

### 17-5.02-P Workstation Tools 17 5.02-P

UTILIZE the following tools using a CG standard workstation, as presented in the E-PME Study Guide.

- CG Forms Adobe PDF
- Publications and Directives
- Fed Log
- CGMS
- Direct Access

**Workstation Tools** As a Coast Guard member, you will often need to use the Coast Guard standard workstation. In addition to Microsoft Office, the workstation provides access to work tools such as:

- CGForms.pdf
- Publications and Directives
- FED LOG
- CG Message System (CGMS)
- Direct Access

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#### *CGForms.pdf*

A significant number of forms are available that can be accessed from the Coast Guard standard workstation (Intranet). To access these forms from the Intranet and utilize them:

1. Log on to the workstation as a 'User.'
2. Select Start | Programs | USCG Applications | USCG Forms.

The program will open USCG Electronic Forms System on the CG Intranet. The USCG Electronic Forms System screen has three options:

- Forms library box—If you know the form series (e.g., 3000 series), enter it and search a list of all of the forms in that series.
- Form Number—If you know the exact number of the form, enter it and go directly to it.
- Form Title—If you know the exact form title, enter it and go directly to it.

*CGForms.pdf*  
(continued)

An Internet version is also available. To access the electronic forms from the Internet go to:

<http://www.uscg.mil/ccs/cit/cim/directives/welcome.htm>

From this screen, select the forms you want from the listing or enter a query in the box at the bottom of the screen.

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*Searching Under  
the Forms Library  
Function  
(CG Intranet)*

Entering a key word, such as “Administrative,” displays a listing of all forms containing that keyword. The forms are organized into three categories of information:

- Forms library
- Form number
- Title

Scroll through the list until you find the one you need. Select the form, then select the arrow on the document’s left to access the form.



***Coast Guard  
Forms Internet  
Search***

From the USCG Electronic Forms screen, select the category of forms from the choices listed or enter a query in the box at the bottom of the screen.

After selecting the category, scroll down and select the exact form you need.



***Publications and  
Directives***

The Coast Guard has made all their policy documents, or directives, available online to all personnel. Previously, all Coast Guard units kept paper copies of the material.

The Coast Guard Directives System is available on the CG Intranet at:

[cgweb.uscg.mil/g-c/g-ccs/g-cit/g-cim/directives/welcome.htm](http://cgweb.uscg.mil/g-c/g-ccs/g-cit/g-cim/directives/welcome.htm)

OR on the worldwide web at:

[www.uscg.mil/ccs/cit/cim/directives/welcome.htm](http://www.uscg.mil/ccs/cit/cim/directives/welcome.htm).

You can also access directives on your computer by selecting the following options in the order shown:

- Start
  - Programs
  - USCG program Apps
  - CG Directives
-

## *Directives*

A directive is a written communication that initiates or governs action, conduct, or procedure. Five main types of directives are issued. They are listed below with their abbreviations.

- Instructions (INST)
    - ▶ Contain information that has continuing reference value or that requires continuing action.
    - ▶ Remain in effect until replaced or canceled by the originator or higher authority.
    - ▶ Review and validate by originators every four years.
  - Manuals (M)
    - ▶ Permanent type of instruction
    - ▶ Contain 25 or more pages
    - ▶ Have a table of contents and are organized into chapters and sections
    - ▶ Are reviewed annually by originators and canceled when no longer applicable
  - Message-Type Notices
    - ▶ Notices (NOTES) transmitted via the Coast Guard Message System (for example, an ALCOAST message)
    - ▶ Urgent in nature (Urgency is defined as insufficient time to publish as another type of directive.)
    - ▶ Provide information required by law or regulation, an issue of safety, or important to the morale of Coast Guard personnel (for example, announcement of award winners, promotions, selections, etc.)
  - Notices (NOTE)
    - ▶ Contain information of a one-time or brief nature
    - ▶ Same force as an Instruction
    - ▶ Automatically cancelled after 12 months if earlier cancellation date not specified
  - Standard Operating Procedures (SOPs)
    - ▶ Set of instructions for operations that lend themselves to definite or standardized procedure
    - ▶ For internal procedures at a unit
    - ▶ Have no defined format
-

