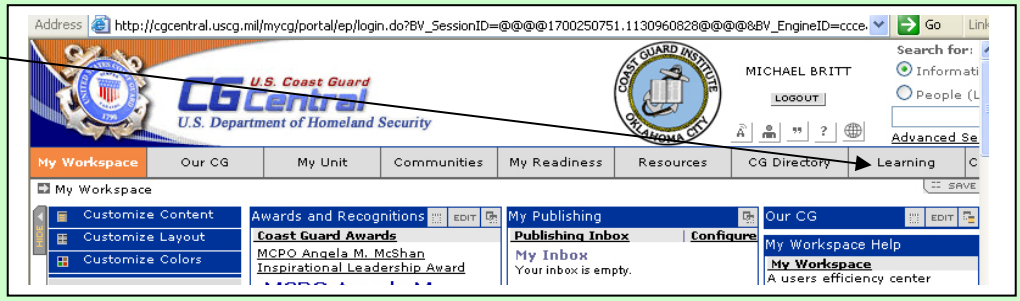
# END OF MONTH EOCT REPORTS

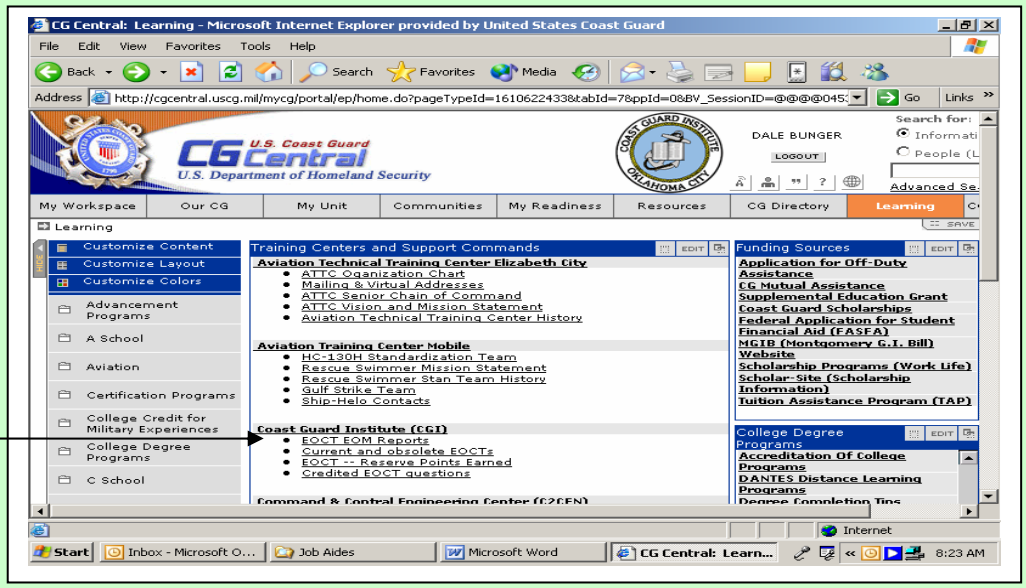
Instructions on how to access the Monthly Student Status Report (CGI-2430) and the EOCT Inventory Statement (CGI-2440)

