

# **ACTIVE DUTY ENLISTED POSTGRADUATE AND ADVANCED EDUCATION APPLICATION PROCESS GUIDE FOR ASSIGNMENT YEAR 2017**



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## **REFERENCES**

- (a) Coast Guard Performance, Training, and Education Manual, COMDTINST M1500.10 (series)
- (b) Enlisted Accessions, Evaluations and Advancements, COMDTINST M1000.2 (series)
- (c) Coast Guard Weight and Body Fat Standards Program Manual, COMDTINST M1020.8 (series)
- (d) COMCOGARD FORCECOM NORFOLK VA //FC-C//260700Z FEB 16, ALCOAST 071/16, COAST GUARD ADVANCED EDUCATION PROGRAM ALLOCATIONS FY 2017
- (d) ALCGENL 040/16, 23 MAR 16, ENLISTED POSTGRADUATE AND ADVANCED EDUCATION APPLICATION PROCESS FOR ASSIGNMENT YEAR 2017 (AY17)
- (e) COMDT COGARD WASHINGTON DC//CG-1// 182020Z MAR 09, ALCOAST 154/09 ADDITION OF EMPLOYEE CAREER SUMMARY SHEET WITH INDIVIDUAL, BOARD AND PANEL VIEW THROUGH COAST GUARD BUSINESS INTELLIGENCE (CGBI)
- (f) COMCOGARD FORCECOM NORFOLK VA//FC-C// 091024Z FEB 16, ALCOAST 043/16, DEGREE REPORTING CENTRALIZATION AND VALIDATION OF CURRENT DEGREE COMPLETIONS IN DIRECT ACCESS FOR ACTIVE DUTY (AD) AND RESERVE (RES) PERSONNEL

## **POINTS OF CONTACT**

- a. Enlisted Panels Coordinator: LT Michael Wurster, (202) 795-6594
- b. Enlisted Panels Manager: Ms. Ada Harris, (202) 795-6563
- c. CG PSC (BOPS-MR) E-IPDR Requests: [ARL-PF-CGPSCOFFRecords@uscg.mil](mailto:ARL-PF-CGPSCOFFRecords@uscg.mil)
- d. Panel questions: Email EPM-1 at [ARL-PF-CGPSC-EPM-1-PANELS@USCG.MIL](mailto:ARL-PF-CGPSC-EPM-1-PANELS@USCG.MIL)

## **WEB SITES**

- A. CG PSC-epm-1 Postgraduate/Advanced Education (PG/Adv Ed) Information: <http://www.uscg.mil/epm/epm1/Panelsdefault.asp>
- B. CG PSC-epm-2 Special Assignment Information: <http://www.uscg.mil/psc/epm/AO/SpecialAssignments.asp>
- C. CG PSC (BOPS-MR) E-IPDR Information (formerly psd-mr, record branch): <http://www.uscg.mil/psd/mr>
- D. CG PPC Guide to Direct Access: <http://www.uscg.mil/ppc/default.asp>

## **PURPOSE**

The purpose of this PG/Adv Ed program process guide is to provide procedures and instructions to applicants, units, and Servicing Personnel Offices (SPO) for the PG/Adv Ed program application process.

## **DEADLINE**

The AY17 PG/Adv Ed application deadline for all programs is **24 June 2016**. The following must be delivered by this date:

- a. [My Panel submissions](#)
- b. Command Endorsement marked final
- c. Color photos in Tropical Blue (only required for USASMA program)
- d. Official standardized test scores correctly entered in Direct Access
- e. [Official standardized test scores scanned into your CG PSC E-IPDR](#)
- f. [Completed degree information & corresponding GPA correctly entered in Direct Access](#)
- g. [Official \(i.e., conferred degree\) transcripts scanned into your CG PSC E-IPDR](#)

## **GENERAL GUIDANCE FOR ALL APPLICANTS**

The PG/Adv Ed application process is governed by regulation and policy. This guide is used in conjunction with the policies found in [references \(a\) through \(h\)](#), which outline the methods used to select qualified Coast Guard enlisted members for assignment to PG/Adv Education opportunities. Applicants should read this process guidance thoroughly before contacting Points of Contact (POCs) for further information as most questions are answered in this guide.