***Originators of Directives***

The four main originators who issue directives are:

- The Commandant
  - Area, District, and Group Commanders
  - Commanders of Maintenance & Logistics Commands
  - Commanding Officers and Officers in Charge
- 

***Identifying Directives***

Let's look at the components of the following directive:

**CG Personnel Manual, COMDTINST M1000.6A**

- COMDT—The Originator...in this case, is the Commandant.
  - INST—Type of Directive...in this case, is an Instruction.
  - M1000—The “M” before the number means that this is a Manual. The number is the Standard Subject Identification Code (SSIC). In this case, 1000 means “Military Personnel.”
  - 6A—The “6” after the period means that this is the sixth directive to use this Standard Subject Identification Code (SSIC), in this example, the sixth directive to use the SSIC, “1000.” The “A” stands for a rewritten or revised directive. Originals do not have letters. In this case, the “A” means that it is the second version of this directive. “B” would indicate the third version.
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***A Directory of all Directives***

An important resource that can help you find directives is the Directives, Publications, and Reports Index (Commandant Notice 5600). This index, published annually, lists all current Coast Guard directives.

- Chapter Two lists all directives numerically
- Chapter Three lists them alphabetically

**To view Commandant Notice 5600, Directives, Publications, and Reports Index, select this (untestable) link:**

[http://www.uscg.mil/ccs/cit/cim/directives/cn/cn\\_5600\\_2004\\_3\\_29.pdf](http://www.uscg.mil/ccs/cit/cim/directives/cn/cn_5600_2004_3_29.pdf)

This content is not testable. It is provided for your personal use only.

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## ***FED LOG***

FED LOG is a searchable logistics information system that contains information from the Federal Logistics Information System (FLIS) databases.

The system allows users to locate management, part number, supplier, freight, and characteristics data for a National Stock Number (NSN) or, conversely, find an NSN to go with any of the other pieces of information.

Currently, FED LOG contains the data found in the following federal sources:

- Master Cross Reference List
- Management List
- DoD Interchangeability and Substitutability
- Freight Classification Data
- Identification Lists (formally 295 separate list publications!)
- Parts of the Federal Item Logistics Data Record
- Federal Item Name Directory
- Federal Supply Classification Cataloging Handbook H-2

FED LOG also contains listings from the various military branches.

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## ***FED LOG User's Manual***

The user's manual provides detailed information about system features. Step-by-step instructions and examples guide you through each program.

To access the User's Manual, when FED LOG is open and active, click on the FED LOG User's Manual button on the Button Toolbar or choose, "User's Manual" from the Help menu.

Some important features of FED LOG are:

- **Help.** Help for using the manual is available by pressing [F1] from anywhere in the manual or choosing *Using the Manual* from the Help menu. You can print a copy of the help instructions for using the manual from within the manual help.
- **Appendices.** The appendices of the User's Manual contain additional information, such as a list of function keys, a glossary of acronyms and terms, and a troubleshooting guide.
- **URL.** Also, in addition to the User's Manual, the following (untestable) URL opens web pages that explain FED LOG, and lists the FED LOG frequently asked questions (FAQs), monthly newsletters, and more:

<http://www.dlis.dla.mil/FED LOG/default.asp>

While the information in the Users Manual is **not testable**, it is suggested that you read the manual to become familiar with other FED LOG features.

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## ***Menu Bar***

The Menu Bar looks like this:



The FED LOG Menu Bar is similar to many other software systems with which you are familiar. Like other software programs, many of the choices on the menu bar are also available on the tool bar.

