



# Reserve - Master Chief Advancement Panel

## Frequently Asked Questions

Last Updated 10 September 2021



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### **GENERAL**

**1. Why consider a change to the advancement process for Master Chiefs? Is there something wrong with our current Master Chiefs?**

The Coast Guard has maintained the same promotion process for senior enlisted leaders since 1958. While the process has proven effective in promoting members to positions of greater leadership and responsibility, there is definite room for improvement, particularly in the utilization of technology, databases, and processes that were not available during the conception of the current advancement system.

**2. Why replace the SWE with the R-MCAP?**

The current most impactful stratifying factor for advancement to E-9 is the SWE, which permits a test score to override a member's record of service. The R-MCAP incorporates crucial qualitative information about a member's proven record of professionalism, leadership, and performance. The R-MCAP deliberately prioritizes those qualities the service values most and provides greater confidence in advancing senior enlisted leaders.

**3. Will there still be a SWE for advancement to E-9?**

No, there will no longer be a SWE for reserve advancement to E-9.

### **ELIGIBILITY**

**4. Who will be reviewed by the 2021 R-MCAP?**

All reserve members who have completed eligibility requirements for advancement to E-9 will be reviewed by the Panel.

**5. Since I no longer have to take the SWE, how will RPM determine my eligibility for the R-MCAP?**

All other E-9 advancement eligibility requirements in [Enlistments, Evaluations, and Advancements COMDTINST M1000.2\(series\)](#) remain in effect.

**6. What if I am otherwise eligible, but do not wish to be reviewed by the R-MCAP in a given year?**

If you want to voluntarily remove yourself from consideration by the R-MCAP, you can request a mark of "Not Ready" on your EER. This will remove your name from the candidate list and you will not be reviewed by the Panel. Your command should follow guidance provided by (the ALCOAST MSG) [CG PSC-EPM-3](#) when completing Future Potential and Advancement Recommendation comments and can include specifics regarding your choice to remove yourself from consideration if so desired.

**7. How do I verify my eligibility for the 2021 R-MCAP?**

Your SWE Personnel Data Extract (PDE) will still be generated in Direct Access and your eligibility can be verified when you receive your PDE in July.

**8. Similar to a SWE Eligibility Date (SED), is there a Panel Eligibility Date (PED)?**

Yes, like the SED, the PED will be 01 July 2021. Members must complete all eligibility requirements by this date.

**9. After I check my eligibility on my PDE, will there be a correction period?**

Yes, the correction period deadline is 01 September 2021.

**10. How will the EER process work for the 2021 R-MCAP?**

As per ACN 064/21, each candidate must have an EER with a CO's recommendation mark for each new advancement cycle. For the 2021 R-MCAP, candidates must have an EER (with a mark of "Ready") dated between 01 July 2020 and 01 July 2021, the PED. Members marked "Not Ready" in this period may have a Commanding Officer Recommendation Change (CORC) EER submitted with an effective date NLT than the 01 July 2021 PED to fulfill the R-MCAP EER eligibility requirements. This must be approved NLT the 1 September 2021 PDE correction deadline. Members without an EER during this period will require a Service Wide Exam (SWE) EER dated anytime between 01 July 2020 and 01 July 2021 to be eligible for the 2021 R-MCAP. SWE-EERs cannot be submitted to change a CO recommendation.

Please reach out to CG PSC-EPM-3 at [HQS-DG-CGPSC-EPM-3-Evaluations@uscg.mil](mailto:HQS-DG-CGPSC-EPM-3-Evaluations@uscg.mil) for all questions regarding your qualifying EER for R-MCAP 2021.

**11. Am I still required to complete E-9 EPQs/RPQs and have them entered by 01 July 2021?** Yes, completion of applicable EPQs and RPQs will still be used in determining eligibility as it has in the past. If you have not completed your EPQs/RPQs by this date, your EER should reflect "Not Ready" IAW with [COMDTINST M1000.2\(series\)](#).

## **PANEL PROCESS**

**12. What specifically will be reviewed in my record and how far back will they go?**

As with all PSC boards and panels, your Electronically Imaged-Personnel Data Record (EI-PDR), Enlisted Evaluation Reports (EERs), and Employee Summary Sheet (ESS) will be reviewed. In addition, R-MCAP will review a Reserve member's point statement. The R-MCAP will review the last seven years of your EI-PDR and EERs, while the ESS and point statement will span your entire career. The "Panel View" option will be used for your ESS. Learn how to update your personnel record [here](#).

