PSC (epm) and (rpm) and the workforce managers review the lists to see how many eligible members are available. This is done when they begin crunching numbers for the following month's advancement process. We generally regard the fifteenth of the month to be the earliest date that lists are reviewed for the upcoming advancement cycle. It would be safe to assume that if your successful placement occurred on or before the fifteenth, you would be included in the pool of available candidates. This is only a target date and there are certainly times when additions to the list made after the fifteenth are viewable and included in the pool for advancement. For instance, some reserve supplemental lists routinely advance all eligible candidates. Once the following month's numbers are established by PSC and forwarded to us, no additional names are considered for the upcoming advancement cycle even though we will continue to place members on the lists as requests come in.

By: *David Lynch*

SWE Booklets and SWE Answer Sheets

We thought some of our readers might be interested in knowing the stages a SWE booklet and SWE answer sheet follows in a SWE cycle. Here's the sequence:

1. PPC (ADV) receives one paper master copy of each SWE booklet and answer key for each rate, created and sent to us by the Subject Matter Experts (SMEs) for each rating. The SMEs are assigned to the Training Centers where the Class "A" Schools are located for the same rating. The answer key is the same type of answer sheet member uses for the SWE, but this one has only correct answers bubbled on it!
2. We page check the SWE booklets to make sure the format and print quality is good and ensure all rating question answers are bubbled on the master answer key.
4. Next we add the pages containing the EPME questions (provided by the EMPE SME at TRACEN Petaluma) as the last section to each master copy of the SWE booklets. We then bubble in the EPME answers onto the paper answer key provided by the SME so that there are now 150 questions and answers for each exam.
5. PPC(ADV) civilian personnel and our YNCM then create electronic answer keys in Direct Access (DA) for each rate using the paper answer key provided by the SME. To ensure we correctly enter the answers, we then scan and score the paper answer key to ensure it receives a perfect score using the DA scoring program.
6. Next we add cover sheets to the SWE booklets and hand deliver them to a contracted printer. The printer creates the number of copies we request for each rate. They then print a sequential 4 digit serial number on each booklet cover starting with 0001 for each rate and deliver the printed SWE's back to PPC (ADV).
7. We page check the printed booklets for accuracy, seal them in plastic and place them on shelves in our secure exam locker by rate with serial number 0001 on top of the stack.
8. When it's time to ship out exams, we have DA create shipping lists for each exam board unit which lists the eligible candidates at that unit and assigns them an exam serial number. DA also creates exam sticker labels for each exam booklet. Each exam sticker label contains the member's name, unit data, booklet serial number, rating code and exam series number. We then place the exam sticker label on the clear plastic cover of the exams with the same serial number, bundle the exams and ship them out to the individual units where the SWE Officer receives and stores them in a safe until exam day.
9. On exam day, the SWE Officer hands out exams to the member matching name appearing on the booklet label. The member carefully copies the data from the exam booklet sticker label to a blank exam answer sheet, bubbles in the corresponding numbers then takes the SWE.
10. After the exam the SWE office shreds the exams booklets and ships the answer sheets back to PPC (ADV) where we scan them and upload the answers into DA. DA then grades the exams and matches the serial number of the exam with the serial number recorded in the members SWE file in DA. If it matches, the raw score is placed in the member self service "Test Results" page. If not, the answer sheet appears on a report as having errors and is placed in a bin until we can figure out what part of the test ID data was incorrectly copied by the member from the exam sticker label to the answer sheet. We save those answer sheets for last but eventually fix and score them after completing the good answer sheets.
11. The final step is completed after all exams have been graded. We then compute the standard exam score using a formula to convert raw score to a standard score and add it to award, sea, surf, EER, time in service and time in rating points for a final multiple score. That score determines the member's standing on the eligibility list published about 2 months after the SWE.
12. The members answer sheets are stored for 10 years then destroyed.



By: Carolyn L. A. McInnes

Helpful Hints in Using the Enlisted Evaluation System

There are a number of helpful hints for utilizing the EER system from both a command and user perspective. The EER module built into Direct Access has a number of capabilities which you can use to your benefit.



Did you know that an EER can be created at any time in advance? As long as it is kept in an un-finalized status which is open to field access, you could pre-populate your EER mid period and utilize it as a counseling tool or to document exemplary performance and unique situations applicable to certain competency factors. As long as you have correctly chosen your effective date and rating scale, your information will be retained permanently until routed and submitted. This can also be a valuable tool for training on EERs. As long as you don't click final, you can work within your pending EER and click the validate button on the exceptions tab as many times as desired to determine what type of errors occur and how to correct them.