## ACCESSING THE CGI-2430 and CG-2440

B




C

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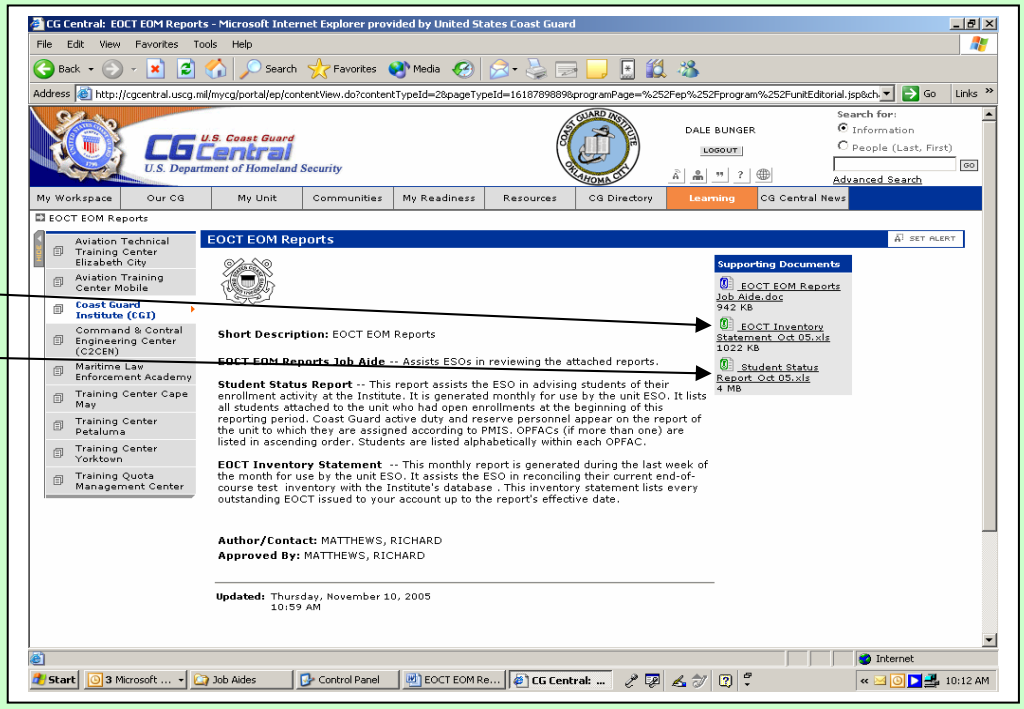
E




| | |
|---|---|
| A | To access these reports, log into CG Central web address - http://cgcentral.uscg.mil |
| B | After logged into CG Central, click on the learning tab at the right of the page. |
| C | Once the page opens, click EOCT EOM Reports under Coast Guard Institute (CGI). |
| D | To pull up the EOCT Inventory Statement, click on the EOCT Inventory Statement link. |
| E | To pull up the Student Status Report, click on the Student Status Report link. |

