

# Reserve Supplemental Lists Information

## Overview

---

**Introduction** This document provides policy, procedures, and information for placement on the Reserve Supplemental Advancements lists.

---

**Contents** This document covers the following topics.

<b>Topic</b>	<b>See Page</b>
Policies for Supplemental Lists	2
PPC Customer Care Trouble-Ticket Template and Confirmation Requirement	3
Eligibility Requirements	5
PPC Point of Contact	7

---

# Reserve Supplemental Lists Information

## Policies for Supplemental Lists

---

**Introduction** This section provides links to current policy for placement on Reserve Supplemental Advancement Lists.

---

**Messages/  
References** Review the following message and manual for current policy.

- (a) [ALCGRSV 031/24, Oct 2024 Reserve Servicewide Exam \(RSWE\) Announcement](#)
  - (b) [Reserve Policy Manual COMDTINST M1001.28 \(series\)](#), Chap. 7-C
- 

**2024 Update** For reserve supplemental purposes. ALCGRSV 031/24 announced the RSWE for 2024 and listed the supplemental ratings that will continue into 2025. For clarification, only the ratings listed in Paragraph 3 of the ALCGRSV will continue as supplemental ratings.

(a) RSWE Waivers. The OCT 2023 RSWE is waived for advancement to: BM1, BM2, CS2, IS2, IV2, ME2, MST2, PA1, PA2, SK2, and YN2. These rates will continue opened as a supplemental list.

---

# Reserve Supplemental Lists Information

## PPC Customer Care Trouble-Ticket Template and Confirmation Requirement

---

**Introduction** This section provides a template for list placement requests and procedures for follow-up inquiries.

---

**Reference** (a) Personnel and Pay Procedures Manual, PPCINST M1000.2 (series)

---

**Message template** Commanding officers and OINCs must submit recommendations to PPC (ADV) via a [PPC Customer Care Trouble-Ticket](#) and include the following information:

SUBJ: RESERVE SUPPLEMENTAL ADVANCEMENT ELIGIBILITY REQUEST

A. Performance, Training and Education Manual, COMDTINST M1500.1 (series)

1. List for which recommendation is submitted (E.G., BM2)

2. Member Rate, Name and Employee ID #

3. Date of Rank in current pay grade

4. Completion Date for:

A. EPQ/EPME/EOCT

B. RPQ/EPME/RAT/Rating Competency Code

(for ERAT ratings, per REF B)

C. E-PME AQE (E6 ONLY)

D. Additional Advancement (COMPETENCY) Requirements

5. Date of current PSI on file or submission date of NACLIC package (ET, GM AND PA ONLY)

6. Effective date of member's last EER in current rate/paygrade along with a statement indicating whether the member meets the standards, and retains the command recommendation for advancement.

7. Unit POC, contact e-mail, and phone number

8. Released by (NAME OF CO OR OIC)

---

*Continued on next page*

## Reserve Supplemental Lists Information

### PPC Customer Care Trouble-Ticket Template and Confirmation Requirement, Continued

---

**Confirmation  
follow-up**

**If you have not received placement confirmation message within 5 business days of your request, it means that PPC (ADV) did not receive the e-mail message. After 5 business days, commands shall send YNC Kimberly W. Hicks ([Kimberly.W.Hicks@uscg.mil](mailto:Kimberly.W.Hicks@uscg.mil)) a follow-up e-mail requesting status.**

---

# Reserve Supplemental Lists Information

## Eligibility Requirements

---

**Introduction** This section provides requirements for placement on the Reserve Supplement Advancement Lists.

---

**Employee Reviews** Current Evaluations are continuing to present a problem for timely placement of the member.

Check the Direct-Access system (Employee Review Summary) to ensure an evaluation has been completed within the required period.

All members must have current evaluations in current pay grade for addition.

Members without evaluations will be placed by date stamp of the new e-mail message following input and confirmation of evaluations in Direct-Access Employee Review Summary.

---

**RPQ/EPQs** Ensure the required RPQs and/or EPQ's, Rating RAT or EOCT, E-PME AQE (Advancement Qualification Exam) are completed prior to sending message to PPC (ADV) for placement on a supplemental eligibility list. Note: For ratings which have transitioned to the Enlisted Rating Advancement Training System (ERATS), review the latest bi-annual ALCOAST ERATS message to ensure the latest requirements have been met.

---

**Good Conduct** All members must have 12 months of Good Conduct Eligibility for placement on the supplemental list for E5 or E6.

---

**Time in Rating** Must have 6 months time in grade in current rating for advancement to E5.  
Must have 12 months time in grade in current rating for advancement to E6.

---

*Continued on next page*

# Reserve Supplemental Lists Information

## Eligibility Requirements, Continued

---

**Special  
Requirements  
for Certain  
Ratings**

BM2: Must have a current DWINTO or DWINTR course completed AND be a coxswain OR Underway DWO.

---

# Reserve Supplemental Lists Information

## PPC Point of Contact

---

### Questions

Direct questions regarding the content of this document to YNC Kimberly W. Hicks, PPC (ADV) at:



(785) 339-3407



[Kimberly.W.Hicks@uscg.mil](mailto:Kimberly.W.Hicks@uscg.mil) (E-Mail)

---