

Chapter Overview

Introduction The objective of this chapter is to provide a concise, user friendly job aid for processing enlisted advancements and CWO appointments, recording educational accomplishments, and adding or deleting qualification codes. This chapter provides checklists, guides, and information required to complete these tasks.

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Section Overview

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Headquarters Advancement Checklist

Introduction Following each servicewide exam PSC (ADV) and CGPC (epm) will publish eligibility lists and a series of Enlisted Personnel Advancement Authorizations (EPAA), for active duty personnel, or Headquarters Reserve Advancement Authorizations (HRAA) for reservists. An EPAA or HRAA is notification of who will be advanced and on what date the advancement will be effective.

Checklist Use the following checklist when a member is authorized by an EPAA or HRAA to be advanced.

Step	Action	Reference	Date
1	Ensure member meets weight standards	Weight Instruction	
2	<ul style="list-style-type: none"> • Complete Petty Officer Advancement Certificate for advancement to E-4 through E-6. • Certificate for E-7 through E-9 will be completed by PSC (ADV) 	PERSMAN, 5-C-35	
3	<ul style="list-style-type: none"> • Issue new ID card DD-2CG 	PPPM	
4	<ul style="list-style-type: none"> • Remove member from "A" school list • (members in pay grade E-3 only) 	PERSMAN, 5-C-29	
5	<ul style="list-style-type: none"> • Complete performance evaluations • (if applicable) 	PERSMAN, 10-B-5	
6	<ul style="list-style-type: none"> • Ensure member has sufficient obligated service for advancement to E-7, E-8, or E-9 and complete appropriate CG-3307. • Note: A person authorized advancement who cannot meet the obligated service requirement due to high year tenure will be advanced as long as they obligate to their professional growth point. 	<p>PERSMAN, 5-C-25</p> <p>PPPM, Encl (6), A&R2</p>	

Commanding Officer Advancement Process

Introduction The advancement process is broken down into stages by what needs to be completed and who is responsible.

Advancement process This table identifies the process for advancement to E-3 and designated class A school graduate's advancement to E-4.

Stage	Who does it	What Happens
1	Member	Completes EOCT and Performance Qualifications. Submits Career Development Worksheet (encl. (1) to this manual).
2	CO of Unit	Ensures member is eligible, approves request and forwards Career Development Worksheet to the SPO with special evaluations, if needed.
3	SPO	Completes advancement transactions.

Commanding Officer Advancement Checklist

Introduction This checklist has been provided as a job aid to assist the unit/SPO in completing all necessary tasks required for advancing a member. This job aid is designed to be reproduced locally.

Usage The Commanding Officer Advancement Checklist can be used to complete the necessary transactions on a member for:

- Advancement.
- Adding a designator.
- Removing a designator.
- Change in rating.
- Reduction in rate (use the Disciplinary Actions page for reductions awarded as the result of CO's NJP or Courts-Martial).

This checklist not be used for:

- Members who are being advanced by the EPAA or HRAA.
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Advancement checklist Action when the CO authorizes a member to be advanced.

Step	Action	Reference	Date
1	Unit ensure member is eligible for advancement and advancement is not retroactive	PERSMAN, 5-C-3 and 5-C-28	
2	Complete Career Development Worksheet, CG PSC-2030	PPPM, Encl. (1)	
3	SPO completes Direct Access transactions Develop Workforce > Career Management > Use > Adv/Promote One Member	Direct Access Online Manual, Advancements	
4	Unit complete CG-5530 or DD Form 216 CG	PERSMAN, 5-C-35	
5	Issue ID cards (if applicable)	PPPM	
6	Complete advancement evaluation when applicable	PERSMAN, 10-B-2	

Section B
WARRANT OFFICER APPOINTMENTS

Section Overview

Introduction This section will guide you through the warrant officer appointment process

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Section B
WARRANT OFFICER APPOINTMENTS

Warrant Officer Appointment Process

Introduction The Coast Guard Personnel Command CGPC (opm-1) is the owner of the CWO Appointment Board Process. In November of each year CGPC will release an ALCGPERSCOM announcing the timeline for the next CWO Appointment Board. This message will establish responsibilities and cutoff dates.

Reference (a) PERSMAN, 1-D

Process Here is the warrant officer appointment process.

