



COMDTINST 1000.14C
04 Jun 2015

Subj: ADMINISTRATIVE REMARKS, FORM CG-3307

Ref: (a) Personnel and Pay Procedures Manual (PPPM), PPCINST M1000.2 (series)

1. PURPOSE. This Instruction establishes policy and standards for Administrative Remarks, Form CG-3307 entries.
2. ACTION. All Coast Guard unit commanders, commanding officers, officers-in-charge, deputy/assistant commandants, and chiefs of headquarters staff elements shall comply with the provisions of this Instruction. Internet release is authorized.
3. DIRECTIVES AFFECTED.
 - a. Preparation and Submissions of Administrative Remarks (CG-3307), COMDTINST 1000.14B is cancelled.
 - b. Reference (a) will include authorized examples of Administrative Remarks, Form CG-3307 entries.
4. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide operational guidance for Coast Guard personnel and is not intended to nor does it impose legally-binding requirements on any party outside the Coast Guard.
5. MAJOR CHANGES. A specified list of authorized and unauthorized personnel to sign Administrative Remarks, Form CG-3307 entries.
6. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.
 - a. The development of this Instruction and the general policies contained within it have been thoroughly reviewed by the originating office in conjunction with the Office of Environmental

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	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z
A	X	X		X	X	X	X		X	X	X	X	X	X	X	X	X		X		X	X				
B	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
C	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X	X	X
D	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X
E	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X	X	X	X	X	X	X	X		
F																	X	X	X							
G		X	X	X	X																					
H	X	X	X	X	X	X	X	X		X	X															

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Management, and are categorically excluded (CE) under current USCG CE # 33 from further environmental analysis, in accordance with Section 2.B.2. and Figure 2-1 of the National Environmental Policy Act Implementing Procedures and Policy for Considering Environmental Impacts, COMDTINST M16475.1 (series). Because this Manual contains guidance on, and provisions for, compliance with applicable environmental mandates, Coast Guard categorical exclusion #33 is appropriate.

b. This directive will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from the general policies in this Manual must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), Council on Environmental Policy NEPA regulations at 40 CFR Parts 1500-1508, DHS and Coast Guard NEPA policy, and compliance with all other environmental mandates.

7. RECORDS MANAGEMENT CONSIDERATIONS. This Instruction has been evaluated for potential records management impacts. The development of this Instruction has been thoroughly reviewed during the directives clearance process, and it has been determined there are no further records scheduling requirements, in accordance with Federal Records Act, 44 U.S.C. 3101 et seq., National Archives and Records Administration (NARA) requirements, and the Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy does not have any significant or substantial change to existing records management requirements.

8. POLICY.

- a. Headquarters program managers, Coast Guard Personnel Service Center (CG PSC), Pay & Personnel Center (PPC), Force Readiness Command (FORCECOM), and unit commanding officers may submit recommendations to Commandant (CG-1331), outlining any proposals for the Administrative Remarks, Form CG-3307. The prerequisites for adding a new entry type or changing an existing Administrative Remarks, Form CG-3307 are as follows:
 - (1) The Administrative Remarks, Form CG-3307, must be required by Commandant Directive and must be reviewed by PPC, CG PSC, and Commandant (CG-094) before approval by Commandant (CG-1331). The Administrative Remarks, Form CG-3307, may be approved as part of a change to a current or proposed Commandant Directive.
 - (2) The content (wording) of the Administrative Remarks, Form CG-3307, must be included in the Commandant Directive requiring the Administrative Remarks, Form CG-3307, or reference (a).
 - (3) Each managing office must conduct a review of all entries every two years and report any changes to Commandant (CG-1331).
- b. Commander, Personnel Service Center (psd-mr) shall return any unauthorized Administrative Remarks, Form CG-3307, entry to the unit for correction, and notify the Servicing Personnel Office (SPO). The SPO will remove the unauthorized Administrative Remarks, Form CG-3307, entry from the SPO PDR.