As a command user, did you know that anyone can enter and create an evaluation? This can be a valuable tool for documenting performance for TDY personnel for whom the permanent unit retains formal EER accountability. If a member is temporarily assigned to you for a significant portion of the marking period, you could create and accurately document their performance and let the permanent unit know you have begun a set of marks for their final review. This might also be helpful for PCS personnel who are not due an unscheduled transfer EER but whose performance rose to the level that the departing command wished to give the new command a starting point for their upcoming regular set.

Under the right circumstances and while being cognizant of the rules outlined in Chapter 10, the EER system can be especially valuable in building an accurate picture of a members' performance.

By: David Lynch

"YOU SAY GOODBYE, I SAY HELLO"

Greetings everyone! Summer once again is upon us and with that comes PCS season. Every unit is heavily impacted one way or the next when there is a PCS transfer and the Advancements Branch here in Topeka is no exception. After two years of running the Evaluations program (and four years total at PPC), our own YN1 Stacey Newsome has departed for Ketchikan, Alaska and a new assignment. Although he will be truly missed by his friends and "family" here at PPC (the Advancements Branch specifically), judging by all the positive and appreciative email received from the field on his behalf in the past two years, I'm guessing he will be missed even more by you in the field.

So now, questions loom. Will his replacement be able to answer all of your questions? Of course! Will his replacement be able to handle the load of manually correcting over 13,000 EERs, creating and mailing over 3300 E7-E9 Advancement Certificates, monitoring, correcting and processing hundreds of retroactive advancements, lateral/change in ratings and restorations while monitoring pay cases and preventing over and under payments? Although it won't be easy, it will be expected! But there is something to be said about someone who comes to work every day with the right attitude and mindset to take on the entire Coast Guards Evaluation problems. To do your job well is one thing, but by taking great pride in providing the absolute best immediate aide and customer care that the field can use, unconditionally, is something much, much more.

Stacey, thanks for all of your hard work! We wish you the best, and you will be missed!

That's a tough act to follow. Welcome now, YN1 Luke Strittmatter, who will be the new EER expert in no time whatsoever. I say that with faith because YN1 Strittmatter is a tried and tested Yeoman with outstanding abilities and work ethics. Luke will be arriving in mid July and will hit the road running.

While Luke is coming up to speed, Mr. David Lynch and myself are here to answer all of your EER questions. Feel free to call us anytime you need assistance.

By: YNC Mick Myers

MAY 11 SWE Statistics

The next two pages contain statistical data from the recent May SWE . The marks and awards points were computed up to the 1FEB11 eligibility date and the TIS and TIR points are computed up to the 1JAN2012 Terminal Eligibility Date.

Exam	Number of Candidates Tested	Average Final Multiple Score	Average SWE Raw Score	Average EER Points	Average Award Points	Average Time in Service Points	Average Time in Rate Points	Average Sea Time Points
AET1	76	113.3927	72	41.3586	3.21	8.3163	8.45	0.75
AET2	54	102.4568	64	37.9757	1.44	5.4781	6.5	1.04
AETC	189	126.5467	74	43.1036	7.2	13.2717	9.02	1.33
AETCM	12	133.405	85	44.97	9.75	20	7.7	0.45
AETCS	43	133.0465	80	44.2353	9.67	19.432	8.69	0.54
AMT1	180	119.9661	88	41.9227	5.6	11.8143	8.89	1.3
AMT2	136	106.1	77	38.7735	1.84	6.4964	7.62	1.26
AMTC	300	129.2573	81	43.3326	8.63	16.2612	8.6	1.63
AMTCM	27	132.9048	93	45.3	9.96	20	6.68	0.32
AMTCS	44	132.6075	82	44.3697	9.88	19.4488	8.03	0.65
AST1	43	124.4444	87	41.9202	7.9	11.7751	8.91	1.56
AST2	52	107.6203	73	39.1003	2.73	6.71	7.61	1.08
ASTC	43	132.8418	79	43.2462	9.44	17.4053	7.93	1.96
ASTCM	7	132.9542	83	45.4414	10	19.8214	6.07	0.66
ASTCS	10	130.948	89	44.197	9.3	19.267	7.36	0.15
BM1	222	116.1884	79	41.7877	4.01	8.6816	7.54	3.8
BM2	89	106.7643	68	40.4308	1.75	5.3091	6.35	2.66
BMC	640	131.1354	68	43.5238	7.72	12.677	8.38	6.77
BMCM	65	144.9692	82	46.1603	9.7	18.873	7.7	11
BMCS	34	140.6137	79	45.4738	9.79	16.2773	7.67	9.44
DC1	22	119.2177	93	40.8113	4.27	8.859	7.97	6.5
DC2	40	105.6532	77	39.71	1.37	5.1897	5.01	4.08
DCC	120	133.6195	86	42.1839	7.75	14.1622	8.5	9
DCCM	10	142.753	84	44.902	10	19.75	6.85	10.58
DCCS	18	143.775	85	44.4527	9.88	17.5088	8.1	12.53
EM1	21	119.678	79	40.7352	3.9	9.7028	8.11	6.51
EM2	57	103.8654	68	39.9052	0.59	4.3189	5.57	3.35
EMC	158	130.4184	72	42.7093	6.78	11.5707	8.13	8.52
EMCM	12	148.3458	79	44.2875	10	19.0625	8.15	15.9
EMCS	27	144.2955	78	44.1203	9.66	16.7048	8.65	14.46
ET1	39	115.1671	68	40.9335	3.17	8.5556	7.79	4.16
ET2	69	102.1915	54	39.7681	1.01	4.3586	5.59	1.1
ETC	222	129.4362	65	42.4104	6.6	12.3871	8.64	7.06
ETCM	19	139.8657	75	44.0384	9.47	19.6531	6.79	8.43
ETCS	26	139.2	82	43.5953	9.23	16.6976	7.23	11.02
FS1	72	118.6675	57	40.6741	3.22	8.8126	8.1	7.42
FSC	147	136.1199	64	42.3893	7.81	14.4531	7.94	11.98
FSCM	8	143.7412	76	45.04	10	19.74	5.41	14.02
FSCS	19	143.5357	69	43.47	9.52	18.9736	7.85	13.25