## **POSTGRADUATE/ADVANCED EDUCATION INFORMATION**

The PG/Adv Ed application process has changed considerably over the years and will continue to adjust to meet the needs of the Service. Please read this guide in its entirety to ensure compliance with current policy and procedures. This process guidance and reference (d) take precedence where conflicts with [references \(a\) through \(c\)](#) may exist.

Each year, the Coast Guard invests in the future of its enlisted members through numerous PG/Adv Ed opportunities. Although the immediate program goal is to affirm enlisted members performance and suitability for advanced education, the long-term objective is to build a high level of both technical and managerial competencies among senior Coast Guard personnel.

Enlisted members considering opportunities should also examine career paths and future assignment possibilities.

Each PG/Adv Ed program releases a solicitation message advertising selected opportunities. Please review these messages when considering various programs. In some cases, specific instruction, above and beyond what may be found in this guide may appear in solicitation messages. The Headquarters program managers can assist with specific questions regarding additional application requirements, academic programs, and curricula. Each program manager (PM) will be listed on that program's solicitation message and should be used as primary POC for program-specific questions.

## **POSTGRADUATE/ADVANCED EDUCATION SELECTION PANELS**

The PG/Adv Ed panel schedule and precept will be available via ALCGENL and CG PSC-epm-1's [PG/Adv Ed webpage](#), respectively.

Each panel will meet on a date established by CG PSC-epm-1. The panel report and results message are prepared and routed through the chain of command to CG PSC-epm. The panels' results message takes approximately 2-3 weeks for approval and subsequent release via ALCGENL. PG/Adv Ed selection panels are guided by the panel precept and base their decisions on official matters of record and the applications. Panels will see the following for each applicant:

- a. [CG PSC E-IPDR](#);
- b. [Applicant's My Panel Submission](#), and comments;
- c. [Command E-Interview comments](#)
- d. [Official education](#) and [standardized test](#) data from Direct Access;
- e. [Employee Summary Sheet \(ESS\)](#);
- f. Tour completion date and assignment history data.

## **ELIGIBILITY REQUIREMENTS**

In order for an application to be considered complete, members must meet the following eligibility requirements by the application [deadline](#), **unless otherwise specified**. Additional requirements may be set forth in program specific solicitations.

- a. Enlisted members due to transfer in AY17 or AY18 are permitted to apply.
- b. Enlisted members should meet the minimum requirements of Coast Guard service at the time of enrollment in the AY17 academic program. Applicants to these programs should consult the respective program solicitation message for specific academic requirements.
- c. Members who have previously attended full-time Coast Guard funded PG/Adv Ed programs will not normally be selected for additional programs.
- d. Enlisted members applying to PG/Adv Ed programs leading to an advanced degree must have a conferred baccalaureate degree at the time of their My Panel submission. The only exceptions to this requirement are those members applying to programs that do not require an associate degree. Applicants to these programs should consult the respective program solicitation message for specific academic requirements.
- e. Enlisted members who submit retirement requests will be withdrawn from further consideration and removed from any PG/Adv Ed programs for which they were selected.
- f. Enlisted members recalled from retirement are not eligible to apply for PG/Adv Ed programs.
- g. Enlisted members recalled to active duty under Title 10, ADOS, or drilling reservists are not eligible to apply.
- h. Targeted pay grade ranges for specific PG/Adv Ed programs will be identified in respective program solicitation messages.

## WAIVER REQUEST GUIDANCE

### OFFICIAL STANDARDIZED TEST SCORE REPORTS:

EPM-1 will no longer require a waiver for applicants who do not have their official standardized test scores entered into their CG PSC E-IPDR and Direct Access by the AY17 application deadline. Each program will state in their solicitation message whether standardized test scores are required for selection. If test scores are required, it is the applicant's individual responsibility to ensure that all standardized test scores are entered into their CG PSC E-IPDR and Direct Access prior to the respective program's Selection Panel convening date. It is at the selection panel's discretion to consider or eliminate applicants who do not have the required standardized test scores on file if required.

