

Retroactive Advancements and the Avenue to Obtaining Relief

CG PSC-EPM-1

References:

- (a) Enlisted Accessions, Evaluations, and Advancements Manual, COMDTINST M1000.2 (series)
- (b) United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series)
- (c) Personnel and Pay Procedures Manual (3PM), PPCINST M1000.2 (series), Articles 4.A.2 and 4.A.3
- (d) On-Line Global Pay User's Guide (<http://www.uscg.mil/ppc/gp/>)

Background: The Career Retentions section of CG PSC-epm-1 holds the responsibility of reviewing requests for retroactive advancement, which is addressed in policy under Article 3.A.22.c of Ref (a).

The member's command must work with the Servicing Personnel Office (SPO) to take action to advance the member within 30 days of the day the Commanding Officer (CO) signed the Career Development Worksheet (CDW). As for the "No Exceptions" rule, advancements may not take place any earlier than the date of the Commanding Officer's signature on the CDW. Additionally, Officer In Charge (OIC) signatures do not meet the CO requirement for advancement. IAW Article 4-3-3 of Ref (b) an OIC does not have the authority to effect advancement.

Example: FA Arnold Uhrina is eligible and recommended by the Commanding Officer for advancement on 11 January 2015; the CO signs the CDW on the same day. The SPO, however, does not receive the CDW until 16 April 2015. The SPO should advance him to E3/FN effective 16 April 2015 or as early as 17 March 2015, 30 days prior to the date the CDW was received and could be entered into Direct Access. Advancement on a date from 11 January 2015 to 16 March 2015 would be considered "retroactive". In another scenario, if the CO discovered on 16 April 2015 that FA Uhrina was not advanced due to a CDW not being completed, the EARLIEST that FA Uhrina could be advanced would be the date the CO e-signs the CDW; no exceptions.*

*In this scenario, if the reason the CO signed the CDW late was due to a processing delay at the unit (or for other applicable reasons) a retroactive advancement will not be authorized.

Application: 3.A.20 of Ref (a) defines who has the authority to advance enlisted members. Retroactive advancement requests typically pertain to either 1) those advancing from E1/E2 to the next higher paygrade; or 2) those who are assigned a designator from 'A' school that have not yet met the requirements for advancement. Please contact PSC-epm-1 at ARL-PF-CGPSC-EPM-1-Career-Retentions@uscg.mil for further guidance regarding other scenarios. The member must meet all applicable advancement requirements found in Article 3.A.4.b and 3.A.5 of Ref (a) to be eligible for advancement.

Process: Determine if the advancement is considered retroactive. If the request is retroactive, **THE SPO SHOULD ADVANCE THE MEMBER TO THE APPROPRIATE PAYGRADE IAW REF (B) AUTHORIZED ON THE CDW USING THE MOST RECENT 1ST OR 16TH OF THE MONTH THAT HAS PASSED.**

1) The Command or SPO**, whichever caused the delay, may submit a request using the standard memo format addressed "To: CG PSC-epm-1" requesting retroactive advancement. Please include a copy of the CDW and advancement certificate (if available). In the case of the request to change the date of advancement, the request should come from the member's Commanding Officer. OIC signature will not meet the CO requirement. The memo should address that steps have been taken locally to prevent future occurrences.

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****If the request is being originated by the SPO, the request must be originated from the Commanding Officer. Submissions signed by others will be returned with no action taken.**

2) Forward all requests for retroactive advancement to our email portal address: ARL-PF-CGPSC-EPM-1-Career-Retentions@uscg.mil. PSC-epm-1 will review the dates between when the member was originally eligible and recommend for advancement up to the day before the current advancement date. If PSC-epm-1 approves the retroactive advancement, PPC (ADV) will be notified to take appropriate action.

3) In the case of the member's Enlisted Employee Review (EER), we often see that the member was scheduled to advance to E3 in January, the same month that E2 evaluations are due in Direct Access. Appropriately, the command would process the E3 marks in February, however sometimes this is delayed due to a retroactive advancement error that is currently being processed by our department. Once a determination is made by PSC-epm-1 regarding the retroactive advancement request, the unit should retroactively enter in the appropriate EER for the member's pay grade.

Please feel free to contact us at ARL-PF-CGPSC-EPM-1-Career-Retentions@uscg.mil with any questions or concerns regarding the above information.