**To Contact Non-Resident Training:**
(405)-954-2437

Department Head
(405) 954-7275

Assistant Department Head
(405) 954-7263

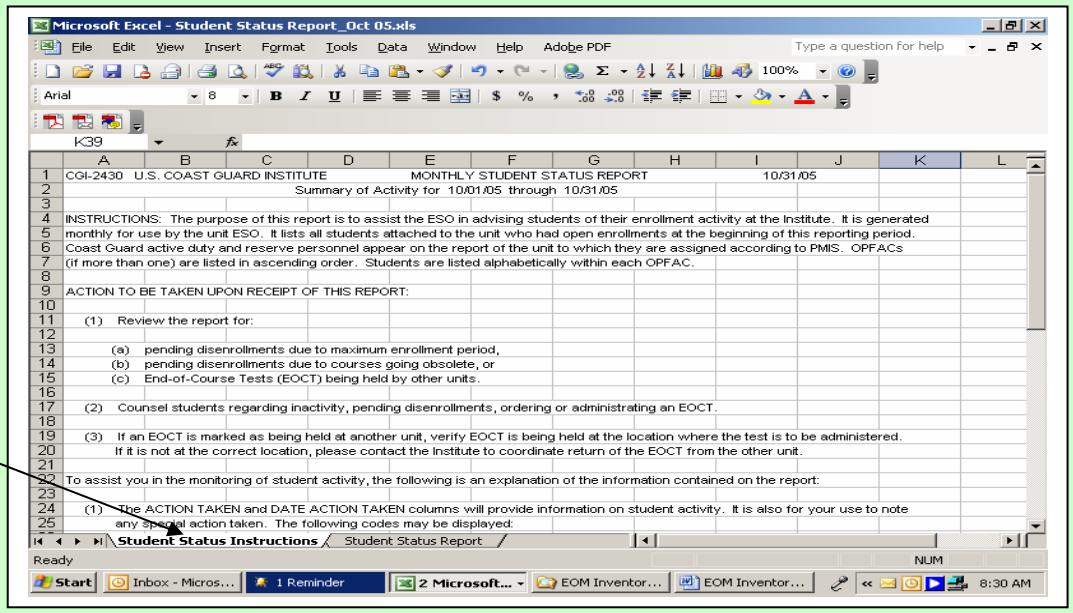
Processing Manager
(405) 954-7258

Library Manager
(405) 954-7265

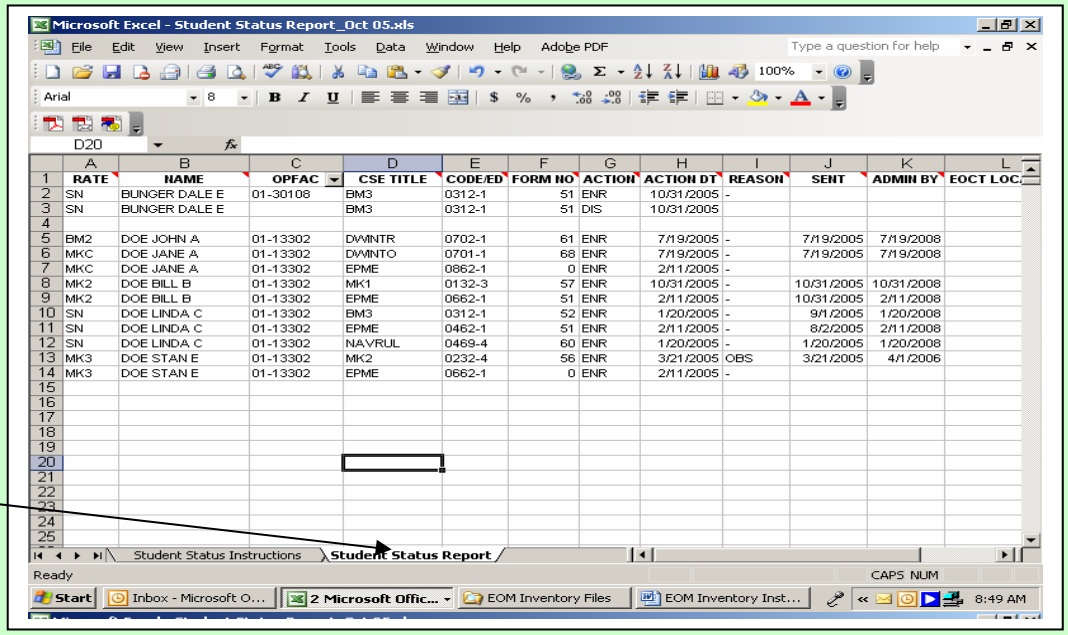
Distribution Manager
(405) 954-9388

Inquiries may also be emailed to CGI-PF-NRT_ESO_Emails@uscg.mil

# Student Status Report (CGI-2430)



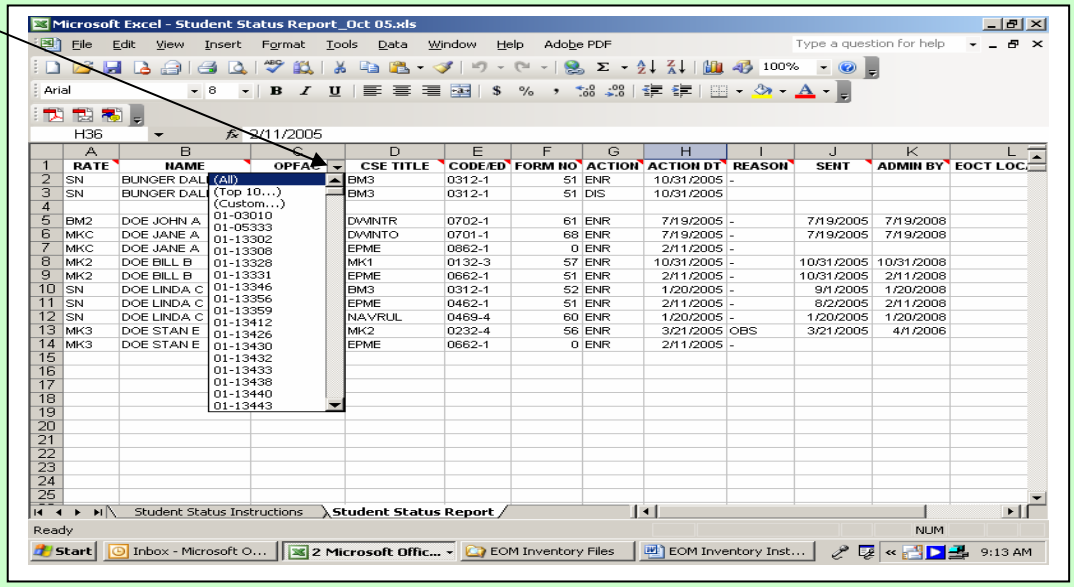

F




G

| RATE | NAME | OPFAC | CSE TITLE | CODE/ED | FORM NO | ACTION | ACTION DT | REASON | SENT | ADMIN BY | EOCT LOC |
|---|---|---|---|---|---|---|---|---|---|---|---|
| SN | BUNGER DALE E | 01-30108 | BM3 | 0312-1 | 51 | ENR | 10/31/2005 | - | | | |
| SN | BUNGER DALE E | | BM3 | 0312-1 | 51 | DIS | 10/31/2005 | | | | |
| BM2 | DOE JOHN A | 01-13302 | DVMNTR | 0702-1 | 61 | ENR | 7/19/2005 | - | 7/19/2005 | 7/19/2008 | |
| MKC | DOE JANE A | 01-13302 | DVMNTO | 0701-1 | 68 | ENR | 7/19/2005 | - | 7/19/2005 | 7/19/2008 | |
| MKC | DOE JANE A | 01-13302 | EPME | 0862-1 | 0 | ENR | 2/11/2005 | - | | | |
| MK2 | DOE BILL B | 01-13302 | MK1 | 0132-3 | 57 | ENR | 10/31/2005 | - | 10/31/2005 | 10/31/2008 | |
| MK2 | DOE BILL B | 01-13302 | EPME | 0662-1 | 51 | ENR | 2/11/2005 | - | 10/31/2005 | 2/11/2008 | |
