

LAMS Completion Deadline Waiver Process Guidance

Introduction This document provides reference to policy, procedures and information on submitting Leadership and Management School (LAMS) completion deadline waivers to PPC.

References

- (a) COMDTINST M1000.2 (Series), Chapter 3 Enlisted Advancements
- (b) FORCECOM winter and summer ERATS updates
(<https://cg.portal.uscg.mil/units/forcecom/SitePages/Main.aspx>).
- (c) Various SWE messages
(<https://cg.portal.uscg.mil/units/ppc/SitePages/Advancements%20and%20Evaluations%20Branch.aspx>).
- (d) ALCGENL 200/19 dtd 24 Oct 1019
https://cg.portal.uscg.mil/library/generalmessages/General%20Messages/GENMSG2019/ALCGENL/200-19_ALCGENL.txt

Background LAMS completion deadline waivers are available to allow for certain provisions where individuals are unable to complete LAMS prior to the Servicewide Examination Eligibility Date (SED).

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Policies and Procedures for LAMS Completion Deadline Waivers

Introduction This section discusses policy that governs LAMS completion deadline waivers.

References (a) COMDTINST M1000.2 (Series), Chapter 3 Enlisted Advancements

Background Occasionally individuals incur complexities or extenuating circumstances when attempting to obtain a LAMS class quota, which are beyond the members' control. Reference (a), Section 3.A.5 discusses the eligibility requirements all service members must meet, and Commands must validate, prior to submitting a request for a LAMS completion deadline waiver.

Note: Individuals are solely responsible for validating their advancement eligibility and the overall eligibility requirements to compete in the SWE advancement competition.

Procedure When a member discovers they will not complete LAMS prior to the SED, as prescribed in Section 3.A.3.c of Ref (a), for reasons beyond their control, and are considering submission of a LAMS completion deadline waiver request, the Command's next steps are:

Step	Action
1	Validate the member is otherwise fully eligible for advancement per Section 3.A.5, of Ref (a).
2	Carefully screen each request ensuring the criteria of Section 3.A.4.f. of Ref (a) are met.
3	Obtain a LAMS class quota from ETQC that allows the member to complete LAMS training prior to the SWE PDE correction deadline (1 April for the May SWE, 1 Sep for the Oct RSWE, and 1 Oct for the Nov SWE).
4	Commands may then choose to submit a LAMS completion deadline waiver request to PPC (ADV) via a Customer Care Trouble Ticket <i>prior to (SED.)</i> Note: If members do not meet basic eligibility requirements as prescribed in Sections 3.A.5 and 3.A.4.f, Commands should not submit a waiver request. (Step 5 below contains a template commands may utilize to send PPC Customer Care Trouble Ticket request for LAMS completion deadline waiver).

PPC Advancement LAMS Completion Deadline Waiver Guidance

5	<p>SUBJ: LAMS COMPLETION DEADLINE WAIVER REQUEST</p> <p>A. Enlisted Evaluations and Advancement Manual, COMDTINST M1000.2 (Series), 3.A.4.f, and 3.A.5.</p> <ol style="list-style-type: none">1. Member Rate, Name and Employee ID #2. Date of Rank in current pay grade:3. Completion Date for RPQ:4. Completion Date for other competency code (i.e., EMT, COXSWAINS Code if applicable: (Date or N/A)5. Date of current CO Recommendation:6. Upcoming LAMS class date (Must have LAMS class quota).7. Extenuating circumstances that led to member not being able to complete LAMS by the Servicewide Eligibility Date, SED, e.g., operational, medical or work-life constraints.8. Unit POC, contact e-mail, and phone number9. Released by (NAME OF CO OR OIC)	
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PPC (ADV) LAMS Completion Deadline Waiver Process

Introduction This section discusses LAMS completion deadline waiver determination.

References (a) COMDTINST M1000.2 (Series), Chapter 3 Enlisted Advancements

Background IAW COMDTINST M1000.2, 3.A.4.f.1, PPC (ADV) is the sole point of contact for LAMS completion deadline waiver requests.

Procedure PPC (ADV) reviews each waiver on a case-by-case basis, and the service member's unit relationship has no bearing on approval/denial of LAMS completion deadline waivers (For example: assignment to a PSU / PATFORSWA / USCGC, does not automatically entitle members to a LAMS completion deadline waiver). Below are steps PPC (ADV) uses in the determination of LAMS completion deadline waivers. **Note:** These steps are not all inclusive as certain circumstances differ in details and situations.

Step	Action	
1	PPC (ADV) confirms unit validation of eligibility.	
2	PPC (ADV) receives LAMS completion deadline waiver request <i>prior to SED</i> and determines if the waiver request is in accordance with COMDTINST M1000.2 (Series), 3.A.4.F; 3.A.5.	
3	If applicable, PPC (ADV) validates previous LAMS quota requests/enrollments with ETQC.	
4	PPC (ADV) collects additional information on date of rank, rotation date to current unit and information regarding circumstances for current assignment. These factors all contribute to determining individual eligibility for a LAMS completion deadline waiver.	
5	PPC (ADV) approves/denies waiver, or requests the unit to provide additional information, which can assist in waiver determination. PPC (ADV) sends determination to unit POC and service member.	