

# Personnel Service Center Advancements Branch Newsletter

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**Welcome** to the latest edition of the Advancements Newsletter. Our continuing goal is to provide information to our readers on the Coast Guard's Advancements and Enlisted Employee Reviews (EER).

## Upcoming May SWE update

Upcoming May07 SWE: It seems a long ways away for the May servicewide exam, but meeting the eligibility requirements is just around the corner. IAW PERSMAN 5.C.4.b, each member must complete and meet the eligibility requirements listed by 01 February for the May SWE. Please refer to the manual for the list of eligibility requirements. For the most recent list of specific requirements such as rating and EMPE course codes, refer to our web page where we provide a helpful spreadsheet broken down by grade and rate. The spreadsheet is not policy like the PERSMAN, but may be used as a tool to see what was required for the most recent SWE cycle. Go to <http://cgweb.psc.uscg.mil/adv.htm> and click the blue box labeled "Advancement Requirements." Also make sure to occasionally go to your Rating Form Managers web page for updates on information pertaining to your rating located at: <http://www.uscg.mil/comdt/mcpocg/Rate%2DForce%5FNotes/>. **By: Doug Rose**

## Seven Day Grace Period for The Return of EER's

To help commands manage their Enlisted Em-

ployee Review process a seven day grace period has been established whereby commands may request an EER be returned to them for correction. This seven day period starts from the date the EER is finalized and submitted by the Approving Official or their designated representative. To have an EER returned during this period the originating command sends an email to PSC-DG-ADV requesting return of the EER. Member's name and EMPLID must be included in email. No justification is required. The email must come from or have either the Approving Official or their representative listed in the Cc block. After the seven day grace period has expired an EER's will only be returned to the originating command if it was entered for an invalid reason. **By: YNCM Leonard "Terry Stone**

## Returned Evaluations

Check the "comments" tab for reasons why your EER was returned. Subsequent or duplicated errors are returned with an accompanying e-mail outlining details and corrective action. Multiple or grievous errors earn a personal phone call. Constant improvement in field level training has led to tremendous decreases in EER failures

## It's Your Record

Every SWE cycle, we send out Personnel Data Extracts (PDE) and get calls and e-mails back telling us there is something wrong with the dates of service or the sea time or the point totals. When we look into the questions, the frequent answer is: "The information in Direct Access is wrong." When we can, we work with the member to correct the information but there is a limit to what we can do in Advancements.

Direct Access is the data of record for your personnel file. It is used by the Coast Guard to determine if you are eligible for advancement (and how many points you get on the SWE), for some assignments, for schools, for retirement, etc. Your pay is also based on the information in Direct Access.

The data contained in your direct access record comes from many sources: the YN at PERSRU/SPO or your unit, the CG Institute for courses, training information from TMT, schools, enlistment contracts, orders, etc. Every one of the sources of information is a potential source for error so you need to review your direct access record on a regular basis. Verify it is accurate and get it corrected if it is wrong. No one should have a bigger interest in your personnel record than you.

If you find errors, get with your admin folks and get it corrected. If you are prior service or a Reservist on EAD for more than 139 days and have not completed a Statement of Creditable Service (SOCS), you need to initiate one to get your service dates validated. If you have prior service sea time from another service and have not completed a Statement of Creditable Sea Service (SOCSS), initiate one to ensure you are getting full credit for prior sea time.

Every SWE cycle, there are members who lose points (and advancements) because they do not have the right information in their record. If you are not sure how to review your information in Direct Access, the PSC website has tutorials and guidance that will help you. Go to the PSC site at: <http://cgweb.psc.uscg.mil/psc.htm>. Click on the **DIRECT ACCESS** button on the right side, scroll down the list of subjects on the left side, and click on **Self Service for Members**. The topics under there will show you where and how to review your record. The site has a lot of other useful information so look

around while you are there.

Remember: It's your record. Make sure it is right. **By: Bill Patterson**

## The Use of Probation Marks

Probationary EERs are often used in error to record minor infractions a member has had in lieu of going to Captains Mast. This is not the purpose of the Probationary EER.

The Personnel Manual Article(10.B.5.b.5) states "A probationary EER is done at the end of a three-month probationary period for "Incompetence." This then refers to Article 5.C.38.c which explains what steps are to be taken for placing a member on Probation for incompetence.

As part of this process the commanding officer shall make an Administrative Remarks, CG 3307, entry in the Personnel Data Record. This entry should read that the individual is a candidate for reduction in rate by reason of incompetence and the following three-month period will constitute a formal evaluation of his or her competency.

