

DEPARTMENT OF
TRANSPORTATION
U.S. COAST GUARD
CG-3303C-23 (Rev. 05-01)

**RECORD OF PERFORMANCE QUALIFICATIONS
YN**

INSTRUCTIONS

Record of Performance Qualifications shall be completed for enlisted personnel of the Coast Guard and Coast Guard Reserve as outlined in the Enlisted Qualifications Manual (COMDTINST M1414.8, series). As proficiency in each performance qualification is demonstrated, the DATE and INITIALS column shall be completed. Personnel are required to demonstrate proficiency in all new qualifications assigned to their rating. Qualifications previously demonstrated, dated and initialed off will not be recertified.

RATING			ABBREVIATION
YEOMAN (Effective for the NOV 2002 SWE).			YN
DATE COMPLETED ALL PERFORMANCE QUALIFICATIONS FOR RATE LEVEL			
E-4	E-5	E-6	
E-7	E-8	E-9	
NAME <i>(Last, First, Middle Initial)</i>			SOCIAL SECURITY NUMBER

RATING: Yeoman (YN)	INIT	DATE
<p>PERFORMANCE QUALIFICATIONS FOR ADVANCEMENT</p> <p>A. Pay and Personnel</p> <p>4.01 Counsel members on policies and procedures associated with the following:</p> <ul style="list-style-type: none"> A. Leave B. Bonds and Allotments C. Payment Option Election (POE) D. Family Member Dental Plan (Active/Reserve) E. Emergency Data F. Servicemember's Group Life Insurance Election <p>In accordance with:</p> <p>Personnel and Pay Procedures Manual, HRSICINST M1000.2 (Series) CG Pay Manual, COMDTINST M7220.29 (Series) Joint Federal Travel Regulations (JFTR) CG Supplement to the JFTR, COMDTINST M4600.17 (Series) CG Personnel Manual COMDTINST M1000.6 (Series)</p> <p>4.02 Maintain the Military Personnel Data Record (PDR)</p> <p>In accordance with:</p> <p>Military Personnel Data Records (PDR) System, COMDTINST M1080.10 (Series)</p> <p>4.03 Calculate the following:</p> <ul style="list-style-type: none"> A. Creditable Service B. Active Duty Base Date C. Pay Base Date D. Expiration of Enlistment E. Date of Rank F. Leave loss G. Leave balance H. Sea time <p>In accordance with:</p> <p>Personnel and Pay Procedures Manual, HRSICINST M1000.2 (Series) CG Personnel Manual, COMDTINST M1000.6 (Series) CG Pay Manual, COMDTINST M7220.29 (Series)</p>		
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<p>4.04 Counsel members on policies and procedures associated with the following Expiration of Enlistment options:</p> <ul style="list-style-type: none"> A. Extension of Enlistment B. Reextension of Enlistment C. Reenlistment D. Retention <p>In accordance with:</p> <p>CG Personnel Manual, COMDTINST M1000.6 (Series) Personnel and Pay Procedures Manual, HRSICINST M1000.2 (Series)</p> <p>4.05 Using the Leave and Earnings Statement (LES), determine the cause of Pay and Allowance variations and counsel member:</p> <p>In accordance with:</p> <p>Personnel and Pay Procedures Manual, HRSICINST M1000.2 (Series) CG Pay Manual, COMDTINST M7220.29 (Series) Joint Federal Travel Regulations (JFTR) CG Supplement to the JFTR, COMDTINST M4600.17 (Series)</p> <p>4.06 Maintain the integrity and security of personnel data stored in electronic or paper form from unauthorized release or disclosure:</p> <p>In accordance with:</p> <p>Military Personnel Data Records (PDR) System, COMDINST M1080.10 (Series) Privacy and Freedom of Information Acts Manual, COMDTINST M5260.2 (Series)</p> <p>4.07 Counsel member on policies and perform the procedures to resolve the following:</p> <ul style="list-style-type: none"> A. Non-receipt of pay B. Lost or missing savings bonds <p>In accordance with:</p> <p>Personnel and Pay Procedures Manual, HRSICINST M1000.2 (Series) CG Pay Manual, COMDTINST M7220.29 (Series)</p>		
