

Leadership Development Requirements for Enlisted Advancement Frequently Asked Questions and Answers

1. What exactly is the Enlisted Leadership Development Continuum?

Answer: The continuum is a series of leadership development courses, anchored by the 28 Leadership Competencies and complimented by the EPME Performance Requirements, which progressively build upon the leadership fundamentals attained in accessions training to effectively prepare our enlisted workforce for their ever expanding roles in the areas of leadership and management.

2. What courses are included in the continuum?

Answer: Accessions Training, Apprentice Leadership Program (ALP), Leadership and Management School (LAMS), Chief Petty Officer Academy (CPOACAD), Senior Enlisted Leadership Course (SELC), and authorized DOD service academies.

3. Are these continuum courses a requirement for advancement?

Answer: Currently some of them are, but starting with the May 2016 Service Wide Exam Competition, all continuum courses, excluding the DOD service academies, will be required in order to advance to the next higher pay grade.

4. With ALP being primarily delivered to students attending a respective “A” School and now a requirement to advance to E-4, how will members that complete PA “A” School and DEPOT complete this requirement?

Answer: Members that advanced to E-4 prior to the May 2016 SWE via these avenues will be “grandfathered” and will not be required to complete ALP. For members who attend after the May 2016 SWE, they will be required to complete a stand-alone session convened at TRACENs Yorktown, Petaluma, and the Leadership Development Center. These sessions are convened annually to specifically reach this target audience.

5. If I have a member that competed in the May 2016 E-7/E-9 SWE and is above the cutoff. When should he/she expect to attend CPOACAD/SELC?

Answer: Members should expect to attend prior to their name appearing on the monthly Enlisted Personnel Advancement Authorization (EPAA). Members will be slated for a CPOACAD/SELC convening based on their position above the cutoff. If your member is near the top of the list, they will be slated to attend an earlier convening; if they are towards the bottom of the cutoff, they will be slated to attend later in the year. The goal is to have each member above the cutoff successfully graduate CPOACAD/SELC prior to their authorized advancement. Slates for each session will be made available on COMDT (CG-12C) and CPOACAD/SELC’s websites. Orders will typically be issued 6-8 weeks prior to session convening date per TQC policy.

6. Will members slated to attend CPOACAD/SELC be attending as E-6s/E-8s or will they be frocked prior to attending?

Answer: CG PSC (epm-2) is the frocking authority for enlisted personnel. E-6s/E-8s above the cut will be frocked to E-7/E-9 the day prior to departing for their slated session. Frocking authorization will be included in the ALCGENL message publishing SWE cutoffs and revisions.

7. What is the difference between a request for waiver from advancement policy and deferral of slated course attendance?

Answer: A request for waiver from advancement policy is a request to authorize a member to advance without having completed the CPOACAD/SELC requirement prior to advancement. Members that obtain waiver approval will be authorized to advance, and will have their course attendance deferred to future session in the fiscal year. A deferral request is a request to attend a later session other than the one the member is originally slated to attend. Deferral request approval does not waive the requirement to attend the required course prior to advancement. Deferral requests may result in the member's advancement being withheld if the new slated session convenes after the date the member would be authorized to advance.

- 8. I have a member that is slated for a CPOACAD/SELC convening but is unable to attend due to a conflicting personal matter (i.e. family vacation, getting married, buying/selling a home, etc). What flexibility does he/she have to attend another convening that works around his/her schedule?**

Answer: Members will have the waiver and deferral request process available to them for circumstances that may interfere with them attending the course session they are originally slated for. Requests will be reviewed and processed on a case-by-case basis. Blanket requests are not available.

- 9. What is the process for submitting a waiver or deferral request for CPOACAD and SELC?**

Answer: (1) The member prepares a CG Memo that must include:

(A) Member's name, rate, EMPLID, position above the cutoff on the SWE Advancement Eligibility List, and the course code and session number that the member is currently slated to attend.

(B) Narrative of extenuating circumstances preventing member from completing the session they are slated to attend.

(C) Measures taken by the command to address/alleviate the extenuating circumstances.

(D) Course code and two session number that the member is able to complete in lieu of the session they are currently slated for.

Note: E6s above the cut for E7 must attend CPOACAD, Legacy E7s can elect to attend CPOACAD or apply to attend AFSNCOA, E8s above the cut for E9 must attend SELC, and Legacy E9s can elect to attend SELC or apply to attend USNSEA.

(2) The member submits their memo to their command for endorsement.

(3) Command endorsed requests are submitted to their first FLAG Officer and Gold Badge CMC for endorsement consideration.

(4) FLAG/CMC endorsed requests are submitted to COMDT (CG-12C) for final review and execution.

(5) Members granted approval will received written notification from COMDT (CG-12C) indicating approval and the new session they are slated to attend.

(6) Members whose requests are denied will be notified by their first level Gold Badge CMC advising them to execute orders for the session they are originally slated to attend. First Flag/GB CMC denials will not be forwarded to COMDT (CG-12C).

- 10. Who is the final approving authority for CPOACAD and SELC waiver and deferral requests?**

Answer: The Office of Leadership, COMDT (CG-12C).

- 11. I have a member that is slated for a CPOACAD/SELC convening but is unable to attend due to extenuating circumstances beyond their control (i.e. medical condition, maternity policy, emergency leave/family leave, extensive OCONUS assignment, extreme operational commitment, etc). What flexibility does he/she have to attend another convening that works around his/her schedule?**

Answer: Every effort will be made to accommodate situations like these, however it cannot be guaranteed. Members will have the waiver and deferral request process available to them for circumstances that may interfere with them meeting the advancement requirement or attending the session they are originally slated for. Requests will be reviewed and processed on a case-by-case basis. Blanket waivers are not available.