To accompany this entry, an EER for counseling purposes only may be filled out to clearly counsel the individual in areas he or she may need improvement. This EER will not be submitted in Direct Access. This is only a counseling tool. The member will acknowledge this entry by signing the Administrative Remarks.

A Probationary EER will be entered and submitted final at the completion of the three-month period indicating progress (or lack thereof).

If the individual responds to counseling and improves his or her EER, no further action is required.

If the individual fails to demonstrate the required level of professional competency, the reduction shall go into effect or be recommended to a higher authority as befits the individual's rate.

Refer to Article 12.B.9 for further action in this case.

In all cases where a Probationary EER is performed, the next regularly scheduled EER will be performed at the prescribed date.

**By: YN1: David Lynch**

## **Command Access to Online PDE's**

Members with command level access (CGSSCMD) and human resource access (CGHRS) in Direct Access (DA) may now view individual SWE PDE's of enlisted members in DA. This feature does not include Warrant PDE's. Keep in mind that PDE's are not always available to view. When a SWE cycle has ended and the eligibility list is published, the PDE's are shut off pending creation of new PDE's for the upcoming SWE cycle. DA allows only the current cycle PDE to be displayed up to creation of the eligibility list. Then the next cycle begins, but the next cycle PDE's are not created until shortly after the eligibility date, which leaves a month or so gap where no PDE will be visible.

This new access is being provided so that admin staff working on PDE data corrections for their members may verify those corrections on the online PDE. Until now, only the member could view their own PDE in DA Self Service. This is a tool provided to admin staff to help them provide better customer service to the members at their command. It is not to be used for personal reasons, such as comparing different members PDE's trying to determine who has more points for advancement. YN's are reminded that access to personnel/personal files is a professional privilege to help them serve their customers. The DA breadcrumbs are: Home>Self Service>Self Service For Commands>Use>SWE PDE.

PSC(ADV) is also working with the DA programmers at HQ in developing a system in DA where commands may batch print PDE's and Profile Letters for all members at their unit. This will eventually eliminate the paper PDE and Profile Letter. More to follow on that.

By: Doug Rose

## **Expanded Version of the Monthly EPAA**

In an effort to assist Units, PERSRU's, and SPO's with quickly and accurately identifying personnel assigned to their units and/or areas of responsibility, PSC (adv) has added an expanded version of the Enlisted Personnel Ad-

vancement Announcement (EPAA) msg onto it's website. The expanded version of the EPAA includes the member's Employee Identification Number (EMPLID), Unit Name, and Unit Identification Number (UID). **By: YNC Rony Harden**

## **Assignment of Designators**

### **Why is Designator Assignment so important:**

Designator Assignment is vital to completing a members record because documenting rated service can affect Servicewide Eligibility. Article 5.C.15.d outlines ratings required to have minimum amounts of sea time for advancement. If the requirement is for sea time in "designated rating", the credit is only granted for time served afloat after the member is "designated in a rating". Rated sea time requirements for eligibility purposes can be satisfied by sea time as a designated non-rate. For instance, having served aboard a sea pay eligible vessel for 6 months as a SNBM will satisfy the entire eligibility requirement for BM1.

### **Who Assigns Designators:**

IAW Article 5.C.32.a, the SPO can assign designators for all non-rated personnel above the cutoff who are eligible for advancement to Pay Grade E4. Since Striker lists do not have cutoffs, anyone successfully being placed on a striker list can be immediately assigned a designator. When a member is striking outside of the normal path of advancement, i.e. SN to MK3 or FN to YN3, PSC advancement will assign the designator. PSC will also input a change in rate document putting the person in the correct path of advancement as per PERSMAN (5.E).

**By: YN1: David Lynch**



## Evaluation Schedule for the coming months

### Period ending EER's for January

Evaluate All E2's

### Period ending EER's for February

Evaluate All E3's

### Period ending EER's for March

Evaluate all E4's

### Period ending EER's for April

Evaluate all E5's

### Period ending EER's for May

Evaluate all E6's

### What happens to the Enlisted Employee Review after you submitted as final?

Every working day we run a validation report to accept all EER's that have been submitted as final. If they are error free they will post in the direct access immediately. Remember you must hit the refresh button in the Employee Review Summary page in DA to see the latest EER. If the EER has an error that the rating chain needs to fix, we will return it to your work list with an email. We always provide feedback in the main comments tab in the EER. Many times we are able to correct minor errors here at PSC. **By: YN2 Dan Terry**

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**Remember: Don't Wait until the last Minute to ask questions.**



**Contact us with concerns on Advancements, Evaluations or Service Wide exams. We want to hear from you.**

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