30 March 2023

Incentive Points

Overview

Introduction

This guide provides the procedures for viewing, adding, correcting, and deleting Incentive Points in Direct Access (DA).

IMPORTANT

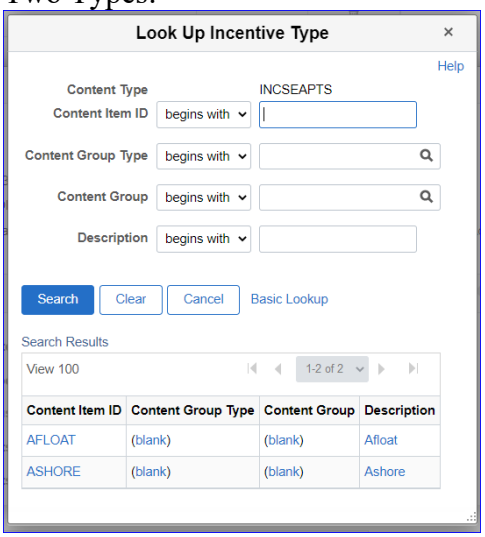
Do **NOT** future date any entry. This will result in errors to the data file resulting in the file being rejected when transmitted to the Defense Manpower Data Center (DMDC).

Required Roles

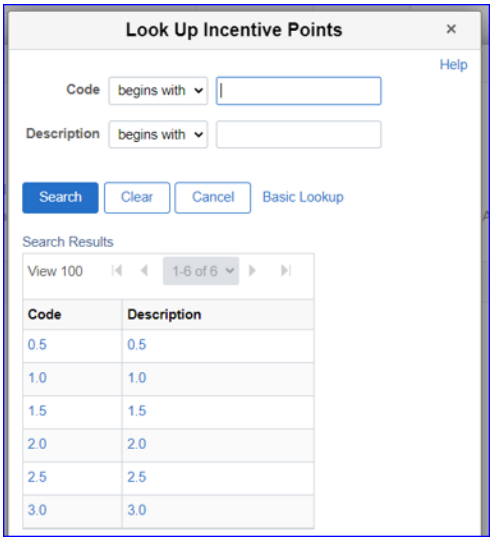
The user must have the roles: CG Admin (PSI Enhanced) (YN2-PERS w/"By Dir" Only) or CG Admin (PSI Enhanced) (YN3-YN2 Only) or CG Admin (YN-PERS Only)

Current Incentive Types and Points

Two Types:



Points:



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Overview, Continued

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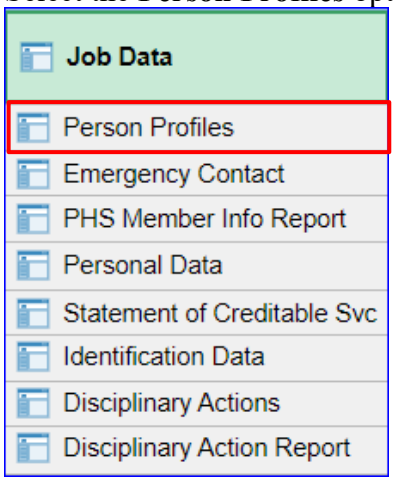
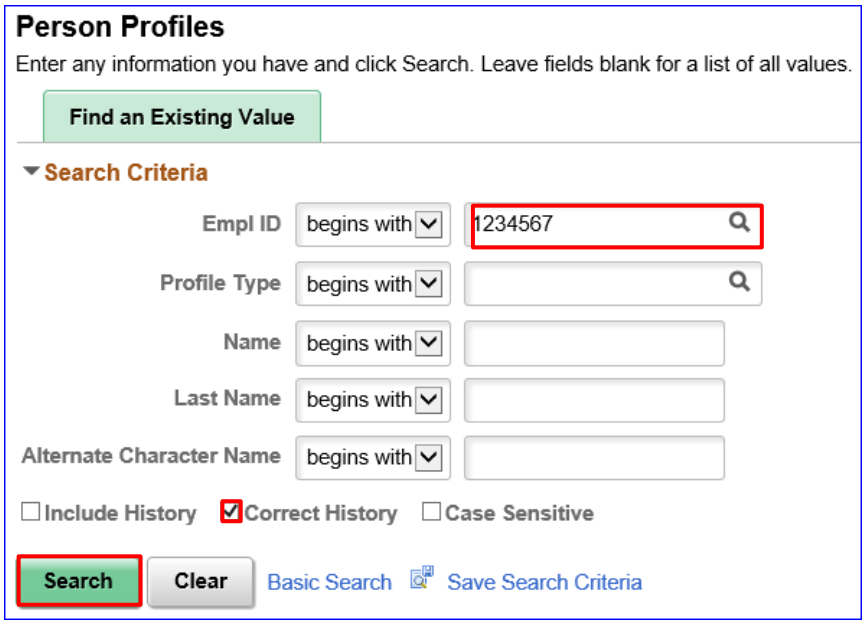
Viewing Incentive Points

Introduction This section provides the procedures for viewing Incentive Points in Direct Access (DA).

Procedures See below.

Step	Action
1	Click on the **Core HR** Tile.
1.5	Select the **Person Profiles** option. 
2	Enter the member's **Empl ID**. The **Correct History** box is checked by default. Click **Search**. 

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Viewing Incentive Points, Continued

Procedures,
continued

Step	Action
3	The member's Person Profile page will display. Click the **Qualifications** tab.

Person Profile

Empl ID 1234567 Spike
Profile Type PERSON Person
*Profile Status Active
*Description Spike

Print Comments Profile Actions [Select Action]

Competencies | Qualifications | Education | Mobility | Waivers | CAN

Competencies

1-5 of 8 View All

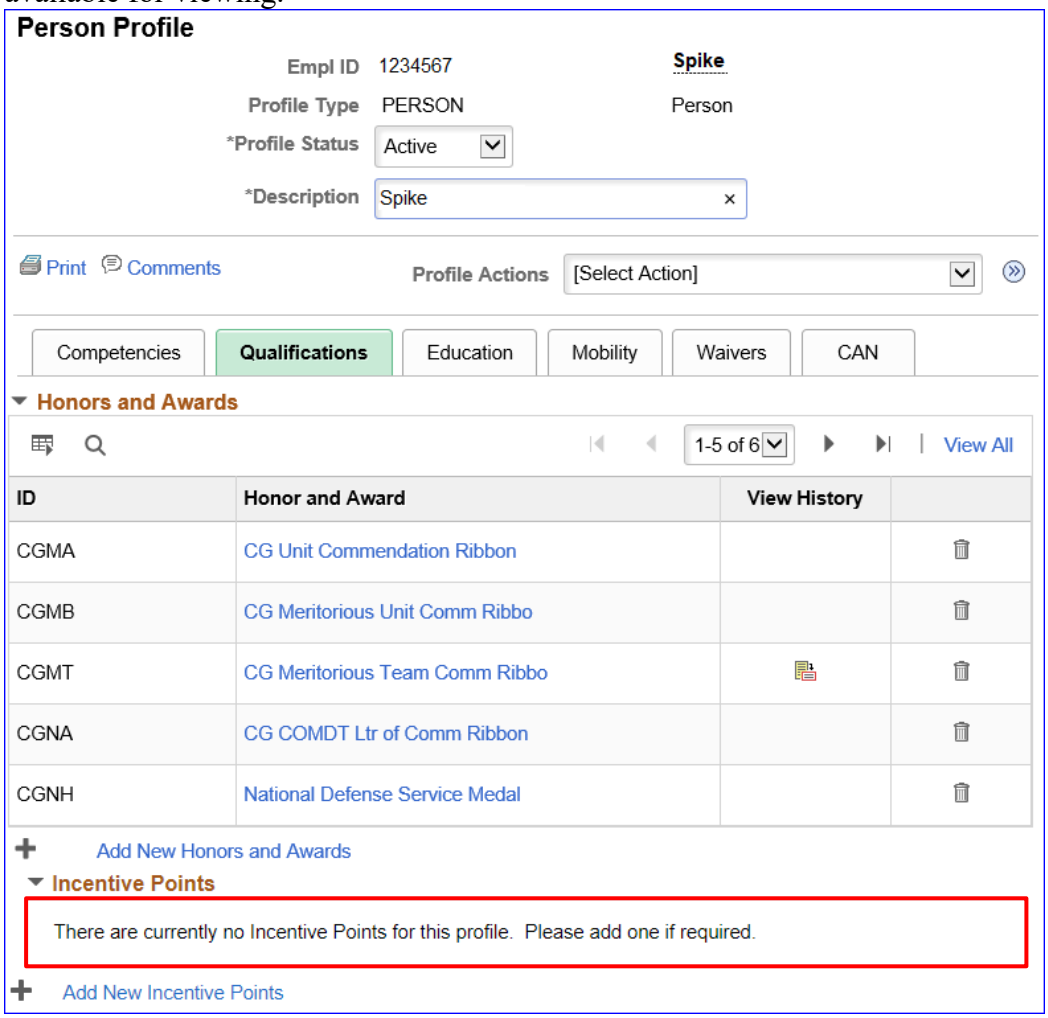
ID	Competency	*Effective Date	Evaluation Type	Proficiency	View History	
CRWRBM45	RB-M BCM	01/01/2016	Approved/Official	3-Good		
CRWSPC	SPC-LE BCM	01/01/2016	Approved/Official	3-Good		
EPMEE5	EPME E5 ERATS	07/31/2018	Approved/Official	3-Good		
MAREP	(Inactivated) Pistol Qual	02/22/2015	Approved/Official	1-Little		
MARER	(Inactivated)Rifle Qual	02/22/2015	Approved/Official	1-Little		

Add New Competencies

Continued on next page

Viewing Incentive Points, Continued

Procedures,
continued

Step	Action
4	The member's Honors and Awards will display. The **Incentive Points** section will display data, if available. See **NOTE**. **NOTE:** This is a brand new Qualification added to DA, data may not be available for viewing. 

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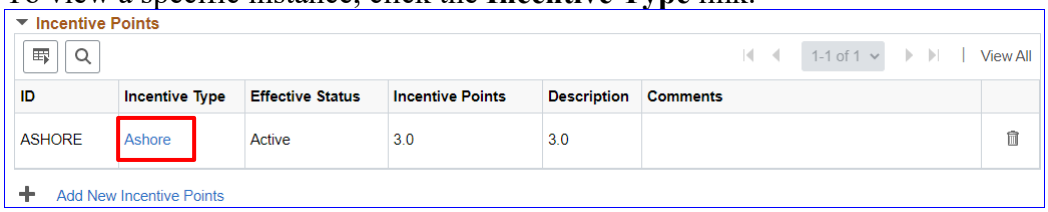
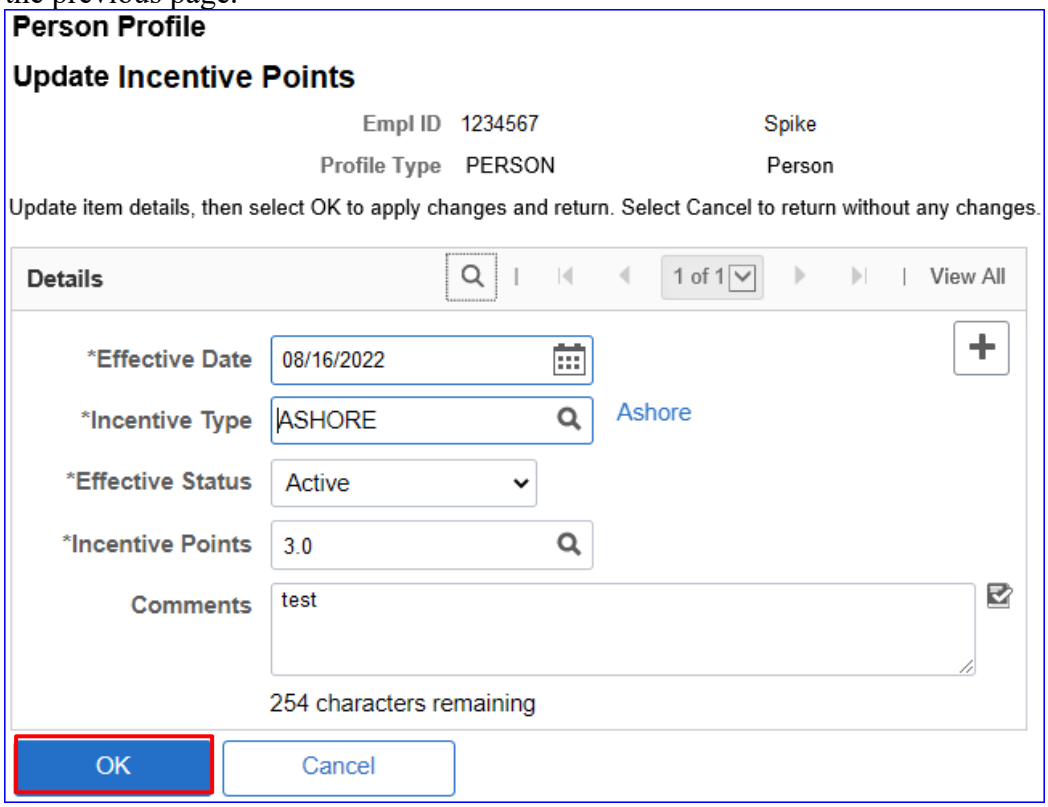
Viewing Incentive Points, Continued

Procedures,
continued

Step	Action
5	To view a specific instance, click the **Incentive Type** link. 
6	The member's Update Incentive Points page will display. Click **OK** to return to the previous page. 

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Viewing Incentive Points, Continued

Procedures,
continued

Step	Action
6	Click **Return to Search** to exit the member's Person Profile.

