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## MEMORANDUM

MAR 25 2016

From:  W. G. Kelly, RDML  
CG PSC

To: P. A. Flynn, CAPT  
CG PSC-epm

Subj: PRECEPT CONVENING THE PANEL FOR THE 2016 HIGH YEAR TENURE  
(HYT) WAIVER PANEL FOR CANDIDATES IN PAYGRADES E-6 TO E-8.

Ref: (a) COMDT COGARD Washington DC 261821Z Mar 15/ALCOAST 114/15, CG-1,  
COMDTNOTE 1000  
(b) COMCOGARD PSC Arlington VA 01 Oct 15/ALCGENL 204/15  
(c) COMCOGARD PSC Arlington VA 19 Feb 16/ALCGENL 022/16  
(d) Enlisted Accessions, Evaluations, and Advancements, COMDTINST M1000.2 (series)

1. A High Year Tenure (HYT) Professional Growth Point (PGP) waiver panel is hereby appointed consisting of yourself, as President, and the following members:

- PSC-epm-1 Chief
- PSC-epm-2 Chief
- Applicable PSC-epm-2 Central Assignments Coordinators (CAC)
- Applicable PSC-epm-2 Assignment Officers (AO)
- Applicable Rating Force Master Chiefs (RFMC)
- PSC Command Master Chief (CMC)
- Deputy Commandant for Mission Support (DCMS) CMC
- Deputy Commandant for Operations (DCO) CMC
- Office of Workforce Forecasting and Analysis (CG-12A)

2. The panel shall convene at 0900 on 04 April 2016, at the Personnel Service Center (PSC) board room, or soon thereafter as practicable for the purpose of granting enlisted members in paygrades E-6 to E-8 a waiver to their HYT PGP. The prescribed uniform for members of the panel is Tropical Blue.

3. The panel shall consider all eligible enlisted members who submitted a HYT PGP waiver to PSC-epm-1 NLT 26 March 2016. PSC-epm-1 shall provide you with a list of those individuals who submitted a waiver request.

4. The HYT PGP waiver panel shall consist of a two-phase process in which all requests will be evaluated by a panel specific for each rating.

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Phase One: The phase one panel composition shall consist of that rating's Assignment Officer, Rating Force Master Chief, and PSC-epm-2 CAC. This phase shall be a **two step panel process**. During step one, the panel shall use a **performance and conduct based methodology** that focuses on leadership, accomplishment, performance, conduct, professional skills, professional growth, and adherence to our Core Values to retain those members that best meet the standards required in our enlisted members. During step two, the panel shall use a **Service need based methodology** that focuses on critical skills and vacancies, Service needs, rating strength and analysis, as well as impacts to advancements.

Phase Two: During phase two, the phase one recommendation shall be reviewed by CG-12A, PSC CMC, DCMS CMC, DCO CMC, PSC-epm-1, PSC-epm-2, and PSC-epm who will be the final approving authority.

5. You should emphasize to the members of the panel the importance of their obligation to confine themselves to facts of record and not predicate judgments on rumor or hearsay. At the end of your deliberations, all members must be able to say that this precept was applied fairly and equitably.

6. You are not bound by any minimum selection number when selecting an individual for a HYT PGP waiver, however you must abide by the maximum number of waivers set as specified by CG-1. If you need to exceed the maximum number of waivers for a particular rating, you must seek additional approval.

7. The panel shall be provided with the necessary records and clerical assistance by PSC-epm-1 staff. They will be available at all times to assist you. Upon completion of your deliberations, deliver your report to PSC.

8. The panel shall submit a report in writing that includes a list of those members who submitted a waiver and whether or not they were granted a waiver to their HYT PGP. The report shall also indicate the Service need disposition and recommended length of the HYT waiver for those granted a HYT PGP waiver. PSC-epm, shall be the final approving official for the panel's recommendations.

9. The panel shall be sworn. The recommendations of the panel shall be kept confidential until its report is approved. You shall direct panel members not to divulge any information related to the proceedings and deliberations of this panel.

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Enclosure: (1) Selection Standards  
(2) Approved CG-1 Maximum Number of Waivers

## **2016 HYT PGP WAIVER SELECTION STANDARDS**

1. The screening panel shall consider carefully, without prejudice or partiality, the record of every eligible High Year Tenure (HYT) candidate who has requested a waiver. The candidates that are recommended for a HYT PGP waiver will be those members whose continued service and ability to fill a critical Service need is considered to be in the best interest of the Coast Guard.
2. The HYT PGP waiver panel shall use a two-step process in their deliberations. During step one the panel shall use a **performance and conduct based methodology** that focuses on leadership, accomplishment, performance, conduct, professional skills, professional growth, and adherence to our Core Values to retain those members that best meet the standards required in our enlisted members. During step two, the panel shall use a **Service need based methodology** that focuses on critical skills and vacancies, service needs, rating strength and analysis, as well as impacts to advancements.
3. **Period of Review:**

For E-6 to E-8s: The HYT waiver panel shall evaluate the candidates record for the previous **seven years** or since advancement to current paygrade, whichever is longest. Members must have a positive command endorsement. If a member technically meets the following criteria, a pattern of poor performance, misconduct, or egregious core value issue may be considered disqualifying for a waiver even if outside the period of review.

### **Step One - Performance and Conduct**

The following ***performance and conduct standards***, based on the re-enlistment criteria in ref (d), considerations should guide your recommendations.

- a. Achieve a minimum factor average of 3.5 on their enlisted performance evaluations.
- b. Have no more than one unsatisfactory conduct mark.
- c. Have no special or general courts-martial conviction.
- d. Have no conviction by a civil court equivalent to a felony-type offense.
- e. Have no documented offense for operating a vehicle, or any other motorized mode of transportation, under the influence of alcohol or controlled substances.
- f. Have no documented offense for which the maximum penalty for the offense, or closely related offense under the UCMJ and Manual for Courts-Martial, includes a punitive discharge.
- g. Have not had their personal-use government travel charge card closed for misuse or delinquency. Note:
  - Members who have had an account closed for delinquency or misuse who meet the criteria for reinstatement in accordance with Government Travel Charge Card (GTCC) Program Policies and Procedures, COMDTINST M4600.18 (series) can submit a reinstatement request.

- Members who have had an account closed for reasons other than misuse or delinquency (such as never having an account, determination the account was no longer needed, failing to activate the card, or failing to complete required training) are eligible.
- h. Have no more than three weight probationary periods.
- i. Have no documented incident as a perpetrator of sexual assault (even if outside of seven year period).

### **Step Two – Service Need**

The following **Service need** considerations should guide your recommendations.

- a. Is the member qualified and available for worldwide assignment?
- b. What is the workforce analysis/impact for the specific rating and pay-grade as calculated by CG-12A?
- c. Does the candidate possess a critical skill, competency or qualification?
- d. What is the overall impact to advancements?
- e. Is there a specific position, billet or vacancy that the member is uniquely qualified for and that must be filled, or is there an immediate service need that the HYT PGP waiver candidate will be used for?