- 12. I have a member that attended the CPOACAD/SELC session they were slated for, but half way through the course, they were disenrolled due to NO FAULT of their own (family emergency, injury, hardship, etc). What opportunities will be provided to my member to attend another session?**

Answer: Every effort will be made to enroll these members in the next available convening following resolution of the extenuating circumstance. Should the case arise where the member is authorized to advance prior to the start date of the alternate convening, the member will have the waiver and deferral request process available to them.

- 13. I have a member that attended the CPOACAD/SELC session they were slated for, but half way through the course, they were disenrolled due a FAULT of their own (unsat conduct, not meeting course expectations, appearance). What opportunities will be provided to my member to attend another session?**

Answer: The opportunities available to this member will be extremely limited as they did not utilize their time at the course the best they could. It would be unfair to re-slate another member waiting their turn in order to attend to accommodate such a member. This member will be waitlisted. If this member cannot be re-slated, unable to complete the course, or unsuccessful in obtaining an approved deferral prior to the expiration of the advancement list (16DEC), this member will not advance and will have to re-compete during the next SWE cycle they are certified to participate in.

- 14. How do commands remove a member from the advancement eligibility list if disenrolled due to a FAULT of their own (unsat conduct, note meeting course expectations, appearance)?**

Answer: Commands will need to notify CG PPC (ADV) via email at CMD-SMB-CG-PPC with CG PSC as information addressee at CMD-SMD-CG-PSC and ARL-PF-CGPSC-EPM-1-ADVANCEMENTS.

- 15. What if a member's name appears on the monthly EPAA to advance to E-7/E-9 on the 1st of the month, but has not attended CPOA/SELC?**

Answer: Commanding Officers shall verify members advancing to E7 or E-9 have completed the required course or obtained an approved waiver. If a member has not completed the required course (due to deferral or non-completion), the CO shall withhold the member's advancement per new policy. When advancement is to be withheld, the CO shall advise CG PPC (ADV) by e-mail via AOIX at CMD-SMD-CG-PPC with CG PSC as information addressee at CMD-SMD-CG-PSC and ARL-PF-CGPSC-EPM-1-ADVANCEMENTS. It is imperative that the request be sent prior to the effective date of advancement. COMDT (CG-12C) has oversight of those who have attended, received a waiver or deferral, or held in abeyance. Once member has attended the course, Commanding Officers shall follow-up with CG PPC (ADV) and info CG PSC, to authorize member to advance at the next advancement cycle. If the member's advancement is withheld, the member will not receive a retroactive advancement.

- 16. I have a Legacy Member that needs to attend CPOACAD/SELC to pursue a certain career path (E8, CSEL, Special Assignment). With members above the cutoff having priority for quotas, when should they expect to receive a quota to attend their respective continuum course?**

Answer: It depends on where the member is positioned on the Legacy Chief/Legacy Master Chief listing. If the member is located near the top of the listing they have a stronger probability of attending than a member seeded lower on the listing. Four to five quotas per convening will be designated for Legacy Members, but it will take some time to work through the list. Legacy Members will also have the option to apply for selection to attend the AFSNCOA (E-7) and USNSEA (E-9), but selection cannot be guaranteed. COMDT (CG-12C) will manage the slating of these members and will coordinate ETR entry into DA with TQC.

- 17. One of my members submitted a waiver/deferral request for the CPOACAD/SELIC, but it was denied. The CMC directed him/her to execute orders for the session they are originally slated for, but my member decided to decline them. What occurs if they are next in line to be advanced, but haven't completed the continuum course required to advance?**

Answer: The member's advancement will be withheld until they have successfully completed the required course. If they do not complete the course prior to the expiration date of advancement list (16DEC) for which they are above the cutoff, they will not be advanced and will have to re-compete for advancement.

- 18. I have a Legacy Member that was slated to attend the next convening of CPOACAD/SELIC, however he/she is not able to attend that session or any of the sessions offered this FY. Will my member be offered a seat in the sessions for the following FY?**

Answer: No. The member isn't making attending the course a priority, so he/she will lose their priority at the top of list and will be placed at the bottom of the Legacy List. Your member will have the option to apply for selection to attend the AFSNCOA (E-7) / USNSEA (E-9) as an alternative, but selection cannot be guaranteed.

- 19. Which office will be handling the slating of members above the cut, Legacy Member slating, cancellations and completion tracking, etc?**

Answer: The Office of Leadership, COMDT (CG-12C) will be the lead office for these items, but they will work closely with CPOACAD/SELIC School Chiefs, TQC Schedulers, CG PPC (adv) and CG PSC (epm-1) and CG-1331.

- 20. Will my member be authorized to advance if PSC (epm-1) advances beyond the published cutoffs and he/she hasn't had the opportunity to attend the required continuum course?**

Answer: Members facing this situation will have the waiver and deferral request process available to them for circumstances that may prevent from meeting satisfying a requirement for advancement due to no fault of their own. Requests will be reviewed and processed on a case-by-case basis. Blanket waivers are not available.

- 21. Why are the changes only applicable to the Active Duty Component, and not the Reserve Force?**

Answer: The enhancements being made to the enlisted advancement system require a change in culture and warrant a phased-in approach. Once the Active Duty piece implemented and functioning effectively, Reserve Program implementation will commence.