

Chapter Overview

Introduction The objective of this chapter is to provide a concise, user friendly job aid for processing enlisted advancements and CWO appointments, recording educational accomplishments, and adding or deleting competency codes. This chapter provides checklists, guides, and information required to complete these tasks.

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Chapter 4
CAREER DEVELOPMENT

Section Overview

Introduction This section will guide you through the procedures for advancing a member.

In this section

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4.A.1 Headquarters Advancement Checklist

4.A.1.1 Introduction Following each Servicewide exam PPC (ADV) and PSC (epm) will publish eligibility lists and a series of Enlisted Personnel Advancement Announcements (EPAA), for active duty personnel, or Enlisted Reserve Advancement Announcements (ERAA) for reservists. An EPAA or ERAA is notification of who will be advanced and on what date the advancement will be effective.

4.A.1.2 Reference

- (a) Enlisted Accessions, Evaluations, and Advancements, COMDTINST M1000.2 (series)
- (b) Personnel and Pay Procedures Manual (PPPM), PPCINST M1000.2(series)
- (c) Coast Guard Weight and Body Fat Standards Program Manual, COMDTINST M1020.8(series)
- (d) Coast Guard Servicing Personnel Office (SPO) Manual, PPCINST M5231.3 (series), Part III, General Transactions, Chapter 2, Advancements, Change in Rating, Reduction, Add/Remove Designator

4.A.1.3 Checklist Use the following checklist when a member is authorized by an EPAA or ERAA to be advanced.

Step	Action	Reference	Date
1	<p>Ensure member has continued to remain eligible for advancement, meets weight standards ,and for advancement to E-7 and above, meets obligated service requirements Complete CG-3307 (AR-02 Obligated Service for Advancement to E-7, E-8, or E-9) entry if one was not completed when the member’s name appeared above the cutoff on the Advancement Eligibility List.</p> <p>Advise PPC (adv) and PSC (epm) to withhold advancement if member is not eligible for advancement.</p>	Ref (a), 3.A.19.c & Ref (c)	
2	<p>Complete Unscheduled Enlisted Employee Review on the day before advancement or change in rating to pay grade E-7 or above. (Not required for advancement to pay grade E-6 and below).</p>	Ref (a) 5.e.2.a. & 5.E.1.b.(4)(g)	

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Section A
ENLISTED ADVANCEMENTS

4.A.1 Headquarters Advancement Checklist, Continued

4.A.1.3 Checklist (continued)

Step	Action	Reference	Date
3	Complete Petty Officer Advancement Certificate (CG-216) for advancement to E-4 through E-6. <ul style="list-style-type: none">• Certificate for E-7 through E-9 will be completed by PPC (ADV)	Ref (a) 3.A.29.c.	
4	Issue new ID card	Ref (b), 5.D.4	
5	Remove member from "A" school list (members in pay grade E-3 only)	Ref (a) 3.A.20.c(1)	

4.A.2 Commanding Officer Advancement Process

4.A.2.1 Introduction

The advancement process is broken down into stages by what needs to be completed and who is responsible.

4.A.1.2 Reference

- (a) Enlisted Accessions, Evaluations,, and Advancements, COMDTINST M1000.2 (series)
 - (b) Personnel and Pay Procedures Manual (PPPM), PPCINST M1000.2(series)
 - (c) Coast Guard Weight and Body Fat Standards Program Manual, COMDTINST M1020.8(series)
 - (d) Coast Guard Servicing Personnel Office (SPO) Manual, PPCINST M5231.3 (series), Part III, General Transactions, Chapter 2, Advancements, Change in Rating, Reduction, Add/Remove Designator
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4.A.2.3 Advancement process

This table identifies the process for advancement to E-3 and designated class A school graduate's advancement to E-4.