### RESPONSIBILITIES

The PG/Adv Ed application process is a multi-level procedure requiring all responsible parties to do their part to ensure success. Failure by a supervisor or supporting command to fulfill their responsibilities is not justification for a waiver and may result in the applicant not being eligible to compete. In order to maintain fairness to all applicants in this highly competitive process, the published [application deadline](#), [eligibility requirements](#), and [application policy and procedures](#) will be rigorously upheld.

The applicant bears the responsibility for ensuring his or her application is timely, complete, and in compliance with applicable requirements and instructions. Applicants must work closely with their [command](#), [servicing SPO](#), and [CG PSC \(BOPS-MR\)](#) to correct any errors or omissions. In past years some applicants failed to meet the established requirements, resulting in a loss of eligibility for consideration and/or not competing well. Members must follow the guidance provided to maximize this unique and rewarding opportunity for the Coast Guard to fund their continued education.

The [following chart summarizes the responsibility requirements](#) at each level. Special attention must be given to the [application deadline](#) provided in the guide and the AY17 Enlisted Postgraduate and Advanced Education application process message.

<b>Responsible Party</b>	<b>Responsibility</b>
Applicant	<ul style="list-style-type: none"><li>▪ Become familiar with the AY17 PG/Adv Ed application process.</li><li>▪ Meet the requirements set forth in this process guide, the Coast Guard Performance, Training, and Education Manual, and any applicable AY17 PG/Adv Ed message traffic.</li><li>▪ Apply for the AY17 PG/Adv Ed program(s) desired by submitting a <a href="#">My-Panel Submission</a> to <a href="#">Supervisor</a>.</li><li>▪ Verify <a href="#">CG PSC E-IPDR</a>.</li><li>▪ Verify (training and education information) in <a href="#">Direct Access</a>.</li></ul>

Unit/ Commanding Officer	<ul style="list-style-type: none"> <li>▪ Become familiar with the AY17 PG/Adv Ed application process and be able to assist applicant(s) with questions.</li> <li>▪ Verify applicant(s) meets all <a href="#">eligibility requirements</a> set forth in this process guide, the Coast Guard Performance, Training, and Education Manual, and applicable AY17 PG/Adv Ed message traffic.</li> <li>▪ Provide administrative assistance to applicant(s) in correcting errors in <a href="#">Direct Access</a> prior to the <a href="#">application deadline</a>.</li> <li>▪ Notify <a href="#">CG PSC-epm-1</a> of eligibility changes or corrections as soon as possible.</li> </ul>
SPO/PERSRU	<ul style="list-style-type: none"> <li>▪ Assist units as needed in correcting <a href="#">Direct Access</a> data.</li> <li>▪ Verify, scan, and email all <a href="#">CG PSC E-IPDR</a> documents to CG PSC (BOPS-MR).</li> </ul>
<a href="#">CG PSC-epm-1</a>	<ul style="list-style-type: none"> <li>▪ Primary <a href="#">point of contact</a> for PG/Adv Ed application process questions.</li> <li>▪ Draft, route, approve, and release the AY17 Enlisted PG/Adv Ed application process message outlining <a href="#">application deadline</a>, <a href="#">eligibility requirement</a> and <a href="#">application policy and procedures</a>.</li> <li>▪ Draft, route, approve, and release the promulgation of Enlisted PG/Adv Ed selection panel schedule outlining AY17 PG/Adv Ed panel convening dates.</li> <li>▪ Draft, route, approve, and release the precept to convene AY17 PG/Adv Ed selection panels.</li> <li>▪ Verify eligibility of all applicants.</li> <li>▪ Select panel membership for PG/Adv Ed selection panels.</li> </ul>
Program Manager	<ul style="list-style-type: none"> <li>▪ Primary point of contact for program specific questions.</li> <li>▪ Draft and route program solicitation message to CG PSC-epm-1 for approval and release via ALCGENL.</li> <li>▪ Point of contact for all waivers questions.</li> </ul>

### **COMMANDING OFFICER'S ROLE**

Commanding Officer's (CO) have an important responsibility to identify and encourage qualified enlisted members who demonstrate character and leadership potential to pursue advanced leadership positions through continued education. However, each candidate is ultimately responsible for initiating and completing all eligibility requirements prior to the established deadline; which includes obtaining a positive CO's endorsement. Only those individuals who have clearly demonstrated sustained superior performance, outstanding leadership abilities, and the potential to continue to serve successfully should be recommended for PG/Adv Ed opportunities. If a CO feels an individual is not qualified for PG/Adv Ed opportunities, that applicant should not be recommended and should be counseled on what is required to receive a positive endorsement.

