

**ENCLOSURE 6
ADMINISTRATIVE REMARKS**

Preparation and Distribution of CG-3307s

Introduction This enclosure will guide you through the process of drafting Administrative Remarks (CG-3307).

Reference [COMDTINST 1000.14 \(series\), Administrative Remarks, Form CG-3307](#), establishes policy and standards for preparation and submission of Administrative Remarks (CG-3307) entries and applies to all personnel involved in this process.

Authorized Entries Authorized Administrative Remarks entries are listed at <http://www.uscg.mil/ppc/3307s.asp>.

Preparation Complete Administrative Remarks (CG-3307) as follows:

Block	Entry
Text Area	Text of entry per the examples in this enclosure. Include <ol style="list-style-type: none">1. Entry Type: (See “Entry Types” on the next page.)2. Reference:3. Responsible Level:4. Entry:5. Signature (See Administrative Remarks, Form CG-3307, COMDTINST 1000.14C, paragraphs 8.f, 8.g, 8.h and 8.k).6. Member’s Acknowledgement (if required). (Note: If a member is not available for signature, so state, and include the reason(s). If a member refuses to acknowledge an entry see Administrative Remarks, Form CG-3307, COMDTINST 1000.14C, paragraph 8.l.
1	Member’s permanent unit.
2	Name of unit preparing form, may be left blank if same as item #1. Note: If a unit other than the member’s current permanent duty station is preparing the CG-3307 entry, that unit name MUST also appear beneath the typed signature block

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**ENCLOSURE 6
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Preparation and Distribution of CG-3307s, Continued

Preparation (**continued**)

Block	Entry
3	Member's name in Last, First, Middle Initial format.
4	Member's Employee ID Number.
5	Officer's Grade (ENS, LTJG, etc.) or Enlisted member's Rate (SN, BM2, MKC, etc.)
6	Leave blank

Entry Types Administrative Remarks entries are divided into the following entry types:

1. Accession (ACC)
 2. Advancement and Reduction (AR)
 3. Assignment and Transfer (AT)
 4. Selective Reserve (SELRES) Enlisted Bonus Programs (BON)
 5. Performance and Discipline (PD)
 6. Reserve Incapacitation Benefits (RIB)
 7. Reserve Personnel Management (RPM)
 8. Separation (SEP)
 9. Selective Reenlistment Bonus (SRB)
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Distribution The CG-3307 must be prepared in original and one copy as follows:

1. The original is filed in the SPO PDR, and the copy is mailed to Commander, Personnel Service Center (psd-mr) for electronic imaging into the IPDR.

Note: If sending photocopies to CGPSC, ensure the original document is signed before copying. Alternatively, original signatures may appear on both the original and copy.

2. There are two exceptions to the distribution of CG-3307's:
 - a. For evaluations not completed in Direct Access - 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 PPC (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 PDR Manual.
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