Competencies | Qualifications | Education | Mobility | Waivers | CAN

Honors and Awards

1-5 of 6 | View All

ID	Honor and Award	View History	
CGMA	CG Unit Commendation Ribbon		
CGMB	CG Meritorious Unit Comm Ribbo		
CGMT	CG Meritorious Team Comm Ribbo		
CGNA	CG COMDT Ltr of Comm Ribbon		
CGNH	National Defense Service Medal		

Add New Honors and Awards

Language Skills

Add New Language Skills

Licenses and Certifications

Add New Licenses and Certifications

Memberships

Add New Memberships

Tests or Examinations

Add New Tests or Examinations

Courses & Training

Additional Training

Add New Additional Training

Save

Return to Search

Adding New Incentive Points

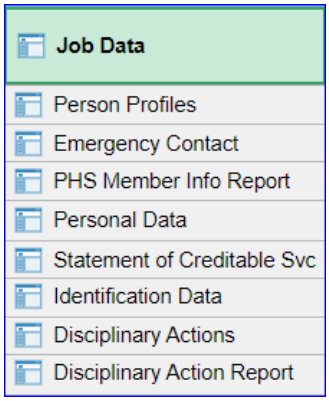
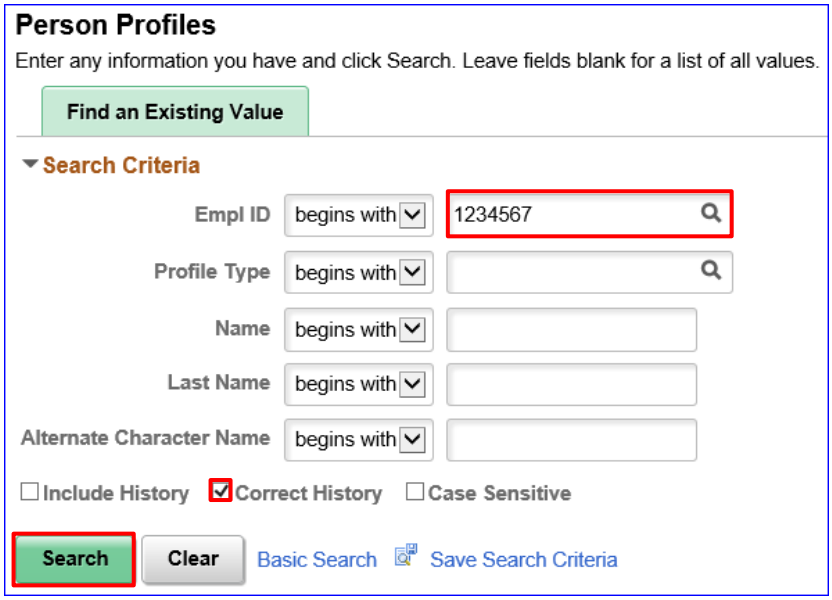
Introduction

This section provides the procedures for adding new Incentive Points in Direct Access (DA).

NOTE: The user must have the CG Admin Technician or CG Admin Supervisor functional role to add an Incentive Points.

Procedures

See below.

Step	Action
1	Click on the **Core HR** Tile.
1.5	Select the **Person Profiles** option. 
2	Enter the member's **Empl ID**. The **Correct History** box is checked by default. Click **Search**. 

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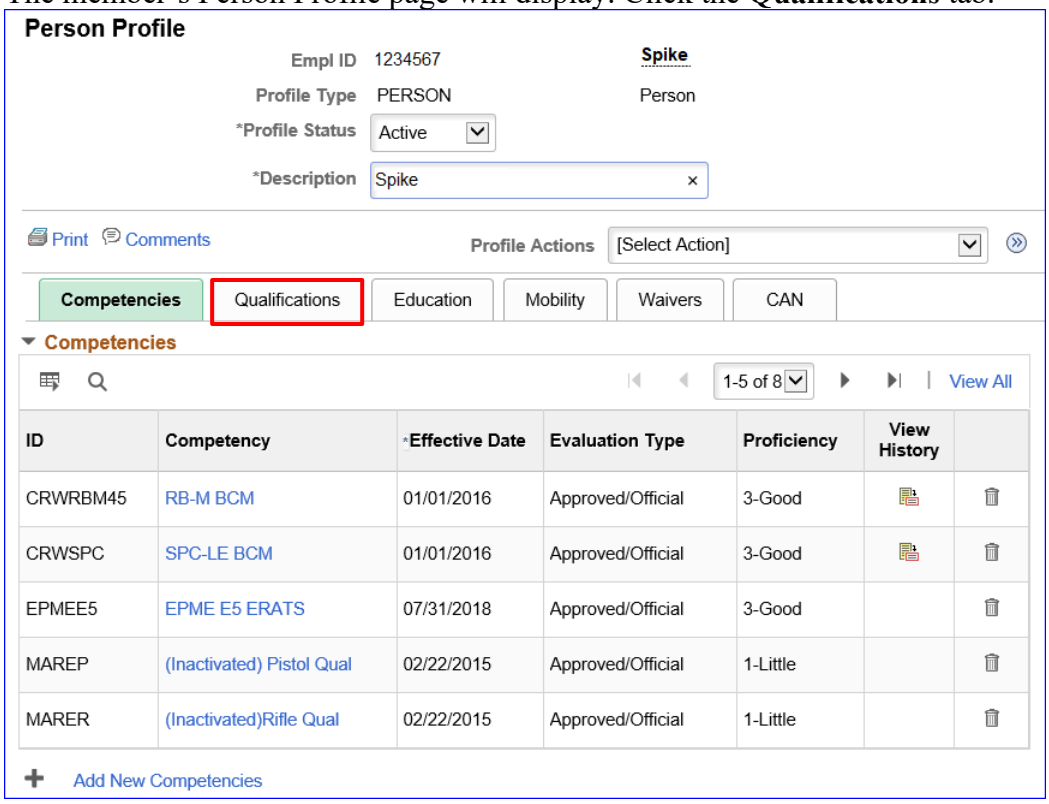
Adding New Incentive Points, Continued

Procedures,
continued

Step	Action
3	The member's Person Profile page will display. Click the **Qualifications** tab.



Continued on next page

Adding New Incentive Points, Continued

Procedures,
continued

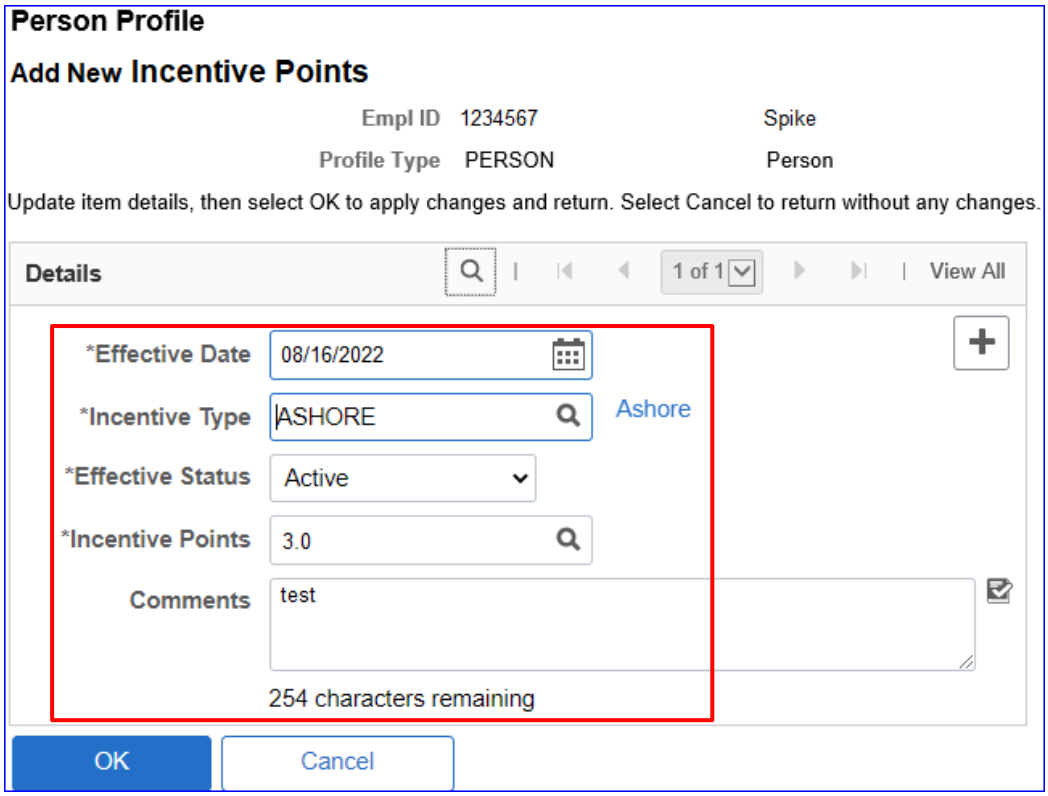
Step	Action
4	The member's Honors and Awards will display. Scroll down to the **Incentive Points** section.
5	Click **Add New Incentive Points**.

Continued on next page

Adding New Incentive Points, Continued

Procedures,
continued

Step	Action
6	The Add New Incentive Points page will display. The Effective Date auto-populates with the current date. **Update each field as appropriate per the chart below.**

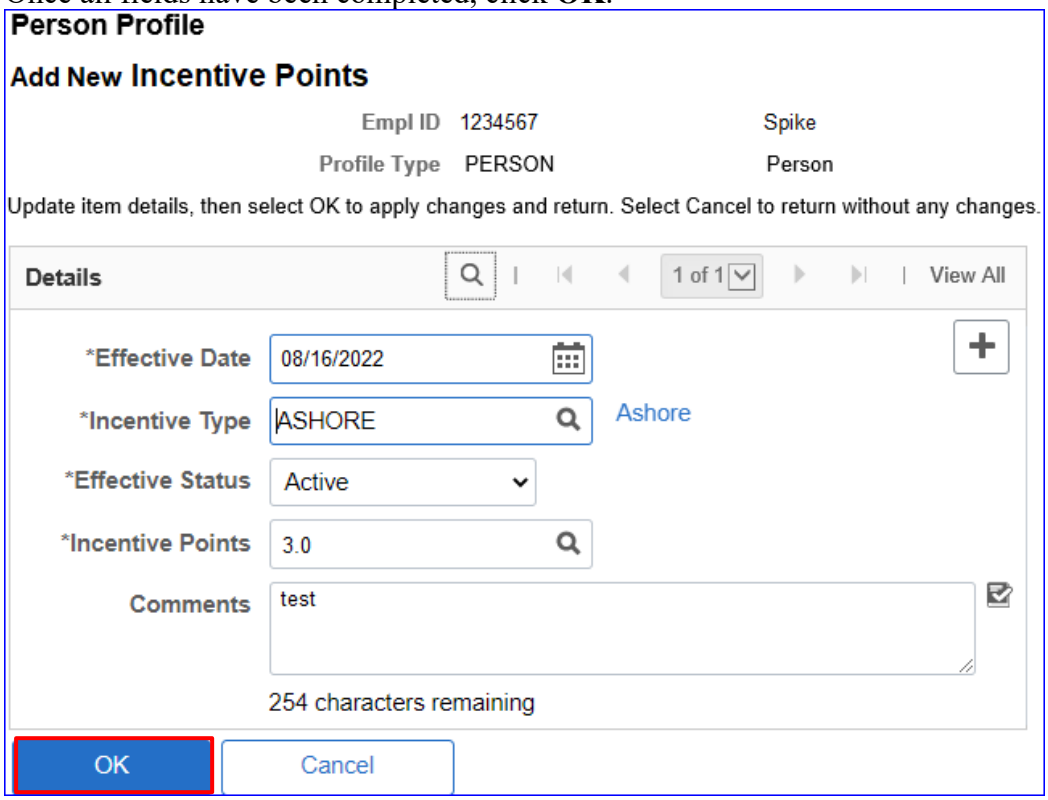


Field	Description
***Effective Date (Required)**	Enter the date of the Incentive Type. Can be post-dated or back dated.
***Incentive Type (Required)**	Enter the Incentive Type code or use the lookup (magnifying glass icon) to search for the code.
***Effective Status (Required)**	Defaults to Active. Do **NOT** change this field.
***Incentive Points (Optional)**	Check the guidance message on the appropriate points to be entered.
Comments	Enter comments based on current message guidance.

Continued on next page

Adding New Incentive Points, Continued

Procedures,
continued

Step	Action
7	Once all fields have been completed, click **OK**. 

Continued on next page

Adding New Incentive Points, Continued

Procedures,
continued

Step	Action
8	Click **Save**.

Competencies | Qualifications | Education | Mobility | Waivers | CAN

Honors and Awards

1-5 of 7 | View All

ID	Honor and Award	View History	
CGFC	CG Commendation Medal		
CGMA	CG Unit Commendation Ribbon		
CGMB	CG Meritorious Unit Comm Ribbo		
CGMT	CG Meritorious Team Comm Ribbo		
CGNA	CG COMDT Ltr of Comm Ribbon		

Add New Honors and Awards

Language Skills

Add New Language Skills

Licenses and Certifications

Add New Licenses and Certifications

Memberships

Add New Memberships

Tests or Examinations

Add New Tests or Examinations

Courses & Training

Additional Training

Add New Additional Training

Save

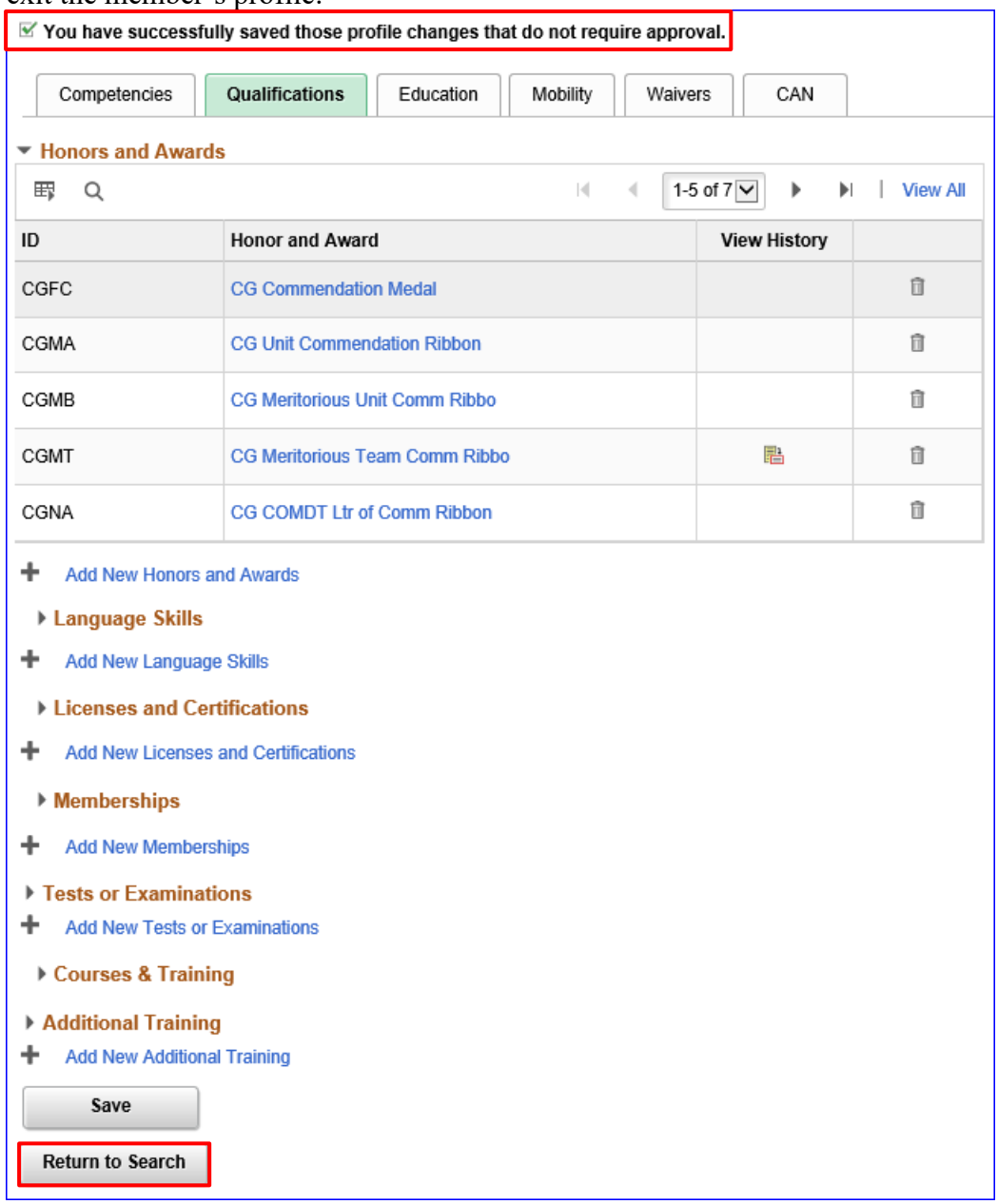
Return to Search

Continued on next page

Adding New Incentive Points, Continued

Procedures,
continued

Step	Action
9	Once saved, a **confirmation message** will display. Click **Return to Search** to exit the member's profile.



