

Next Pay Grade Requirements 10-6.02-P

INSTRUCT personnel on the current requirements to compete for advancement to their next pay grade, as presented in the E-PME Study Guide.

Enlisted Advancement System



One of the most important subjects for Coast Guard enlisted members is the advancement system. Supervisors need to ensure that those in their charge understand all the requirements to be advanced.

The Coast Guard Personnel Manual, COMDTINST M1000.6 (series), Chapter 5, Section C, contains *all* the information and requirements concerning the enlisted advancement:

- Policy
- Procedures
- Requirements

All enlisted personnel, especially supervisors, should be intimately familiar with the contents.

Everyone shares responsibility when the advancement of personnel are concerned. In fact, specific responsibilities are identified throughout the chain of command.

Coast Guard Members

CG members are responsible for ensuring they are eligible in all respects for advancement.

All the requirements for enlisted advancements are contained in Chapter 5, Section C of the Personnel Manual. **That information is untestable.**

Supervisors

Supervisors are responsible for assisting their people to understand the enlisted advancement system.

Junior personnel depend on their supervisors to look out for them and point them in the right direction when they need answers. Supervisors need to work with, coach, and mentor their people to reduce or eliminate ignorance of the of the advancement system's requirements.

Commanding Officers

Commanding officers ensure all information on the enlisted advancement process is available to members at their commands.

They are responsible for the timely evaluation of assigned personnel, submitting recommendations, and coordinating with examination boards to ensure that every eligible and recommended candidate for advancement can compete.

Personnel Command

CG Personnel Command is responsible for the overall administration of the enlisted advancement system.

Areas, Districts, and MLC

Areas, Districts, and MLCs are responsible for monitoring the administrative procedures of subordinate commands to ensure compliance with requirements of the enlisted advancement system.

Personnel Service Center (PSC)

PSC is responsible for the preparation, printing, distribution, accountability, and scoring of the Servicewide Examinations. It is also the single point of contact for all SWE inquiries, corrections, and waivers.

Requirements

Naturally, there are requirements that must be met in order for a Coast Guard member to advance. The requirements are:

- General requirements
 - Special requirements
 - Waivers to requirements
 - Circumstances that prevent advancement
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General Requirements

There are several general requirements that must be met by all personnel to advance to the next higher grade. These general requirements are:

- Complete all required rating performance qualifications for the next higher pay grade
 - Complete all required E-PME performance requirements for the next higher pay grade
 - Successfully complete all required rating correspondence courses and pass the end-of-course-test for the next higher pay grade.
 - Meet Time in Service (TIS) and/or pay grade requirements
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Advancement	Minimum Active Service Requirements
E-1 to E-2	May be effected upon recommendation of his or her Commanding Officer
E-2 to E-3	Six months in pay grade E-2 or satisfactory completion of Class "A" School
E-3 to E-4	Six months in pay grade E-3
E-4 to E-5	Six months in pay grade E-4 in current rating
E-5 to E-6	Twelve months in pay grade E-5 in current rating
E-6 to E-7	Article 5.C.5
E-7 to E-8	Article 5.C.5
E-8 to E-9	Article 5.C.5

In addition to the requirements listed in the table, the following TIS requirements also apply:

- Two years in present pay grade is required to be advanced each step from E-6 through E-9.
- In addition, E-8 advancement requires 10 years minimum active service, while E-9 advancement requires 12 years minimum active service.

For some ratings, it is required that the candidate:

- Successfully complete the appropriate class "A" service school
 - Successfully complete the Striker course in lieu of class "A" service school
 - Meet citizenship or security clearance requirements
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Special Requirements

In addition to the general requirements for advancement, some ratings have unique requirements that must be met for advancement to be awarded. These special requirements are presented below.

- **Sea Duty.** Some ratings require a minimum amount of sea duty for advancement to certain pay grades. Chapter 5.C.15.c in the Personnel Manual contains the list of sea duty requirements per rating.
- **Vision/Hearing.** Chapter 5.C.12.a in the Personnel Manual contains the list of ratings that has the requirements for color perception and normal hearing. That information is **untestable**.
- **E-7 Advancement.** Members advanced to E-7 on or after 01 Jan 1999 must successfully complete either the Coast Guard CPO Academy, or other DOD senior enlisted academy, in order to compete on the E-8 servicewide exam. Those advanced to E-7 prior to 01 Jan 1999 do NOT have to meet this requirement, but are encouraged to attend one of these schools.
- **Boatswain Mates.** To participate in the BMCS or BMCMM service wide exam, the member must be currently certified and qualified to command afloat and ashore, or be a Surfman (SJ, SK or SM) certified and qualified to command ashore.

Waivers to Requirements

If circumstances dictate it, the general and special requirements for advancement can be waived. Personnel Manual 5-C.4.g states the procedure for applying for and granting a waiver.

Applying for and Granting a Waiver

PSC (adv) is the single point of contact for all request for waivers of advancement requirements and deadlines. Waivers should be requested only if unusual circumstances, administrative error, last-minute operational schedule changes, etc., result in the member being ineligible through no fault of the member.

Prior to submitting a waiver, the command must ensure that the member did everything reasonably expected to ensure eligibility prior to the eligibility deadline.

<p>NOTE: These waivers must be requested well in advance of service wide exam competition, and in conjunction with the verification of the Personal Data Extract (PDE).</p>
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Circumstances that Prevent Advancement

Advancement is not guaranteed, even if all the general requirements are met. Circumstances could prevent an enlisted person from advancing. These circumstances include:

- Unsatisfactory mark in conduct (E-4 and E-5 advancements require 12 consecutive months of satisfactory conduct. E-6 and above advancements require 24 consecutive months of satisfactory conduct.)
 - Confinement
 - Approved retirement requests
 - Exceeding maximum approved weight limitations
 - Selected for advancement to chief warrant officer
 - Does not have advancement recommendation from commanding officer
 - Minimum evaluation score
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Frocking

Section 632, Title 14, U.S. Code, gives the Commandant authority to frock Coast Guard enlisted personnel. Enlisted members above the cutoff on the current Advancement Eligibility List may be considered for “frocking” when the higher rate is:

- Necessary to clearly establish the individual’s position when reporting to another agency/service for duty.
- Necessary to ensure that the individual would be assigned Government quarters commensurate with the rate in which he or she would be serving.
- A significant factor in establishing the individual’s stature, thereby enhancing the ability to carry out his or her duties successfully.

When “frocked,” a Coast Guard member assumes the new rank. However, he or she doesn’t receive the higher rate pay until the advancement is actually released.

<p>NOTE: The Commandant designated CGPC-epm-2 as the sole authority for frocking of enlisted personnel.</p>
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For this performance requirement, provide instruction on the current advancement requirements needed for persons/personnel at your unit and submit to your supervisor for review.