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<p>4.08 Counsel members on eligibility entitlements and procedures associated with the following allowances:</p> <ul style="list-style-type: none"> A. Housing B. Subsistence C. Family Separation D. Cost of Living <p>In accordance with:</p> <p>CG Pay Manual, COMDTINST M7220.29 (Series) Personnel and Pay Procedures Manual, HRSICINST M1000.2 (Series) Joint Federal Travel Regulations (JFTR)</p> <p>5.01 Counsel members on eligibility entitlements and procedures associated with the following special pay entitlements:</p> <ul style="list-style-type: none"> A. Career Sea Pay B. Career Sea Pay Premium C. Hostile Fire or Imminent Danger Pay D. Hardship Duty Pay for Location (HDP-Location) E. Special Duty Assignment Pay (SDAP) <p>In accordance with:</p> <p>CG Pay Manual, COMDTINST M7220.29 (Series) Personnel and Pay Procedures Manual, HRSICINST M1000.2 (Series) Special Duty Assignment Pay, COMDTINST 1430.10 (Series)</p> <p>5.02 Complete the necessary documentation for the following:</p> <ul style="list-style-type: none"> A. Unauthorized Absence B. Civil Arrest/Conviction C. NJP proceedings <p>In accordance with:</p> <p>CG Personnel Manual, COMDTINST M1000.6 (Series) Personnel and Pay Procedures Manual, HRSICINST M1000.2 (Series) CG Military Justice Manual, COMDTINST M5810.1 (Series) CG Military Personnel Security Program Manual, COMDTINST M5520.12 (Series)</p>		
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<p>5.03 Calculate and counsel members on the following bonuses:</p> <ul style="list-style-type: none"> A. Selective Reserve Enlisted Bonus B. Active Duty Reenlistment Bonus <p>In accordance with:</p> <p>Reenlistment Bonus Programs Administration, COMDTINST 7220.33 (Series) CG Pay Manual, COMDTINST M7220.29 (Series) Selected Reserve (SELRES) Enlisted Bonus Programs, COMDTINST 7220.1 (Series)</p> <p>5.04 Counsel member on eligibility, entitlements and procedures for obtaining the following Armed Forces Identification Cards:</p> <ul style="list-style-type: none"> A. Active Duty B. Dependent C. Selective Reserve D. Retired <p>In accordance with:</p> <p>Personnel and Pay Procedures Manual, HRSICINST M1000.2 (Series) CG Personnel Manual, COMDTINST M1000.6 (Series)</p> <p>5.05 Calculate deductible time for the following:</p> <ul style="list-style-type: none"> A. Creditable Service B. Active Duty Base Date C. Pay Base Date D. Expiration of Enlistment E. Date of Rank F. Leave loss G. Leave balance H. Sea time <p>In accordance with:</p> <p>Personnel and Pay Procedures Manual, HRSICINST M1000.2 (Series) CG Personnel Manual, COMDTINST M1000.6 (Series) CG Pay Manual, COMDTINST M7220.29 (Series)</p>		
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<p>6.01 Counsel member on policies and procedures and assist in the Preparation of a request for humanitarian assignment:</p> <p>In accordance with:</p> <p>CG Personnel Manual, COMDTINST M1000.6 (Series)</p> <p>6.02 Counsel member on policies and procedures associated with the following separations:</p> <p>A. Retirement B. Discharge C. RELAD</p> <p>In accordance with:</p> <p>CG Personnel Manual, COMDTINST M1000.6 (Series) Certificate of Release or Discharge from Active Duty, DD Form 214, Instruction for preparation and distribution, COMDTINST M1900.4 (Series) Personnel and Pay Procedures Manual, HRSICINST M1000.2 (Series)</p> <p>6.03 Counsel and assist member in preparing request for the following:</p> <p>A. Remission of Indebtedness B. Waiver of Indebtedness</p> <p>In accordance with:</p> <p>Personnel and Pay Procedure Manual, HRSICINST M1000.2 (Series) CG Pay Manual, COMDTINST M7220.29 (Series)</p> <p>6.04 Counsel members on eligibility, entitlements and procedures for the following pay entitlements:</p> <p>A. Aviation Career Incentive Pay (ACIP) B. Hazardous Duty Incentive Pay (HDIP) C. Flight Deck Hazardous Duty Incentive Pay (FDHDIP)</p> <p>In accordance with:</p> <p>CG Personnel Manual, COMDTINST M1000.6 (Series) Personnel and Pay Procedures Manual, HRSICINST M1000.2 (Series)</p>		