Adding Additional Incentive Points of the Same Type

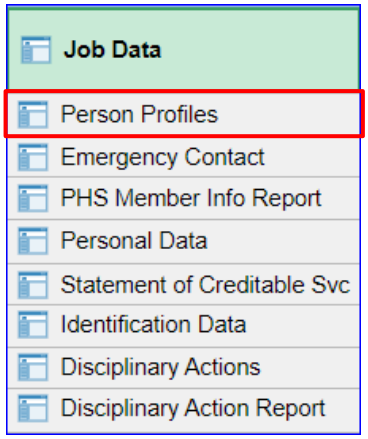
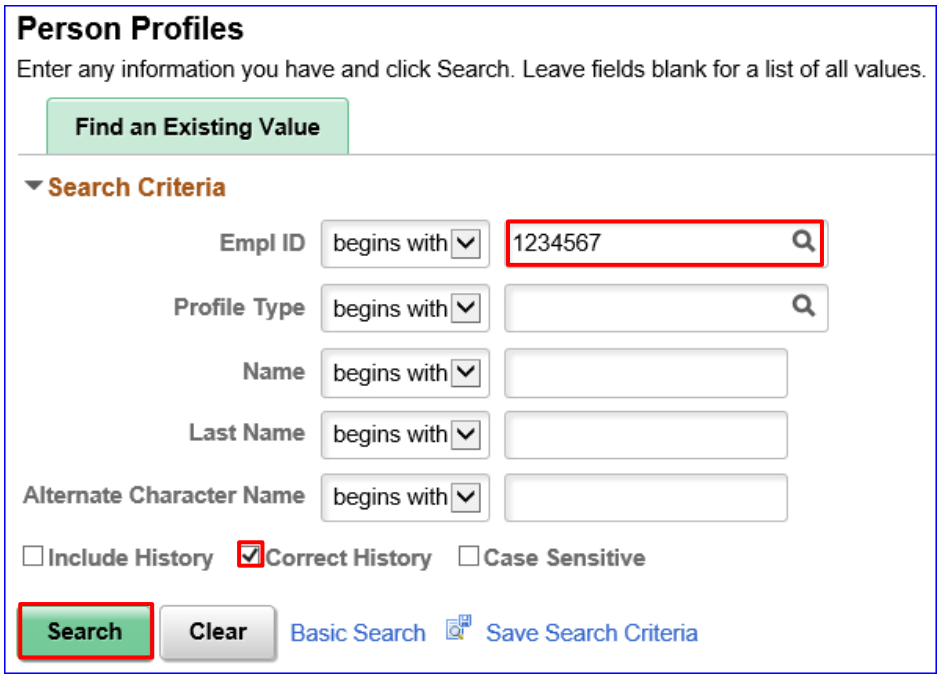
Introduction

This section provides the procedures for adding additional Incentive Points of the same type in Direct Access (DA).

NOTE: The user must have the CG Admin Technician or CG Admin Supervisor functional role to add an additional Incentive Points.

Procedures

See below.

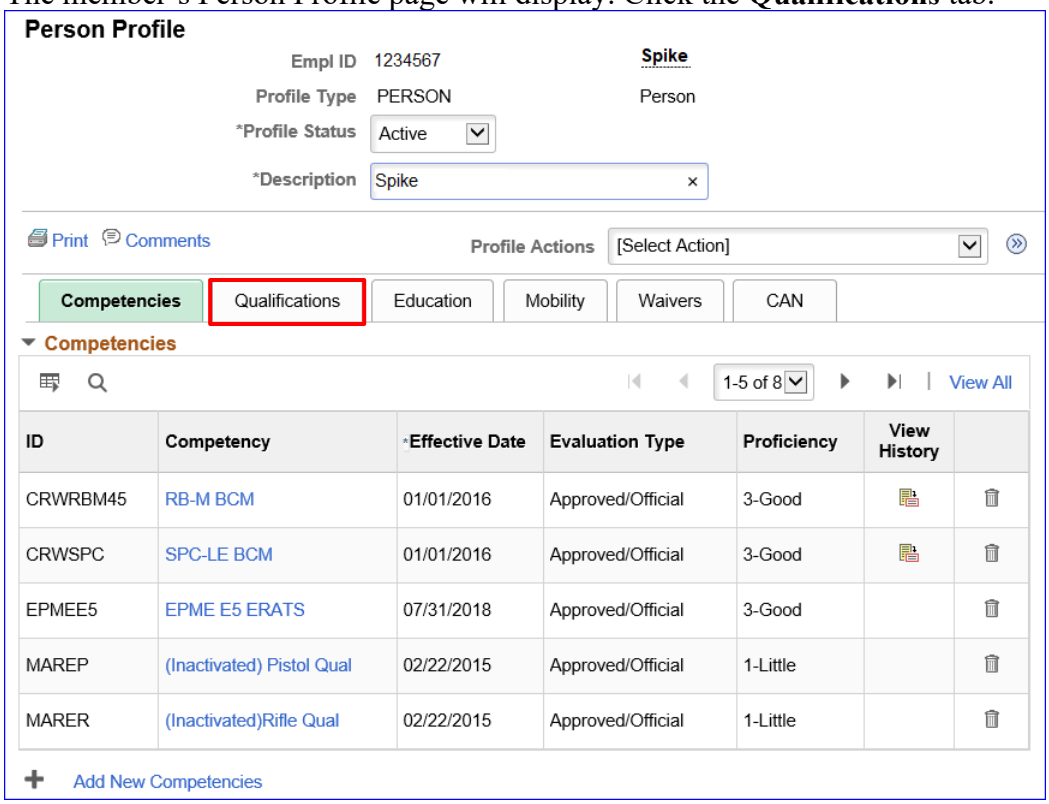
Step	Action
1	Click on the **Core HR** Tile.
1.5	Select the **Person Profiles** option. 
2	Enter the member's **Empl ID**. The **Correct History** box is checked by default. Click **Search**. 

Continued on next page

Adding Additional Incentive Points of the Same Type, Continued

Procedures, continued

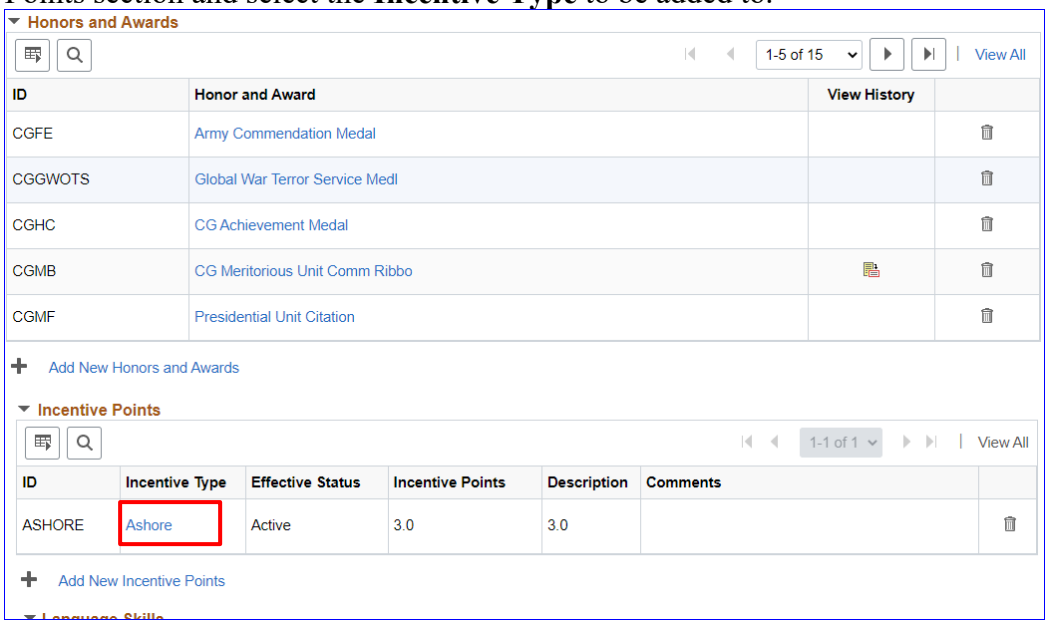
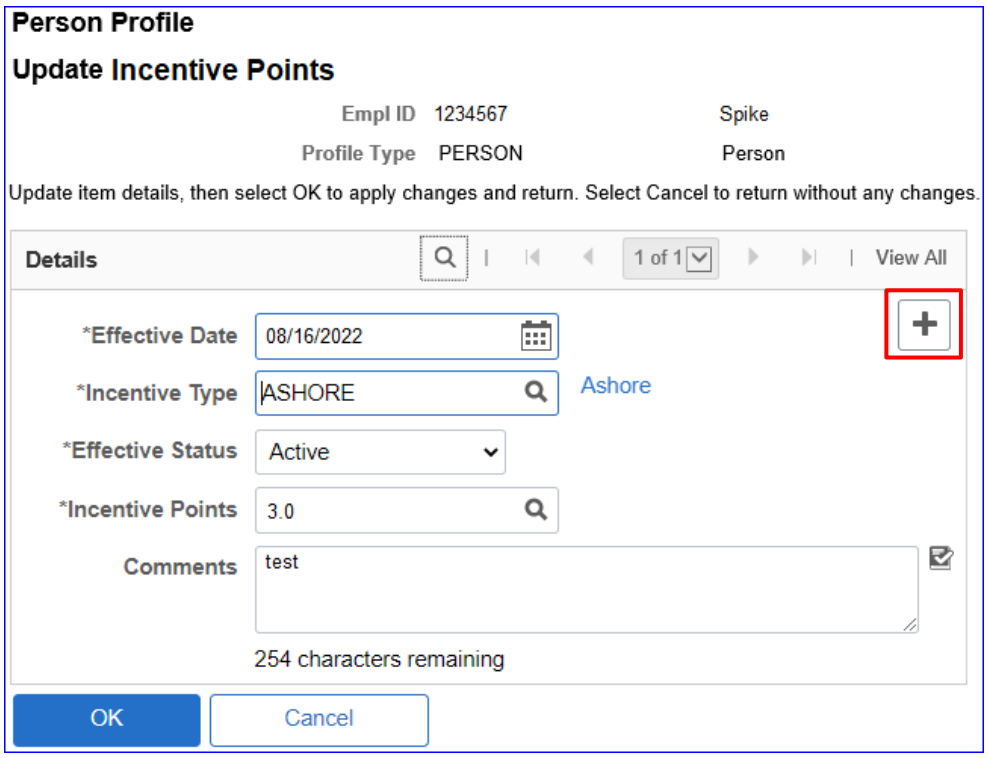
Step	Action
3	The member's Person Profile page will display. Click the **Qualifications** tab.



Continued on next page

Adding Additional Incentive Points of the Same Type, Continued

Procedures,
continued

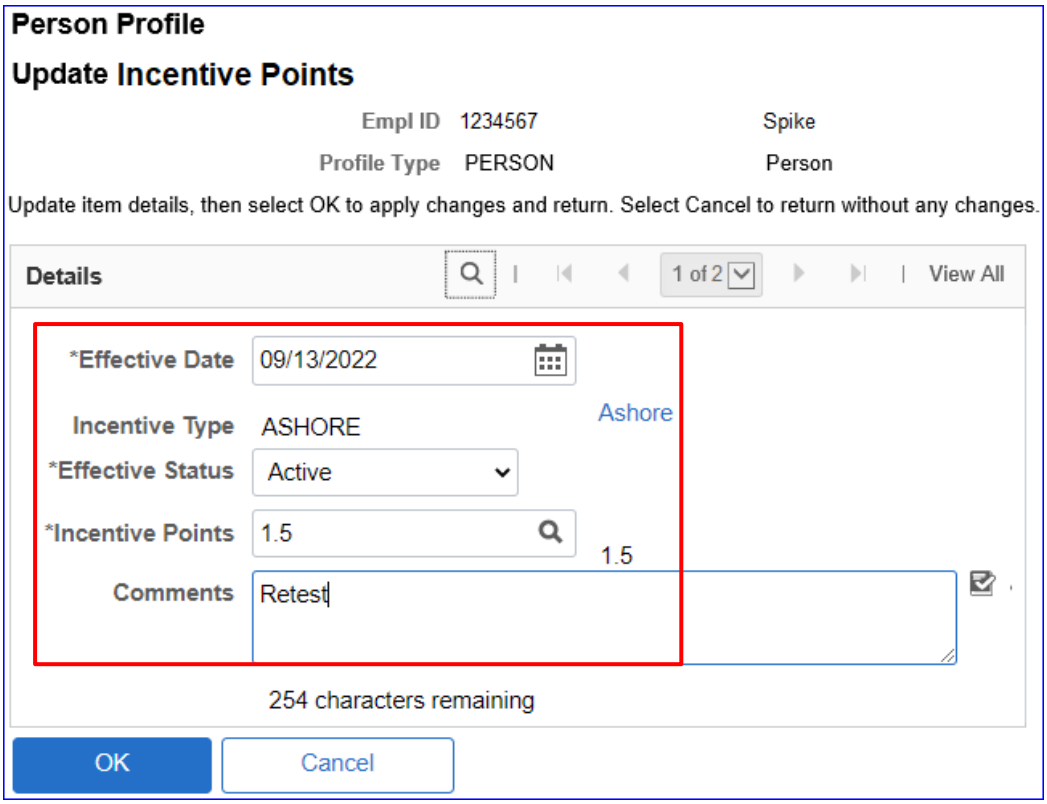
Step	Action
4	The member's Honors and Awards will display. Scroll down to the Incentive Points section and select the **Incentive Type** to be added to. 
5	The Update Incentive Points page will display. **Do NOT overtype any of the fields.** Click the **Plus** button to add a new row. 

Continued on next page

Adding Additional Incentive Points of the Same Type, Continued

Procedures, continued

Step	Action
6	The Update New Incentive Points page will display. The Effective Date auto-populates with the current date. Some of the other fields from the previous row will carry over to the new row. **Update each field as appropriate per the chart below**.

