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FM COMCOGARD PSC WASHINGTON DC  
TO ALCGRSV

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SUBJ: OCT 2024 RESERVE SERVICEWIDE EXAM (RSWE) ANNOUNCEMENT

A. Servicewide Examination (SWE) Guide

B. Enlistments, Evaluations, and Advancements, COMDTINST M1000.2 (series)

C. Reserve Policy Manual, COMDTINST M1001.28 (series)

D. Performance, Training, and Education Manual, COMDTINST 1500.10 (series)

E. Reserve Duty Status and Participation, COMDTINST 1001.2 (series)

1. Summary. This message announces the OCT 2024 RSWE competition for pay grades E-5 through E-8. Commanding Officers shall ensure dissemination of this message to all Reserve enlisted members in their AOR. A member's failure to receive, review, and follow the guidelines of this message will not justify a waiver of these requirements. Units, SWE Officers, Education Services Officers, and affected members shall familiarize themselves with the contents of this message and REFs A through E. Additional information regarding the RSWE, to include REF A, SWE Guide, may be found on the Pay & Personnel Center's (PPC) Advancement pages listed below:

A. SharePoint: <https://uscg.sharepoint-mil.us/sites/ppc/SitePages/PPC-advancements.aspx>

B. Internet: <https://www.dcms.uscg.mil/ppc/adv/advancement/>

2. Schedule. The RSWE will be administered on Saturday morning, 26 October 2024. Active duty members (if otherwise eligible) released from active duty who affiliate with the Ready or Standby Reserve (active status) NLT

1 September 2024 may participate in this RSWE cycle upon request. Members affiliating after the RSWE Eligibility Date (SED) of 1 July 2024 but prior to 1 September 2024 must submit a Personnel Data Extract (PDE) correction request via a PPC trouble ticket to participate.

3. Waivers. The following waivers are authorized for the 2024 RSWE.

A. RSWE Waivers. The October 2024 RSWE is waived for: BM1, BM2, CS2, IS2, IV2, ME2, MST2, PA1, PA2, SK2, and YN2. These rates will continue to be administered as supplemental advancement lists.

B. Requests for waivers of advancement requirements or completion deadlines must be sent prior to the 1 September 2024 PDE correction deadline. Failure by a candidate, supervisor, or supporting command to fulfill their responsibilities is not justification for a PDE correction deadline waiver.

Using the template in REF A, send waiver requests by e-mail to [PPC-DG-CustomerCare@uscg.mil](mailto:PPC-DG-CustomerCare@uscg.mil) and include member's CO/XO in the CC line of the e-mail.

C. LAMS. For advancement to E-6, completion of Leadership and Management School (LAMS) Course prior to SED is suspended. The requirement to complete LAMS prior to the SED for advancement to E-6 is expected to resume for the October 2025 RSWE.

4. Candidate Responsibilities.

A. The online PDE must show a status of "ELIGIBLE" to receive an exam. Candidates who participated in the previous year's RSWE shall not assume eligibility on the upcoming RSWE. The PDE for the upcoming RSWE must be verified. The candidate is solely responsible for their PDE data. Report

any incorrect PDE data to the unit's servicing Personnel & Administration (P&A) entity. After reporting incorrect data, the candidate MUST follow up to ensure PDE corrections were made by verifying the updated online PDE prior to the 1 September 2024 PDE correction deadline. If the online PDE has not been corrected, the candidate shall submit a help ticket prior to 1 September 2024 to [PPC-DG-CustomerCare@uscg.mil](mailto:PPC-DG-CustomerCare@uscg.mil). Failure to report and verify online PDE corrections may result in a "NOT ELIGIBLE" PDE status for RSWE or loss of points in the final multiple. PDEs will be posted online in Direct Access (DA) under the Self-Service section in July 2024.

B. Enlisted Rating Advancement Training System (ERATS). The primary source for all Rating Performance Qualifications (RPQ) and Enlisted Professional Military Education (EPME) Enlisted Performance Qualifications (EPQ) standards is the ERATS SharePoint page:

[https://uscg.sharepoint-mil.us/sites/erats\\_spo/SitePages/EventPlanHome.aspx](https://uscg.sharepoint-mil.us/sites/erats_spo/SitePages/EventPlanHome.aspx).