Exam	Number of Candidates Tested	Average Final Multiple Score	Average SWE Raw Score	Average EER Points	Average Award Points	Average Time in Service Points	Average Time in Rate Points	Average Sea Time Points
GM1	9	115.5955	85	40.9377	4.33	8.4155	7.29	4.24
GM2	17	103.467	83	39.5376	1.52	5.1176	5.41	1.61
GMC	79	129.3729	79	42.5148	6.73	11.9422	8.84	7.2
GMCM	4	141.1	87	43.465	10	19.75	6.04	12.37
GMCS	8	137.9425	89	42.575	9.75	18.8425	7.73	8.87
HS1	61	115.2242	84	41.4267	4.45	9.2691	7.42	2.06
HS2	40	103.7185	72	39.6365	1.77	5.39	5.12	1.87
HSC	120	132.1053	72	43.6491	8.49	15.1065	8.52	3.49
HSCM	7	138.5671	73	43.5028	9.71	20	7.24	6.8
HSCS	21	138.1085	83	44.2919	10	19.218	8.61	5.68
IS1	21	107.1223	70	41.458	2	6.6952	5.24	1.52
IS2	37	97.7435	72	38.0302	0.67	4.2075	3.01	1.18
ISC	40	121.15	67	42.1412	5.97	10.9297	6.97	3.86
ISCM	3	138.9766	80	45.56	10	19.3066	6.94	6.72
ISCS	5	128.886	85	44.186	9.2	14.6	5.93	4.83
IT1	82	113.2074	90	40.9296	3.18	7.9259	7.05	2.74
IT2	70	99.5678	76	38.2311	0.9	4.5565	3.77	1.51
ITC	117	125.2915	84	42.6155	6.79	12.1876	8.19	3.9
ITCM	5	134.496	93	43.766	10	19.966	7.06	3.16
ITCS	14	136.23	90	44.2585	9.35	19.0357	7.73	4.47
ME1	75	119.7809	86	42.6362	5.29	9.3796	8.22	3.33
ME2	68	107.741	80	41.0797	2.19	5.8273	6.82	1.65
MEC	134	130.0129	82	43.5788	8.17	12.2926	8.42	5.07
MECM	4	123.4725	85	46.535	4.25	17.4375	4.16	0.41
MECS	11	142.3009	81	44.1	10	18.8872	8.34	9.65
MK1	136	119.6483	77	41.6677	4.7	8.9022	7.88	4.97
MK2	260	106.137	73	40.0226	1.35	5.173	6.29	2.72
MKC	449	131.2141	85	42.7524	7.54	12.8609	8.08	7.64
MKCM	34	145.8911	82	44.537	9.73	19.7008	6.9	13.98
MKCS	51	142.6754	87	44.7898	9.52	16.9417	8.06	12.11
MST1	116	113.3506	100	42.3371	4.18	8.0361	5.9	1.23
MST2	275	103.2984	93	40.641	1.21	4.4889	5.11	1.16
MSTC	217	123.4339	102	43.4208	7.35	11.4585	7.38	1.54
MSTCM	11	130.4445	92	44.9145	10	18.5763	6.16	0.13
MSTCS	20	129.8585	97	44.311	9.75	16.3255	8.26	0.91
OS1	99	109.0418	67	40.2994	2.17	6.9051	6.52	2.63
OS2	37	97.654	73	38.9183	0.32	3.4435	3.98	1.22
OSC	223	124.2954	69	41.8762	5.25	10.5325	8.42	5.44
OSCM	36	139.9166	81	44.3227	9.66	19.1155	7	8.61
OSCS	35	134.336	83	42.5828	8.88	15.898	8.1	7.91