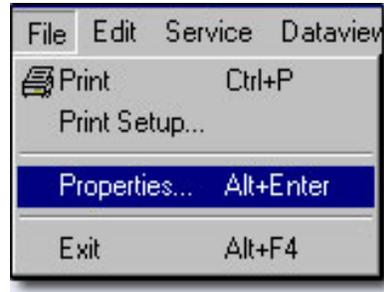
Detailed descriptions are available in the User's Manual for every item on each "drop-down" menu. A brief summary has been provided for some of the items that are unique or of special interest when using FED LOG.

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## ***File***

The Properties item on the Interactive File menu brings up a dialog that lets you set basic display and search properties, set up a custom-designed data-view, and set up a custom version of the NIIN pick list. There are four tabs on this item:

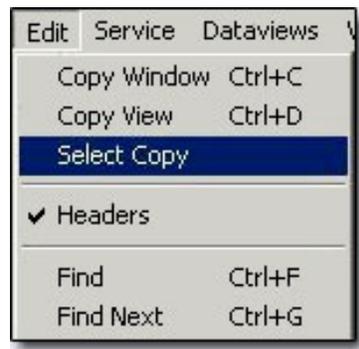
- Char Search
- Options Custom
- View Custom
- Pick List



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## ***Edit***

The Edit menu allows you to copy the information currently on-screen or all the information in the current view to the Windows clipboard.



## *Service*

You have the option of limiting your searches based on service. This means that search results must match the criteria you have entered on the Query screen and also must contain data specific to the service selected under the Service Filter selection on the Service menu.

This feature is used specifically with the search feature of FED LOG.



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## *Dataviews*

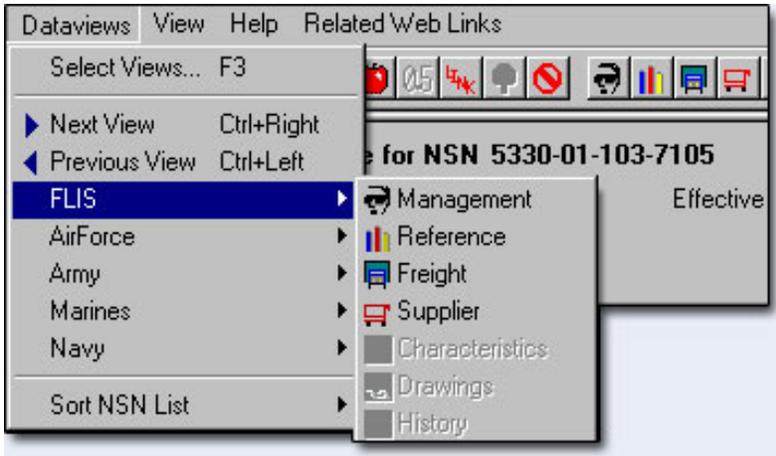
The Dataviews menu offers selection of Dataview rotation and the ability to cross-reference between services. There are three primary options listed below.

- **Select Views.** This option lists the standard data views available for all services, as well as service-unique views, depending on the service you selected.
- **Rotating Through Views.** From a data screen, you can view other data screens for the displayed record by choosing Previous View or Next View. These keys scroll through the databases tagged in the “Select Views Window.”

**Dataviews**  
(continued)

- **Sort NSN List.** The “Sort NSN List” option allows you to select a field, including custom data fields, with which to sort the NSN list.

