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FM COMCOGARD PSC WASHINGTON DC

TO ALCGENL

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ALCGENL 212/24

SUBJ: 2024 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 M1500.10C

D. ALCOAST 363/23, ENLISTED RATING ADVANCEMENT TRAINING SYSTEM (ERATS) FALL 2023 UPDATE

E. Military Separations, COMDTINST M1000.4 (series)

F. ALCGENL 011/24, MAY 2024 SERVICE WIDE EXAMINATION (SWE) COMPETITION

G. ALCGPSC 071/24, MAY 2024 SERVICE WIDE EXAMINATION (SWE) COMPETITION PRINT  
ERROR UPDATE 1

1. Summary. The 2024 SWE Competition will be reconvened at the end of August 2024. Commanding Officers must ensure dissemination of this ALCGENL to all active duty enlisted members in their respective areas of responsibility. Commanding Officers, SWE Officers, Education Services Officers, and members planning to compete in the SWE shall familiarize themselves with the contents of references (A) thru (E). The eligibility list for the May SWE will be used for this makeup exam.

2. Schedule. SWEs will be administered per the following schedule. Any requests for deviation must comply with references (A) and (B).

- a. 26 AUG 2024 (Monday) SWE for ADV to E-5.
- b. 27 AUG 2024 (Tuesday) SWE for ADV to E-6.
- c. 28 AUG 2024 (Wednesday) SWE for ADV to E-7.
- d. 29 AUG 2024 (Thursday) SWE for ADV to E-8.

3. Waivers.

- a. SWE. The 2024 SWE is waived for BM2, CS2, DC2, EM2, ET2, GM2, IS2 and IT2 and advancements will continue using a supplemental advancement list.
- b. Advancement Requirement Waivers. The 01 Feb 2024 deadline for waivers of advancement requirements or completion deadlines has passed and no waivers will be authorized.
- c. All other waivers contained in reference (F) remain in effect.

4. Personal Data Extract (PDE).

- a. The online PDE for the May 2024 SWE must have shown a status of "Eligible" to receive an exam.
- b. Members meeting advancement eligibility requirements after the May 2024 timelines contained in reference (F) are not authorized to compete in the 2024 SWE.
- c. The deadline for PDE corrections has passed and correction requests will no longer be accepted.

5. Substitute Exams and Dept ID Updates

- a. Exams for members PCSing during AY24 will be mailed to the unit the member is assigned to effective 10 Jul 2024. SWE Officers shall forward exams for member's PCSing after 10 Jul 2024 to the member's new unit.

b. Units away from homeport on continuous deployment from early July until the SWE date can request early mailing of SWEs. Request of early mailing must be sent to [PPC-DG-CustomerCare@uscg.mil](mailto:PPC-DG-CustomerCare@uscg.mil)

c. Substitute SWEs must be requested by 05 Sep 2024. SWE Officers administering substitute exams shall adhere to the guidance outlined in 3.B.2 of reference (B) and Page 27 of the SWE Officer Handbook. Substitute exams must be administered on the date authorized by Pay and Personnel Center (PPC).

d. PSC recognizes the disruption caused by the delayed SWE and acknowledges that some members may have previously scheduled travel, vacations, and other obligations. No one was planning for an August SWE. Commands that have members with previously scheduled obligations should contact PPC directly at [PPC-DG-CustomerCare@uscg.mil](mailto:PPC-DG-CustomerCare@uscg.mil) to discuss scheduling a substitute SWE exam. Substitutions will be approved on a case-by-case basis.

e. SWE Officers forwarding exams for deployed members and members PCSing after 10 July 2024 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.

7. Advancement Cycle Timeline.

a. Early mailing of SWEs to underway units: July 2024.

b. PPC mails SWEs to exam boards: late July/early August 2024.

c. Computation of final multiple scores: October 2024.

d. Profile Letters available via Direct Access: October 2024.

e. EPM publishes SWE Advancement Eligibility List: November 2024.

f. Initial cuts released: November 2024.

8. PPC (ADV) is the single POC for all SWE inquiries. They can be reached by e-mail at [PPC-DG-CustomerCare@uscg.mil](mailto:PPC-DG-CustomerCare@uscg.mil). For additional SWE information go to the PPC (ADV) home page at <https://uscg.sharepoint-mil.us/sites/ppc/SitePages/PPC%20Advancements%20Service%20Validation%20and%20Data%20Corrections.aspx>

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

10. Internet release authorized.

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