

E-PME  *Enlisted*
PROFESSIONAL MILITARY EDUCATION

Personal Readiness 3.D.02

Learning Objective(s): **VERIFY** your personal readiness data in Coast Guard Business Intelligence (CGBI) is accurate and up-to-date.

Why You Need to Know This

In order for the Coast Guard to accomplish its roles and missions it must adhere to its motto to be Semper Paratus which means “Always Ready”. To help accomplish this goal the Coast Guard employs a web-based readiness management tool known as **Coast Guard Business Intelligence (CGBI)**. The information contained in CGBI allows decision makers the ability to view and analyze a vast amount of data in support of Coast Guard operations and missions. One key feature of CGBI is the ability to track and monitor **personal readiness data**. However, for any data-based system to be effective, the information it contains must be accurate and up-to-date. Therefore, it’s your responsibly to ensure that your personal readiness information displayed in CGBI is always current and correct.

This lesson will provide you with the information you will need to know in regards to verifying your personal readiness data in CGBI.

Topics Covered

This section will cover the following topics:

- How to Access CGBI
- Types of Measures
- Different Views
- Personal View – Compliance Tab
- Personal View – Skills Tab

At the end of this lesson you will be required to participate in a learning activity. You are encouraged to first review the learning activity and the sign off requirements located in the “**You and Your Supervisor**” section of this lesson. Reviewing this information before you begin the lesson will allow you to take proper notes and focus on key learning points.

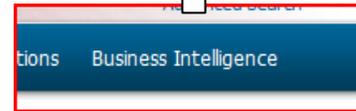
How to Access CGBI

CGBI can be accessed one from either one of the following URLs:

- <http://cgbi.osc.uscg.mil> (This link will take the user directly to the CGBI site)



- <https://cgportal.uscg.mil/delivery/Satellite/uscg> (This link leads to the CG Portal, from there the user will need to click on the words “Business Intelligence” which appear on the blue horizontal bar at the top of the screen)



Types of Measures in CGBI

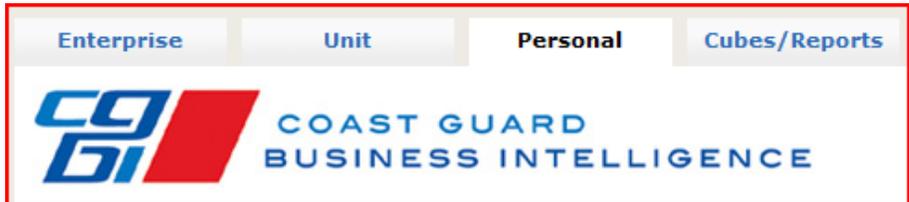
There are multiple types of measures in CGBI. Primary these consist of **People**, **Training**, **Equipment** and **Infrastructure**.

- **People Measures** includes items such as time-in-grade, security clearance authorization, dental and medical.
 - **Training Measures** include status of task or competency completion as reflected in TMT, ALMIS or Direct Access
 - **Equipment Measures** includes resource hours, availability rates, and casualty information.
 - **Infrastructure Measures** provides a unit condition index and a mission dependency index for items such as piers and shore facilities.
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Different Views

There are four types of “views” available in CGBI – the **Enterprise**, **Unit**, **Personal** and **Cubes & Reports** Views.

To access a particular view, simply click on the link for that view in the upper right-hand corner of the CGBI display. This lesson will focus on the information contained in the **personal view**.



The personal view is specifically designed to show a member’s readiness to be deployed. Two different tabs contain a member’s **compliance** information and **skills** information.