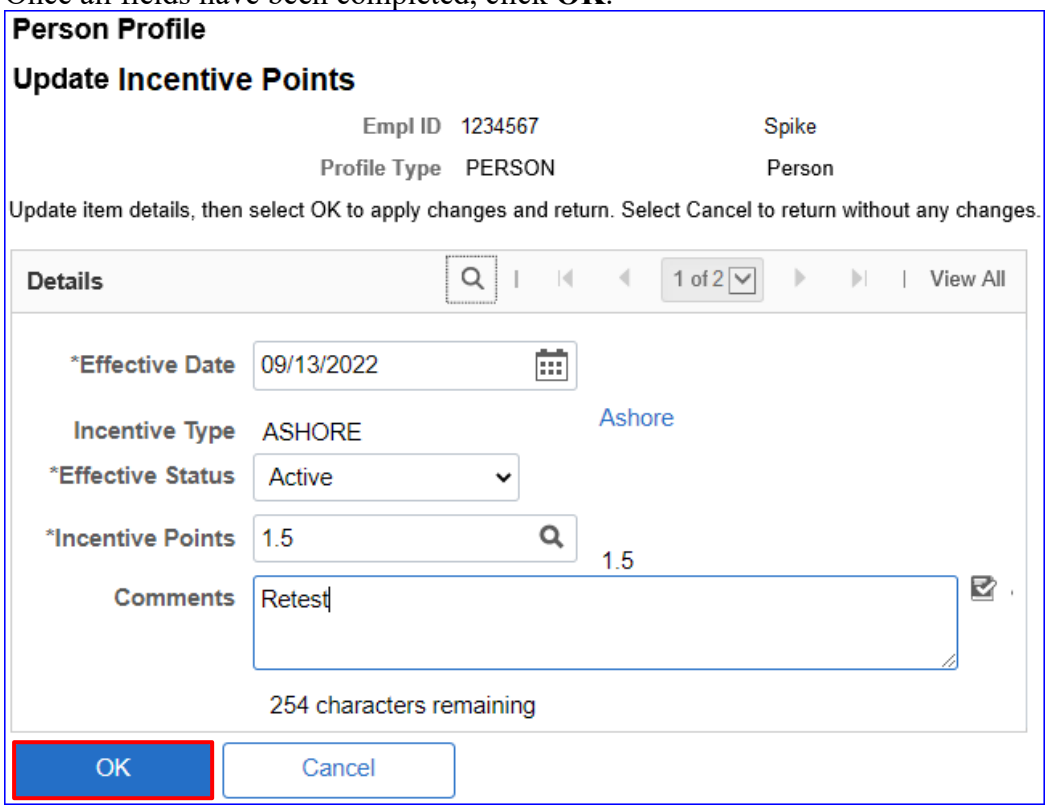


Field	Description
***Effective Date (Required)**	Enter the date of the Incentive Type. Can be post-dated or back dated.
***Incentive Type (Required)**	Enter the Incentive Type code or use the lookup (magnifying glass icon) to search for the code.
***Effective Status (Required)**	Defaults to Active. Do **NOT** change this field.
***Incentive Points (Optional)**	Check the guidance message on the appropriate points to be entered.
Comments	Enter comments based on current message guidance.

Continued on next page

Adding Additional Incentive Points of the Same Type, Continued

Procedures, continued

Step	Action
7	Once all fields have been completed, click **OK**. 

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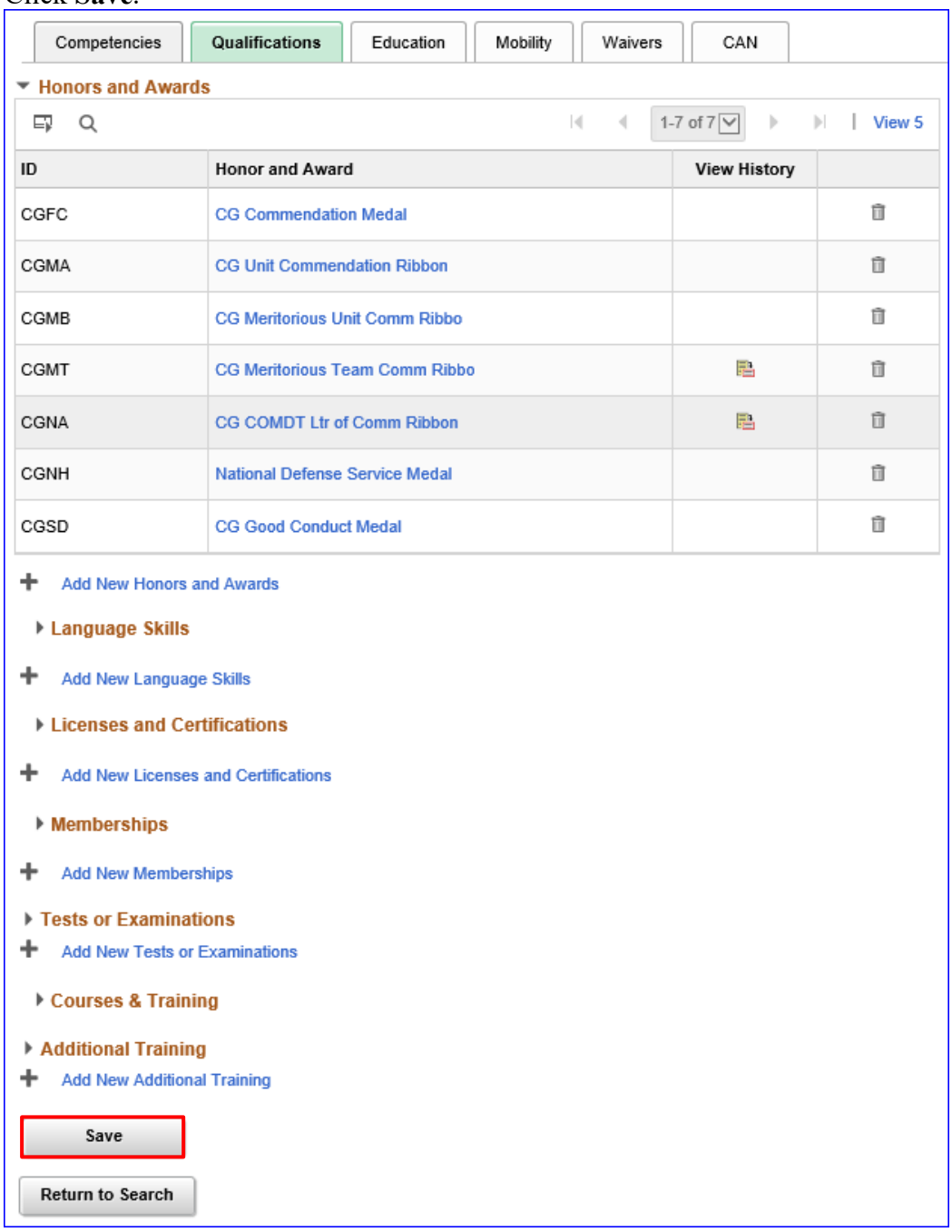
Adding Additional Incentive Points of the Same Type, Continued

Procedures, continued

Step	Action
8	Click **Save**.

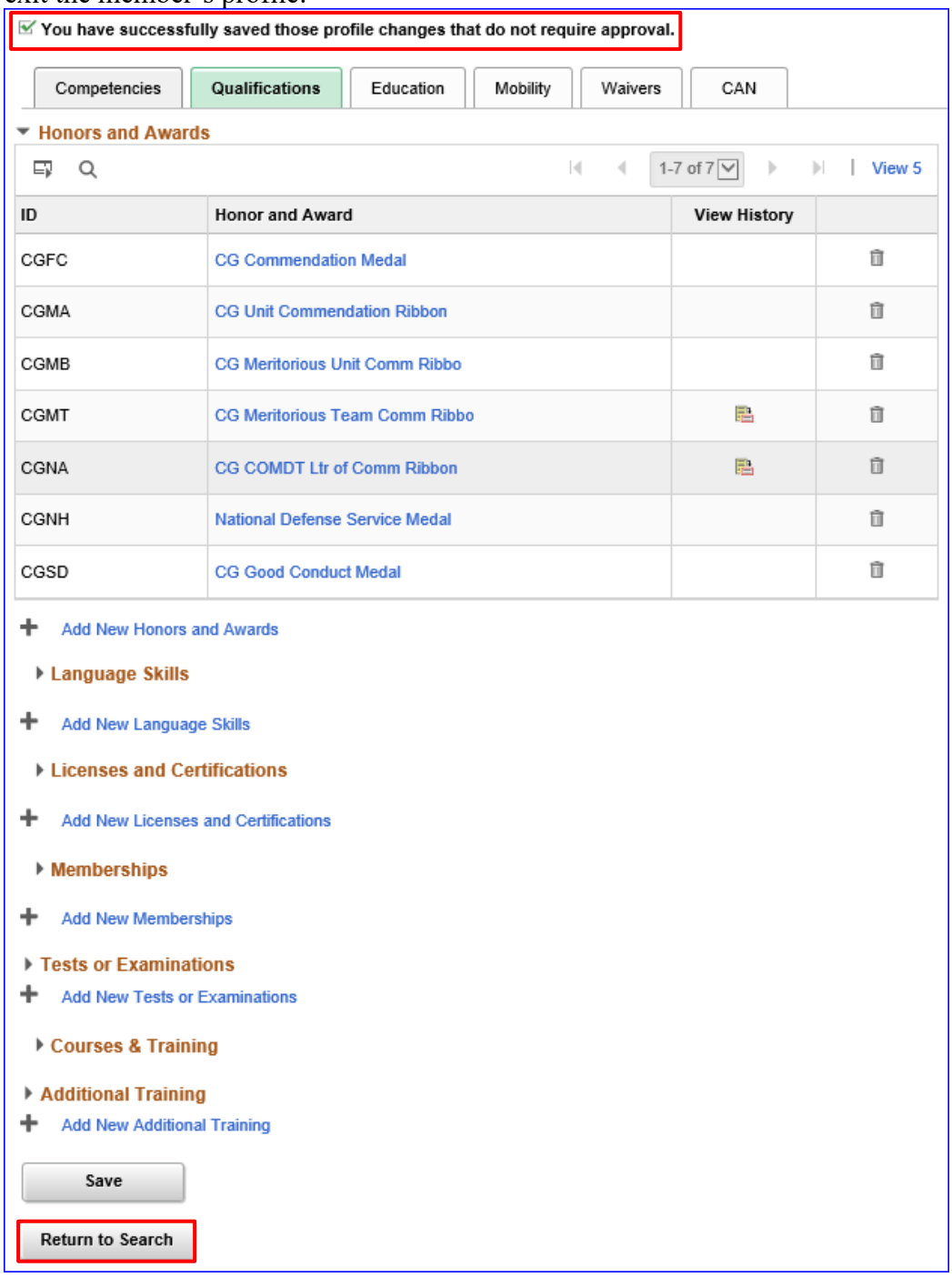


Continued on next page

Adding Additional Incentive Points of the Same Type, Continued

Procedures, continued

Step	Action
9	Once saved, a **confirmation message** will display. Click **Return to Search** to exit the member's profile.



Correcting Incentive Points

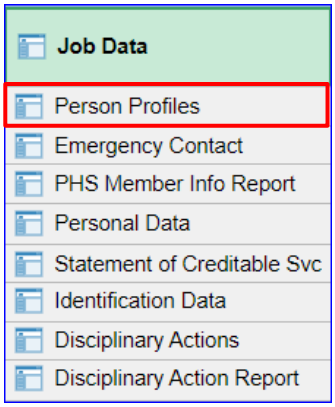
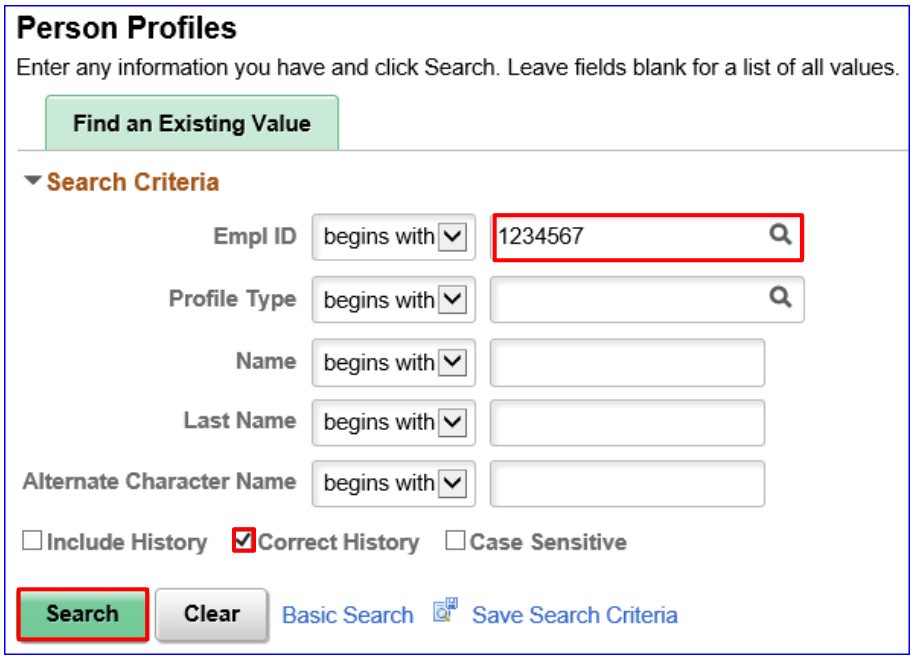
Introduction

This section provides the procedures for correcting Incentive Points in Direct Access (DA).

NOTE: The user must have the CG Admin Technician or CG Admin Supervisor functional role to correct an Incentive Points.

Procedures

See below.

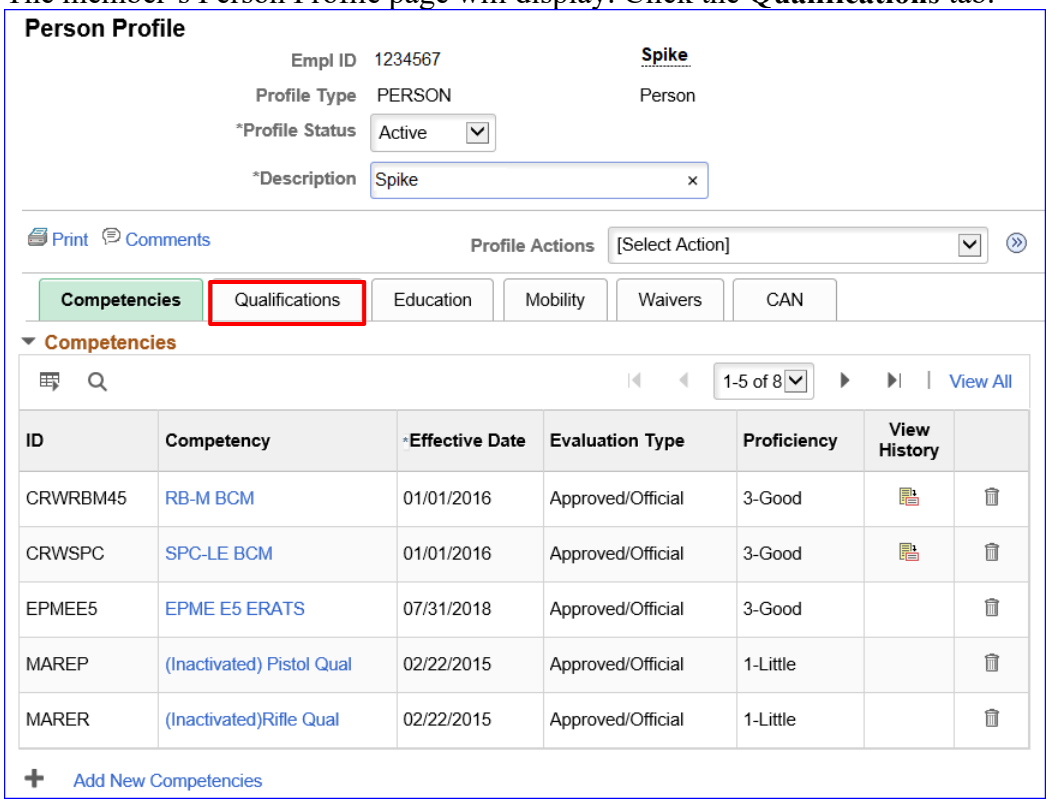
Step	Action
1	Click on the **Core HR** Tile.
1.5	Select the **Person Profiles** option. 
2	Enter the member's **Empl ID**. The **Correct History** box is checked by default. Click **Search**. 

