

Training Summary and Competencies 12-5.01-P

VERIFY the content of the training summary and competencies sections within Direct Access, as presented in the E-PME Study Guide.

Training Summaries and Competencies

Coast Guard personnel receive various types of training throughout their careers. All training is recorded in their personal training record, which is part of their permanent record.

You must ensure that your training record is complete and accurate, for two very important reasons:

1. Selection panels such as command screening panels, chief warrant officer promotion boards, company commander selection panels, and others review your record for qualifications, completeness, and accuracy.
2. Block 14 of your DD-214 Certificate of Release from Active Duty lists all of your military education.

Military education listed will include formal service schools and in-service training courses captured in PMIS/JUMPS and successfully completed during the period of service covered by Form DD-214. Some examples are:

- “A” school
- “C” school
- Leadership schools

It is your responsibility to ensure that all of your training is properly recorded. All training records can now be accessed in Direct Access.

***Training
Summaries and
Competencies
(continued)***

To meet this performance requirement, you need Intranet access. View and verify your training summary and competencies sections using Direct Access.

- Access Direct Access on the CG Intranet and sign in using your Employee ID as the User ID and your SSN for the password. (You need to change your password after your first log in.)
- Select “Self-Service”, then select “Employee.”
- Select “View.”
- Select “Member Information.” (The employee ID field is already populated with your Employee ID.)
- Select “Search” or “Enter.”
- Select “Training Summary” to review your training record.
- Select “Competencies” to review your competencies.

Should you discover any discrepancies in your Direct Access training records, contact your Servicing Personnel Office (SPO) to resolve the issues. Notify your supervisor that you have completed this requirement.
