

## Chapter 5: Career Development

**Introduction** This chapter discusses the processing of enlisted advancements, Chief Warrant Officer (CWO) appointments, recording educational accomplishments, and adding or deleting competency codes, honors and awards, and the use of the Veterans Education Assistance Program (VEAP) and the Montgomery GI Bill (MGIB) Program.

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## Section A: Enlisted Advancements

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**A.1. Introduction** This section will guide you through the procedures for advancing a member.

**A.2. References**

(a) Enlisted Accessions, Evaluations, and Advancements, COMDTINST M1000.2 (series)  
 (b) Coast Guard Weight and Body Fat Standards Program Manual, COMDTINST M1020.8 (series)  
 (c) Military Personnel Data Records (PDR) System, COMDTINST M1080.10 (series)

**A.3. Headquarters Advancement Process**

Following each servicewide exam, PSC will publish eligibility lists and a series of Enlisted Personnel Advancement Announcements (EPAA) for active duty personnel and 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 become effective.

Use the following checklist when a member is authorized by an EPAA or ERAA to be advanced:

Step	Who Does It	What Happens
1	P&A Office	<p>In accordance with references (a) and (b), ensure member has continued to remain eligible for advancement, meets weight and body fat standards, and for advancement to E-7 and above, meets obligated service requirements.</p> <ul style="list-style-type: none"> <li>• Advise the cognizant SPO, PPC (adv), and PSC (epm/rpm) to withhold advancement if member is not eligible for advancement or if advancement is withheld.</li> <li>• If member voluntarily elects to be removed from an advancement list or declines to obligate service for advancement to E-7 thru E-9, follow guidance in reference (a), and complete appropriate Administrative Remarks (CG-3307).</li> </ul> <p style="text-align: right;">Initials: _____ Date: _____</p>
2	Command	<p>In accordance with reference (a), complete unscheduled Enlisted Employee Review on the day before advancement or change in rating to pay grade E7 or above.</p>

		Initials: _____ Date: _____
3	P&A Office	<p>Completes Petty Officer Advancement Certificate (CG-216) for advancement to E-4 thru E-6. Advancement certificates for E-7 thru E-9 will be completed by PPC (adv) in accordance with reference (a).</p> <p style="text-align: center;">Initials: _____ Date: _____</p>
4	P&A Office	<p>Issues new ID Card. If P&amp;A Office is not a DEERS site, inform member of the need to update their ID Card, along with dependents if applicable, and provide site location(s).</p> <p style="text-align: center;">Initials: _____ Date: _____</p>
5	P&A Office	<p>In accordance with reference (a), a member in receipt of advancement authority and in receipt of Class "A" School orders must elect whether Class "A" School or SWE advancement is desired. If advancement is desired, remove member from Class "A" School list.</p> <p style="text-align: center;">Initials: _____ Date: _____</p>
6	SPO	<p>In accordance with reference (c), file copy of the EPAA or ERAA message in member's SPO PDR.</p> <p style="text-align: center;">Initials: _____ Date: _____</p>

**A.4.  
Commanding  
Officer  
Advancement  
Process**

Use the following checklist when a member is authorized to be advanced by the member's Commanding Officer. This checklist is not to be used for advancements authorized by an EPAA or ERAA. This is a time sensitive event and every effort should be made to ensure there are no delays in processing these requests.

This checklist can also be used to add a designator, remove a designator, and change in rating.

Step	Who Does It	What Happens
1	Member	Submits a Career Development Worksheet (CG-2030) after meeting all requirements of reference (a) to their P&A Office.
2	P&A Office	Verifies member meets all eligibility requirements for advancement in accordance with references (a) and (b). Sign and date member's request within 2 days of receipt and routes

		through chain of command for endorsements.
3	Chain of Command	Endorses member's request for advancement. Sign and date member's request. Every effort should be made to avoid delaying routing of worksheet through the chain of command.
4	Commanding Officer	Endorses member's request for advancement. Sign and date member's request. Forward the completed CG-2030 to the P&A Office.
5	P&A Office	<p>Completes advancement certificate for member. Use Form CG-5530 for advancement to Seaman or Fireman and Form CG-216 for Petty Officer advancements.</p> <p>Issue new ID Card. If P&amp;A Office is not a DEERS site, inform member of the need to update their ID card, along with dependents if applicable, and provide site location(s).</p> <p style="text-align: center;">Initials: _____ Date: _____</p>
6	P&A Office	<p>Forwards CG-2030 and advancement certificate to the SPO.</p> <p style="text-align: center;">Initials: _____ Date: _____</p>
7	SPO	<p>Completes advancement transaction in Direct Access. Initial and date CG-2030. File documentation in member's SPO PDR in accordance with reference (c).</p> <p style="text-align: center;">Initials: _____ Date: _____</p>

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## Section B: Chief Warrant Officer (CWO) Appointment Process

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**B.1. Introduction** This section will guide you through the chief warrant officer appointment process. CG PSC manages the CWO appointment board process.

