

**Leadership Development Requirements for Enlisted Advancement
Frequently Asked Questions and Answers
(Updated 01SEP17)**

1. What exactly is the Enlisted Leadership Development Continuum?

Answer: The continuum is a series of leadership development courses, anchored by the 28 Leadership Competencies and complimented by the EPME Performance Requirements, which progressively build upon the leadership fundamentals attained in accessions training to effectively prepare our enlisted workforce for their ever expanding roles in the areas of leadership and management.

2. What courses are included in the continuum?

Answer: Apprentice Leadership Program (ALP), Leadership and Management School (LAMS), Chief Petty Officer Academy (CPOACAD), Senior Enlisted Leadership Course (SELC), and authorized DOD service academies.

3. Are these continuum courses a requirement for advancement?

Answer: Yes, they are required in order to advance to the next higher pay grade.

4. With ALP being primarily delivered to students attending a respective “A” School and now a requirement to advance to E-4, how will members that complete PA “A” School complete this requirement?

Answer: Stand alone course sessions will be advertised on E-TQC’s portal site.

5. If I have a member that competed in the May SWE and is above the cutoff, when should he/she expect to attend CPOACAD/SELC?

Answer: Members should expect to attend prior to their name appearing on the monthly Enlisted Personnel Advancement Authorization (EPAA). Members will be slated for a CPOACAD convening based on their position above the cutoff. If your member is near the top of the list, they will be slated to attend an earlier convening; if they are towards the bottom of the cutoff, they will be slated to attend later in the year. The goal is to have each member above the cutoff successfully graduate CPOACAD/SELC prior to their authorized advancement.

Members above the cut for E-9 who have not already attended SELC are required to submit an ETR to attend the earliest session they are available. The slating for SELC will be managed by the SELC School Chief.

6. What action is a commanding officer required to take if their member’s name appears on the monthly EPAA to advance to E-7/E-9 on the 1st of the month, but has not completed CPOA/SELC?

Answer: Commanding officers shall verify members advancing to E7 or E-9 have completed the required course or obtained an approved waiver. If a member who does not have an approved waiver appears on the EPAA and have not yet attended their scheduled convening of the CPOACAD or SELC, they must contact COMDT (CG-12C) and request a waiver to advance on the effective date of advancement.

If a member has not completed the required course and does not have an approved waiver, the CO shall withhold the member's advancement per new policy. When advancement is to be withheld, the CO shall advise CG PPC (ADV) by e-mail via AOIX at CMD-SMD-CG-PPC with CG PSC as information addressee at CMD-SMD-CG-PSC and ARL-PF-CGPSC-EPM-1-ADVANCEMENTS.

It is imperative that the request to withhold advancement is sent to CG PPC (ADV) prior to the effective date of advancement. COMDT (CG-12C) has oversight of those who have attended or received a waiver. Once the member has attended the course, Commanding Officers shall follow-up with CG PPC (ADV) and info CG PSC, to authorize member to advance at the next advancement cycle. If the member's advancement is withheld, the member will not receive a retroactive advancement.

- 7. I have a Legacy Member that needs to attend CPOACAD/SELC to pursue a certain career path (E-8, CSEL, Special Assignment). With members above the cutoff having priority for quotas, when should they expect to receive a quota to attend their respective continuum course?**

Answer: Legacy members will have the opportunity to submit an ETR to attend the CPOCAD or apply for one of the DoD Senior Enlisted Academies. The ETR process will be managed by E-TQC and the process will be posted on E-TQC's portal page. <https://cg.portal.uscg.mil/units/forcecom/E-TQC/Pages/Home.aspx>

Course information, training objectives, prerequisites, application procedures and deadlines for the DoD Senior Enlisted Academies are located under courses on the CG-12C website: www.dcms.uscg.mil/leadership.

- 8. What is the process for submitting a waiver request for CPOACAD and SELC?**

Answer: A link to the instructions and templates are provided on the 12C website for CPOACAD and on the LDC website for SELC.