C. Entering Competencies in DA: Completion of RPQ and EPME EPQ shall be entered directly into DA. The RPQ/EPQ Competency Entry Guide, found on the ERATS SharePoint site noted above, should be used to accurately record competency completion in Direct Access by the appropriate P&A entity. Even if there are no RPQ Standards for a specific pay grade, the competency code must be entered in DA for the RSWE. Units are authorized to enter competencies directly into DA after verifying core competencies are certified complete. The Commanding Officer or Reviewer shall verify a candidate has completed the EPQs and RPQs and authorize entry into DA by the unit's P&A entity. The rating competency code must appear in the member's DA competency record to receive an "Eligible" PDE. Commands may enter backdated competency codes into DA during the PDE correction period up until the 1 September 2024 PDE correction deadline date. It is strongly recommended the competency code be entered prior to the SED to reduce the need for PDE corrections. Commands shall notify PPC (ADV) via email at [PPC-DG-CustomerCare@uscg.mil](mailto:PPC-DG-CustomerCare@uscg.mil) if members receive an "Eligible" PDE but have not completed eligibility requirements by the SED to prevent an exam from being shipped.

#### 5. Command Responsibilities.

A. Command responsibilities are detailed in Chapter 3.A.4.b and fully amplified throughout Chapter 3 of REF B.

(1) The most common reason for member ineligibility is a missing Enlisted Evaluation Report (EER). Per Chapter 3.A.7 of REF B, each candidate must have a current EER with CO's recommendation.

(a) The EER must be dated after 1 July 2023 and NLT 1 July 2024. If an EER was not completed due to reasons listed in Chapter 4.C.1.b(4) of REF B, commands shall complete a "SWE-EER" with an effective date after 1 July 2023 and NLT 1 July 2024. SWE-EERs must be submitted NLT the 1 September 2024 PDE correction deadline date. SWE-EERs cannot be submitted to change a CO's recommendation.

(b) If the CO wishes to change an advancement recommendation, the command must submit a CO's Recommendation Change (CORC) EER in accordance with Chapter 4.D.3.i of REF B. Changes of the CO's recommendation must be dated after 1 July 2023 and NLT 1 July 2024 and must be received NLT the 1 September 2024 PDE correction deadline.

(c) Per paragraph 4.C of this message, verify the most current RPQs and

EPQs have been signed off NLT 1 July 2024. Following completion of RPQs and EPQs, they MUST be entered and certified in DA with a certification date of 1 July 2024 or earlier to qualify the member for the RSWE. Commanding Officers are responsible for ensuring EPQs and RPQs have been completed on or before the 1 July 2024 SED. The ERATS SharePoint site, noted in paragraph 4.B of this message, contains the latest version of all EPQ and RPQ standards.

(d) 31 August 2024: Last day to request early mailing of RSWEs by units away from homeport on continuous deployment from early September to the RSWE date.

(e) 1 September 2024: Last day to change CO's recommendation on EER from "Not Recommended" or "Not Ready" to "Recommended." Note: "CORC EER" must be dated NLT 1 July 2024.

(f) 1 September 2024: Last day to request exam board OPFAC change.

(g) 1 September 2024: Last day to request waivers of advancement requirements or completion deadlines.

(h) 2 November 2024: Last day to request substitute RSWEs.

#### 6. P&A Responsibilities.

A. 1 September 2024: Last day to complete changes in DA for PDE corrections.

#### 7. PPC Responsibilities.

##### A. CG PPC (ADV)

(1) July 2024: Post PDEs in DA.

(2) August 2024: Early mailing of RSWEs to deployed units.

(3) September 2024: Mail RSWEs to exam boards.

(4) December 2024: Compute final multiple.

(5) December 2024: Post profile letters in DA.

#### 8. CG Personnel Services Center (PSC) Responsibilities.

A. December 2024: CG PSC Reserve Personnel Management (RPM) publish RSWE Advancement Eligibility List.

#### 9. Miscellaneous.

A. All candidates may use non-programmable calculators in accordance with the "SWE Officer Handbook." Additional information regarding items that may be used by BM/OS candidates are also included within the SWE Officer Handbook which can be found on CG PPC (ADV)'s SharePoint site noted in paragraph 1.A of this message.

B. EERs in current pay grade will be used to compute the marks multiple within the date ranges listed in 3.A.7.b of REF B.

C. The Point Start Date (PSD) shown on the PDE will be computed IAW Chapter 3.A.17.c of REF B and used to determine award points.

10. PPC (ADV) is the single POC for all RSWE inquiries. They can be reached by e-mail at [PPC-DG-CustomerCare@uscg.mil](mailto:PPC-DG-CustomerCare@uscg.mil). Waiver requests must be sent by email prior to scheduled deadlines to: [PPC-DG-CustomerCare@uscg.mil](mailto:PPC-DG-CustomerCare@uscg.mil) (include CO or XO on CC line).

11. POC for this message is LT Corinthia T. Cortez who may be contacted via e-mail at [Corinthia.T.Cortez@uscg.mil](mailto:Corinthia.T.Cortez@uscg.mil).

12. CAPT T. E. Fryar, Chief, CG PSC-RPM, sends.

13. Internet release authorized.

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