**B.2. References**

- (a) Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3 (series)
- (b) Medical Manual, COMDTINST M6000.1 (series)
- (c) Coast Guard Weight and Body Fat Standards Program Manual, COMDTINST M1020.8 (series)
- (d) Military Bonus Program, COMDTINST M7220.2 (series)
- (e) Military Personnel Data Records (PDR) System, COMDTINST M1020.10 (series)

**B.3. Procedures** CG PSC annually releases an ALCGPSC (active duty) and an ALCGRSV (reserve) message announcing their schedule and requirements for the upcoming CWO appointment board. CWO applicants must ensure they meet eligibility requirements and follow application procedures listed in reference (a) and the published ALCGPSC message.

Step	Who Does It	What Happens
1	CG PSC	Publishes final eligibility list.
2	Member	<p>Ensures physically qualified for appointment prior to executing oath of office in accordance with reference (b).</p> <p>Notifies command within two weeks of final eligibility list being published if declining appointment to CWO.</p> <p>If declining, member's command completes Administrative Remarks (CG-3307) in accordance with reference (a).</p> <p style="text-align: center;">Initials: _____ Date: _____</p>
3	Assignment Officer	<p>Assignment Officer offers CWO candidate assignment orders.</p> <p>If member declines appointment due to receipt of orders, the Commanding Officer must initiate an Administrative Remarks (CG-3307) entry in accordance with reference (a).</p> <p style="text-align: center;">Initials: _____ Date: _____</p>

4	CG PSC (OPM)	Emails CWO candidates appointment documents with instructions.
5	P&A Office	<p>Prior to execution of oath of office, ensures member meets weight requirements in accordance with reference (c) and review Selective Reenlistment Bonus (SRB) entitlement in accordance with reference (d).</p> <p style="text-align: center;">Initials: _____ Date: _____</p>
6	Member	<p>Executes oath of office on date of commissioning. Emails signed oath of office and Report of Medical Examination to CG PSC (OPM) within 5 calendar days of appointment to CWO.</p> <p style="text-align: center;">Initials: _____ Date: _____</p>
7	P&A Office	<p>Forwards oath of office and appointment letter to the servicing SPO. Issues new ID Card. If P&amp;A Office is not a DEERS site, informs member of the need to update their ID card, along with dependents if applicable, and provide site location(s).</p> <p style="text-align: center;">Initials: _____ Date: _____</p>
8	CG PSC (OPM)	CG PSC (OPM-1) will complete the necessary transactions in DA to affect your appointment upon receipt of oath of office and Report of Physical Examination.
9	SPO	<p>Files appointment letter and oath of office in accordance with reference (e).</p> <p style="text-align: center;">Initials: _____ Date: _____</p>

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## Section C: Education and Test Results

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**C.1. Introduction** This section will guide you through the procedures to report completion of training courses, educational accomplishments, and test results.

**C.2. References**

(a) Performance, Training, and Education Manual, COMDTINST M1500.10 (series)  
 (b) Mandatory Use of the Training Management Tool, COMDTINST 5270.2  
 (c) Military Personnel Data Records (PDR) System, COMDTINST M1080.10 (series)

**C.3. Discussion** Completion of Coast Guard formal training courses (Class “A” and “C” schools) and degrees are recorded in Direct Access in accordance with ref (a). Other educational accomplishments (mandated A and B courses) are recorded in Training Management Tool (TMT) in accordance with reference (b).

**C.4. Formal Training Courses, Education Degrees** Use these procedures to report completion of a formal training course, General Education Diploma (GED) and/or college degree.

Step	Who Does It	What Happens
1	Member	Upon successful completion of a formal training course (Class “A” or “C” school), GED, or receiving a college degree, submits a Career Development Worksheet (CG-2030) to the P&A Office with supporting documentation.  <div style="text-align: right;">Initials: _____ Date: _____</div>
2	P&A Office	Within two days of receipt of CG-2030, enters appropriate Direct Access transaction. If applicable, scan and email copy of the educational transcript in accordance with reference (c).  <div style="text-align: right;">Initials: _____ Date: _____</div>

**C.5. Test Results** Use these procedures to report test results (i.e. ASVAB, AFQT, SAT, ACT, etc.).

Step	Who Does It	What Happens
1	Member	Forwards copy of documentation of test results to P&A Office.  Initials: _____ Date: _____
2	P&A Office	Within two days of receipt of test results, enters appropriate Direct Access transaction.  Initials: _____ Date: _____

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**C.6.** Use these procedures to report foreign language test results.  
**Foreign Language Test Results**

Step	Who Does It	What Happens
1	Member	Completes Defense Language Proficiency Test (DLPT) and forwards copy of test results to the command and P&A Office.  Initials: _____ Date: _____
2	ESO	Upon completion of test, retrieve test results and enter them in Direct Access.  Initials: _____ Date: _____
3	P&A Office	Within two days of receipt of test results, ensure command designates member in writing for interpreter or linguist position and forwards to SPO, if applicable.
4	SPO	Within two days of receipt of designation letter, enters appropriate DA transaction and file in accordance with reference (c).