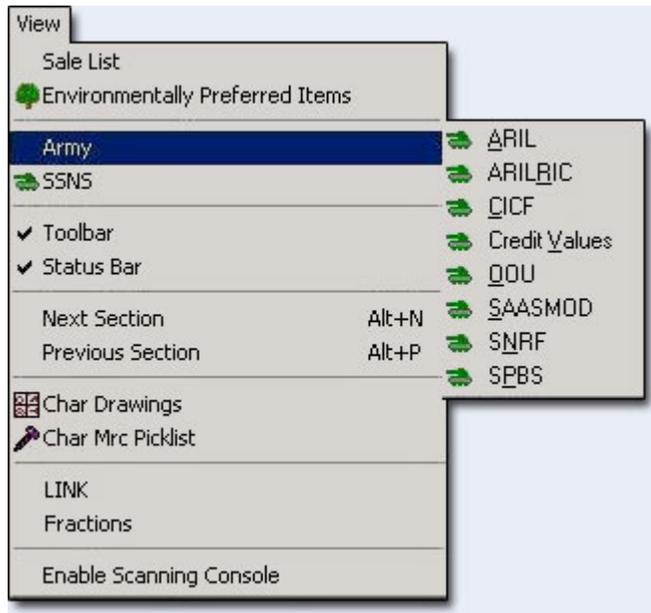
The Users Manual contains other (**untestable**) options.



**View**

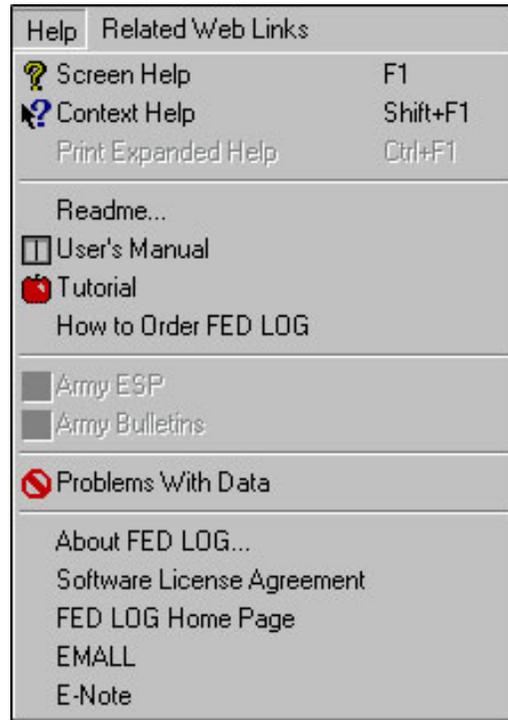
When you are on a Dataview, you can change from service to service and see which views have data.

You can also go to the View menu and look at the submenu for each service to see which Dataviews have data for the current search match.



## Help

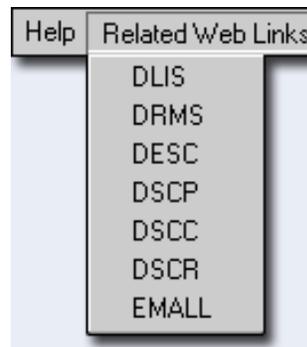
The Help menu contains information that can help you navigate through or troubleshoot problems with FED LOG.



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## Related Web Links

This is the last menu choice on the Menu Bar. It provides links to other valuable resources.



## ***Toolbar***

The Toolbar in FED LOG looks like this:



Procedures for logging onto FED LOG will vary from unit to unit. After logging into FED LOG, the Federal Logistics Information System (FLIS) Interactive Query window will display. The FED LOG Toolbar is used to move through the system and make frequently-used actions.

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## ***Summary FED LOG***

FED LOG is a CD-ROM based application, which runs on the CG standard workstation III. The path to the CD-ROMs varies from unit to unit.

For specific paths to FED LOG discs, contact your servicing:

- Electronic Support Unit (ESU)
- Electronic Support Detachment (ESD)
- Local Systems Manager (LSM)

