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TO ALCGENL

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SUBJ: 2024 MASTER CHIEF ADVANCEMENT PANEL ANNOUNCEMENT

- A. Enlistments, Evaluations, and Advancements, COMDTINST M1000.2 (series)
- B. Coast Guard Military Human Resource Record (CGMHRR) System, COMDTINST 1080.10 (series)
- C. Military Separations, COMDTINST 1000.4 (series)
- D. Guidance and Eligibility Criteria for Enlisted Personnel Boards and Panels, PSCINST 1401.2 (series)

1. Summary. This message announces the 2024 Master Chief Advancement Panel (MCAP), to recommend eligible active duty Senior Chief Petty Officers (SCPOs) for advancement to Master Chief Petty Officer (MCPO) in each rating, except MU. COs and OICs must ensure distribution of this message to all active duty SCPOs within their command and be aware of all eligibility requirements to ensure candidates are properly and fairly considered for advancement. SCPOs must be aware of the eligibility requirements outlined below and familiarize themselves with the contents of refs (a) through (d). Failure to follow these requirements will not justify a waiver.

2. Eligibility.

- a. Eligibility requirements are outlined in Chapter 5 of ref (a) and paragraph 10 of ref (d). Additional information is available at [https://uscg.sharepoint-mil.us/sites/psc\\_spo/psc-epm/epm-1/Advancements](https://uscg.sharepoint-mil.us/sites/psc_spo/psc-epm/epm-1/Advancements).
- b. All eligibility requirements must be completed by the Panel Eligibility Date (PED): 01 February 2024.
- c. This ALCGENL supersedes previously published eligibility waivers. Waiver requests for advancement and core competency requirements must be sent to [hqs-smb-cgpsc-epm-1-panels@uscg.mil](mailto:hqs-smb-cgpsc-epm-1-panels@uscg.mil) prior to the PED; late requests will not be accepted. Ref (d) provides waiver guidance.

3. Candidate Responsibilities.

- a. IAW ref (a), candidates are responsible for ensuring their eligibility in all aspects of the MCAP. Candidates shall verify the accuracy of their Personal Data Extract (PDE) in Direct Access (DA) and that their name appears on the ALCGENL final eligibility list. Candidates reviewed during a previous MCAP should not assume they are eligible. Members must take early action to report incorrect PDE data to their unit Admin or Servicing Personnel Office (SPO). After reporting incorrect data, candidates must verify PDE corrections are complete prior to the 01 April 2024 correction deadline. If the PDE correction

is not completed, then the candidate shall submit a Trouble Ticket before 01 April 2024 to [ppc-dg-customer@uscg.mil](mailto:ppc-dg-customer@uscg.mil). PDE corrections must be completed and visible on the PDE NLT 01 April 2024. Failure to report and verify PDE corrections prior to the deadline will result in a "Not Eligible" status.

b. IAW ref (a), each candidate is personally responsible for ensuring accuracy and completeness of their record. Candidates must take early action to ensure their record is up to date and accurate prior to 29 April 2024. The record includes Official Military Personnel File (OMPF), Enlisted Evaluation Reports (EERs), and Employee Summary Sheet (ESS). Ref (b) provides a complete list of documents maintained in the OMPF. IAW ref (d), the Panel will review the past seven years, 13 May 2017 to 13 May 2024, of EERs and OMPF. The entire ESS will be reviewed. Members must contact their Record Manager for OMPF assistance. When submitting a request, indicate "URGENT: MCAP CANDIDATE" in the subject line. The "How to Update Your Personnel Record" document located at [https://uscg.sharepoint-mil.us/sites/psc\\_spo/psc-epm/epm-1/Boards%20and%20Panels/SitePages/Master-Chief-Advancement-Panel.aspx](https://uscg.sharepoint-mil.us/sites/psc_spo/psc-epm/epm-1/Boards%20and%20Panels/SitePages/Master-Chief-Advancement-Panel.aspx) is available to assist members with record preparation.

c. Candidates should review the Commandant and Master Chief Petty Officer of the Coast Guard Guidance to Enlisted Selection Boards and Panels. This document is available at [https://uscg.sharepoint-mil.us/sites/psc\\_spo/psc-epm/epm-1/Boards%20and%20Panels/SitePages/Master-Chief-Advancement-Panel.aspx](https://uscg.sharepoint-mil.us/sites/psc_spo/psc-epm/epm-1/Boards%20and%20Panels/SitePages/Master-Chief-Advancement-Panel.aspx) and will be provided to the Panel. It clearly sets forth the Commandant and Master Chief Petty Officer of the Coast Guard's vision for selection to MCPO.

d. IAW refs (a) and (d), candidates may submit communication to the Panel. All communication to the Panel must be sent to [hqs-smb-cgpsc-epm-1-panels@uscg.mil](mailto:hqs-smb-cgpsc-epm-1-panels@uscg.mil) with the subject "MCAP Communication" NLT 15 April 2024. Communication to the Panel received after this deadline will not be accepted.