For guidance on how to submit a Command endorsement, see page 13.

### **REVIEW OF CG PSC EI-PDR**

All candidates should review their official record maintained by the [Coast Guard Personnel Service Center, Business Operations Division, Military Records, CG PSC \(BOPS-MR\)](#) and provide copies of any missing authorized documents. This can be done by:

- a. Requesting a copy of your official record by submitting a signed Coast Guard memorandum. The primary and preferred method of delivery is a PDF document sent via e-mail to [ARL-PF-CGPSC-MR\\_CustomerService@uscg.mil](mailto:ARL-PF-CGPSC-MR_CustomerService@uscg.mil) (Global Address: ARL-PF-CGPSC-MR\_CustomerService). More information may be found at the following website: <http://www.uscg.mil/psd/mr/>

Note: Include your EMPLID in the memo.

- b. Reviewing your [Employee Summary Sheet \(ESS\)](#) as outlined in reference (e). The ESS will provide each Coast Guard member with a consolidated view of their information as it appears in the Coast Guard's Enterprise-Wide Human Resources Management System (HRMS), Direct Access. This serves as a means for every Coast Guard member to review his/her personal data and to ensure the information in Direct Access is updated and accurate. ESS Panel View will be part of the matters of official record presented to PG/Adv Ed panels.

### **SERVICE OBLIGATION**

In accordance with [reference \(a\)](#), students attending any federally-funded education program incur obligated service. This obligation becomes effective on the date of transfer out of DUINS status or upon the termination of previous obligated service, whichever is later. Members who commence any funded education program must agree and accept the period of obligated service.

In addition, military members are obligated to serve in the Coast Guard three months for each month of instruction for the first 12 months, and one month for each month thereafter. This period of obligated service is in addition to any other obligated service that may have been incurred. Obligated service begins to accrue on the class convening date and becomes effective on the date of graduation, program completion, disenrollment, or the termination of previous obligated service, whichever is later. Enlisted members must execute and extend/reenlist prior to being issued orders for Duty Under Instruction (DUINS) to meet the obligated service requirements.

### **DELAYED ENROLLMENT OR DEFERMENT**

In accordance with [reference \(a\)](#), in order to afford enlisted members the ability to pursue other unique career opportunities (e.g., tours afloat) and provide the service greater depth of skilled personnel in essential mission areas, requests to defer assignment to PG/Adv Ed opportunities may be considered.

(Note: Only enlisted members selected as primary attendees will be considered for possible deferment.)

Enlisted members requesting deferment must submit their request via Coast Guard memorandum to CG PSC-epm-1 **upon receipt of orders**. Enlisted members whose program has been deferred will automatically be assigned to "Duty Under Instruction" status upon completion of their assignment as long as their performance continues to warrant this opportunity. Enlisted members granted the deferment must complete the assignment for which their program was deferred. Primary selectees for PG/Adv Ed programs are notified after the program's results message is released via ALCGENL message. After they receive their notification, primary selectees have 5 calendar days to file a Letter of Intent to pursue the PG/Adv Ed opportunity. This requirement ensures primary attendees are guaranteed a Training Allowance Billet (TAB).

Ultimately, delayed enrollment or deferment must be approved by CG PSC-epm-1, in concert with the Program Manager (PM) and Assignment Officer (AO). Requests in well-justified cases where service need, program need, and member career development needs are met should be sent to CG PSC-epm-1. CG PSC -epm-1 will consult with the appropriate Program Manager and Assignment Officer regarding approval or disapproval.

### **APPLICATION POLICY AND PROCEDURES**

- a. All PG/Adv Ed panels are convening as individual panels.
- b. Applications must be submitted through the My Panel Submissions process. Applicants should refer to the "My Panel Submission" section of this guide for detailed instructions on applying to PG/Adv Ed opportunities via Direct Access.
- c. A positive CO's endorsement, the [E-Interview](#), is required for all PG/Adv Ed programs and must contain a written opinion of the applicant's interests, ability, and potential value to the Service relating to the curricula requested. Only endorsements from the immediate command are authorized. CO's should choose "Recommend" to positively endorse a member's application. Any member that does not receive a positive endorsement will not be eligible to compete. CO's should ensure that they click on the button "Mark as Final" for the member's application to be considered complete. These endorsements may be made for sector personnel by a designated CO of Military Personnel.