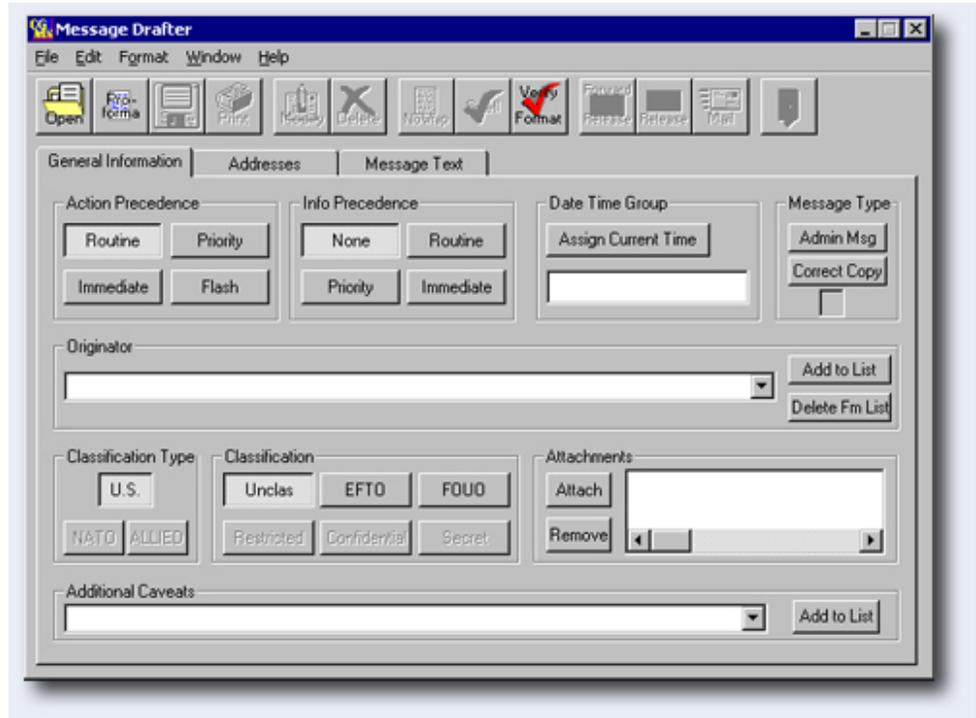
Review and become familiar with the following tool bar job aid.

For further (**untestable**) instruction on how to use FED LOG, go to the on-line tutorial or go to the on-line User's Manual.

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***Prepare a Coast Guard Message (CGMS)***

You may find yourself in a position where you are required to send a message through the Coast Guard Messaging System (CGMS). There are specific requirements for how these messages are formatted. This allots a minimum amount of characters to be used to convey a maximum amount of information.



***Format***

A generic format for messages is provided. This format specifies the exact information that belongs on each line of the message.

Line #	Content
1-4	AUTODIN Routing, Security warning, Transmission Release Code, Special Handling (not used on CG circuits)
5	Precedence, Date Time Group, Message Instruction
6	Message Originator (FM)
7	Action Addressees (TO)
8	Information Addressees (INFO)
9	Exempt Addressees (XMT)
11	Prosign BT
12	Message Text ( In specific order )
13	Prosign BT

**Format**  
*(continued)*

The format for each message line is given below.

- **Line 1–4.** These codes are issued and completed automatically.
- **Line 5.** In Line 5, the message creator will enter, in the order indicated below, the:
  - ▶ **Precedence.** The “Precedence” entry must always appear first on Line 5. It indicates when the message should be distributed, which is a direct function of the message’s urgency. The Precedence entry indicates a Speed of Service Objective (SOSO) code. This single-character code serves as general guidance for Communication Centers to process message traffic according to the precedence assigned. The SOSO times indicate the time from which a message enters in, and then is transmitted out from an individual Communications Center. Potential SOSO codes are:
    - Flash (Z)—As fast as possible, with a goal of 10 minutes
    - Immediate (O)—30 minutes
    - Priority (P)—3 hours
    - Routine (R)—6 hours
  - ▶ **Date Time Group.** The Date Time Group (DTG) is a unique fingerprint on each message. It is the means to identify and locate a message if you are discussing it with another person or referring to a message within another message (e.g., replying to a message). The system ensures that no two messages have the same DTG. DTGs contain day, time, month, and year. In the example 271237Z JUN 00:
    - 27 stands for the day of the month
    - 1237Z is the time in Zulu (Greenwich Mean Time), followed by the month and last two digits of the year.
  - ▶ **Message Instruction.** This set of characters indicates any special circumstances related to the transmission of the message. Specifically, this set of characters will indicate if a message has been:
    - Corrected (ZOJn, where “n” is the number of the correction)
    - Retransmitted (ZDK, positioned after the date of the original message)
    - Administrative type (ZYB, follows the date time group)

**Format**  
**(continued)**

- **Line 6.** In Line 6, the originator will indicate from where the message is being sent. This entry will always begin with the code FM followed by the boat or facility name and the city and state of origin.