**13. I'm eligible for the 2021 R-MCAP, how do I request and update my EI-PDR?**

Directions on how to request and update your EI-PDR are provided on a 1-page quick guide, [How to Update Your Personnel Record](#), posted on the R-MCAP Portal page. If you are going to be reviewed by the R-MCAP in 2021, you should place "R-MCAP Prep" as the subject line in your e-mail requesting your EI-PDR. Do not use this as the subject line if you are requesting it for purposes outside of preparing for the 2021 R-MCAP.

**14. When is the last day I can update my EI-PDR?**

The EI-PDR will be considered "final" for R-MCAP purposes on 06 October 2021. This deadline allows an accurate version of your record to be converted to a document for panel use. BOPS-MR recommends requesting your EI-PDR at least three months prior to your board to allow for any necessary updates. When requesting a copy of your EI-PDR please place "R-MCAP PREP" in the subject line. A military records technician will download your record to a PDF file and e-mail it back to you usually within three working days.

If updates to your EI-PDR need to be made, it is imperative proper procedures are being followed. All EI-PDR updates must be made through your respective Servicing Personnel Office (SPO) or Personnel & Admin (P&A) office. Members should NOT email updates directly to BOPS-MR. When submitting updates, SPO/P&A personnel should remove unauthorized documents prior to BOPS-

MR submittal and should include "URGENT BOARD ENTRY" in the subject line.

Visit the [Personnel Service Center Business Operations-Military Records Branch website](#) for additional information.

**15. Will my advancement final multiple be considered during the Panel?**

The final multiple and points you received for each factor will not be considered, however, the factors themselves will be considered. For example, the panel members will not calculate the five points you received for awards, however, they will see the awards on your ESS and citations in your EI-PDR, and they will be factored into their criteria scores accordingly.

**16. Will I have the opportunity to write a memo or provide remarks to the panel before they convene?**

Yes, any member under consideration by the R-MCAP may send direct communication to the Panel President via standard Coast Guard memo format with at least a signature endorsement from the CO or OIC. Communications must be received prior to the R-MCAP convening date, but should arrive NLT two weeks prior to the convening date to allow for revision should the submission contain unauthorized content. Although written communication is authorized, it is only encouraged when amplifying information involving circumstances beyond the member's control is not already available within the member's record that the member feels will have an impact on the Panel's deliberations. Additional guidance regarding this memo is provided in [COMDTINST M1000.2\(series\)](#).

**17. How much of the criteria will be rating specific? How much will be the same for everyone?**

Unlike the Active Duty MCAP where members of a single rating compete against each other, R-MCAP will have all ratings compete in the same pool. Of course performance and levels of certification/training in rating will be considered, but the expectation is that a Reserve Master Chief is a Service leader and not a rating technician. Therefore the panel will emphasize a candidate's demonstrated leadership abilities and potential to assume greater leadership roles. The four main scoring criteria for the R-MCAP will be based on the Enlisted Evaluation System and the Coast Guard's Leadership Development Framework, and include: Military, Performance, Professional Qualities, and Leadership. Performance expectations for senior enlisted members are also published in the [Leadership Development Framework, COMDTINST M5351.3, COMDT's Guidance to Enlisted Selection Boards and Panels](#).

**18. What will the panel membership look like?**

Panel membership will be sufficiently diverse to represent the diversity of the candidates considered. Unlike Active Duty MCAP which uses sub-panels to consider a community of ratings, R-MCAP will use a single panel of members to consider all ratings. The Panel will be chaired by either a Reserve or Active Duty Captain and a diverse mix of Reserve and Active Duty E-9s. PSC staff will select panel members based on their performance and career history. Additional details will be provided in the future revision of [COMDTINST M1000.2\(series\)](#).

**CG-4082**

**19. What is a CG-4082?**

The [Record of Professional Development, Form CG-4082](#), allows members to include education, training, professional certifications, licenses, and other information into their record that is not already captured elsewhere (Note: CG qualifications, specialty codes, and language proficiency should be captured on the Employee Summary Sheet (ESS)). [COMDTINST M1500.10 \(series\)](#) also contains information regarding the CG-4082.