Continued on next page

Correcting Incentive Points, Continued

Procedures,
continued

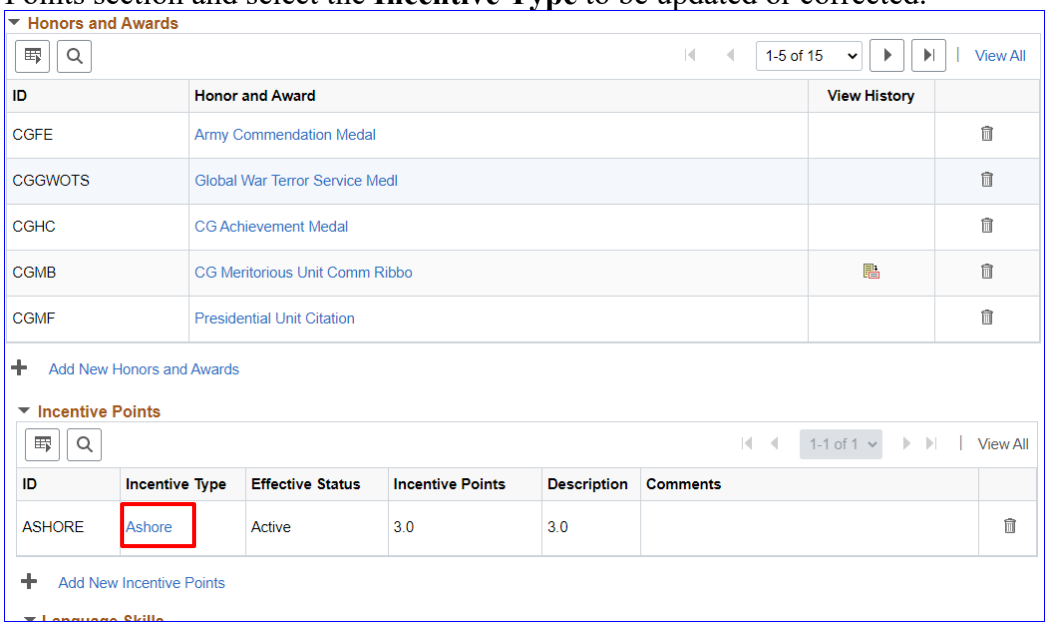
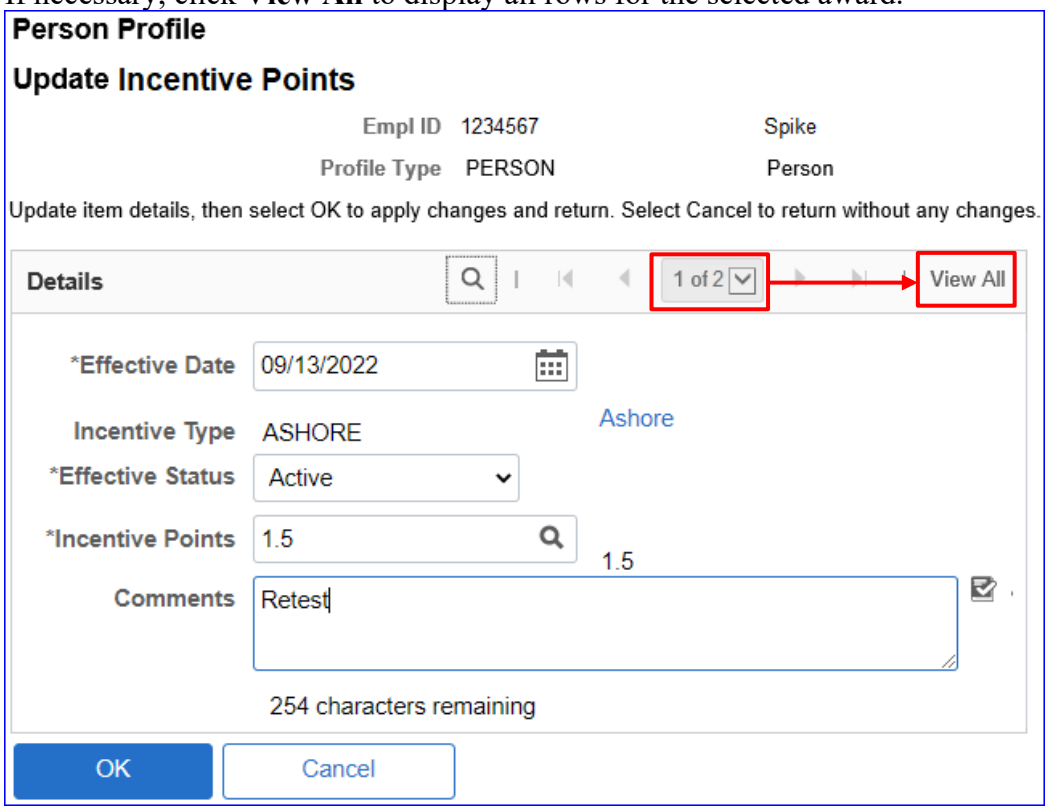
Step	Action
3	The member's Person Profile page will display. Click the **Qualifications** tab.



Continued on next page

Correcting Incentive Points, Continued

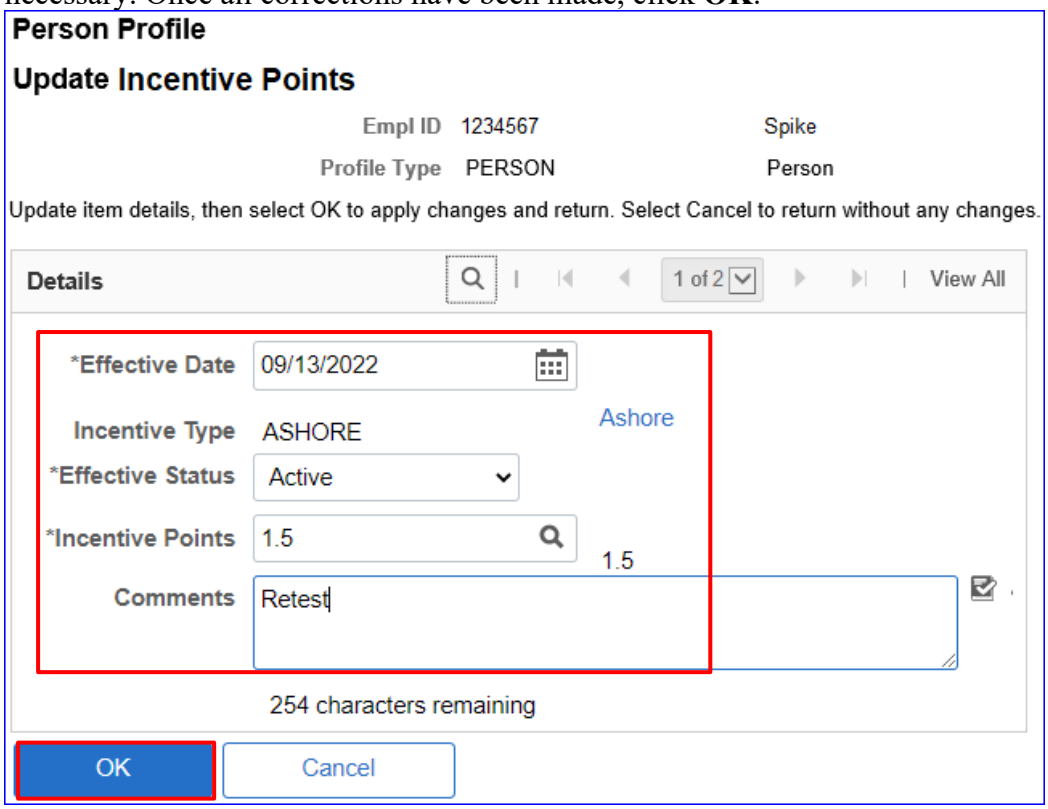
Procedures,
continued

Step	Action
4	The member's Honors and Awards will display. Scroll down to the Incentive Points section and select the **Incentive Type** to be updated or corrected. 
5	If necessary, click **View All** to display all rows for the selected award. 

Continued on next page

Correcting Incentive Points, Continued

Procedures,
continued

Step	Action
6	Once the row to be corrected is identified, **each field may be edited**, as necessary. Once all corrections have been made, click **OK**. 

Continued on next page

Correcting Incentive Points, Continued

Procedures,
continued

Step	Action
7	Click **Save**.

Competencies | **Qualifications** | Education | Mobility | Waivers | CAN

Honors and Awards

1-5 of 6 | View All

ID	Honor and Award	View History	
CGMA	CG Unit Commendation Ribbon		
CGMB	CG Meritorious Unit Comm Ribbo		
CGMT	CG Meritorious Team Comm Ribbo		
CGNA	CG COMDT Ltr of Comm Ribbon		
CGNH	National Defense Service Medal		

Add New Honors and Awards

Language Skills

Add New Language Skills

Licenses and Certifications

Add New Licenses and Certifications

Memberships

Add New Memberships

Tests or Examinations

Add New Tests or Examinations

Courses & Training

Additional Training

Add New Additional Training

Save

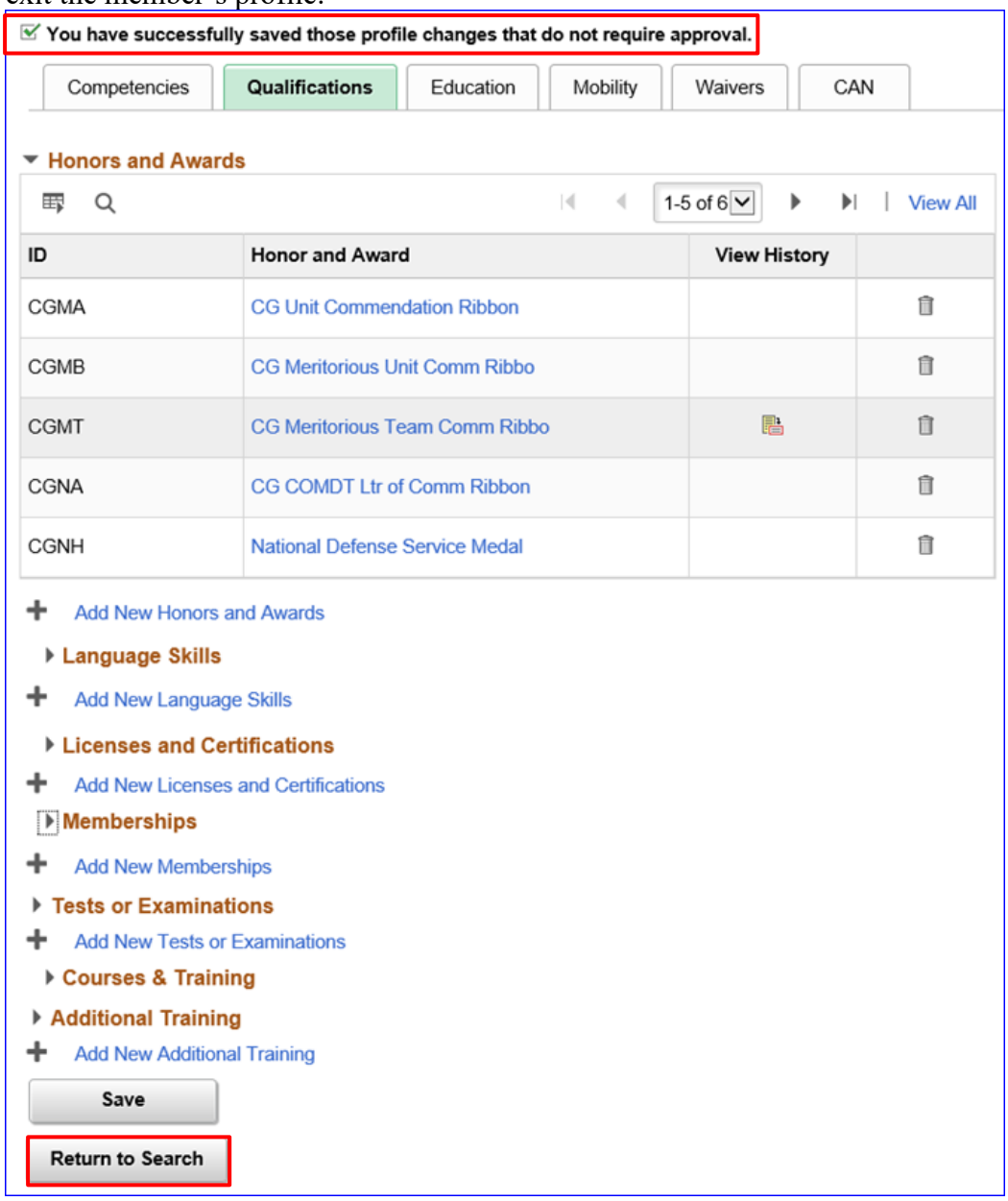
Return to Search

Continued on next page

Correcting Incentive Points, Continued

Procedures, continued

Step	Action
8	Once saved, a **confirmation message** will display. Click **Return to Search** to exit the member's profile.



Deleting a Single Incentive Point

Introduction

This section provides the procedures for deleting a single Incentive Point in Direct Access (DA).

NOTE: The user must have the CG Admin Technician or CG Admin Supervisor functional role to delete an Incentive Points.