Stage	Who does it	What Happens
1	Member	Completes EOCT and Performance Qualifications. Submits Career Development Worksheet (CG-2030).
2	CO of Unit	Ensures member is eligible in accordance with reference (a), approves request and forwards Career Development Worksheet to the SPO.
3	SPO	Completes advancement transaction in Direct Access per reference (d)

4.A.3 Commanding Officer Advancement Checklist

4.A.3.1 Introduction

This checklist has been provided as a job aid to assist the unit/SPO in completing all necessary tasks required for advancing a member. This job aid is designed to be reproduced locally.

4.A.3.2 Reference

- (a) Enlisted Accessions, Evaluations,, and Advancements, COMDTINST M1000.2 (series)
 - (b) Personnel and Pay Procedures Manual (PPPM), PPCINST M1000.2(series)
 - (c) Coast Guard Weight and Body Fat Standards Program Manual, COMDTINST M1020.8(series)
 - (d) Coast Guard Servicing Personnel Office (SPO) Manual, PPCINST M5231.3 (series), Part III, General Transactions, Chapter 2, Advancements, Change in Rating, Reduction, Add/Remove Designator
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4.A.3.3 Usage

The Commanding Officer Advancement Checklist can be used to complete the necessary transactions on a member for:

- Advancement.
- Adding a designator.
- Removing a designator.
- Change in rating.
- Reduction in rate (Note to SPO: Use the Disciplinary Actions page for reductions awarded as the result of CO's NJP or Courts-Martial).

This checklist is not used for members who are being advanced by EPAA or ERAA (See Sec. 4.A.1).

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Section A
ENLISTED ADVANCEMENTS

4.A.3 Commanding Officer Advancement Checklist, Continued

4.A.3.4 Advancement checklist Action when the CO authorizes a member to be advanced.

Step	Action	Reference	Date
1	Unit ensure member is eligible for advancement and advancement is not retroactive	Ref (a) 3.A.4, 3.A.20.a, 3.A.20.b, 3.A.22.c, and Ref (c)	
2	Complete Career Development Worksheet, CG-2030	Ref (b)	
3	SPO completes Direct Access transaction Develop Workforce > Career Management > Use > Adv/Promote One Member	Ref (d)	
4	Unit complete CG-5530 (Certificate for Advancement to Seaman/Fireman) or CG-216 (Petty Officer Appointment Certificate)	Ref (a) 3.A	
5	Issue ID card (if applicable)	Ref (b), 5.D.4	

Section B
WARRANT OFFICER APPOINTMENTS

Section Overview

Introduction This section will guide you through the warrant officer appointment process

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4.B.1 Warrant Officer Appointment Process

4.B.1.1 Introduction The Coast Guard Personnel Service Center manages the CWO Appointment Board Process. PSC will release an ALCGPSC (active duty) or ALCGRSV (reserve) message annually announcing the timeline for the next CWO Appointment Board. This message will establish responsibilities and deadline dates.

4.B.1.2 Reference (a) Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3, (Series)

4.B.1.3 Process Here is the warrant officer appointment process.

Stage	Who Does It	What Happens
1	Member	Meets all eligibility requirements by deadline.
2	Member	Prior to published deadline date: <ul style="list-style-type: none">• Submits request to CO to obtain recommendation• Once recommendation obtained submits E-resume in Direct Access
3	CO of Unit	Completes E-interview in Direct Access to enter member in process
4	PPC (ADV)	Produces PDE for member's validation. Note: The reserve component does not utilize a pre-scoring system for candidates. Personnel Data Extracts (PDE) and a pre-board eligibility list will not be available.
5	PPC (ADV)	Produces Profile Letter
6	PSC	Publishes pre-board eligibility list via ALCGPSC/ALCGRSV
7	Member	Submits Resume if listed as a primary or alternate candidate
8	CO of Unit	Submits OER and an initial endorsement to member's resume prior to established deadline date.
9	PSC	Convenes selection board Publishes selection list

Section B
WARRANT OFFICER APPOINTMENTS

4.B.2 Warrant Officer Appointment Checklist

4.B.2.1 Introduction

This checklist has been provided as a job aid to assist the unit/SPO in completing all necessary tasks required when a member is selected for appointment to warrant officer. This job aid is designed to be reproduced locally.