| SN | DOE LINDA C | 01-13302 | BM3 | 0312-1 | 52 | ENR | 1/20/2005 | - | 9/1/2005 | 1/20/2008 | |
| SN | DOE LINDA C | 01-13302 | EPME | 0462-1 | 51 | ENR | 2/11/2005 | - | 8/2/2005 | 2/11/2008 | |
| SN | DOE LINDA C | 01-13302 | NAVRUL | 0469-4 | 60 | ENR | 1/20/2005 | - | 1/20/2005 | 1/20/2008 | |
| MK3 | DOE STAN E | 01-13302 | MK2 | 0232-4 | 56 | ENR | 3/21/2005 | OBS | 3/21/2005 | 4/1/2006 | |
| MK3 | DOE STAN E | 01-13302 | EPME | 0662-1 | 0 | ENR | 2/11/2005 | - | | | |

H




F

If you clicked on the Student Status Report, instructions for the report should come up (you should be on the **Student Status Instructions worksheet**). Go ahead and print this page or Save the document to a file if you want to keep an electronic copy of the report.

G

Now click on the **Student Status Report** worksheet tab. This report lists all students attached to the unit who had open enrollments at the beginning of a reporting period. This report is sorted by unit OPFAC.

H

To bring up the list for a given OPFAC, click the down arrow in the OPFAC column (Column C). Find the OPFAC you wish to see and click on it. The report should only show the members under the OPFAC you selected.

