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FM COMCOGARD PSC WASHINGTON DC

TO ALCGENL

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ALCGENL 007/25

SUBJ: MAY 2025 SERVICE WIDE EXAMINATION (SWE) COMPETITION

- A. Service Wide Examination (SWE) Guide
- B. Enlistments, Evaluations, and Advancements, COMDTINST M1000.2 (series)
- C. Performance, Training and Education Manual, COMDTINST M1500.10 (series)
- D. ALCOAST 364/24, ENLISTED RATING ADVANCEMENT TRAINING SYSTEM (ERATS) FALL 2024 UPDATE
- E. Military Separations, COMDTINST M1000.4 (series)

1. Summary. This message announces the May 2025 SWE competition for all ratings, except Musician (MU), and Public Affairs Specialist (PA). SWEs for Marine Science Technician (MST) and Maritime Enforcement Specialist (ME) will be administered via the E-SWE beta test. Additional information regarding the E-SWE will be provided in a future ALCGENL message. Commanding officers shall ensure dissemination of this ALCGENL to all active duty enlisted members in their respective areas of responsibility. Members planning to compete in the SWE shall be aware of the requirements and guidelines contained in this ALCGENL. Failure to do so is not justification for a waiver to compete in the SWE. Furthermore, units, SWE Officers, Education Services Officers, and members planning to compete in the SWE shall familiarize themselves with the contents of references A thru E.

2. Schedule. E-SWE administration dates will be announced via future ALCGENL message. Requests for deviation must comply with references A and B. Traditional SWEs will be administered per the following schedule:

- a. 06 MAY 2025 (Tuesday) SWE for ADV to E-5.
- b. 07 MAY 2025 (Wednesday) SWE for ADV to E-6.
- c. 08 MAY 2025 (Thursday) SWE for ADV to E-7.
- d. 09 MAY 2025 (Friday) SWE for ADV to E-8.

3. Waivers. This ALCGENL supersedes previously published waivers. The following waivers apply:

- a. SWE. The May 2025 SWE is waived for BM2, CS2, DC2, EM2, ET2, GM2, IS2, and IT2 and will continue to be administered as a supplemental advancement list.
- b. LAMS. For advancement to E-6, completion of Leadership and Management (LAMS) course prior to the 01 February 2025 SWE eligibility date (SED) is required.
- c. Advancement Requirement Waivers. Requests for waivers of advancement requirements or waivers of completion deadlines must be sent prior to 01 February 2025, the SWE Eligibility Date (SED). Failure by a candidate, supervisor or supporting command to fulfill their responsibilities is not justification for a waiver of the PDE correction deadline (01 April 2025). Using the template in ref A, send requests for waivers via e-mail to PPC and include member's commanding officer/executive officer in Cc-line.

4. Candidate Responsibilities.

- a. Personal Data Extract (PDE) Status: PDEs will be posted in Direct Access (DA) under the Self Service tab in February 2025. Candidates must have an "Eligible" status on their PDE to receive an exam or be ranked for advancement. Candidates who participated in the previous SWE should not assume eligibility on the upcoming SWE. Members must verify PDE for any inaccuracies. Candidates expecting extended time away from their unit (e.g., C schools, deployments, leave) should make arrangements to verify and correct their PDE. Ensure corrections are made prior to the 01 April 2025 deadline. If the PDE has not been corrected, the candidate must submit a Trouble Ticket prior to 01 April 2025 to PPC by e-mail. Failure to report and verify online Personal Data Extract corrections by the deadline will result in a "Not Eligible" status for the SWE or loss of points in the final multiple.
- b. EPME EPQs. Updated EPME EPQ guidance is available on the ERATS SharePoint page at [https://uscg.sharepoint-mil.us/sites/erats\\_spo/SitePages/EventPlanHome.aspx](https://uscg.sharepoint-mil.us/sites/erats_spo/SitePages/EventPlanHome.aspx)