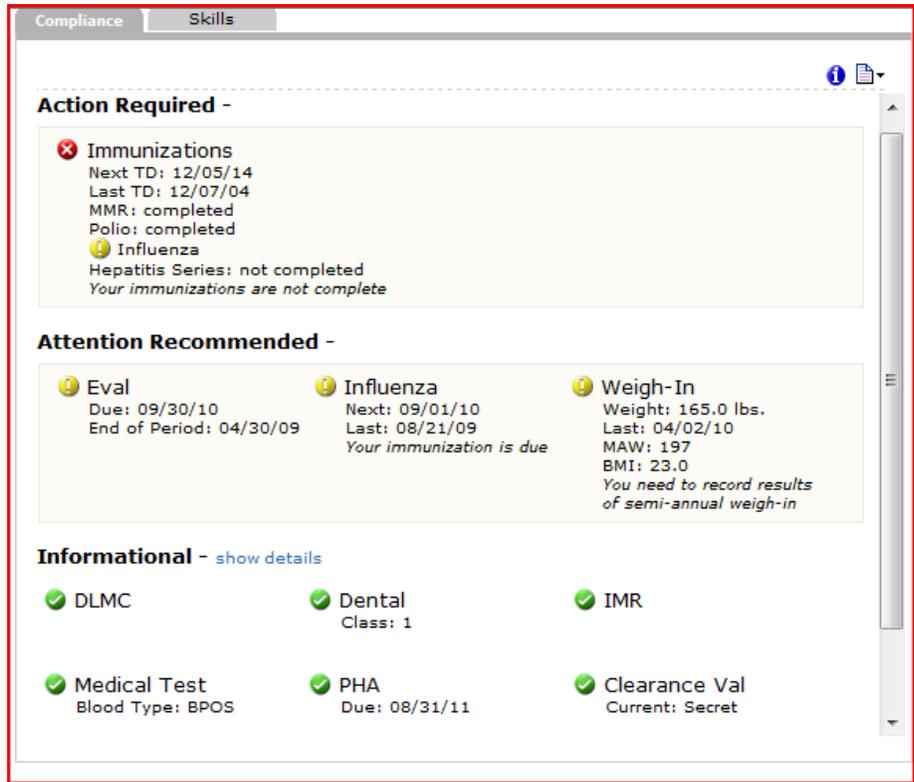
Each tab displays colored icons which indicate a member’s compliance status for a number of Coast Guard requirements. The different colored icons and their significance are listed below:

-  Requirement is current and up-to-date
-  Requirement is current but will be coming due shortly
-  Requirement is overdue
-  Contains links to obtain more detailed information on measures and standards. The info icon also provides a link to the Online Help Guide (shown below) which contains information on processes to follow to correct erroneous data. **Because no data is inputted directly into CGBI, if incorrect information is found, the source data system must be corrected before CGBI will display the correct information**

[CGBI Online Help:
launch help](#)

Personal View – Compliance Tab

The **Compliance** screen shown below displays a variety of personal readiness information:



A brief description of the information contained in the compliance tab can be found below:

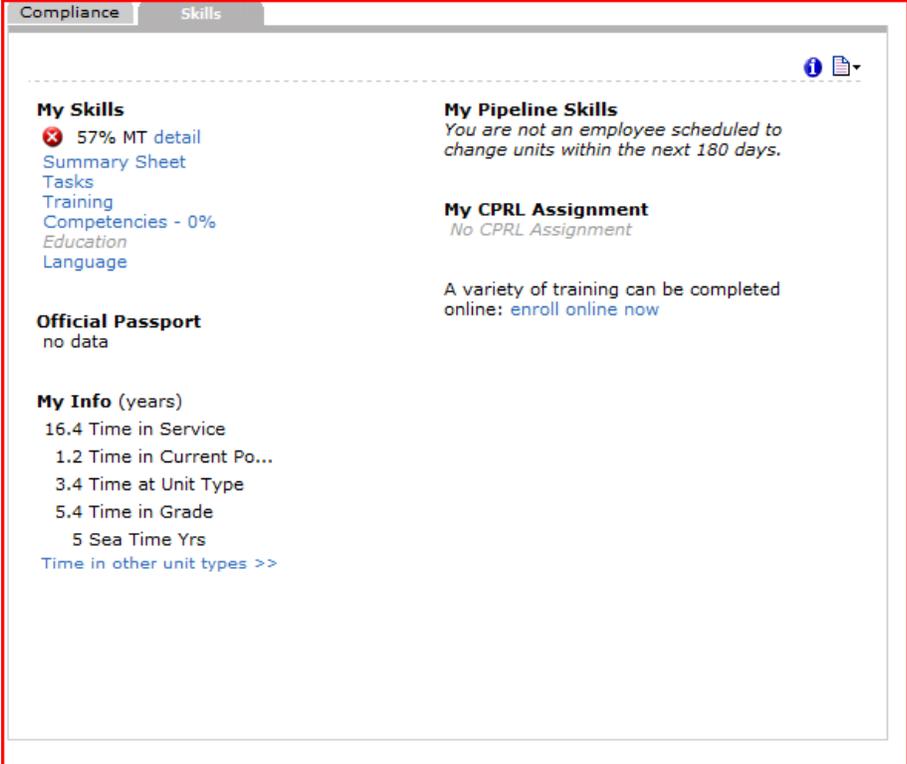
- **Immunizations:** This category indicates whether a member is current for all five immunization requirements. (Tetanus, Hepatitis A & B, influenza, MMR, and Polio).
- **Influenza:** Indicates when the member received their last immunization, and when the next one will be due.
- **Eval:** This measure applies to the regular submission of Enlisted Evaluation Reports (EER). It identifies when the next set of marks are due, and the date of the end of the marking period.
- **Weigh-In:** Indicates whether or not a member has been weighed in compliance with the Commandant policy requiring semi-annual weigh-ins during the months of April and October, and shows the last weight recorded in Direct Access.
- **DLMC:** A deployment limiting medical condition (DLMC) indicates an injury or pregnancy which would precludes a military member from deploying.