- 9. Who is the final approving authority for CPOACAD and SELC waiver requests?**

Answer: The Office of Leadership, COMDT (CG-12C) thru members first Flag Officer and Gold Badge Command Master Chief.

10. Will members slated to attend CPOACAD be attending as E-6s or will they be frocked prior to attending?

Answer: CG PSC (epm) is the frocking authority for enlisted personnel. E-6s above the cut will be frocked to E-7 the day prior to departing for their slated session. Frocking authorization will be included in the ALCGENL message publishing SWE cutoffs and revisions.

11. I have a member that is slated for a CPOACAD/SELC convening but is unable to attend due to extenuating circumstances beyond their control. What flexibility does he/she have to attend another convening that works around his/her schedule?

Answer: Members will have the waiver process available to them for circumstances that may interfere with them attending the course session they are originally slated for. Requests will be reviewed and processed on a case-by-case basis. Blanket requests are not available.

Approved waivers allow a member to advance to the next paygrade without attending the course. Members with an approved waiver will then have the opportunity to utilize the ETR system to attend another session.

12. I have a member that attended the CPOACAD/SELC session they were slated for, but half way through the course, they were disenrolled due to NO FAULT of their own (family emergency, injury, hardship, etc). What opportunities will be provided to my member to attend another session?

Answer: Following the resolution of the extenuating circumstance, the member will utilize the ETR system to obtain a seat in an available session. Should the case arise where the member is authorized to advance prior to completing CPOACAD or SELC, the member will have the waiver request process available to them.

13. I have a member that attended the CPOACAD/SELC session they were slated for, but half way through the course, they were disenrolled due to FAULT of their own (unsat conduct, not meeting course expectations, appearance). What opportunities will be provided to my member to attend another session?

Answer: The opportunities available to this member will be extremely limited. This member will not be re-slated by 12C. They will have the ability to submit an ETR or apply for an authorized DOD equivalent course. If the member is unable to complete the course, or unsuccessful in obtaining an approved waiver prior to

the expiration of the advancement list December each year, this member will not advance and will have to re-compete during the next SWE cycle they are eligible to participate in.

14. How do commands remove a member from the advancement eligibility list if disenrolled due to a FAULT of their own (unsat conduct, note meeting course expectations, appearance)?

Answer: Commands will need to notify CG PPC (ADV) via email at CMD-SMB-CG-PPC with CG PSC as information addressee at CMD-SMD-CG-PSC and ARL-PF-CGPSC-EPM-1-ADVANCEMENTS.

15. One of my members submitted a waiver request for the CPOACAD/SELC, but it was denied. The CMC directed him/her to execute orders for the session they are originally slated for, but my member decided to decline them. What occurs if they are next in line to be advanced, but haven't completed the continuum course required to advance?

Answer: These members will not be re-slated to attend the CPOACAD/SELC. Members' advancement will be withheld until they have successfully completed the required course. If they do not complete the course prior to the expiration date of the advancement list for which they are above the cutoff, they will not be advanced and will have to re-compete for advancement during the next SWE cycle they are eligible to participate in.

16. Which office will be handling the slating of members above the cut, Legacy Member slating, cancellations and completion tracking, etc?

Answer: The Office of Leadership, COMDT (CG-12C) will be the lead office for these items, but they will work closely with CPOACAD/SELC School Chiefs, E-TQC Schedulers, CG PPC (ADV), CG PSC (epm), and CG-1331.

17. Will my member be authorized to advance if PSC (epm) advances beyond the published cutoffs and he/she hasn't had the opportunity to attend the required continuum course?

Answer: Members facing this situation will receive a waiver from COMDT (CG-12C) to advance prior to attending the CPOACAD. The member will then be automatically slated to attend the next available session.

18. Why are the changes only applicable to the Active Duty Component, and not the Reserve Force?

Answer: The enhancements being made to the enlisted advancement system require a change in culture and warrant a phased-in approach. Once the Active

Duty piece is implemented and functioning effectively, Reserve Program implementation will commence.