Stage	Who Does It	What Happens
1	Member	Meets all eligibility requirements by 1 January
2	Member	Prior to published cutoff date: <ul style="list-style-type: none">• Submits request to CO to obtain recommendation• Once recommendation obtained submits E-resume in Direct Access
3	CO of Unit	Completes E-interview in Direct Access to enter member in process
4	Direct Access	Produces PDE for member's validation.
5	Direct Access	Produces Profile Letter
6	CGPC (opm-1)	Publishes pre-board eligibility list via ALCGPERSCOM
7	Member	Submits Resume if listed as a primary or alternate candidate
8	CO of Unit	Submits OER and an initial endorsement to member's resume prior to established cutoff date.
9	CGPC (opm-1)	Convenes selection board Publishes selection list

Section B
WARRANT OFFICER APPOINTMENTS

Warrant Officer Appointment Checklist

Introduction This checklist has been provided as a job aid to assist the unit/SPO in completing all necessary tasks required when a member is selected for promotion to warrant officer. This job aid to designed to be reproduced locally.

Reference (a) PERSMAN, 1-D

Procedures Procedures required upon selection to warrant officer

Step	Action	Reference	Date
1	Ensure physically qualified for appointment (within 12 months of appointment).	1-D-11 PERSMAN	
2	Review SRB entitlement	SRB Instruction	
3	Endorse Appoint letter		
4	Ensure weight requirements are met	Weight Instruction	
5	Execute Oath of Office, CG-9556	1-D-11 PERSMAN	
6	Complete ID card(s)	PPPM	
7	Appointee mails copy of Oath of Office and Physical to CGPC (opm-1)	1-D PERSMAN	

Section B
WARRANT OFFICER APPOINTMENTS

Warrant Officer Appointment Process (Reserve)

Introduction The warrant officer appointment process for reserve members is broken down into stages by what needs to be completed and who is responsible.

Reference (a) RPM, 7-B

Process Process table for selection to warrant officer

Stage	Who Does It	What Happens
1	Member	Meets all eligibility requirements under 7-B-1, RPM
2	Member	Prior to 1 December: <ul style="list-style-type: none"> • Updates BI or NAC (if required) • Submits request • Completes required ADT
3	CO of Unit	Sends SPO, via letter, names of recommended candidates NLT 1 Jan
4	SPO	Enters CO's recommendation into PMIS NLT last update in Jan. Note: The SPO must reenter the CO's recommendation and CWO exam specialty for each cycle (annually) that the member is recommended to participate.
5	PSC	Produces PDE for member's review
6	PSC	Develops pre-board total scores
7	COMDT	Publishes list of candidates and alternates eligible for consideration via ALDIST in Feb/Mar
8	CO of Unit	Submit WO recommendation files on candidates directly to district (a) NLT 1 May
9	District	Submits recommendation files to arrive COMDT (G-WTR) NLT 15 Jun
10	COMDT	<ul style="list-style-type: none"> • Convenes selection board in Aug • Publishes selection list Aug/Sep

Section B
WARRANT OFFICER APPOINTMENTS

Warrant Officer Appointment Checklist (Reserve)

Introduction This checklist has been provided as a job aid to assist the unit/SPO in completing all necessary tasks required when a reserve member is selected for promotion to warrant officer. This job aid is designed to be reproduced locally.

Reference (a) RPM, 7-B

Procedures Procedures required upon selection to warrant officer

Step	Action	Reference	Completed
1	Ensure physically qualified for appointment.	RPM, 7-B-1	
2	Ensure weight requirements are met.	Weight Instruction	
3	Endorse appointment letter.		
4	Execute Oath of Office, CG-9556	CG-9556	
5	Complete Officer Uniform Allowance Claim, PSC-5100	PPPM, Encl. (1)	
6	Complete ID Card(s)	PPPM	

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Section Overview

Introduction This section will guide you through the process and procedures to report completion of formal training courses, educational accomplishments, and qualification changes.

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Training and Educational Accomplishments

Introduction Completion of formal training courses and other educational accomplishments must be recorded in the Direct Access system.

References

- (a) Training and Education Manual, Chap 4
- (b) RPM, 8.C.9
- (c) Direct Access Online Manual, Training, Education, and Test Results.