**Personal View –
Compliance Tab
(Continued)**

- **Dental:** A dental exam is required every 12 months; however, the indicator does not turn red until 14 months to allow for some flexibility for deployed units.
 - **IMR:** The Individual Medical Readiness (IMR) shows if all required medical categories are complete, and if the member has met the Medical Readiness Reporting System (MRRS) mobilization criteria.
 - **Medical Test:** Indicates if a member has had an HIV test in the last two years, and identifies the member's blood type.
 - **PHA:** An annual periodic health assessment (PHA).is required for all CG active duty and selected reserve members. This indicator identifies the date of a member's last PHA, and when their next assessment will be due.
 - **Clearance Val:** This measures show whether a person is authorized a clearance equal to or greater than that required of their assigned position and the currency of their clearance investigation.
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Personal View – Skills Tab

The **Skills** screen shown below also displays a variety of personal readiness information:



The screenshot shows a web interface with two tabs: 'Compliance' and 'Skills'. The 'Skills' tab is active. The interface is divided into several sections:

- My Skills:** Shows a progress indicator of 57% MT detail. Below this are links for 'Summary Sheet', 'Tasks', 'Training', 'Competencies - 0%', 'Education', and 'Language'.
- Official Passport:** Displays 'no data'.
- My Info (years):** Lists various service metrics: 16.4 Time in Service, 1.2 Time in Current Po..., 3.4 Time at Unit Type, 5.4 Time in Grade, and 5 Sea Time Yrs. A link 'Time in other unit types >>' is also present.
- My Pipeline Skills:** A message states: 'You are not an employee scheduled to change units within the next 180 days.'
- My CPRL Assignment:** Shows 'No CPRL Assignment'.
- Footer:** A note says 'A variety of training can be completed online: [enroll online now](#)'.

A brief description of the information contained in the compliance tab can be found below:

- **My Skills (Summary Sheet):** This section contains a large amount of information to include:
 - Personal Information
 - Rank and Position History
 - Education
 - Training
 - Tests
 - Competencies
 - Specialties
 - Boards & Memberships
 - Medals & Awards
 - Certifications & Licenses

Note: The summary section can be viewed three different ways. On the right-hand side of the screen a “view” box allows the member to remove information that could be prejudicial to boards and/or panels.

**Personal View –
Skills Tab
(Continued)**

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- **Mandated Training (MT):** Clicking on the word “detail” next to the MT percentage will show a detailed list of the required MT courses, frequency of refresher, currency status, next due date, and the date the training was last completed.
 - **Tasks:** Lists any other training requirements, whether for assignment or training not designated as MT.
 - **Training:** Lists training completed or enrolled with course type, course name and course code, course date, attendance, and duration of the course.
 - **Competencies:** Lists the competencies required for a member’s current position and qualification status. Also shows other current competencies that may not be required for a position.
 - **Education:** Lists education achievements, i.e. college completion.
 - **Language:** Lists all languages spoken.
 - **My Info:** This section lists the following information:
 - Years-in-service
 - Time-in-current position
 - Time-in-current unit type
 - Time-in-grade
 - Sea time
 - Time in other unit types
 - **My Pipeline Skills:** Lists training required for new assignments within the next 180 days of transfer.
 - **E-Learning Link:** The Skills screen also contains a link to the E-Learning site located in the Coast Guard Learning Portal. This where the Mandated Training courses are located.
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Learning Activity



To successfully complete this requirement you must access CGBI and verify and print out the information contained in your personal readiness view (compliance and skills tabs) and provide it to your supervisor.

For You and Your Supervisor

In order to meet the sign-off requirement for this lesson **YOU** must perform the following:

1. Prior to meeting with your supervisor review the contents of this lesson and organize your thoughts.
2. Access CGBI and print the information contained your personal readiness view (compliance and skills tabs).
3. Discuss the information with your supervisor and develop an action plan to address any item(s) that appear in the red.

Before signing off on this requirement your **SUPERVISOR** must:

1. Make sure the member understands the importance of keeping their personal readiness data up-to- date.
2. Provide the member with corrective feedback and answer any questions they may have related to this topic.
3. Sign off the check-off sheet on the Record of Enlisted Professional Military Education (E-PME) Performance Requirements.

References

The following references were used in this lesson:

- CGBI User Guide
http://cgbi.osc.uscg.mil/analyze/CGBIHelp/CGBI_Help.htm
 - CGBI Printable User Guide
<http://cgweb.pnw.uscg.mil/esu/ops/SWIIITraining/pacareamanuals/CGBIv4WEB.pdf>
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