#### 4. Command Responsibilities.

a. Chapter 3 of ref (a) details Command responsibilities.

b. Members missing a current EER is a common reason for ineligibility. Candidates must have an EER with a mark of "Ready" dated between 02 February 2023 and 01 February 2024. Members with a "Not Ready" may have a Commanding Officer Recommendation Change (CORC) EER submitted with an effective date NLT 01 February 2024 to fulfill the eligibility requirement. Members without an EER during this period will require a Service Wide Exam (SWE) EER dated between 02 February 2023 and 01 February 2024. SWE EERs should be dated greater than 184 days prior to 29 February 2024 (29 August 2023) when possible, to return to the regular marking cycle. A regularly scheduled E-8 EER must be finalized NLT 30 March 2024. This provides a record of the candidate's most recent performance. If a candidate on the 2024 MCAP eligibility list receives a mark of "Not Ready" or "Not Recommended" between the PED and MCAP convening, commands must notify EPM at [hqs-smb-cgpsc-epm-1-panels@uscg.mil](mailto:hqs-smb-cgpsc-epm-1-panels@uscg.mil) for removal. The email should include "MCAP" in the subject line and must include the candidate's name, EMPLID, rank, and EER date that changed the candidate's mark of ready or recommended. If a member is eligible for the MCAP, but does not desire to be considered for advancement, they should receive a "Not Ready" mark. Contact CG PSC-EPM-3 at [hqs-smb-cgpsc-epm-3-evaluations@uscg.mil](mailto:hqs-smb-cgpsc-epm-3-evaluations@uscg.mil) with any EER questions.

c. Commands shall verify the candidate's most current Rating Performance Qualifications (RPQs) and Enlisted Performance Qualifications (EPQs) are

completed and signed NLT 01 February 2024. After command verification, EPQ and RPQ completion shall be entered directly in DA; TMT entry is not required. Use the "ERATS - DA Competency Entry Process Guide" to accurately record completion through your Personnel & Administration (P&A). The rating competency code must appear in the candidate's DA competency record, even if there is no RPQ standards for that pay grade, to receive an "Eligible" PDE. Commands may enter backdated competency codes in DA prior to the PDE correction deadline; however, competencies should be entered prior to the PED to ensure members receive an "Eligible" PDE. Commands shall notify PPC (ADV) at [ppc-dg-customer@uscg.mil](mailto:ppc-dg-customer@uscg.mil) if a candidate received an "Eligible" PDE but has not completed eligibility requirements by the PED.

5. Timeline.

- a. 01 February 2024: Panel Eligibility Date (PED) and Waiver submission deadline.
- b. Mid-February 2024: Personnel Data Extract (PDE) available in DA.
- c. OOA 20 February 2024: Initial 2024 MCAP eligibility list released via ALCGENL.
- d. 29 February 2024: End of E-8 marking period.
- e. 30 March 2024: Regular E-8 EERs finalized in DA.
- f. 01 April 2024: PDE Correction Deadline.
- g. OOA 15 April 2024: Final 2024 MCAP eligibility list released via ALCGENL.
- h. 15 April 2024: Communication to the Panel submission deadline.
- i. 29 April 2024: OMPF update deadline.
- j. 13 May 2024: 2024 MCAP convenes.

6. EPM-1 is the single point of contact for all MCAP inquiries including current MCPOs interested in participating as a Panel member. They can be reached at [hqs-smb-cgpsc-epm-1-panels@uscg.mil](mailto:hqs-smb-cgpsc-epm-1-panels@uscg.mil). When sending an email regarding MCAP, include "MCAP" at the beginning of the subject line. For additional information go to [https://uscg.sharepoint-mil.us/sites/psc\\_spo/psc-epm/epm-1/Boards%20and%20Panels/SitePages/Master-Chief-Advancement-Panel.aspx](https://uscg.sharepoint-mil.us/sites/psc_spo/psc-epm/epm-1/Boards%20and%20Panels/SitePages/Master-Chief-Advancement-Panel.aspx).

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

8. Internet release authorized.

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