For example, a message originating from the Cutter USCGC Sockeye, stationed in Bodega Bay, California, would contain the following Line 6:

FM USCGC SOCKEYE//DT//

- **Line 7.** The “TO” line indicates the action addressee(s). An action addressee is not mandatory as long as there is at least one INFO addressee. There can be more than one action addressee.
- **Line 8.** The “INFO” line indicates the information addressee(s). An INFO addressee is not mandatory as long as there is at least one TO addressee. There can be more than one INFO addressee. This is similar to copying a member on an email.
- **Line 9.** The “XMT” line indicates exempt addressees who are called in a Collective Address Designators (CAD), or Address Indicating Group (AIG).
  - ▶ A CAD is a single address group that represents a predetermined set of five or more activities linked by an operational or administrative chain of command.
  - ▶ AIGs are predetermined lists of action/information addressees controlled by a “cognizant authority” and used for messages containing information of a recurring or pre-planned nature.

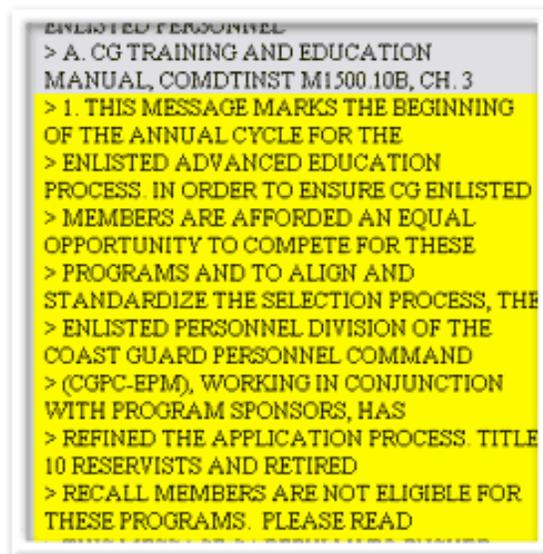
The originator may exempt one or more of the addressees from a CAD or AIG by listing them in line nine.

- **Line 11.** In Line 11, the originator includes the code BT to indicate that the body text for the message will begin on the following line. The originator will also include the same code in Line 13 to indicate the body text for the message is completed.

```
R 051415Z MAR 04 ZUI ASN-A00068000145 ZOJ1
FM COMCOGARD PERSCOM WASHINGTON DC//EPM-1//
TO ALCGENL
BT
UNCLAS //N01500// VOL CCN
ALCGENL 035/04
SUBJ: ADVANCED EDUCATION PROCESS FOR ENLISTED PERSONNEL
A. CG TRAINING AND EDUCATION MANUAL, COMDTINST M1500.10B, CH. 3
```

**Format**  
**(continued)**

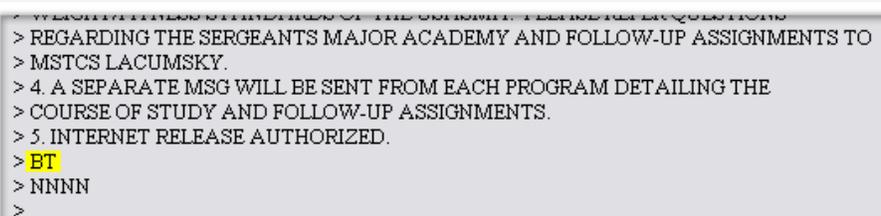
- **Line 12.** In Line 12, the originator composes the body text for the message. The text in the message must be placed in the following order:
  - A) Classification (Unclas, Confidential, etc.)
  - B) Special Handling (SPECAT, LIMDIS, etc.)
  - C) Special Delivery (NORFORN, ORCON)
  - D) Standard Subject Identification Code (SSIC)
  - E) Exercise Name (If Applicable)
  - F) Subject Line (Should be only one line of text)
  - G) References
  - H) Paragraphs