4.B.2.2 Reference

- (a) Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3 (series), 1-D.
 - (b) Coast Guard Weight and Body Fat Standards Program Manual, COMDTINST M1020.8(series)
 - (c) Personnel and Pay Procedures Manual (PPPM), PPCINST M1000.2(series)
 - (d) Military Bonus Program, COMDTINST M7220.2 (series)
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4.B.2.3 Procedures

Procedures required upon selection to warrant officer

Step	Action	Reference	Date
1	Ensure physically qualified for appointment (within 12 months of appointment).	Ref (a)	
2	Review SRB entitlement	Ref (d)	
3	Endorse Appoint letter		
4	Ensure weight requirements are met	Ref (b)	
5	Execute Oath of Office, CG-9556	Ref (a)	
6	Complete ID card(s)	Ref (c)	
7	Appointee mails copy of Oath of Office and Physical to PSC	Ref (a)	

Section B
WARRANT OFFICER APPOINTMENTS

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Section Overview

Introduction This section will guide you through the process and procedures to report completion of formal training courses, educational accomplishments, and qualification changes.

In this section

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4.C.1 Training and Educational Accomplishments

4.C.1.1 Introduction Completion of Coast Guard formal training courses (Class “A” and “C” schools) must be recorded in the Direct Access system. Other educational accomplishments shall be recorded in the Training Management Tool (TMT) application in accordance with Mandatory Use of the Training Management Tool, [COMDTINST 5270.2](#).

4.C.1.2 References

- (a) Performance, Training and Education Manual, COMDTINST M1500.10(series), Chap 4
- (b) Reserve Policy Manual, COMDTINST M1001.28(series), 8.C.9
- (c) Coast Guard Servicing Personnel Office (SPO) Manual, PPCINST M5231.3 (series), Part III, General Transactions, Chapter 1, Manage Competencies

4.C.1.3 Formal Training Courses This is the process of reporting completion of a formal training course:

Stage	Who Does It	What Happens
1	Member	<p>Completes a Career Development Worksheet (CG-2030)</p> <p>Note: If more than one member of the unit attended the same course, at the same time, the unit may submit a list of attendees in lieu of individual worksheets.</p>
2	Unit	Forwards worksheet or list of attendees to SPO or to unit member with the Direct Access “Field Admin” (See section 1.5.5 of this manual) user role who, under an agreement with the SPO, is authorized to update unit competency and training information.
3	SPO/Unit DA Field Admin user	<p>Completes appropriate Direct Access transaction in accordance with reference (c).</p> <p>If data entry is completed by unit, forwards copy of worksheet or other source document marked “data entry complete by (name/signature) on (date of data entry)” to SPO for inclusion in SPO PDR.</p>

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4.C.1 Training and Educational Accomplishments, Continued

4.C.1.4 Retest of enlisted battery tests This is the process for reporting a retest of an enlisted battery test.

Stage	Who Does It	What Happens
1	Unit	<ul style="list-style-type: none">• Provides a copy to the member• Forwards a letter documenting a retest to SPO or to unit member with the Direct Access “Field Admin” (See section 1.5.5 of this manual) user role who, under an agreement with the SPO, is authorized to update unit competency and training information.
2	SPO/Unit DA Field Admin user	Completes appropriate Direct Access transaction in accordance with reference (c). If data entry is completed by unit, forwards copy of worksheet or other source document marked “data entry complete by (name/signature) on (date of data entry)” to SPO for inclusion in SPO PDR.

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4.C.1 Training and Educational Accomplishments, Continued

4.C.1.5 Change in language competency This is the process for reporting a change in language competency.

Stage	Who Does It	What Happens
1	Member	Completes Defense Language Proficiency Test (DLPT)
2	ESO	Enters DLPT results in Direct-Access Develop Workforce > Manage Competencies (GBL) > Use > Foreign Language Test Results

4.C.1.6 Off duty educational accomplishments This is the process for reporting completion of an off duty course of study such as completing a GED or earning a college degree.