- c. The Pay and Personnel Center (PPC) will provide guidance on the preparation and distribution of Administrative Remarks, Form CG-3307 standardized entries.
- d. Unless authorized by a Commandant Instruction, an Administrative Remarks, Form CG-3307, will not be issued.
- e. Administrative Remarks, Form CG-3307s, will not be used to document the diagnosis or treatment of medical conditions. If there is a need to refer to a member's medical condition in an Administrative Remarks, Form CG-3307, the specific medical condition shall not be referenced.
- f. Deputy/Assistant Commandants and Commanding Officers may sign Administrative Remarks, Form CG-3307 entries. In addition, the following may sign Administrative Remarks, Form CG-3307 entries, unless the authority to sign is explicitly withheld by a superior authority:
 - (1) Personnel designated as Commanding Officers of Enlisted or Military Personnel.
 - (2) Officers in the grade of commander or higher.
 - (3) Officers in Charge.
 - (4) Executive Officers.
 - (5) Executive Petty Officers.
 - (6) Sector Logistics Department Heads.
 - (7) District or Sector Senior Reserve Officers.
 - (8) Base Personnel Support Department Heads.
 - (9) Civilian deputies in Senior Leadership positions at the following commands: Health Safety Work-Life (HSWL), Security Center Chesapeake (SECCEN), National Pollution Funds Center (NPFC) and Finance Center (FINCEN).
- g. Commanding Officers may delegate this authority to other commissioned officers, either specific individuals or positions, provided such delegations are documented in writing via memorandum or unit instruction.
- h. Except as limited in paragraph (i) below, Deputy/Assistant Commandants and Commanding Officers (including Commanding Officers of Enlisted or Military Personnel) may delegate this authority further, either to specific individuals or positions, provided such delegations are documented in writing via memorandum or unit instruction.
- i. This Instruction is intended to provide requirements for Coast Guard personnel when issuing Administrative Remarks, Form CG-3307. Failure to follow the procedures established therein is not intended to limit the admissibility of such documents at judicial or administrative

proceedings. The rules of evidence will govern admissibility of the documents at such proceedings.

- j. Authorized personnel may issue Administrative Remarks, Form CG-3307, documentation for incidents within two years of the date of the incident, or within two years of the date that the command knew, or should have known, about the incident.
 - k. The following additional restrictions apply to Administrative Remarks, Form CG-3307 entries:
 - (1) Officers will not delegate authority to sign negative Administrative Remarks, Form CG-3307s, below the Department Head level.
 - (2) No enlisted member, other than an Officer in Charge or an Executive Petty Officer, will be authorized to sign negative Administrative Remarks, Form CG-3307 entries.
 - (3) Civilian personnel not listed in 8.f.(9) of this Instruction are not authorized to sign any Administrative Remarks, Form CG-3307 entries.
 - l. If a member refuses to sign an Administrative Remarks, Form CG-3307 entry, after being counseled regarding its content, the words “member refused to sign” must be entered in the member’s signature block along with the date counseled.
 - m. Commands may issue Administrative Remarks, Form CG-3307, entries to members temporarily assigned to the command.
9. **FORMS/REPORTS.** The Administrative Remarks, Form CG-3307, standard entries are available in reference (a). The form referenced in this Instruction is available in USCG Electronic Forms on the Standard Workstation or on the Internet: <http://www.uscg.mil/forms/>; CG Portal at <https://cgportal.uscg.mil/delivery/Satellite/uscg/References>; and Intranet at <http://cgweb.comdt.uscg.mil/CGForms>.
10. **REQUESTS FOR CHANGES.** Units and individuals may recommend changes via their chain of command using the Coast Guard memorandum to: HQS-PolicyandStandards@uscg.mil.

JAMES M. HEINZ /s/
Rear Admiral, U. S. Coast Guard
Director, Reserve and Military Personnel
Directorate