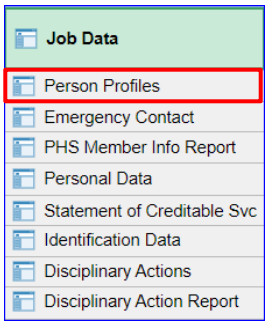
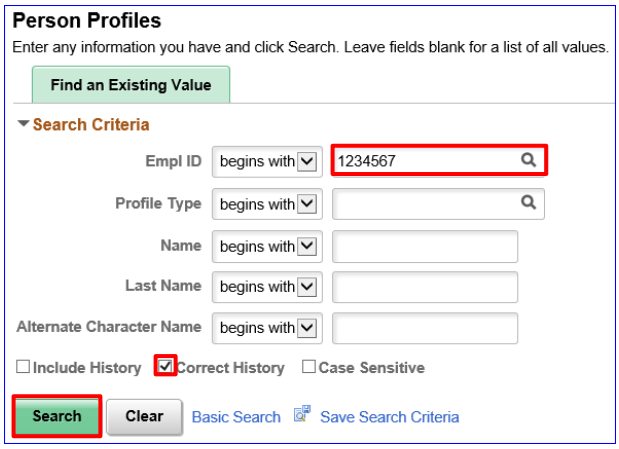
Important Information

As with any delete function, use extreme caution when deleting transactions. It is possible to delete the wrong record(s), especially if the member has multiple instances of the same Incentive Points. If the record is erroneously deleted, it will have to be recreated.

NOTE: If this is an Incentive Point that has just been entered, the Minus button used to delete some records will not appear until the user leaves the page and returns. The easiest resolution is to click **Return to Search** and then re-enter the member's profile.

Procedures

See below.

Step	Action
1	Click on the **Core HR** Tile.
	Select the **Person Profiles** option. 
2	Enter the member's **Empl ID**. The **Correct History** box is checked by default. Click **Search**. 

Continued on next page

Deleting a Single Incentive Point, Continued

Procedures,
continued

Step	Action
3	The member's Person Profile page will display. Click the **Qualifications** tab.

Person Profile

Empl ID 1234567 **Spike**
Profile Type PERSON Person
*Profile Status Active
*Description Spike

Print Comments Profile Actions [Select Action]

Competencies | Qualifications | Education | Mobility | Waivers | CAN

Competencies

1-5 of 8 View All

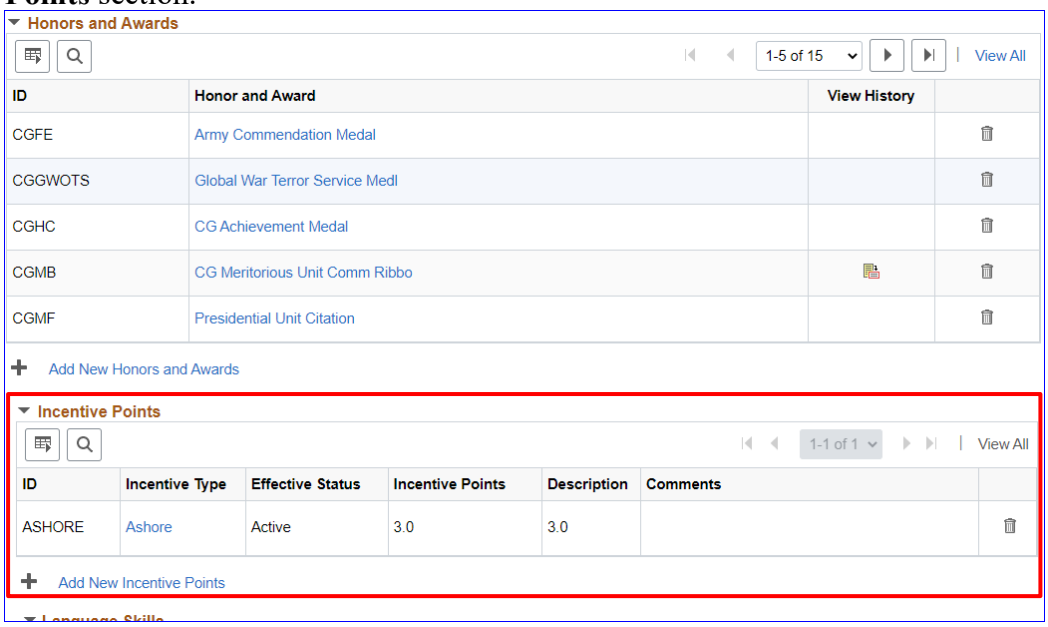
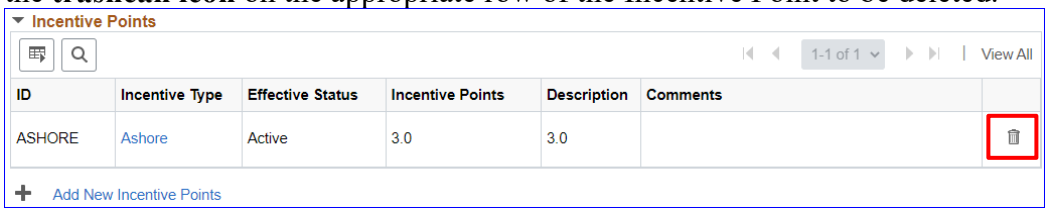
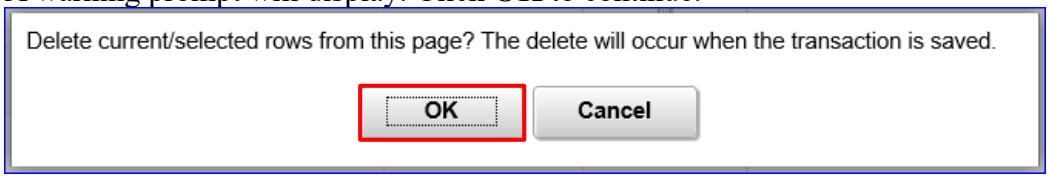
ID	Competency	*Effective Date	Evaluation Type	Proficiency	View History
CRWRBM45	RB-M BCM	01/01/2016	Approved/Official	3-Good	
CRWSPC	SPC-LE BCM	01/01/2016	Approved/Official	3-Good	
EPMEE5	EPME E5 ERATS	07/31/2018	Approved/Official	3-Good	
MAREP	(Inactivated) Pistol Qual	02/22/2015	Approved/Official	1-Little	
MARER	(Inactivated)Rifle Qual	02/22/2015	Approved/Official	1-Little	

Add New Competencies

Continued on next page

Deleting a Single Incentive Point, Continued

Procedures,
continued

Step	Action
4	The member's Honors and Awards will display. Scroll down to the **Incentive Points** section. 
5	To delete an Incentive Point that the member has only a single instance of, click the **trashcan icon** on the appropriate row of the Incentive Point to be deleted. 
6	A warning prompt will display. Click **OK** to continue. 

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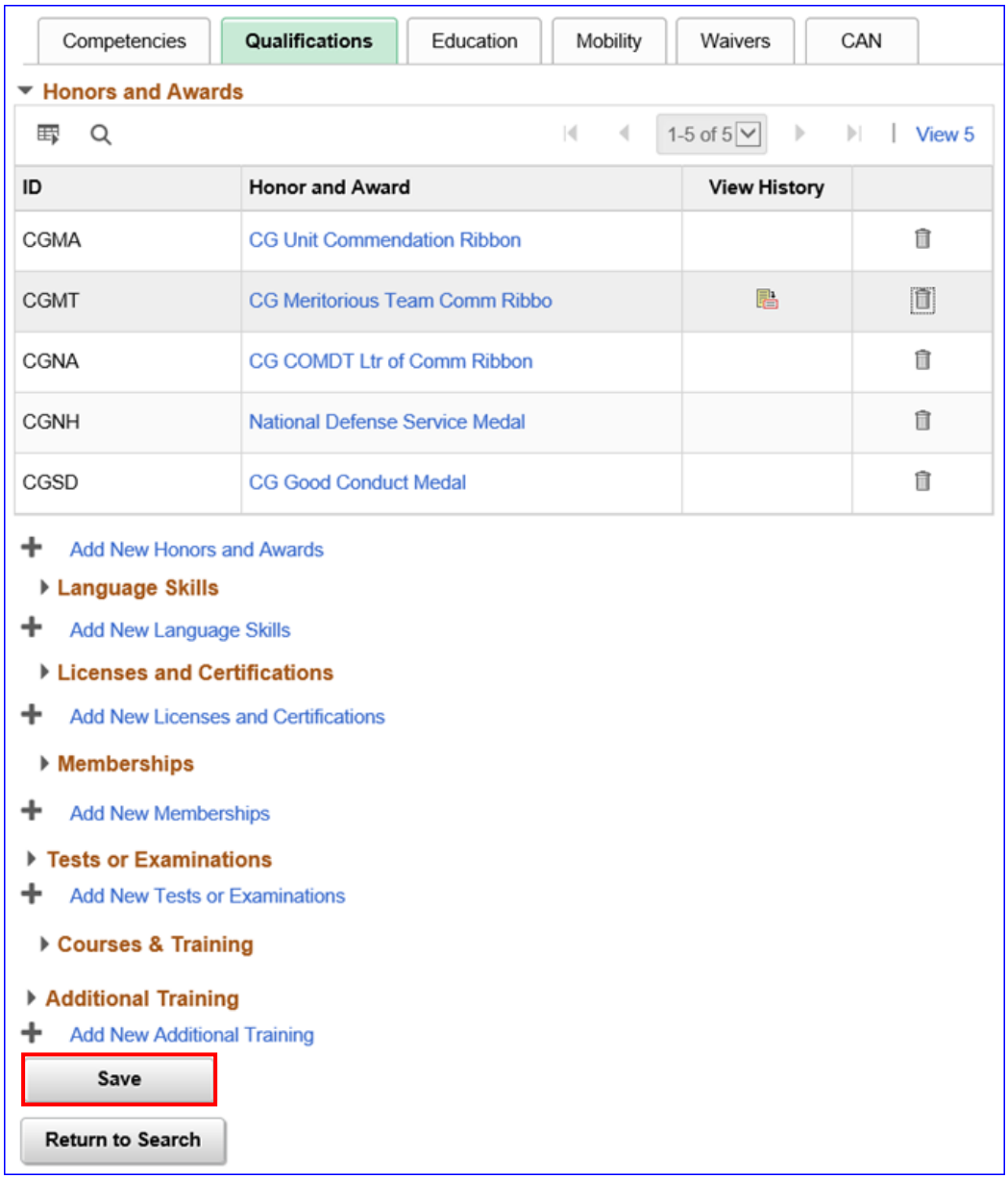
Deleting a Single Incentive Point, Continued

Procedures,
continued

Step	Action
7	Click **Save**.



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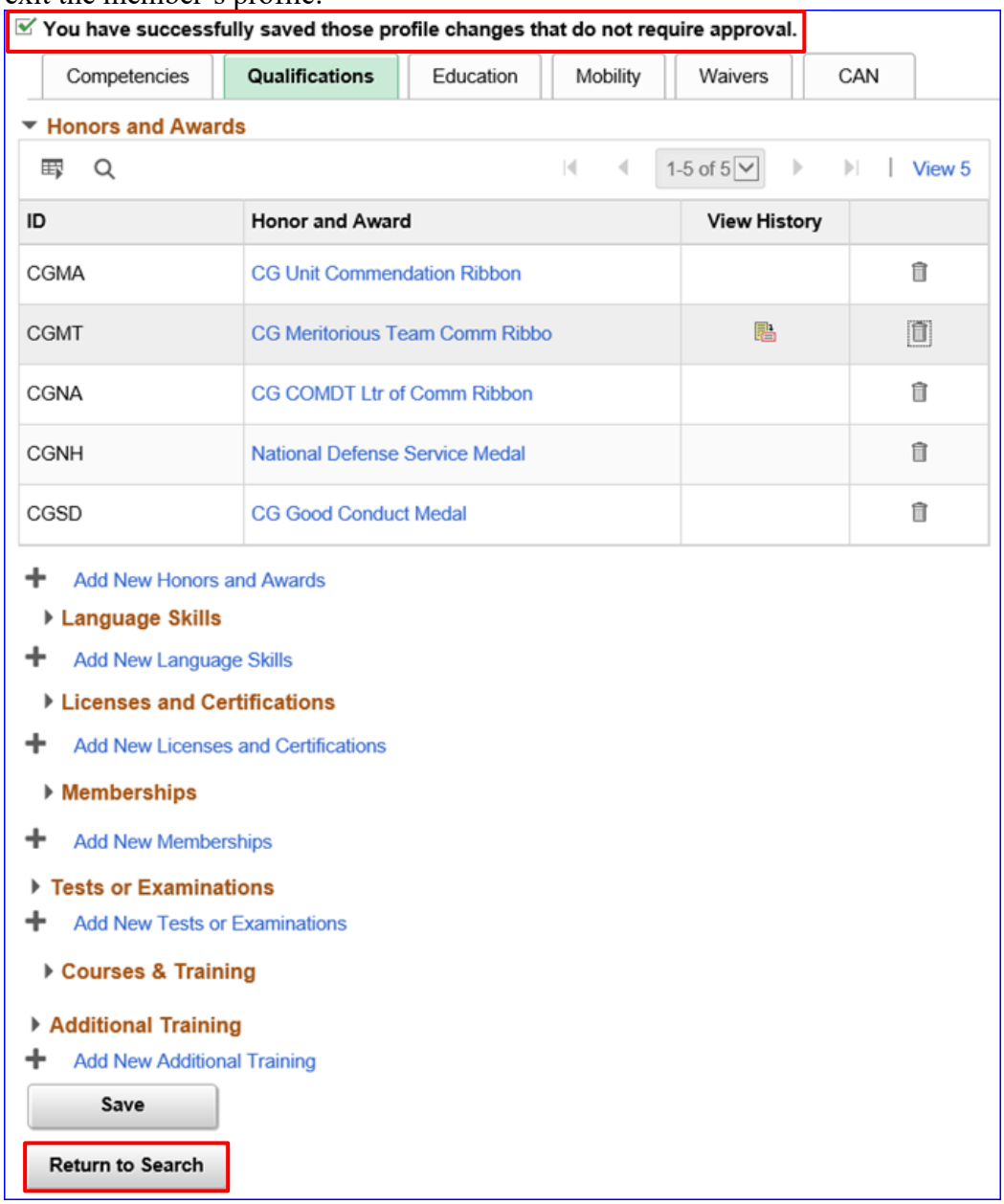
Deleting a Single Incentive Point, Continued

Procedures,
continued

Step	Action
8	Once saved, a **confirmation message** will display. Click **Return to Search** to exit the member's profile.



Deleting One Incentive Point when Multiple Instances Exist

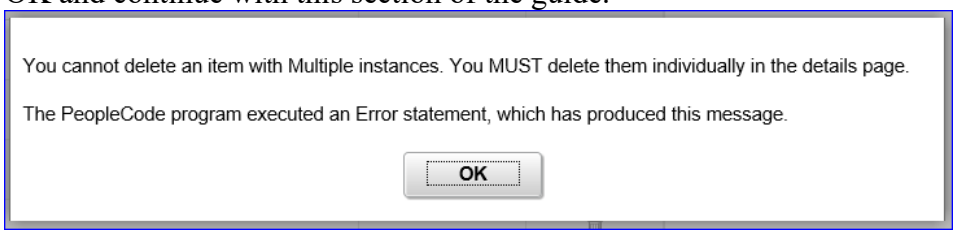
Introduction

This section provides the procedures for deleting one instance of Incentive Points when multiple instances exist in Direct Access (DA).