ENLISTED PERSONNEL  
> A. CG TRAINING AND EDUCATION  
MANUAL, COMDTINST M1500.10B, CH. 3  
> 1. THIS MESSAGE MARKS THE BEGINNING  
OF THE ANNUAL CYCLE FOR THE  
> ENLISTED ADVANCED EDUCATION  
PROCESS. IN ORDER TO ENSURE CG ENLISTED  
> MEMBERS ARE AFFORDED AN EQUAL  
OPPORTUNITY TO COMPETE FOR THESE  
> PROGRAMS AND TO ALIGN AND  
STANDARDIZE THE SELECTION PROCESS, THE  
> ENLISTED PERSONNEL DIVISION OF THE  
COAST GUARD PERSONNEL COMMAND  
> (CGPC-EPM), WORKING IN CONJUNCTION  
WITH PROGRAM SPONSORS, HAS  
> REFINED THE APPLICATION PROCESS. TITLE  
10 RESERVISTS AND RETIRED  
> RECALL MEMBERS ARE NOT ELIGIBLE FOR  
THESE PROGRAMS. PLEASE READ

Note that not every message will have all entries. Skip entries if they do not apply, but they cannot be placed in a different order.

- **Line 13.** In Line 13, the originator includes the code BT to indicate the body text for the message is completed. The originator will also include the same code in Line 11 to indicate that the body text for the message began on the following line.



> REGARDING THE SERGEANTS MAJOR ACADEMY AND FOLLOW-UP ASSIGNMENTS TO  
> MSTCS LACUMSKY.  
> 4. A SEPARATE MSG WILL BE SENT FROM EACH PROGRAM DETAILING THE  
> COURSE OF STUDY AND FOLLOW-UP ASSIGNMENTS.  
> 5. INTERNET RELEASE AUTHORIZED.  
> BT  
> NNNN  
>

**Format**  
**(continued)**

Here's a sample message properly formatted for transmission.

5	P 151515Z JAN 00 ZYB
6	FM CCGDEIGHT NEW ORLEANS LA
7	TO AIG FOUR SEVEN EIGHT NINE
8	INFO COGARD TISCOM ALEXANDRIA VA//OPS-
9	XMT USCGC EVERGONE
11	BT
	UNCLAS EFTO NORFORN //N02000//
	EXERCISE EXERCISE EXERCISE
12	SUBJ: MESSAGE DRAFTING COURSE
	MY 151510Z JAN 00
	MESSAGE TEXT
13	BT

CGMS automatically formats the message.

There are some formatting requirements for the text within the report.  
The text:

- Cannot contain tabs
- Cannot be allowed to auto wrap at the end of the line
- Must be limited to 69 characters per line
- Can only contain approved characters

The report must also contain a statement authorizing release of the message over the Internet, if appropriate. This authorization must be formatted as "INTERNET RELEASE AUTH," and the last line of the message text must be "Internet release is authorized."

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**Approved  
Characters**

ONLY the following characters have been approved for use in official record message traffic:



Character	Symbol
Apostrophe	'
Colon	:
Comma	,
Parenthesis	(
Question Mark	?
Quotation Mark	"
Slant Bar	/
Hyphen	-
Period	.

The "At Sign" @ may be used on Coast Guard messages only, but must be spelled out on messages going outside the organization or to ships that are underway.

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**Message Types**

In CGMS, there are two types of messages:

- Unclassified
- Classified

Classified and unclassified messages both have precedence. A classified message in itself doesn't indicate priority or that it has precedence (just that it's classified). Precedence, not classification, determines priority.