Stage	Who Does It	What Happens
1	Member	Provides documentation to ESO
2	Unit/ESO	Forwards copy of documentation to the SPO to unit member with the Direct Access “Field Admin” (See section 1.5.5 of this manual) user role who, under an agreement with the SPO, is authorized to update unit competency and training information.
3	SPO/Unit	Records accomplishment in Direct-Access. Develop Workforce > Manage Competencies (GBL) > Use > Education If data entry is completed by unit, forwards copy of worksheet or other source document marked “data entry complete by (name/signature) on (date of data entry)” to SPO for inclusion in SPO PDR.

4.C.1.7 Record Of Professional Development In addition to the methods listed above for entering training and education data in Direct-Access, form [CG-4082, Record Of Professional Development](#) may be used to report accomplishments. This form offers active duty, and reserve personnel the opportunity to record their professional development accomplishment to PSC-psd-mr where it will become a part of their official record. The procedure is voluntary and does not affect Direct-Access entry.

4.C.2 Individual's Record of Small Arms Training

4.C.2.1 Introduction

The Small Arms Record Firing Report (CG-3029) provides a summary of individual's small arm qualifications. Upon receipt of CG-3029, enter the appropriate award and competency in Direct Access.

4.C.2.2 Reference

(a) Ordnance Manual, COMDTINST M8000.2(series)

4.C.2.3 Types of awards

Members who qualify with a pistol or rifle will receive a Marksman (M), Sharpshooter (S), or Expert (E) award according to the qualifying score. Only one award shall be entered regardless of the number of times qualified (example: Expert rifle shall only be entered in Direct Access upon initial qualification, subsequent qualifications will not be entered.).

4.C.2.4 Award breakdown

See enclosure (7) of reference (a) for the qualification and breakdown of scores when entering in Direct Access.

4.C.2.5 Competency Code Updates

The Competency Codes for a member who qualifies with a pistol, rifle or shotgun must be updated in Direct-Access.

Code	Weapon
MAREP	Pistol Qualification
MARER	Rifle Qualification
MARES	Shotgun Qualification

4.C.3 Lump Sum Payments for Veterans Education Assistance Program (VEAP) or Montgomery GI Bill (MGIB) Additional Contributions and Request for VEAP Refunds

4.C.3.1 Introduction

This section provides the procedures for making lump sum payments for educational benefit programs and for requesting a refund of contributions made under VEAP.

4.C.3.2 Reference

- (a) Performance, Training and Education Manual, COMDTINST M1500.10(series)
 - (b) Coast Guard Pay Manual, COMDTINST M7220.29(series),
 - (c) GI Bill Website - <http://www.gibill.va.gov/>
 - (d) Montgomery G.I. Bill (MGIB) – Active Duty Education Assistance Program, COMDTINST 1760.9(series)
 - (e) The Veterans Benefits And Health Care Improvement Act of 2000 (Public Law 106-419)
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4.C.3.3 VEAP

The Veterans Education Assistance Program (VEAP) was available to any member who first became a member between 1 January 1977 and 30 June 1985. Participating members, who had an “E” type allotment in the past, may make a lump sum payment to bring their total contribution up to \$2700, in order to convert their VEAP eligibility to MGIB.

4.C.3.4 MGIB Additional Amount

Effective May 1, 2001, qualified members can increase their monthly MGIB benefits by contributing additional funds up to \$600. Members with sufficient remaining time in service may make the additional contribution via an allotment. Monthly deductions are made in increments of \$20 with a minimum contribution of \$20. The total additional contribution will not exceed \$600. Members separating from the service may elect to make a lump sum contribution.

