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SUBJ: ADDITION OF EMPLOYEE CAREER SUMMARY SHEET WITH INDIVIDUAL, BOARD AND PANEL VIEW THROUGH COAST GUARD BUSINESS INTELLIGENCE (CGBI).

A. MILITARY PERSONNEL DATA RECORDS (PDR) SYSTEM, COMDTINST M1080.10G

1. THIS MSG ANNOUNCES THE ADDITION OF EMPLOYEE SUMMARY SHEETS TO THE INDIVIDUAL READINESS MEASURES WITHIN COAST GUARD BUSINESS INTELLIGENCE (CGBI). IN RESPONSE TO FEEDBACK FROM SELECTION BOARDS, THE PERSONNEL SERVICE CENTER (PSC) PARTNERED WITH PROGRAM OFFICES TO IMPROVE THE VISIBILITY OF INDIVIDUAL CAREER INFORMATION.
2. ON OR ABOUT 19 MARCH INDIVIDUAL EMPLOYEE SUMMARY SHEETS WILL BE AVAILABLE IN THE PERSONAL VIEW OF MY READINESS, WITHIN THE SKILLS TAB IN CGBI AT [HTTP://CGBI.OSC.USCG.MIL/](http://CGBI.OSC.USCG.MIL/).
3. THE EMPLOYEE SUMMARY SHEET WILL PROVIDE EACH COAST GUARD MEMBER WITH A CONSOLIDATED VIEW OF THEIR INFORMATION AS IT APPEARS IN THE COAST GUARDS ENTERPRISE-WIDE HUMAN RESOURCES MANAGEMENT SYSTEM (HRMS), DIRECT ACCESS. THIS WILL SERVE AS A MEANS FOR EVERY COAST GUARD MEMBER TO REVIEW HIS/HER PERSONAL DATA AND TO ENSURE THE INFORMATION IN THE HR SYSTEM IS UPDATED AND ACCURATE.
4. IN ADDITION TO PROVIDING EMPLOYEES WITH A CONSOLIDATED VIEW OF THEIR DATA AS RECORDED IN THE HRMS, THIS CAPABILITY WILL ENABLE MILITARY MEMBERS TO VERIFY ACCURACY OF INFORMATION USED BY BOARDS AND PANELS. BY TOGGLING BETWEEN THE MY VIEW, BOARD VIEW AND PANEL VIEW, MILITARY EMPLOYEES CAN IDENTIFY DATA THAT OFFICIAL BOARDS AND PANELS USE TO SUPPLEMENT INFORMATION MAINTAINED IN THE PERSONNEL DATA RECORD (I PDR) (PER REF A). BOARDS AND PANELS WILL USE ABBREVIATED CAREER SUMMARIES AS A SUPPLEMENT TO THE ELECTRONIC VERSIONS OF THE I PDR DURING THE PROMOTION YEAR 2010 (PY10) BOARD SEASON (JULY 2009 TO JUNE 2010).
5. THERE WILL BE DISCREPANCIES IN THE DATA. THE INFORMATION ICON WILL PROVIDE SERVICE MEMBERS WITH SPECIFIC INSTRUCTIONS AS TO HOW TO CORRECT EACH SECTION OF THE CAREER SUMMARY. MILITARY MEMBERS SHOULD CONTACT THEIR SERVICING PERSONNEL OFFICE (SPO) IMMEDIATELY IN THE EVENT OF INCORRECT BASIC IDENTIFYING INFORMATION SUCH AS NAME, DATE OF BIRTH, ACTIVE DUTY BASE DATE, PAY BASE DATE, OR DATE OF INITIAL ENTRY ON MILITARY SERVICE. ADDITIONALLY, A SELF VALIDATION OF BASIC IDENTIFYING INFORMATION LISTED ABOVE WILL BE SENT OUT TO THE ENTIRE ACTIVE AND RESERVE WORKFORCE IN THE COMING MONTHS. A SEPARATE ALCOAST WILL BE FORTHCOMING WITH ADDITIONAL INFORMATION.
6. APPROPRIATED FUND CIVILIAN EMPLOYEES SHOULD CONTACT THEIR HR SPECIALIST IF IDENTIFYING INFORMATION SUCH AS NAME OR DATE OF BIRTH IS INCORRECT.
7. ALL EMPLOYEES SHOULD USE THE DIRECT ACCESS SELF-SERVICE FUNCTION TO UPDATE FIELDS THAT ARE SELF-SERVICED (RACE AND ETHNICITY (MILITARY ONLY), AND E-MAIL ADDRESS). DIRECTIONS ARE LOCATED AT [HTTP://WWW.USCG.MIL/PPC/DA/EMAIL](http://WWW.USCG.MIL/PPC/DA/EMAIL). QUESTIONS SHOULD BE ADDRESSED TO YOUR SPO (MILITARY) OR HR SPECIALIST (CIVILIAN).

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8. OFFICERS ELIGIBLE FOR CONSIDERATION BY BOARDS AND PANELS SHOULD REVIEW THEIR PERSONAL DATA, INCLUDING THE OFFICER I PDR IN DIRECT ACCESS AS DISPLAYED IN THEIR EMPLOYEE SUMMARY SHEET TO ENSURE CORRECTNESS AND COMPLETENESS OF THE RECORD PRIOR TO THE CONVENING DATE OF THE APPLICABLE BOARD OR PANEL. REQUESTS FOR COPIES MUST BE IN WRITING VIA STANDARD CG MEMO. VERBAL AND E-MAIL REQUESTS WILL NOT BE ACCEPTED. PLEASE VISIT [HTTP://WWW.USCG.MIL/PSC/ADM/ADM3](http://www.uscg.mil/psc/adm/adm3) FOR FURTHER INFORMATION. PSC-ADM POINT OF CONTACT FOR RECORD REVIEWS IS MR. JOHN EVANS, 202-493-1661.

9. DUE TO LIMITATIONS OF LEGACY DATA PROVIDED DURING THE CHANGE TO DIRECT ACCESS, THE INFORMATION CONCERNING CAREER HISTORY (ASSIGNMENTS, DUTY STATIONS, POSITIONS) WILL BE LIMITED PRIOR TO 1996. DUE TO THE ESTIMATED COST AND LIMITED BENEFIT INVOLVED IN RESEARCHING AND UPDATING THIS FIELD, ONLY GENERAL UNIT INFORMATION AND DUTY DATES WILL BE DISPLAYED FOR ASSIGNMENTS PRIOR TO 1996.

10. INITIALLY, THE INFORMATION FOR CIVILIAN EMPLOYEES WILL BE INCOMPLETE DUE TO THE LIMITED SCOPE OF DATA INTEGRATION BETWEEN OUR CIVILIAN HR SYSTEM AND DIRECT ACCESS. INFORMATION DISPLAYED WILL INCLUDE NAME AND EMPLOYEE ID BUT DEPENDING ON INDIVIDUAL, MAY ALSO CONTAIN TRAINING AND EDUCATIONAL HISTORY. EFFORTS ARE UNDERWAY TO EXPAND THE CIVILIAN HUMAN RESOURCES DATA FEED AND WILL BE ANNOUNCED AT A LATER DATE.

11. POC: CLAUDIA ISAACOFF. COMDT (CG-1B2), EMAIL AT CLAUDIA.S.ISAACOFF(AT)USCG.MIL.

12. RADM JODY A. BRECKENRIDGE, ASSISTANT COMMANDANT FOR HUMAN RESOURCES, SENDS.

13. INTERNET RELEASE IS AUTHORIZED.

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