Once you have selected the OPFAC and the list of members has come up, either print the page or save it to a file as an electronic copy (if you hadn't done so already).

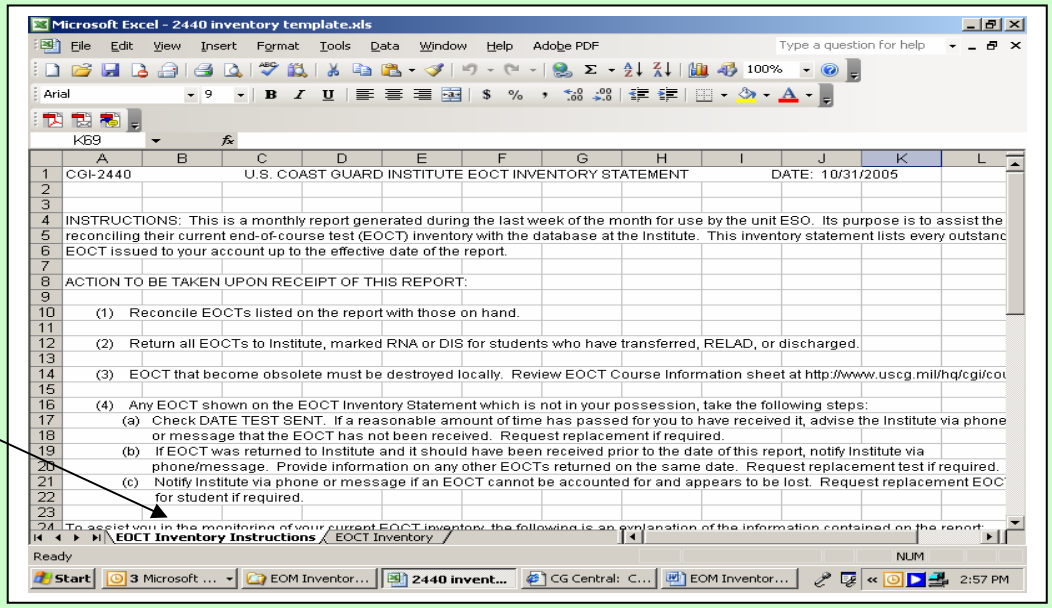
If more than one OPFAC needs to be reviewed, repeat the steps above.

NOTE 1: Depending on your knowledge of EXCEL spreadsheets, you can manipulate the file as you wish (after you have saved it to your local files).

NOTE 2: If necessary, ESOs may view other unit's inventories.

If information on report is incorrect, please submit e-mail to CGI-PF-NRT_ESO_Emails@uscg.mil