- Members desiring to make the additional contribution via an allotment should complete an Allotment Worksheet (CG-2040) and forward it to their SPO.
 - Lump sum contributions shall made in accordance with the procedure on the following page.
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4.C.3 Lump Sum Payments for Veterans Education Assistance Program (VEAP) or Montgomery GI Bill (MGIB) Additional Contributions and Request for VEAP Refunds, Continued

4.C.3.5 Procedure for lump sum VEAP or MGIB payment This is the process for making lump sum payments for contributions to VEAP or MGIB-K accounts:

Stage	Who does it?	What Happens
1	Member	Contacts SPO
2	SPO	Determines if amount being deposited is a valid amount (e. g. Member is eligible and has not already made the maximum contribution).
3	Member	Prepares a check or money order payable to U. S. Coast Guard with the following information: <ol style="list-style-type: none"> 1. Name 2. SSN 3. Total amount of lump sum and period covered by the lump sum. <p>Mails payment to: ATTN: COLLECTION CLERK COMMANDING OFFICER (MAS-DC) USCG PAY & PERSONNEL CENTER 444 SE QUINCY STREET TOPEKA KS 66683-3591</p>

4.C.3.6 Procedure for VEAP refund Use this procedure to request a VEAP refund.

Step	Action
1	Complete application for Refund of Educational Contributions (VA Form 4-5281) items 1-10 must be completed.
2	Mail application to: ATTN: VOUCHER SECTION COMMANDING OFFICER (DC) USCG PAY & PERSONNEL CENTER 444 SE QUINCY STREET TOPEKA, KS 66683-3591
3	Member should receive refund within 90 days.

4.C.4 Managing Competencies

4.C.4.1 Introduction Competencies are used as a means of recording a member’s accomplishments while in service. This section helps you determine when to add or delete competencies.

4.C.4.2 Reference

- (a) [U.S. Coast Guard Competency Management System Manual, COMDTINST M5300.2](#)
- (b) Coast Guard Servicing Personnel Office (SPO) Manual, PPCINST M5231.3 (series), Part III, General Transactions, Chapter 1, Manage Competencies

4.C.4.3 Adding a competency Add a competency for a member.

WHEN	THEN
A member completes school and receives a competency	Forward Career Development Worksheet (CG-2030) to the SPO. SPO or unit member with the Direct Access “Field Admin” (See section 1.5.5 of this manual) user role who, under an agreement with the SPO, is authorized to update unit competency and training information, will complete Direct Access competencies transaction.
A member is assigned a competency by the unit CO	The CO will forward a letter or a worksheet to the SPO or unit member with the Direct Access “Field Admin” (See section 1.5.5 of this manual) user role who, under an agreement with the SPO, is authorized to update unit competency and training information. The SPO/Field Admin will complete Direct Access competencies transaction.
A member completes small arms training and receives a competency	Forward Career Development Worksheet (CG-2030) to the to the SPO or unit member with the Direct Access “Field Admin” (See section 1.5.5 of this manual) user role who, under an agreement with the SPO, is authorized to update unit competency and training information. The SPO/Field Admin will complete Direct Access competencies transaction.

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4.C.4 Managing Competencies, Continued

**PDR
documents**

If data entry is completed by unit (Field Admin user), the unit forwards copy of worksheet or other source document marked “data entry complete by (name/signature) on (date of data entry)” to SPO for inclusion in SPO PDR.

4.C.5 Insignia

4.C.5.1 Introduction When a member becomes qualified to permanently wear an insignia, such as that for Company Commander or Marine Safety, this competency must be entered into Direct Access.

4.C.5.2 Reference (a) Coast Guard Servicing Personnel Office (SPO) Manual, PPCINST M5231.3 (series), Part III, General Transactions, Chapter 1, Manage Competencies

4.C.5.3 Reporting this competency When a member becomes qualified to permanently wear an insignia, the following must occur:

Stage	Who does it	Action to be taken
1	UNIT	Prepare a designation letter to the member; Copy of the designation letter will be sent to the to the SPO or unit member with the Direct Access “Field Admin” (See section 1.5.5 of this manual) user role who, under an agreement with the SPO, is authorized to update unit competency and training information.
2	UNIT/SPO	Will record this honor or award in Direct Access using appropriate honor or award code. If data entry is completed by unit, forwards copy of worksheet or other source document marked “data entry complete by (name/signature) on (date of data entry)” to SPO for inclusion in SPO PDR.
