

REQUEST TO CREATE, CHANGE OR INACTIVATE A COMPETENCY

SECTION I. General Information (Complete for all requests)

1. Requesting Unit or Program

2. Date of Request

3. POC Name

4. POC Telephone Number

5. POC Email Address

6. Nature of Request (Pick One)

Create New Competency
(Complete Section II)

Modify Existing Competency
(Complete Section III)

Inactivate Existing Competency
(Complete Section IV)

7. Provide brief explanation of why the competency is being created, changed, or inactivated

SECTION II. New Competency Information (Complete for creating a new competency only)

8. Proposed Competency Title

9. Full Competency Description (Carefully describe the competency and what the competency holder is qualified/able to do)

10. Qualification Requirements (What specific steps/qualifications/training courses/etc. must the person complete in order to obtain the competency)

11. For competencies requiring the completion of formal training, indicate USCG course code or outside training source and title

12. For competencies requiring the completion of formal education, list degree or course requirements, why the education is required, and supporting Adv Ed program

13. Target Audience (Explain which enlisted rating, officer specialty/sub-specialty, or civilian grade/series the competency applies to)

14. Competency Expiration Information (Once earned, is the competency permanent or does it expire after period of non-use?)

15. Currency Requirements (Explain the requalification/recertification requirements to maintain currency in the competency)

16. Awarding Official (Indicate the title of the person authorized to certify the completion of requirements and grant the competency to individuals)

17. Data Entry Information (Explain how the competency data will be entered into Direct Access; i.e., Unit admin office, PERSRU, TMT, etc...)

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SECTION III. Competency Change Information (Complete if requesting change to an existing competency)		
18a. Competency Title	18b. Competency Code	
19. Describe Changes Requested		
20. If changes require competency to be replaced with a new competency, indicate whether current competency holders should automatically receive the new competency or must qualify/recertify under the new competency requirements <div style="display: flex; justify-content: space-around; width: 100%;"> N/A Receive Requalify </div>		
SECTION IV. Competency Inactivation Request (Complete if requesting inactivation of existing competency)		
21a. Competency Title	21b. Competency Code	
22. If competency is being replaced or merged with another competency, indicate whether current positions should receive the replacing competency or the competency removed <div style="display: flex; justify-content: space-around; width: 100%;"> N/A Remove Replace Replacement Code: _____ </div>		
23. If competency is being replaced or merged with another competency, indicate whether current competency holders should automatically receive the replacing competency or must qualify/recertify under the new competency requirements <div style="display: flex; justify-content: space-around; width: 100%;"> N/A Requalify Receive Replacement Code: _____ </div>		
SECTION V. Review and Approval (To be completed by CMSA Staff)		
24. Date Received	25. Date Reviewed	
26. If request was not originated by sponsor, include sponsor feedback/comments		
27a. Sponsor Endorsement <div style="display: flex; justify-content: space-around; width: 100%;"> Approved Approved as modified Disapproved </div>	27b. Date	
26c. Program Sponsor specific reason request was modified or disapproved		
28a. Competency Administrator Final Disposition of Request <div style="display: flex; justify-content: space-around; width: 100%;"> Approved Approved as modified Disapproved </div>	28b. Date	
28c. Competency Administrator specific reason request was modified or disapproved.		
29. Competency Dictionary Information		
a. Competency Code	b. Competency Short Description	
c. Competency Description (Title)	d. Competency Type(s)	
e. Competency Category		
f. Competency Proficiency Rating Scale	g. Competency Sponsor	
30. TMT/ALMIS Competency Information (if applicable)	31. Date Entered into Dictionary	
32. Date Entered into Direct Access	33. Name/Signature of Authorizing Official	