NOTE: The user must have the CG Admin Technician or CG Admin Supervisor functional role to delete an Incentive Points.

Important Information

If the user attempts to delete an Incentive Point using the trashcan icon when multiple instances exist, this warning prompt will display. Click OK and continue with this section of the guide.

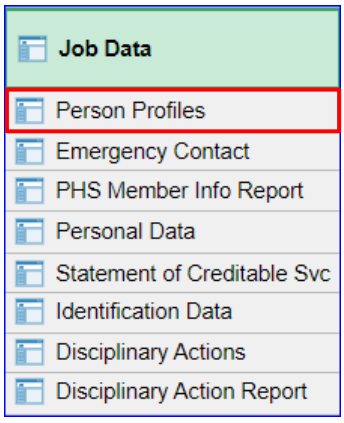


As with any delete function, use extreme caution when deleting transactions. It is possible to delete the wrong record(s), especially if the member has multiple instances of the same Incentive Points. If the record is erroneously deleted, it will have to be recreated.

NOTE: If this is an Incentive Point that has just been entered, the minus button used to delete some records will not appear until the user leaves the page and returns. The easiest resolution is to click **Return to Search** and then re-enter the member's profile.

Procedures

See below.

Step	Action
1	Click on the **Core HR** Tile.
1.5	Select the **Person Profiles** option. 

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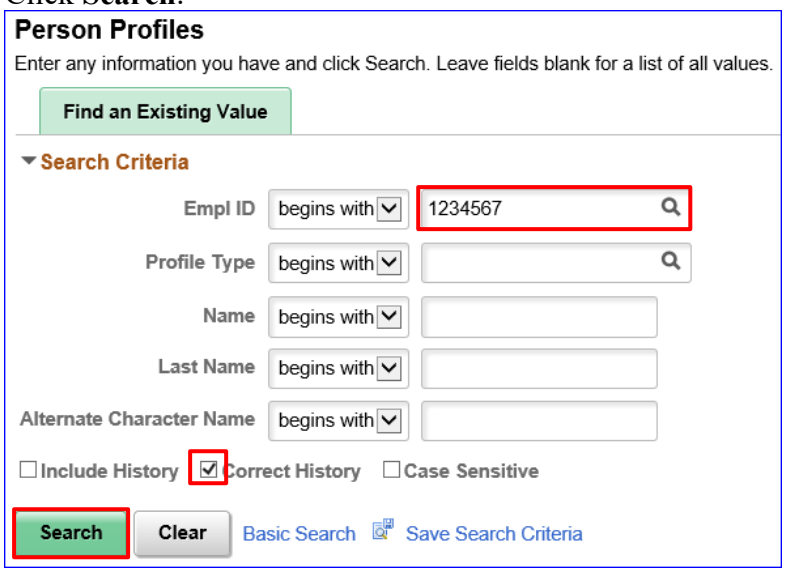
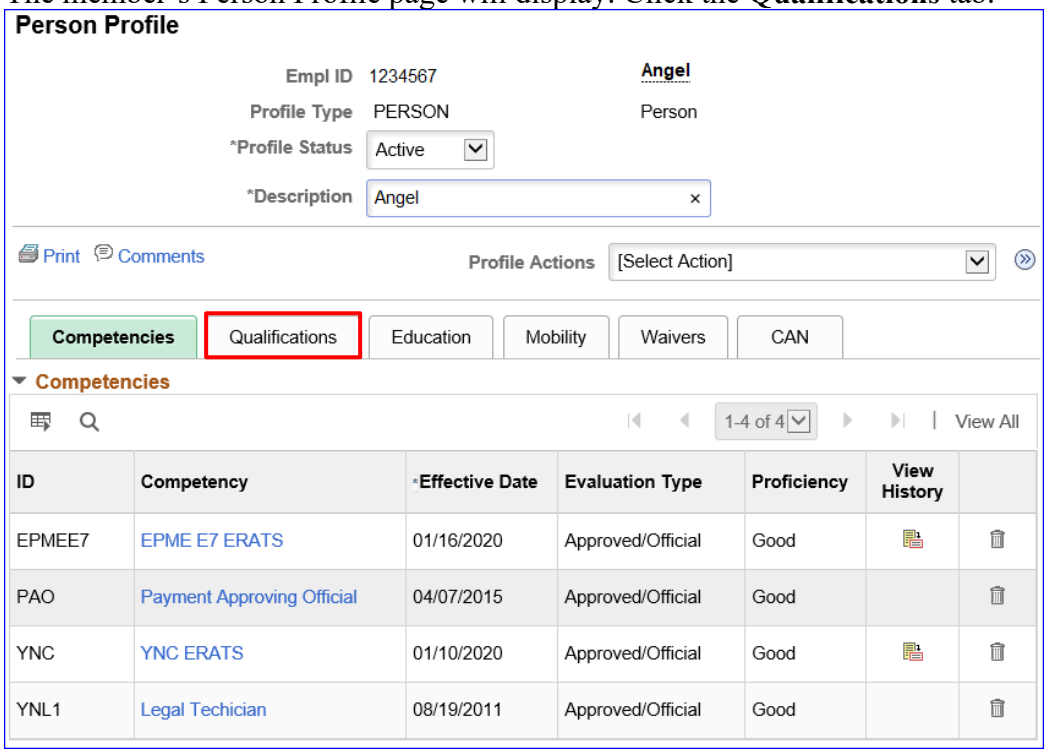
Deleting One Incentive Point when Multiple Instances Exist, Continued

Procedures, continued

Step	Action
2	Enter the member's **Empl ID**. The **Correct History** box is checked by default. Click **Search**. 
3	The member's Person Profile page will display. Click the **Qualifications** tab. 

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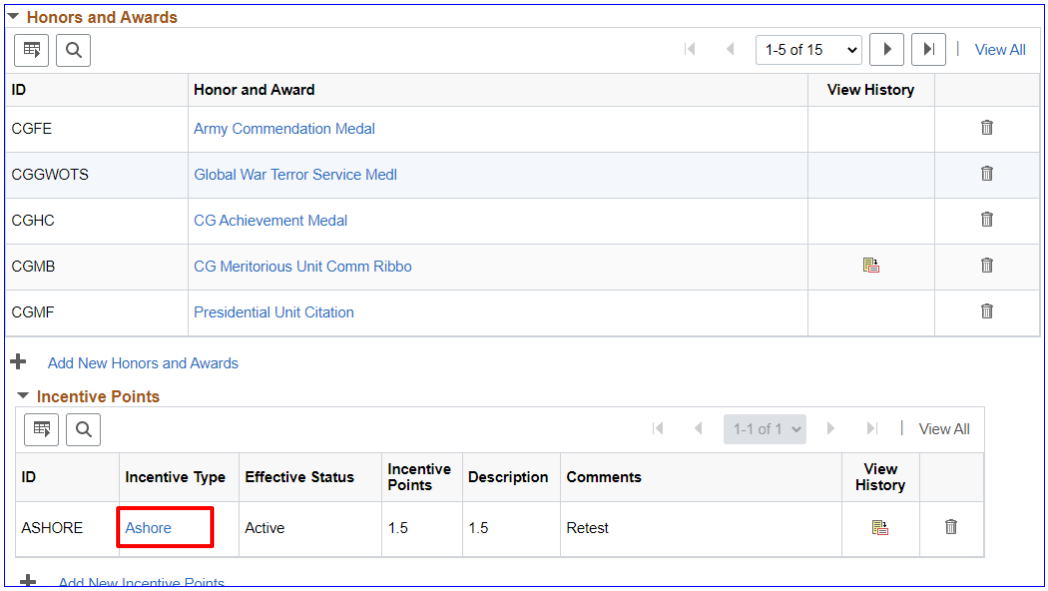
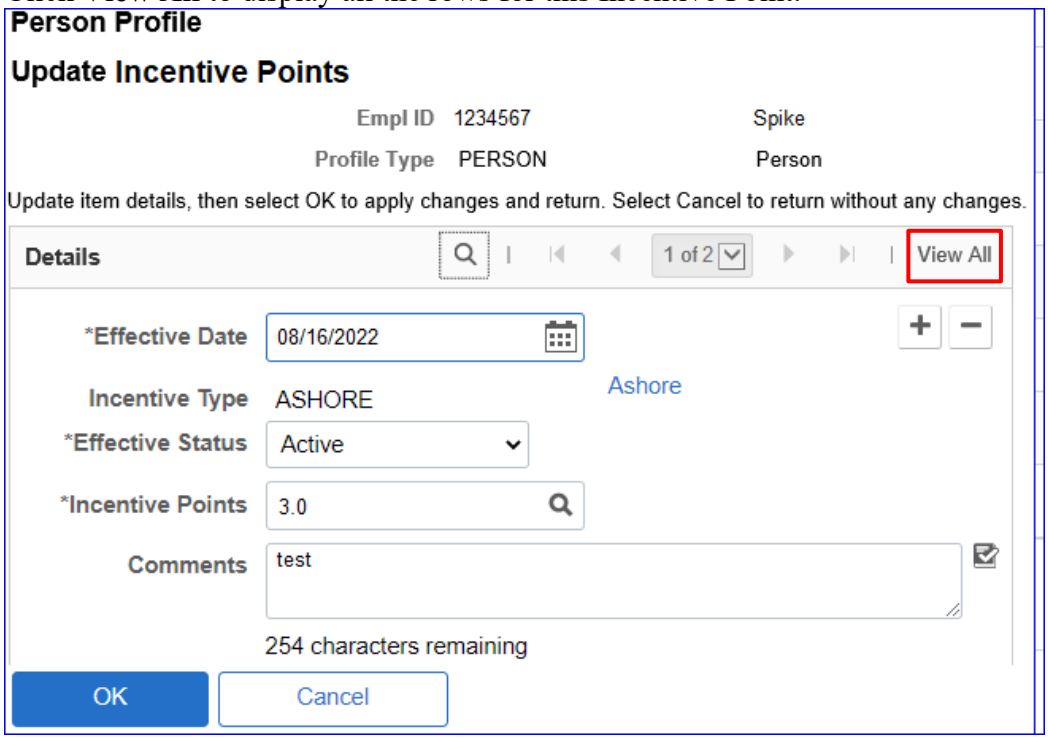
Deleting One Incentive Point when Multiple Instances Exist, Continued

Procedures, continued

Step	Action
4	The member's Honors and Awards will display. Scroll down to the Incentive Points section. Select the **Incentive Type** in which one of the instances needs to be deleted. 
5	Click **View All** to display all the rows for this Incentive Point. 

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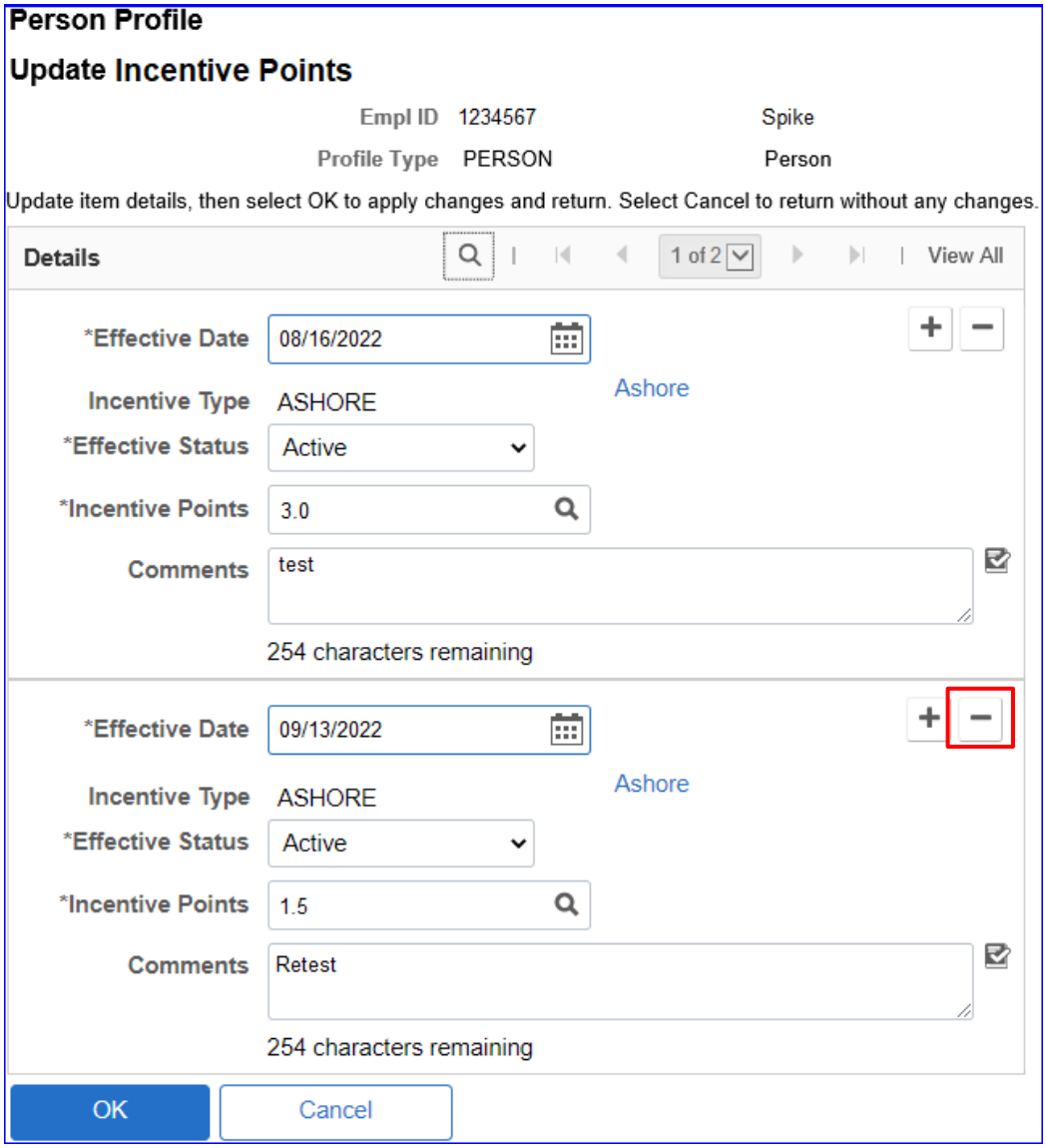
Deleting One Incentive Point when Multiple Instances Exist, Continued

Procedures, continued

Step	Action
6	Locate the row to be deleted and click the **Minus** button.