Formal Training Courses This is the process of reporting completion of a formal training course such as Civil Rights/Human Relations Awareness Training.

Stage	Who Does It	What Happens
1	Member	Completes a Career Development Worksheet (CG PSC-2030) Note: If more than one member of the unit attended the same course, at the same time, the unit may submit a list of attendees in lieu of individual worksheets.
2	Unit	Forwards worksheet or list of attendees to SPO or
3	SPO/Unit	Completes appropriate Direct Access transaction. <u>Home > Develop Workforce > Manage Competencies (GBL) > Use > Training</u>

Retest of enlisted battery tests This is the process for reporting a retest of an enlisted battery test.

Stage	Who Does It	What Happens
1	Unit	<ul style="list-style-type: none"> • Provides a copy to the member • Forwards a letter documenting a retest to SPO or
2	SPO/Unit	Completes appropriate Direct Access transaction. <u>Home > Develop Workforce > Recruit Workforce > Use > Test Results</u>

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Training and Educational Accomplishments, Continued

Change in language competency

This is the process for reporting a change in language competency.

Stage	Who Does It	What Happens
1	Member	Provides documentation to unit admin office
2	Unit	Forwards letter documenting change to SPO; or
3	SPO/Unit	Completes appropriate Direct Access transaction. <u>Home > Develop Workforce > Manage Competencies (GBL) > Use > Education</u>

Reporting educational accomplishments for reservists

This is the process for reservists reporting completion of a college degree, change in educational level or completion of other than CG Institute correspondence courses.

Stage	Who Does It	What Happens
1	Member	Provides documentation to unit admin office
2	Unit	Forwards copy of documentation to the SPO or
3	SPO/Unit	Completes appropriate Direct Access transaction. <u>Home > Develop Workforce > Manage Competencies (GBL) > Use > Education</u>

Off duty educational accomplishments

This is the process for reporting completion of an off duty course of study such as completing a GED or earning a college degree.

Stage	Who Does It	What Happens
1	Member	Provides documentation to ESO
2	Unit/ESO	Forwards copy of documentation to the SPO or
3	SPO/Unit	Completes appropriate Direct Access transaction. <u>Home > Develop Workforce > Manage Competencies (GBL) > Use > Education</u>

Record Of Professional Development

In addition to the methods listed above for entering training and education data in Direct Access, form CG-4082, Record Of Professional Development (RPD) may be used to report accomplishments. This form offers active duty, reserve and civilian personnel the opportunity to record their professional development accomplishment to CGPC-ADM-3 where it will become a part of their official record. The procedure is voluntary and does not affect Direct Access entry.

Section C
EDUCATION AND QUALIFICATIONS

Individual's Record of Small Arms Training

Introduction The Individual's Record of Small Arms Training (CG-3029A) provides a chronological summary of an individual's small arms qualifications and awards. Prepare this form when the member participates in small arms training.

Preparation The instructions for completion of the CG-3029A are on the reverse side of the form. Upon completion, file the original in the unit PDR, (if maintained) otherwise in the training record, and forward a copy to the SPO.

Types of awards Members who qualify with a pistol or rifle will receive a Marksman (M), Sharpshooter (S), or Expert (E) award according to the qualifying score.

Award breakdown Use the qualification and breakdown of scores when completing CG-3029A.

Course	Scored	Qualified as
BPMC	144 - 150	Expert
	129 - 143	Sharpshooter
	114 - 128	Marksman
	000 - 113	Unqualified
M16	175 - 200	Expert
	167 - 174	Sharpshooter
	140 - 166	Marksman
	000 - 139	Unqualified
RSC	150 and above	Qualified
PPC	187 and above	Qualified
JPC	009 and above	Qualified

Veteran's Educational Assistance Program (VEAP)

Introduction The Veteran's Education Assistance Program (VEAP) was available to any member who first became a member between 1 January 1977 and 30 June 1985. Participating members must have an "E" type allotment. Below are instructions for processing a lump sum payment and a refund of VEAP funds.

Reference (a) Training & Educational Manual, 3-D-3
(b) PAYMAN, 7-D

Process lump sum payment of VEAP Process table for lump sum payment.