**20. Is a CG-4082 required?**

No. Form CG-4082 is an optional document, NOT required to be included in a member's EI-PDR. Members may, at their own discretion, submit an up-to-date, complete, and correct form for consideration by selection boards, advancement panels, screening panels, or assignment officers. Though optional, it is highly recommended if you have items for your record that do not appear on your ESS or other parts of your EI-PDR.

**21. How do I see what I currently have on my existing CG-4082s in my EI-PDR?**

You should request a copy of your EI-PDR to review what information has been submitted on prior CG-4082s. When requesting a copy of your EI-PDR please place "R-MCAP PREP" in the subject line. A military records technician will download your record to a PDF file and e-mail it back to you usually within three working days.

If updates to your EI-PDR need to be made, it is imperative proper procedures are being followed. All EI-PDR updates must be made through SPO/P&A personnel. Members should NOT email updates directly to BOPS-MR. When submitting updates, SPO/P&A personnel should remove unauthorized documents prior to BOPS-MR submittal and should include "URGENT BOARD ENTRY" in the subject line.

Visit the [Personnel Service Center Business Operations-Military Records Branch website](#) for additional information.

**22. What if I already have a CG-4082 in my record but want to add additional data?**

If you want to add additional data, a new CG-4082 must be completed. Only one copy of the CG-4082 will be maintained in your EI-PDR; therefore, ensure entries from previous CG-4082 forms are included in the new CG-4082 form. You must maintain supporting documentation for all entries (e.g. in-progress transcripts; DoD course completion certificates; previously signed CG-4082 forms), to enable the member's Commanding Officer or Authorized Official to validate the entries prior to any new submission.

**23. What are some examples of what should be included on a CG-4082?**

Examples of what should be included on a CG-4082 include but are not limited to professional credentials, certificates and licenses (Professional engineering licenses, Certified Public Accountant, Airline Transport Pilot, Certified Government Financial Manager, Merchant Mariner License), individual resident courses at accredited colleges (supported by an in-progress transcript), professional awards (e.g., Douglas A. Munro Award for Inspirational Leadership, Coast Guard Engineer of the Year), and Department of Homeland Security, Department of Defense, and other government agency courses.

**24. What are some examples of what should NOT be included on a CG-4082?**

Examples of what should NOT be included on a CG-4082 include but are not limited to any individual course work that is already noted on the ESS (including courses that are part of a degree already documented on your ESS), Administrative Remarks Form (CG-3307), personal qualifications that have an associated competency code listed in the competency directory, specialty insignia, CG resident courses that appear on the ESS, Military Awards, or Flag Letters.

**25. When should I submit a CG-4082?**

Submit a CG-4082 when you have new data that needs to be added to your record. If you are submitting the CG-4082 for consideration by a board, panel, or for assignment it must be submitted at least 30 days prior to the convening of the board, panel, or assignment action in order to ensure it makes it into your record in time.

**26. How do I submit a new CG-4082?**

Members will submit an up-to-date, complete, and correct form through their chain of command to their local P&A Offices. Your P&A Office shall then submit the form to PSC-BOPS-MR for entry into the EI-PDR.

**27. Are e-signatures and pen signatures acceptable?**

Yes! Since there will be some members who are unable to “e-sign” their CG-4082, either form of signature will be accepted and filed by Military Records.

**PANEL RESULTS**

**28. How will I know the results of R-MCAP?**

The Panel will produce a report with a single order of merit listing all candidates in rank order. The order of merit will be used to advance members when cap space allows. PSC will release the results via standard message traffic. The order of merit will be valid for the calendar year. Those not advanced off of the previous year’s order of merit by the end of December will have to re-compete on the next year’s R-MCAP.

**29. Are there penalties for turning down E-9?**

Yes, IAW [COMDTINST M1000.2\(series\)](#) you will be required to wait one year from the anniversary date of that election before being eligible to re-compete.

**30. What can I do to improve my record other than the standard response of improve your marks, volunteer more, and participate in the mess?**

That’s actually a great start. In addition, ensure you are meeting the expectations of a Master Chief Petty Officer in the Coast Guard, specifically the balance between being a master within your rating and a master in leadership. These expectations are outlined in yearly publications of the Commandant’s Guidance to Enlisted Boards and Panels. Since R-MCAP places an emphasis on leadership independent of rating, you should seek opportunities and assignments that will allow you to demonstrate and grow your leadership abilities. Additionally, Assignment Officers and Gold Badges can provide career guidance to ensure career milestones have/can be met based on an individual’s career path.