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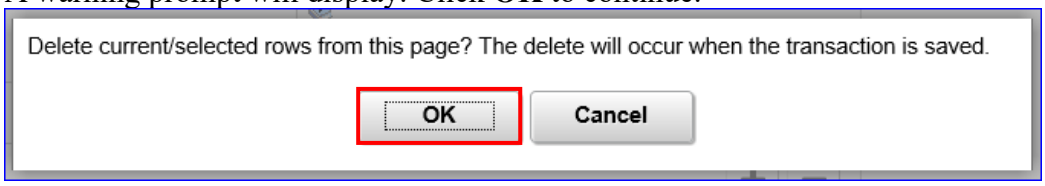
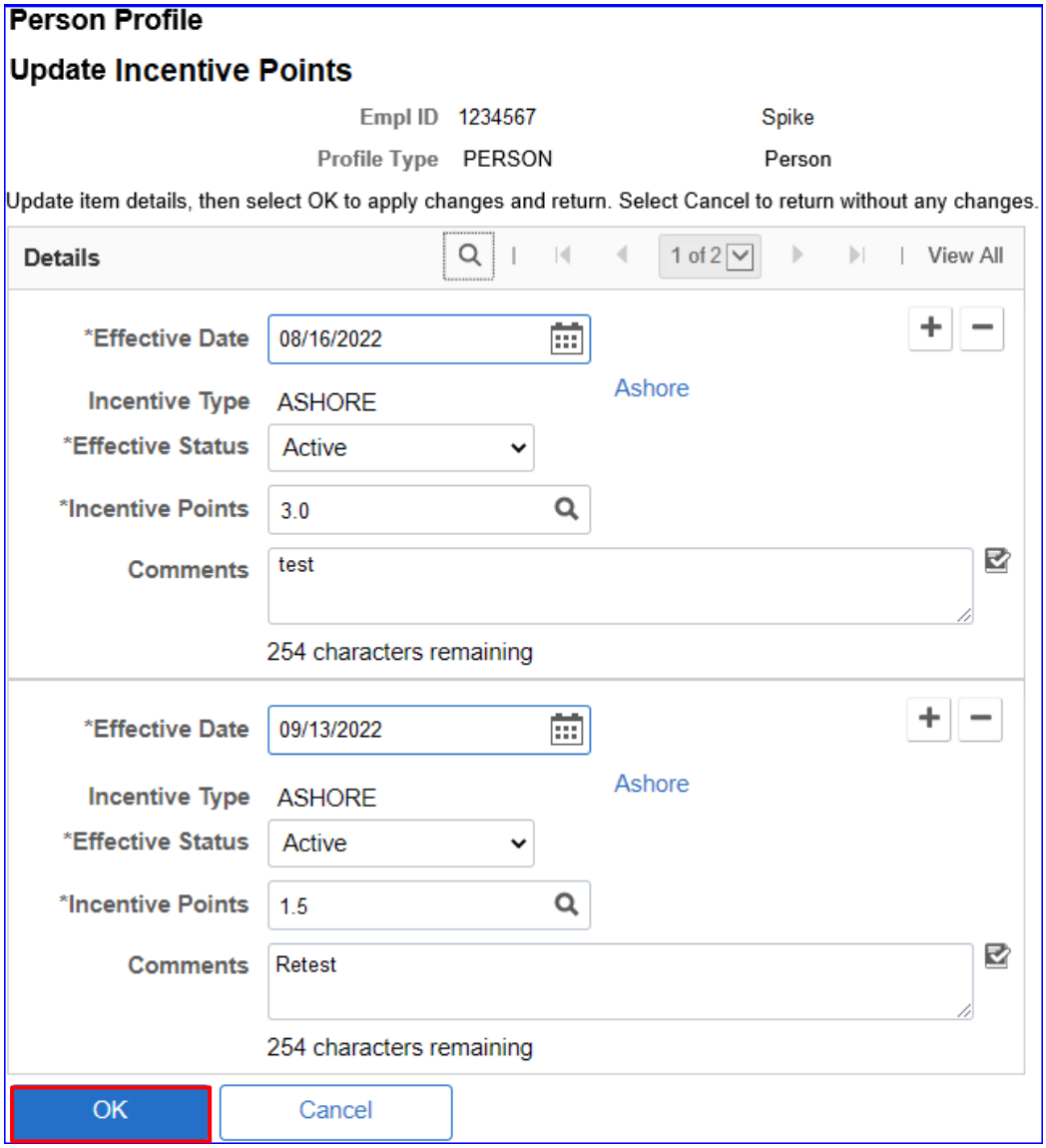
Deleting One Incentive Point when Multiple Instances Exist, Continued

Procedures, continued

Step	Action
7	A warning prompt will display. Click **OK** to continue. 
8	Click **OK**. 

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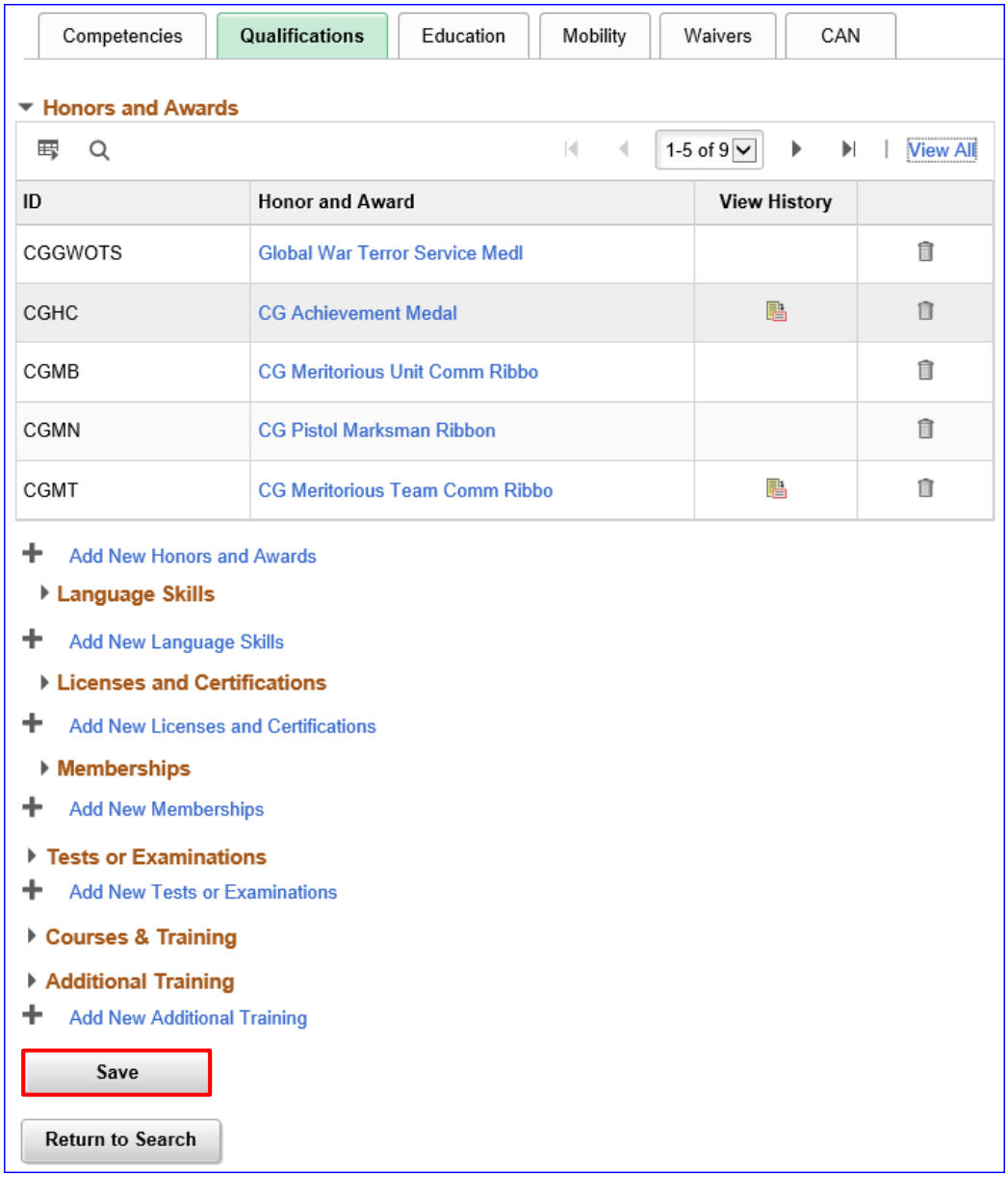
Deleting One Incentive Point when Multiple Instances Exist, Continued

Procedures, continued

Step	Action
9	Click **Save**.



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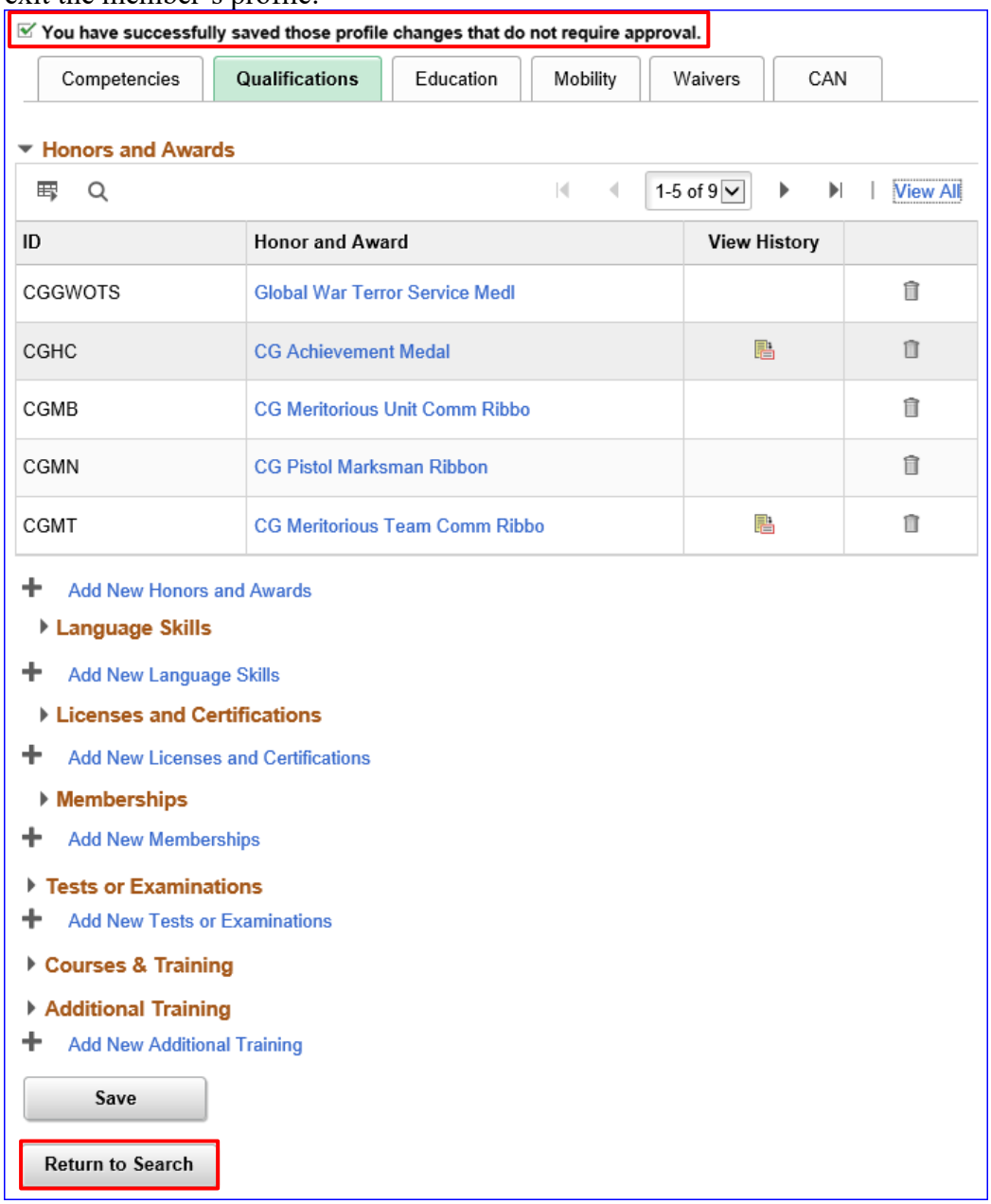
Deleting One Incentive Point when Multiple Instances Exist, Continued

Procedures, continued

Step	Action
10	Once saved, a **confirmation message** will display. Click **Return to Search** to exit the member's profile.



Verifying Incentive Points on a PDE and Profile Letter

Introduction

This section shows where Incentive Points will display on a Personal Data Extract (PDE) and a member's Profile Letter.

PDE

See below.

SWE PERSONAL DATA EXTRACT FOR BMC OCT 2022 PRINT DATE: 8/16/2022

SWE PERSONAL DATA EXTRACT (PDE) BMC OCT 2022						
Name:	Spike		**Employee ID:**	1234567		
Rank:	BM1		**Department ID:**	038662 PSU 311 WATERSIDE SECURITY DIV		
Exam Board Department ID:	000631 PORT SECURITY UNIT 311		**Candidate Status:**	**ELIGIBLE**		
Points/Dates/Time						
Points Start Date (PSD):	2009-07-29		**Award Points up to SED:**	7		
SWE Eligibility Date (SED):	2022-07-01		**Incentive Points up to SED:**	3.0		
Terminal Eligibility Date (TED):	2023-01-01		**EER Points up to SED:**	47.98		
Date of Rank in Rating (DOR):	2010-10-01		**Pay Base Date:**	1999-02-08		
Sea Time for Points up to SED:	**Yr:** 0	**Mo:** 0	**Time in Rating up to TED:**	**Yr:** 12	**Mo:** 3	**Day:** 0
Surf Time for Points up to SED:	**Yr:** 0	**Mo:** 0	**Time in Service up to TED:**	**Yr:** 23	**Mo:** 10	**Day:** 23
Evaluations						
Effective Date	**Competency Type**		**Total Points**	**Rating**		

Profile Letter

See below.

U.S. COAST GUARD HUMAN RESOURCES PRINT DATE: 8/16/2022

USCG EXAM PROFILE LETTER FOR THE RESERVE BMC OCT 2022 SWE

Rate, Name: BM1 Spike Empl ID: 1234567

Perm Unit: 038662 PSU 311 WATERSIDE SECURITY DIV OPFAC: 21 93308

The profile below lists the section references, which show the exam section titles or the qualification sections for your rating in the COMDTINST M1414(series). The profile also gives your percentage of answers correct and your rank order among other candidates who took the same form of the exam. The total test percentage is not an average of the individual section percentages since the sections are unequal in length.

SECTION TITLES OR QUAL REFERENCE % ANSWERS CORRECT

TOTAL TEST 0% RANK 0.00 OF 0

The Final Multiple Points which will determine your placement on the eligibility list are:

SERVICEWIDE EXAM:	0	TIR PRESENT PAYGRADE:	10
PERFORMANCE FACTOR (MARKS):	47.98	MEDALS/AWARDS:	7
TIME IN SERVICE:	20	CREDITABLE SEA/ INCENTIVE POINTS:	4.5
		SURF DUTY POINTS:	0

TOTAL FINAL MULTIPLE 89.48