Stage	Who Does It	What Happens
1	Member	Contacts SPO
2	SPO	Determines if amount being deposited is a valid amount
3	Member	<ul style="list-style-type: none">Prepares a check or money order payable to "U.S. Coast Guard" with the following information: Member's name SSN Total amount of lump sum and period covered by lump sumMails payment to: ATTN: COLLECTION CLERK COMMANDING OFFICER (MAS) USCG PERSONNEL SERVICE CENTER 444 SE QUINCY STREET TOPEKA KS 66683-3591

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Veteran's Educational Assistance Program (VEAP), Continued

**Procedure for
VEAP refund**

Use this procedure to request a VEAP refund.

Step	Action
1	Complete application for Refund of Educational Contributions (VA Form 4-5281) items 1-10 must be completed
2	Mail application to: ATTN: VOUCHER SECTION COMMANDING OFFICER (MAS) USCG PERSONNEL SERVICE CENTER 444 SE QUINCY STREET TOPEKA KS 66683-3591
3	Member should receive refund within 90 days

Procedures to Enroll in MGIB for Certain VEAP Participants

Introduction

The President signed into law the Veterans' Benefits Improvements Act of 1996 (Public Law 104-275) on 9 October 1996. It contains provisions for certain VEAP participants who were on active duty on 9 October 1996 to either enroll in MGIB or remain in VEAP.

- Effective 1 October, 2004 MGIB benefits total **\$36,144.00, paid at \$1004.00** per month for 36 months for full-time schooling.
 - VEAP Benefits total \$8,100 at \$300 (max.) per month for 27 months for full-time schooling.
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Eligible Members

For the purposes of this policy, the Department of Veterans' Affairs defines "VEAP participants" as...

“Only those service members who had VEAP contributions in their VEAP accounts on 9 October 96.”

Active duty members who restarted a VEAP allotment, or signed a request to restart one prior to 9 October 1996, are eligible to enroll in MGIB.

Non-Eligible Members

Service members who did not participate in VEAP or participated but withdrew all their money from their VEAP accounts and did not re-deposit money prior to 9 October 1996 are not eligible to enroll in MGIB.

- They cannot reestablish eligibility for enrollment in the MGIB.
 - Members who participated, but withdrew all the money from their VEAP may reestablish their eligibility for VEAP benefits by re-depositing money in VEAP.
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Procedures to Enroll in MGIB for Certain VEAP Participants, Continued

Eligible VEAP Participants must choose to enroll in MGIB or remain in VEAP by 8 Oct. 97

Eligible VEAP participants (those who had money in their VEAP accounts on 9 October 1996) must elect to either participate or not to participate in the MGIB by 8 October 1997.

- The decision to enroll or not to participate in MGIB is irrevocable.
- Members electing to participate will agree to have their pay reduced \$100 a month for 12 months, or they can elect to contribute the \$1200 in a lump sum.
- Members separating from active duty before completing the \$1200 pay reduction will be required to pay the remaining amount in a lump sum before separation.
- Members electing to participate also must apply for a refund of all remaining contributions in their VEAP accounts to the Department of Veteran's Affairs via (PSC) using either VA form 5281 or VA form 4-5281.

Process

This is the process for eligible VEAP participants to either enroll in MGIB or indicate their decision not to enroll.

Stage	Who Does It	What Happens
1	PSC	Provides the following to unit COs and OICs by 25 JAN 97: <ul style="list-style-type: none"> • List of members attached who are eligible to enroll • Copies of DD Form 2366 • VA Forms for VEAP refunds (VA Form 5281 or 4-5281)
2	CO/OIC	Ensures that by 8 OCT 97 each eligible member <ul style="list-style-type: none"> • Signs the list indicating their election to participate or not to participate • Completes and signs a DD form 2366 (instructions for form completion and distribution can be found further in this section) For members choosing to enroll in MGIB: <ul style="list-style-type: none"> • Ensure they complete and sign VA Form 5281 or VA Form 4-5281 for a refund of their VEAP contributions. Sends signed list to COMDT (G-WPM-1) ATTN: MGIB Distributes completed forms (DD-2366, VA-5281/4-5281) in accordance with the procedures further in this section

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Procedures to Enroll in MGIB for Certain VEAP Participants, Continued

Process (cont'd)