- d. Recent standardized test scores (i.e., taken within the last 5 years) are required for all programs, unless the applicants currently possess an advanced level degree or they are not required in the program solicitation message – Official standardized test scores must be submitted no later than the [application deadline](#). Applicants should refer to solicitation messages to ensure they take the required standardized test(s). Those who do not submit the required official standardized test scores by the Selection Panel convenes may be ineligible to compete and may be removed from the respective applicant pool(s).

NOTE: Members who take standardized test(s) must have their official standardized score(s) entered into their [CG PSC EI-PDR](#) and [Direct Access](#) for PG/Adv Ed selection panel(s) to consider them. Also, applicants taking the GRE are encouraged to have the official test scores sent directly to [CG PSC](#), by designating the Coast Guard as an authorized score recipient prior to the test administration by using [GRE Code: 3029](#).

- e. For programs requiring a baccalaureate degree, conferred educational transcripts must be submitted into the applicant's [CG PSC EI-PDR](#) and [Direct Access](#) no later than the [application deadline](#). Those who do not submit the required official educational transcripts will not be eligible to compete

NOTE: [Reference \(f\)](#) of this manual requires all educational accomplishments to be validated by the CG Institute before entry into a member's EI-PDR or Employee Summary Sheet, unless the member received their degree at the Coast Guard Academy. The registrar's office at the Academy will enter completed degrees in the member's EI-PDR and Direct Access. More information can be found at:

[http://www.uscg.mil/hq/cg1/cgi/active\\_duty/go\\_to\\_college/Degree\\_Completion/default.asp](http://www.uscg.mil/hq/cg1/cgi/active_duty/go_to_college/Degree_Completion/default.asp)

- f. Applicants should not submit transcripts for degrees in progress (i.e., not conferred/completed). Those applicants who have completed undergraduate/graduate level course work should submit a Record of Professional Development form (CG-4082). The CG-4082 form must include a CO's signature to be valid. Completed CG-4082 forms should be submitted for entry into the applicant's [CG PSC E-IPDR](#) through the unit SPO.
- g. Letter of Recommendation will not be considered.
- h. Separate communications to the panel other than My Panel Submission comments are not permitted.
- i. Members selected during the AY17 PG/Adv Ed season will be assigned to "Duty Under Instruction" (DUINS) in 2017.

## MY PANEL SUBMISSIONS

All applicants must submit a My Panel Submission for PG/Adv Ed programs using the “My Panel Submission” link in Direct Access. This is different from the “PCS e-Resumes” link in Direct Access. To access the PG/Adv Ed Direct Access e-Resume system, use the following guidance coupled with the PG/Adv Ed Direct Access Tutorial PowerPoint available on CG PSC-epm-1’s [PG/Adv Ed web page](#), [EPM Reference Library on CG Portal](#).

- a. Log into Direct Access.
- b. Select from the menu bar Home Screen > Employee > Tasks > “My Panel Submission”
- c. In the My Panel Submission Screen select the Panel Source drop-down menu and select “**Advanced Training**.” Click ‘Go’ to continue.
- d. Select ‘Active Duty’ for **AD/Res Id**; Select ‘Enlisted’ for **Bus Unit**; Enter **Job Code**: Blank. All PG/Adv Ed positions are listed regardless of targeted grades in the program’s solicitation message. Click ‘Search’ to populate the PG/Adv Ed Programs.
- e. Select the positions you are interested in by checking the “Apply” box on the far right. Once all “Apply” boxes of desired programs are checked click “Submit.”
- f. Click “Edit” to input and submit your comments to your Commanding Officer/Endorser. Save upon completion. Click “Return to My Panel Submissions”
- g. Save upon completion

NOTE: Applicants can revisit the “My Panel Submission” page to confirm their Commanding Officer/Endorser has submitted a recommendation. The “Marked Final” box will be checked, confirming a submission has been made.