Exam	Number of Candidates Tested	Average Final Multiple Score	Average SWE Raw Score	Average EER Points	Average Award Points	Average Time in Service Points	Average Time in Rate Points	Average Sea Time Points
PA1	4	115.325	111	44.095	4.5	9.1475	6.16	1.08
PA2	12	111.2508	95	42.0025	2.58	6.3191	7.47	2.02
PAC	8	124.1587	99	44.1175	8.75	10.895	7.66	1.39
PACM	2	130.36	97	43.315	10	18.96	7.41	0
PACS	3	127.7666	91	43.82	10	14.0566	7.33	2.33
SK1	45	113.7675	85	41.7342	3.22	8.1306	7.07	2.85
SK2	47	104.6663	75	39.4106	1.36	5.6902	4.46	1.97
SKC	261	129.0384	82	43.1175	7.59	13.3745	8.22	4.29
SKCM	10	136.323	83	45.046	10	19.825	6.11	4.33
SKCS	15	139.2033	88	45.0393	9.93	16.994	7.28	8.12
YN1	160	114.0583	72	42.1153	3.89	8.3117	6.6	1.33
YN2	37	104.1705	68	41.1375	1.1	4.9364	5.28	1.54
YNC	239	128.8971	80	43.7814	8.13	13.3962	7.79	2.12
YNCM	20	134.9445	72	44.378	10	19.779	5.65	3.13
YNCS	34	132.9635	80	44.4438	9.61	17.8655	6.85	2.94

DISCIPLINE EERS

Commands are required to submit a Discipline EER whenever a member is awarded any non-judicial punishment (NJP), is convicted by a court-martial, receives a qualifying civil court conviction, is reduced as punishment, or has an alcohol incident. The specifics of these requirements can be reviewed in PERSMAN Article 10.B.5.b. We have received numerous inquiries on how to handle a situation where the member has an alcohol incident that also leads to a civil court conviction, a non-judicial punishment action, or a court-martial. The first rule is that the basic alcohol incident requires the completion of a discipline EER for the date of the alcohol incident. Do not delay the alcohol incident discipline EER

waiting for the outcome of a civil or military investigation or legal action. If the incident leads to a civil court conviction, NJP, or military legal action that involves only the alcohol, then no additional EER is required. If however the civil court conviction, the NJP, or military legal action involves misconduct in addition to the alcohol, then a second discipline EER is required to explain that subsequent event. For example, a member consumes too much alcohol and assaults a person at a bar. The assault conviction is a separate action and requires a second discipline EER. If you are uncertain about the correct way to deal with any situation, please contact us and we will work with you to determine the right course of action for that particular situation.

By: Bill Patterson

Substitute SWE's



The May 2011 SWE saw one of the largest numbers of substitute SWE's authorized in recent years with over 159 substitute exams administered. The requests for substitute SWE's were due to members either having a medical situation, emergency leave authorized, operations, unit level training or members at TDY training.

Our goal is to have as few substitute SWE's as possible as they impose additional burdens on units and test administrators, and delay the SWE process. All exams must be received and graded before we can run our statistics program and convert raw scores into standard scores which use the entire populations' statistics in the calculation. Substitute exams can delay this step by several weeks.

How can the field help reduce the number of substitute exams? Emergency leave and unforeseen medical situations cannot be controlled; neither can SAR or other operations which require our men and women to respond immediately. The area we do have control over is scheduled training. Some TDY training, especially civilian run schools may have limited billets available and cannot be rescheduled. However, care should be taken by members and commands to schedule local training or TDY training for members on dates which do not conflict with the SWE. Members submitting training requests should consider SWE dates when completing their requests. Commands should consider the same when approving those requests or scheduling local training.

Also keep in mind that some TDY training facilities will allow the member to be excused from training for 3 ½ hours in order to take the SWE. Check with the school before submitting billet requests. When the TDY site allows the member to take the SWE, submit a request to PPC (ADV) asking that we ship the SWE directly to the TDY site rather than the members' permanent exam board.

With your help we can reduce the high number of substitute exams and deliver your final results more quickly. By: Doug Rose

SWE Officers



A special thanks to all exam SWE officers and ESOs who made the 2011 May SWE a success. You administered over 8,400 exams. Due to your quick turnaround in verifying answer sheets for correctness and returning them to us, we were able to publish the profile letters and eligibility list ahead of schedule. 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!

By: Doug Rose

EER Schedule:

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

PPC ADV STAFF

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

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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: Douglas.C.Rose@uscg.mil.