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**Unclassified  
Messages**

An "UNCLASS" message is an "unclassified message." These are information-type messages, such as reports, announcements, and Commandant messages. They include:

- **ALCOAST.** Messages applicable to all Coast Guard commands, with blanket distribution to all Coast Guard units
  - **ALCGOFF,** for officers
  - **ALCGENL,** for enlisted
  - **ALCGCIV,** for CG civilians. Messages that are originated by Coast Guard Headquarters in Washington, DC, and used in disseminating Coast Guard Civilian Personnel Information.
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## *Classified Messages*

A “class” message is a “classified message.” There are three categories:

- **Top Secret.** Top Secret information requires the highest degree of protection. The unauthorized disclosure of top-secret information could reasonably be expected to cause exceptionally grave damage to national security.
  - **Secret.** Secret information requires a substantial degree of protection. The unauthorized disclosure of secret information could reasonably be expected to cause serious damage to national security.
  - **Confidential.** Confidential information requires protection. The unauthorized disclosure of confidential information could reasonably be expected to cause damage to national security.
- 

## *Authorized Users*

Your unit’s command security officer or security manager will determine your “need to know” information level based on your job and your security clearance.

Your need to know plus your security clearance equals your level of access to CGMS. Once that is determined, follow your unit’s procedures for message traffic.

Also, some units regularly clear out the message cache so that the system doesn’t become flooded. Find out how it is handled in your location.

$$\begin{array}{c} \text{Need} \\ \text{to} \\ \text{Know} \end{array} + \begin{array}{c} \text{Security} \\ \text{Clearance} \end{array} = \begin{array}{c} \text{CGMS} \\ \text{Level} \\ \text{of Access} \end{array}$$

## *Using CGMS*

Not all personnel will use the CGMS system. You need to have read authority to view messages on CGMS. When you log on to your computer, your password will display the messages that are appropriate for you to view.

Once the messages appear, you can then determine the ones that are most appropriate for your job and only read the relevant messages. In order to send a message on CGMS (referred to as having release authority), you need special training on drafting messages.

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## ***Direct Access***

Direct Access is the human resources management system for Coast Guard military personnel. Coast Guard military personnel use it for payroll actions, requesting their next jobs (assignments), evaluations, training, and more.

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## ***Direct Access Functions***

In order complete the following functions in Direct Access, you need to be on-line:

- Enter your e-mail address
  - Change your password
  - Set a password hint.
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## ***Use Direct Access***

In order to use Direct Access, you will need your Employee ID number and Social Security number the first time you log on.

To find your Employee ID number, contact your unit's administrative staff. Your Employee ID number will be available to them sometime between one week and one month after you begin employment with the Coast Guard.

To use Direct Access from your Coast Guard computer:

1. Open Internet Explorer.
2. Type in [cgweb.uscg.mil/g-w/psc/Direct-Access/](https://cgweb.uscg.mil/g-w/psc/Direct-Access/).
3. Click on the yellow "Sign In" button for "Self-Service Users."

The PeopleSoft login screen will appear. (*PeopleSoft is the company that created Direct Access.*)



4. Type in your User ID (Employee ID #) and your Password (SSN #).
  5. Click on the "Sign In" button.
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***Enter Information  
into Direct Access***

To do the following tasks, view the online instructions and demonstrations at the web addresses below each task:

1. Enter your e-mail address  
([www.uscg.mil/hq/psc/cghrms/vids/Signin.htm](http://www.uscg.mil/hq/psc/cghrms/vids/Signin.htm))
  2. Change your password  
([www.uscg.mil/hq/psc/cghrms/index.htm](http://www.uscg.mil/hq/psc/cghrms/index.htm))
  3. Set a password hint  
([www.uscg.mil/hq/psc/cghrms/vids/pw.htm](http://www.uscg.mil/hq/psc/cghrms/vids/pw.htm))
-