



COMDTINST 1000.14B
APR 17 2000

COMMANDANT INSTRUCTION 1000.14B

Subj: PREPARATION AND SUBMISSION OF ADMINISTRATIVE REMARKS (CG-3307)

Ref: (a) Personnel and Pay Procedures Manual (PPPM), HRSICINST M1000.2A

1. PURPOSE. This Instruction establishes policy and standards for preparing and submitting Administrative Remarks (CG-3307) entries; it applies to all personnel involved in this process. The change shifts example entries from Preparation and Submissions of Administrative Remarks (CG-3307), COMDTINST 1000.14A, to reference (a). Reference (a) is available at <http://www.uscg.mil/hq/hrsic/3pm.htm>.
2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, assistant commandants for directorates, Chief Counsel, and special staff offices at Headquarters (HQ) shall ensure compliance with the provisions of this Instruction.
3. DIRECTIVES AFFECTED.
 - a Preparation and Submissions of Administrative Remarks (CG-3307), COMDTINST 1000.14A is cancelled.
 - b Reference (a) will include authorized example CG-3307 entries.
4. PROCEDURE.
 - a Units are prohibited from using the CG-3307 to document events not listed in reference (a) Unauthorized CG-3307's received at HQ or CGPC will be destroyed.

COMDTINST 1000.14B b.

- b Headquarters program managers, Headquarters facility managers, and unit commanding officers may submit recommendations to Commandant (G-WRI), outlining any new CG-3307 requirements. However, creation of new CG-3307 entries are discouraged because the information cannot be retrieved in an automated fashion (e.g., electronic reports generated for certain qualifications a member has completed).
- c Include header information from reference (a) on all CG-3307 entries. All header entries shall contain Entry Type, Reference, and Responsible Level, and then entry of CG-3307 text. The header information will greatly assist in tracking authorized entries. If a new CG-3307 entry is approved, Commandant G-WRI will assign the header number.
- d The CG-3307 must be prepared in original and one copy.
 - (1) The original is filed in the PERSRU PDR, and the copy is mailed to Commander, Coast Guard Personnel Command (CGPC-adm-3) for electronic imaging into the Headquarters PDR.
 - (2) There are two exceptions to the distribution of CG-3307's.
 - (a) An additional copy of the CG-3307 to document counseling related to enlisted evaluations must be placed inside the original Enlisted Performance Evaluation Form (CG-3788 series) and forwarded to Coast Guard Human Resources Service & Information Center, (HRSIC) (adv).
 - (b) Original CG-3307's remaining at time of separation/reenlistment must be attached to either the original Discharge and Reenlistment Contract or DD-214 as directed in Military Personnel Data Records (PDR) System, COMDTINST M1080.10 (series).

5. ALTERNATE METHODS.

- a Where recording or documentation is desired for certain personnel data, (e.g., unit training) an efficient alternate method is the initialing/signing of a unit roster. Instead of documenting this training on individual CG-3307 entries, a unit roster indicating date of training and signed by the trainer/instructor, and then filed in the unit training files is sufficient. Even before these alternate methods are used, consider if recording/documentation of this data is necessary.
- b Our goal is to capture all entries using newly created PMIS Code (s), or Coast Guard Human Resources Management System (CGHRMS) data fields.

6. FORMS/REPORTS. The CG-3307 is available in the Forms Plus library, and Jet Forms Filler.