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**C.7.** In addition to the methods listed above for entering training and education data in DA, you can report accomplishments using the Record of Professional Development Form (CG-4082). The form offers military personnel the opportunity to record their professional development accomplishments by requesting their P&A Office to scan and email it to CG PSC-psd-mr where it will become a part of their official record and

**Record of Professional Development**

also to forward to the SPO for filing in the member's SPO PDR. The procedure is voluntary, although it is recommended, and does not affect DA data entry.

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## Section D: Medals and Awards, Competencies, and Insignias

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**D.1. Introduction** All medals and awards that have been presented to a member must be reported to the P&A Office for entry into Direct Access and a copy mailed in accordance with reference (a).

When a member becomes qualified to permanently wear an insignia, such as that for a Company Commander or Marine Safety, the competency must be entered in DA in accordance with applicable policies.

Competencies are used as a means of recording a member's knowledge, skills, and personal attributes that a person exercises while performing the business of any given position and must be entered in DA in accordance with reference (b).

This section will guide you through the procedures to report competencies.

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**D.2. References** (a) Medals and Awards Manual, COMDTINST M1650.25 (series)  
(b) U. S. Coast Guard Competency Management System Manual, COMDTINST M5300.2  
(c) Ordnance Manual, COMDTINST M8000.2 (series)

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**D.3. Procedures** Use these procedures to have an award, competency, or an insignia entered in DA.

Step	Who Does It	What Happens
1	Member	Upon receiving a medal or award, competency, or an insignia, complete a Career Development Worksheet (CG-2030) along with supporting documentation and submit it to your P&A Office.
2	P&A Office	Within two days of receipt of CG-2030, enter the appropriate data entry in DA.

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**D.4. Small Arms Training** Members who qualify with a rifle or pistol will receive a Marksman (M), Sharpshooter (S), or Expert (E) award according to the qualifying score in accordance with reference (c). Only one award is to be entered in DA regardless of the number of times qualified (i.e. expert rifle would only be recorded one time).

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**Section E: Veterans Education Assistance Program (VEAP) and  
 Montgomery GI Bill (MGIB) Programs**

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**E.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.

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**E.2. References** (a) U. S. Coast Guard Pay Manual, COMDTINST M7220.29 (series)

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**E.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. In accordance with reference (a) participating members can make a lump sum payment to withdraw from the VEAP program and enroll in the MGIB program.

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**E.4. Increased MGIB Benefits** Effective 1 May 2001, qualified members can increase their monthly MGIB benefits by contributing additional funds up to \$600.00. Members with sufficient remaining time in service can make additional contributions through an allotment. Monthly deductions are made in increments of \$20.00 with a minimum monthly allotment of \$20.00. The total additional contribution will not exceed \$600.00. Members separating from the service can elect to make a lump sum contribution.

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**E.5. MGIB Allotment Contributions** Use these procedures to make additional monthly allotment contributions to MGIB.

Step	Who Does It	What Happens
1	Member	Completes and submit an Allotment Worksheet (CG-2040) to your P&A Office.
2	P&A Office	Within two days of receipt of allotment worksheet, verify eligibility in accordance with reference (a), ensure form is completed correctly, and submit to the SPO for processing.
3	SPO	Submit DA transaction to start allotment within two days of receipt of allotment worksheet.

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**E.6.** Use these procedures to make a lump sum payment for contribution to

**VEAP or MGIB**    VEAP or MGIB.

**Lump Sum  
 Payment**

Step	Who Does It	What Happens
1	Member	Contacts P&A office to determine eligibility.
2	P&A Office	Determine if member is eligible and amount being deposited is valid (e. g. member has not already made the maximum contribution allowed) in accordance with reference (a).
3	Member	Submits check payable to the U.S. Coast Guard with the following information: <ul style="list-style-type: none"> <li>• Name</li> <li>• Social Security Number</li> <li>• Total amount of lump sum and period covered by lump sum.</li> </ul> Mail payments to: Commanding Officer (FAR) U.S. Coast Guard Attn: Collection Clerk 444 SE Quincy Street Topeka, KS 66683-3591

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**E.7.**                      Use these procedures to request a VEAP refund.

**VEAP Refunds**

Step	Who Does It	What Happens
1	Member	Completes blocks 1 – 10 of <a href="#">Application for Refund of Educational Contributions (VA Form 24-5281)</a> and submit to P&A Office.
2	P&A Office	Within two days of receipt of VA Form 24-5281, date and sign blocks 9 and 10 and forward to PPC (DC).
3	PPC	Issues refund within 90 days.

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