#### 5. Command Responsibilities.

- a. EER Requirements: Each candidate must have a current Enlisted Employee Review (EER) with a commanding officer's recommendation. EERs must be dated after 01 February 2024 and no later than 01 February 2025, and they must be finalized in DA by 01 April 2025. EERs should contain all competencies for validity.
- b. Changing Recommendations: If the CO determines it is necessary to change an advancement recommendation, a Commanding Officer Recommendation Change (CORC) EER must be submitted by 01 April 2025. The effective date of the CORC-EER should be no later than 01 February 2025. Members must maintain advancement recommendation for the period from SED to advancement.
- c. RPQs and EPQs: Commanding officers must verify that the candidate's Rating Performance Qualifications (RPQs) and Enlisted Performance Qualification Standards (EPQs) are signed off and entered into DA by 01 February 2025 to ensure eligibility for the May 2025 SWE.
- d. Requests for Early Mailing: Units on continuous deployment from March until the SWE date can request early mailing of SWEs by contacting PPC via e-mail.
- e. Exam Board DEPT ID Changes must be requested on or before 01 April 2025 via PPC Trouble Ticket.
- f. Substitute SWEs must be requested by 16 May 2025. Substitute exams must be administered on the date authorized by PPC and may not be delayed due to personal leave or convenience.
- g. Forwarding SWEs: SWE Officers forwarding exams shall ensure a copy of the SWE Officer Handbook is included with the package and shall establish a method to verify receipt. This can be done by the required traceable shipment and an email to receiving command. SWE Officers forwarding exams OUTCONUS, or to deployed or underway units may contact PPC for additional guidance and can request hand carry by authorized personnel as a method of shipment.

#### 6. SWE Timeline:

- a. 01 February 2025: SWE Eligibility Date - Deadline to complete all advancement requirements completed or submit waiver requests to PPC.
- b. February 2025: PDEs posted in DA.
- c. March 2025: Early mailing of SWEs to underway units.
- d. 01 April 2025: Deadline for PDE corrections and Exam Board DEPT ID changes.
- e. April 2025: SWEs mailed to exam officers.
- f. 06-09 May 2025: SWEs administered.
- g. 16 May 2025: Deadline to request substitute SWE.

h. June 2025: Final multiple computed, profile letters posted, and SWE advancement eligibility list published.

7. Miscellaneous.

a. All candidates may use non-programmable calculators. Consult the "SWE Officer Handbook", on the PPC web pages at the following link:

<https://uscg.sharepoint>

[-mil.us/:b:/r/sites/ppc/PPC%20Advancements%20Library/SWE%20Information%20%26%20Resources/SWE%20Officer%20Handbook-MAY24%20Revision.pdf?csf=1&web=1&e=OoZftK](https://uscg.sharepoint-mil.us/:b:/r/sites/ppc/PPC%20Advancements%20Library/SWE%20Information%20%26%20Resources/SWE%20Officer%20Handbook-MAY24%20Revision.pdf?csf=1&web=1&e=OoZftK)

for information regarding items that may be used by BM/OS candidates.

b. EERs in current pay grade will be used to compute the marks multiple within the date ranges listed in Article 3.A.7.b of ref B. The point start date (PSD) shown on the PDE will be computed per Article 3.A.17.c of ref B and used to determine sea, surf, incentive, and award points. Candidates with broken service and with an adjusted ADBD may contact PPC by e-mail to request a point start date adjustment to capture prior service awards.

8. POCs:

PPC (ADV) is the single POC for all SWE inquiries and waivers: PPC-DG

-CustomerCare@uscg.mil or [https://uscg.sharepoint-](https://uscg.sharepoint)

[mil.us/sites/ppc/SitePages/PPC-Advancements.aspx](https://uscg.sharepoint-mil.us/sites/ppc/SitePages/PPC-Advancements.aspx)

EPM-1 Advancements: [HQS-SMB-CGPSC-EPM-1-Advancements@uscg.mil](mailto:HQS-SMB-CGPSC-EPM-1-Advancements@uscg.mil)

EPM-3 Evaluations for EER Inquiries: [HQS-SMB-CGPSC-EPM-3-Evaluations@uscg.mil](mailto:HQS-SMB-CGPSC-EPM-3-Evaluations@uscg.mil)

9. CAPT J. W. Guyer, Chief, Enlisted Personnel Management, CG Personnel Service Center, sends.

10. Internet release authorized.

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