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<p>6.05 Counsel member on entitlement, recoupment, and election procedures for the Career Status Bonus (CSB)</p> <p>In accordance with:</p> <p>ALCOAST 190/01 CG Personnel Manual, COMDTINST M1000.6 (Series) CG Pay Manual, COMDTINST M7220.29 (Series)</p> <p>7.01 Counsel member and calculate Annuities and Premiums for the Survivor Benefit Plan (SBP)</p> <p>In accordance with:</p> <p>CG Personnel Manual, COMDTINST M1000.6 (Series) Personnel and Pay Procedures Manual, HRSICINST M1000.2 (Series)</p> <p>7.02 Prepare Administrative Discharge Recommendations</p> <p>In accordance with:</p> <p>CG Personnel Manual, COMDTINST M1000.6 (Series) CG Reserve Policy Manual, COMDTINST M1001.28 (Series)</p> <p>B. Travel and Transportation</p> <p>4.01 Determine eligibility, calculate and counsel members on the following PCS entitlements:</p> <ul style="list-style-type: none"> A. Advance Pay B. Advance Pay and Allowances C. Dislocation Allowance (DLA) D. Temporary Lodging Expense (TLE) E. MALT and Per Diem F. Temporary Lodging Allowance (TLA) <p>In accordance with:</p> <p>Joint Federal Travel Regulations (JFTR) CG Supplement to the JFTR, COMDTINST M4600.17 (Series) CG Pay Manual, COMDTINST M7220.29 (Series) Personnel and Pay Procedures Manual, HRSICINST M1000.2 (Series)</p>		
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<p>4.02 Counsel member on policies and procedures concerning types of travel orders, entitlements, and options for the following reserve orders:</p> <ul style="list-style-type: none"> A. IDT single B. IDT multiple C. IDT Appropriate duty D. ADSW-AC E. ADSW-RC F. ADT <p>In accordance with:</p> <p>Joint Federal Travel Regulations (JFTR) CG Supplement to the JFTR, COMDTINST M4600.17 (Series) CG Pay Manual, COMDTINST M7220.29 (Series) Personnel and Pay Procedures Manual, HRSICINST M1000.2 (Series) CG Personnel Manual, COMDTINST M1000.6 (Series) CG Reserve Policy Manual, COMDTINST M1001.28 (Series)</p> <p>4.03 Counsel member on policies, procedures, entitlements, and options for TAD (TDY) orders, and prepare the same.</p> <p>In accordance with:</p> <p>Joint Federal Travel Regulations (JFTR) CG Supplement to the JFTR, COMDTINST M4600.17 (Series) CG Pay Manual, COMDTINST M7220.29 (Series) Personnel and Pay Procedures Manual, HRSICINST M1000.2 (Series) CG Personnel Manual, COMDTINST M1000.6 (Series)</p> <p>4.04 Demonstrate the ability to Navigate CG Human Resources Management System (CGHRMS) panels/pages, then extract information from the "Airport Terminal" regarding TDY and PCS orders and forward it via e-mail or message traffic:</p> <p>In accordance with:</p> <p>Online CGHRMS documentation at HRS IC's web site.</p>		