Stage	Who Does It	What Happens
3	PSC	<ul style="list-style-type: none"> • Process pay reduction or lump sum payment including, if applicable, VEAP allotment stops, for personnel electing to participate in the program • Forwards VA Form 5281/4-5281 to the VA for the refund of VEAP contributions for personnel electing to participate • Transfers MGIB pay reductions to the Treasury department • Transfers MGIB eligibility data to the Defense Manpower Data Center • Provides monthly report to COMDT (G-WPM-1)

Procedures for members electing to enroll in MGIB Members electing to enroll in MGIB shall

Step	Action	
1	Sign list provided by PSC indicating their election to participate	
2	Complete and sign a DD Form 2366 with the following entry in the “Service Unique Education Assistance Options” Block: <i>“I am enrolling in the MGIB based on my active participation in VEAP as provided for in Public law 104-275. I also understand that I must request a refund of any remaining contributions in my VEAP account.”</i>	
3	Complete and sign either a VA Form 5281 or a VA Form 4-5281 for the required refund of VEAP contributions.	
4	Choose a payment option	
	Option	Action
	Monthly payroll deduction	Complete an Allotment Worksheet (CG PSC-2040, from encl. (1) to this manual) indicate a type “F” MGIB allotment
	Lump Sum Payment	Make out a check or money order payable to: “U. S. Coast Guard” <ul style="list-style-type: none"> • Ensure the check or money order includes the member’s name and SSN

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Section C
EDUCATION AND QUALIFICATIONS

Procedures to Enroll in MGIB for Certain VEAP Participants,
Continued

Procedures for members electing to remain in VEAP Eligible members electing not to participate in MGIB and to remain in VEAP shall:

Step	Action
1	Sign list provided by PSC indicating their election not to participate
2	Complete and sign a DD Form 2366 with the following entry in the “Service Unique Education Assistance Options” Block: <i>“I elect to remain in VEAP. I Do not desire to participate in the MGIB as provided for in Public law 104-275. I understand my election not to participate is irrevocable.”</i>

Distribution of elections Distribute completed elections as follows:

Form	Distribution
DD-2366	Original -- COMDT (WPM-1) ATTN: MGIB Copy -- Servicing SPO Copy* -- PSC (MAS) Copy -- Unit PDR Copy -- Member
VA-5281 or VA-4-5281	Original -- PSC (MAS) * -- Unit PDR Copy -- Member Copy
CG PSC-2040 Or lump sum payment	Original -- PSC (MAS) * -- Member Copy

***Note:** For members electing to enroll in MGIB, ensure the DD-2366, VEAP Refund request, and Allotment Authorization or lump sum payment are all securely stapled together and mailed to PSC (MAS) at the same time.

More information If you need more information about MGIB eligibility, benefits, or the enrollment process, please contact

- Unit Educational Services Officer (ESO)
 - COMDT (G-WPM-1) at 202-267-1636
 - Department of Veterans’ Affairs’ at 1-800-827-1000
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Managing Competencies (Qualification Codes)

Introduction Competencies are used as a means of recording a member's accomplishments while in service. This section helps you determine when to add or delete competencies.

Reference (a) Qual Code Man, Chap. 2, Enlisted Qualification Code Assignment

Adding a competency Add a competency for a member.

WHEN	THEN
a member completes a school on orders issued by TQC and receives a competency	Direct Access automatically updates the member's record to reflect the additional competency
a member completes school on orders issued by other than TQC and receives a competency	forward Career Development Worksheet (CG PSC-2030) to the SPO.
a member is assigned a competency (qualification code) by the unit CO	the CO will forward a letter or a worksheet to the SPO and provide a copy to the member.
a member completes small arms training and receives a competency	forward Career Development Worksheet (CG PSC-2030) to the SPO.

Section C
EDUCATION AND QUALIFICATIONS

Insignia

Introduction

When a member becomes qualified to permanently wear an insignia, such as that for Company Commander or Marine Safety, this competency must be entered into Direct Access.

Reporting this competency

When a member becomes qualified to permanently wear an insignia, the following must occur:

Stage	Who does it	Action to be taken
1	UNIT	<ul style="list-style-type: none">• Prepare a designation letter to the member;• Copy of the designation letter will be sent to the SPO; or
2	UNIT/SPO	<ul style="list-style-type: none">• Will record this honor or award in Direct Access using appropriate honor or award code.