## COMMAND ENDORSEMENT/E-INTERVIEW SUBMISSIONS

The CO’s endorsement must contain a written opinion of the applicant’s interest, ability and potential value to the Service relating to the requested program (s). Only endorsements from the Commanding Officer, Chief of Military Personnel in Logistics, or Reporting Officer/Reviewer with the “Mark All Final” privilege in Direct Access, cognizant Directorate Deputies, or Executive Assistant for personnel assigned at Coast Guard Headquarters are authorized.

Note: Any member that does not receive a positive endorsement will not be eligible to compete. To correctly endorse an applicant’s E-Resume use the following guidance:

- a. Log into Direct Access.
- b. Select from the menu bar Home > Employee > Tasks > My Assignments Endorsements
- c. Click on the “View Endorsement” link corresponding to the applicant.
- d. Once in the “Endorsement Summary” page, select **Recommend** or **Not Recommended**
- e. Commanding Officers/Endorsers **MUST** input comments if the applicant is recommended for the program.
- f. **Mark Final** and Save upon completion.

## **INSTRUCTIONS FOR ENTERING EDUCATIONAL TRANSCRIPT INTO CG PSC E-IPDR**

The following information can be found at the Coast Guard Institute website:

[http://www.uscg.mil/hq/cg1/cgi/active\\_duty/go\\_to\\_college/Degree\\_Completion/default.asp](http://www.uscg.mil/hq/cg1/cgi/active_duty/go_to_college/Degree_Completion/default.asp)

### Documentation Needed

An official education transcript showing degree completion with name of the degree and the date of completion is required. If the college is not recognized by the Department of Education, the degree will not be entered into the member's record or will be removed from the member's record if the degree is already listed. Members can check <http://ope.ed.gov/accreditation> to check on the accreditation of the college.

Procedures: The following steps shall be followed to ensure degree completion data is entered in a member's Direct Access Person Profile record:

- a. Members are responsible for having an official copy of the college transcript sent to the Coast Guard Institute's Registrar Office.
- b. Official transcripts must list the type of degree and the date of degree completion/conferment and must be sent in a sealed envelope or transmitted securely directly from the degree granting academic institution.
- c. Paper copy official transcript shall be mailed to the following address:

USCG Institute  
Registrar's Office RM 228  
5900 SW 64th St  
Oklahoma City, OK 73169

The degree granting academic institution may also securely transmit an electronic transcript to [CGI-PF-ED\\_Advisor@uscg.mil](mailto:CGI-PF-ED_Advisor@uscg.mil)

The CG Institute will enter degree completions from all colleges other than the CG Academy. Education transcripts received and validated by the CG Institute will also be forwarded to [PSC-BOPS-C-MR@uscg.mil](mailto:PSC-BOPS-C-MR@uscg.mil) for inclusion in the member's EI-PDR in accordance with the Military Personnel Data Records (PDR) System, COMDTINST M1080.10 (series).

### Validation of current entries:

If you are currently an AD or RES member and have a degree listed in your DA person profile education record, the CG Institute will attempt to verify via the electronically Imaged-Personnel Data Record (EI-PDR). If transcripts are not found, members will be notified via e-mail and will be required to send an official transcript to the CG Institute. If the process fails to confirm degree completion, the degree will be removed from the member's Direct Access person profile.

## **INSTRUCTIONS FOR ENTERING STANDARDIZED TEST SCORE INFORMATION INTO DIRECT ACCESS**

To have official standardized test scores entered into Direct Access, members should take the official standardized test score report to their Unit admin/SPO for entry. Detailed instructions for entering test score information in Direct Access may be found in tutorials on the [CG PPC website](#).

It is vital that the official standardized test score entry include:

- a. The date of the test (i.e., not the date it was submitted);
- b. The test score
- c. The appropriate percentage listed for the results; and enter the appropriate percentage for the results in the “Notes” section. (e.g., The GRE may have the score and list “67% below.” In that case, list “67% below” in the “Notes” section).
- d. The “Passed” box is checked.

Applicants are responsible for verifying standardized test scores are properly entered in Direct Access.

To confirm that test scores are entered in Direct Access check the following Direct Access path: Home > Self Service > Employee > View > My Profile. Click on the Qualifications tab to view test scores.