# EOCT Inventory Statement (CGI-2440)

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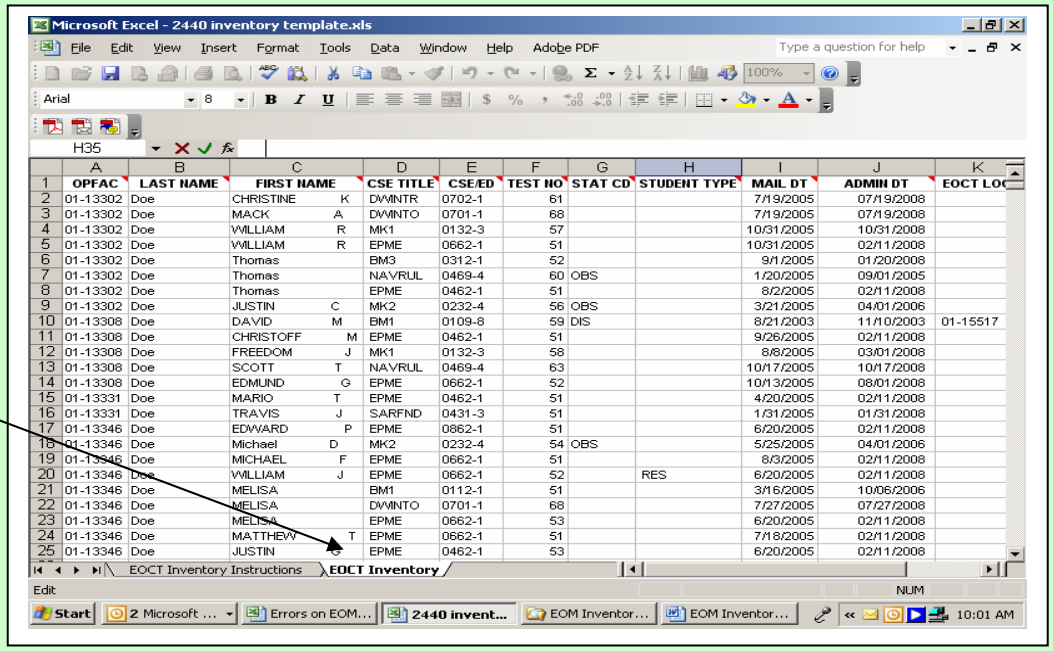
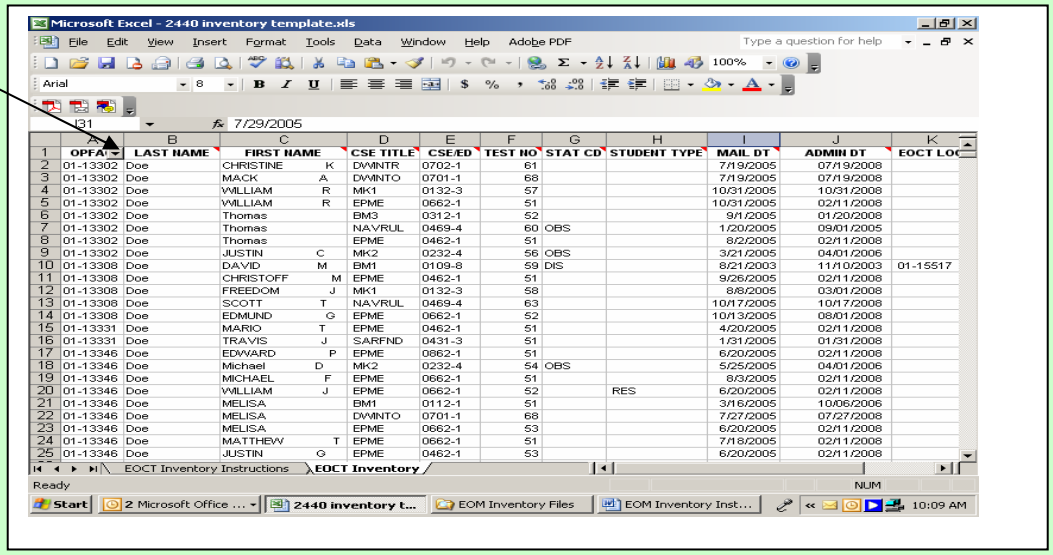



J




K

I

If you clicked on the EOCT Inventory Statement, instructions for report should come up (you should be on **EOCT Inventory Instructions worksheet**). Go ahead and print this page or Save the document to a file if you want to keep an electronic copy of the report.

J

Now click on the **EOCT Inventory** worksheet tab. This report lists every outstanding EOCT issued to your account up to the effective date of the report.
This report is sorted by unit OPFAC.

K

To bring up the list for a given OPFAC, click the down arrow in the OPFAC column (Column A). Find the OPFAC you wish to see and click on it. The report should only show the members under the OPFAC you selected.

Once you have selected the OPFAC and the list of members has come up, either print the page or save it to a file as an electronic copy (if you hadn't done so already).

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NOTE 1: Depending on your knowledge of EXCEL spreadsheets, you can manipulate the file as you wish (after you have saved it to your local files).

NOTE 2: If necessary, ESOs may view other unit's inventories.

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