

LATERAL CHANGE REQUEST FAQ

1) I want to change my rating. What is my first step?

Once you have decided to change your rating (after thoughtful consideration), download the Lateral Change Request form from the PSC-rpm-1 web site at: <http://www.uscg.mil/rpm/rpm1/rcc.asp#lateral>. Fill in all the information blocks on page one of the form. Download your Employee Summary Sheet (ESS) from CGBI, print the ESS and attach it to your completed Lateral Change Request. Also attach copies of all other supporting documents, especially documents for courses, education, and training that do not appear on your ESS. Forward the completed form and all attachments through your chain of command to your commanding officer.

2) Why do so many different people have to sign the form?

Command visibility for manpower readiness is a vital component of the rating change process.

3) If I change my rating, will I also change pay grades?

You may or may not be allowed to retain your pay grade. Oftentimes, to change ratings you will be required to attend and complete Class "A" school for the new rating. This may result in you graduating as an E-4, regardless of previous grade.

4) How do I route the form once I finish filling out page 1 and gathering all my supporting documents?

After attaching a copy of all other supporting documents (especially documents for courses, education, and training that do not appear on your ESS), forward the completed form and all attachments through your chain of command to your commanding officer.

5) What will I need to be prepared to do if my request is approved?

As stated above, you may be required to attend and complete Class "A" school for the new rating. A reservist must complete all performance qualifications, correspondence courses, and all required rating nonresident courses for the requested rating up to and including the pay grade sought.

When fully qualified, the member must be recommended for, and participate in, the next regularly scheduled Reserve SWE competition for the new rating; the member's name must appear on the subsequent advancement list. The member must re-compete if the lateral is not completed during the SWE advancement cycle. If there is no Reserve SWE or Class "A" School requirement in the new rating, the commanding officer shall send a message to Personnel Service Center (adv), information addressee PSC-rpm, requesting placement on the new rating's striker eligibility list. See Enlisted Accessions, Evaluations, and Advancements Manual, COMDTINST M1000.2, Article 3.C.

6) Wow. That sounds like a lot. How long do I have to complete those requirements?

Authorization to pursue a lateral change in rating expires three years after the date the authorization was granted, if requirements are not met.

7) What happens if I don't complete the requirements before the deadline?

If the time limit has expired, and no extension has been granted, the authorization is canceled, the reservist's training rating indicator shall be removed, and reassignment and training in the original rating shall be resumed.

8) Is there an extension process if the requirements are not completed by the deadline?

A reservist may request an extension of the time limit via the chain of command, with full documentation as to why the change in rating was not completed in the allotted time, and what steps will be taken to complete the change in rating. All extensions must be forwarded to PSC-rpm for determination.

9) I'm an IV, are there any specials rules for me?

For changes involving the IV rating, Commandant CGIS must be included as an approving authority in the routing of the form. Please refer to the Reserve Policy Manual, COMDTINST M1001.28(series), article 7.C.10 for further guidance.

10) I'm a commanding officer, what is my role in this process?

As the commanding officer, you are verifying the accuracy and completeness of the documents in the request package. Once the package is verified, you sign page 2 in the appropriate section and forward the package to your district (dxr).

11) I'm the DXR, what is my role in this process?

As the district (dxr), you are acknowledging the potential impact on the unit to which the member is currently assigned. Once the potential billet gap and readiness impact has been determined, you sign on page 2 in the appropriate section and forward the package to the Inter-Service Transfer Team (if the requestor is being released from active duty) or to PSC-rpm-1 (if the requestor is a reservist).

12) If I'm the DXR or the Inter-Service Transfer Team, what e-mail address do I use to submit a request package to PSC-rpm-1?

ARL-PF-CGPSC-RPM-Query@USCG.mil