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<p>5.01 Counsel member on policies and procedures concerning types of travel orders, entitlements, and options for the following:</p> <ul style="list-style-type: none"> A. TEMDU/PCS B. PCS C. Class "A" School <p>In accordance with:</p> <p>Joint Federal Travel Regulations (JFTR) CG Supplement to the JFTR, COMDTINST M4600.17 (Series) Policies and Procedures Concerning Travel Orders to Class "A" Schools of Less than 20 weeks, COMDTINST 4600.15 (Series) CG Personnel Manual, COMDTINST M1000.6 (Series) Personnel and Pay Procedures Manual, HRSICINST M1000.2 (Series)</p> <p>6.01 Counsel member on policies and procedures associated with the following:</p> <ul style="list-style-type: none"> A. Storage entitlements B. Self-Procured Method of Transportation C. Shipment of privately owned vehicle (POV) D. Unaccompanied baggage E. Household goods (HHG) <p>In accordance with:</p> <p>Joint Federal Travel Regulations (JFTR) Personnel Property Transportation Manual, COMDTINST M4050.6 (Series) CG Supplement to the JFTR, COMDTINST M4600.17 (Series)</p>		
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<p>C. Administration</p> <p>4.01 Prepare the following correspondence:</p> <ul style="list-style-type: none"> A. Coast Guard letter B. Business letter C. Rapidraft letter D. Memorandum E. Separate page endorsement <p>In accordance with:</p> <p>Correspondence Manual, COMDTINST M5216.4 (Series) Standard Subject Identification Codes (SSIC) Manual, COMDTINST M5210.5 (Series) Standard Distribution List, COMDTNOTE 5605 Correspondence Standards, COMDTINST 5216.17 (Series)</p> <p>4.02 Maintain a directives library to include the following:</p> <ul style="list-style-type: none"> A. Enter changes to directives B. File directives C. Order directives D. Request allowance changes <p>In accordance with:</p> <p>The Coast Guard Directives System, COMDTINST M5215.6 (Series) Paperwork Management Manual, COMDTINST M5212.12 (Series) Directives, Publications & Reports Index (DPRI), COMDTNOTE 5600</p> <p>4.03 Demonstrate the ability to touch type a five-minute timed writing of at least 20 net words per minute, with no more than one error in accordance with:</p> <p>Enlisted Qualifications Manual, COMDTINST M1414.8 (Series)</p> <p>4.04 Prepare Administrative Remarks (CG-3307) in accordance with:</p> <p>Preparation and Submission of Administrative Remarks, COMDTINST 1000.14 (Series) Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series)</p>		
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<p>5.01 Maintain unit correspondence files in accordance with:</p> <p>Standard Subject Identification Codes (SSIC) Manual, COMDTINST M5210.5 (Series) Paperwork Management Manual, COMDTINST M5212.12 (Series)</p> <p>5.02 Prepare the following directives:</p> <p>A. Instruction B. Notice</p> <p>In accordance with:</p> <p>The Coast Guard Directives System, COMDTINST M5215.6 (Series) Standard Subject Identification Code (SSIC), COMDTINST M5210.5 (Series)</p> <p>7.01 Counsel members and assist in the preparation of the following applications:</p> <p>A. Personnel Records Review Board Request B. Board of Correction for Military Records</p> <p>In accordance with:</p> <p>CG Personnel Manual, COMDTINST M1000.6 (Series) Personnel Records Review Board, COMDTINST 1070.10 (Series)</p> <p>7.02 Apply the writing standards (short paragraphs, topic sentences, etc.) in the CG Correspondence Manual, COMDTINST M5216.4 (Series) to draft the following:</p> <p>A. Correspondence B. Administrative Remarks (CG-3307)</p> <p>8.01 Draft the following using writing standards (short paragraphs, topic sentences, etc.) in the CG Correspondence Manual, COMDTINST M5216.4 (Series):</p> <p>A. Instructions B. Notices</p>		
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<p>9.01 Review the YN Performance Qualifications for accuracy and applicability against current policies and procedures. Submit written recommendations for changes to the Yeoman Force Manager.</p> <p>(Note: If no changes are recommended, notification to the Force Manager is not needed).</p>		
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