

Locating personal competencies and training electronically from the Coast Guard

Coast Guard Business Intelligence

- 1) Log into CGBI, you should automatically start on the “Personal” tabbed page. If not, select the “Personal” tab.
- 2) Next you will see tabs for “Compliance” and “Skills”. Select the “Skills” tab.
- 3) Under the “My Skills” section you will see a hyperlink called “Summary Sheet.” Select that link and you will be redirected to your individual employee summary sheet. This sheet should contain all the Coast Guard’s information on your following categories:

- Personal Information
- Rank History
- Position History
- Education
- Training
- Tests
- Competencies
- Specialties
- Boards & Memberships
- Medals & Awards
- Certifications and Licenses

Direct Access

Direct Access is a little more cumbersome, but you can still find the majority of your information.

- 1) From the main page you will want to navigate the following link tree. “Main Menu” > “Self-Service” > “Employee” > “View”.
- 2) From here you will have to click on each individual tab to access the desired information. The following tabs are most useful:

- “My Honors and Awards” – Shows honors and awards you have earned
- “Test Results” – Shows the results of tests you have taken in the Coast Guard
- “Member Information” (click search w/ your emplid) – shows your career summary, dependent info, contact info, addresses, security clearance info, etc.
- “Member Info Additional” (click search w/ your emplid) – shows your Competencies, Training History, Education History, and Review History. This is where you can find your schools and trainings.