

## Creating an Advancement Certificate

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**Introduction** This guide will provide the procedures for locating and creating an Advancement Certificate for Enlisted Advancements.

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**Helpful Links** Guidance and eligibility requirements for enlisted advancements may be found on PPC's Advancements webpage at <https://www.dcms.uscg.mil/ppc/adv/advancement/> and EPM-1's Advancements page located on SharePoint at [https://uscg.sharepoint-mil.us/sites/psc\\_spo/psc-epm/epm-1/Advancements/SitePages/Advancements.aspx](https://uscg.sharepoint-mil.us/sites/psc_spo/psc-epm/epm-1/Advancements/SitePages/Advancements.aspx).

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**References** (a) [Enlistments, Evaluations, and Advancement, COMDTINST M1000.2B](#)  
(b) [ACN 072/18 – JUL18 Advancement Authority for Officers in Charge](#)

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**Important Information** Commanding Officers are authorized to frock members without submitting a request to EPM-2, when frocking authorization is already granted in a member's PCS orders. All other frocking requests must be sent to [HQS-DG-CGPSC-EPM-Admin@uscg.mil](mailto:HQS-DG-CGPSC-EPM-Admin@uscg.mil).

In accordance with reference (b), Officers in Charge (OIC) are now authorized to effect advancements of enlisted personnel for pay grades E-1 to E-3 and to sign advancement certificates for pay grades E-4 to E-6 upon receipt of advancement authorization from CG PSC (EPM-1).

E-7 through E-9 Advancement Certificates will be created by PPC (ADV) and mailed to the member's unit.

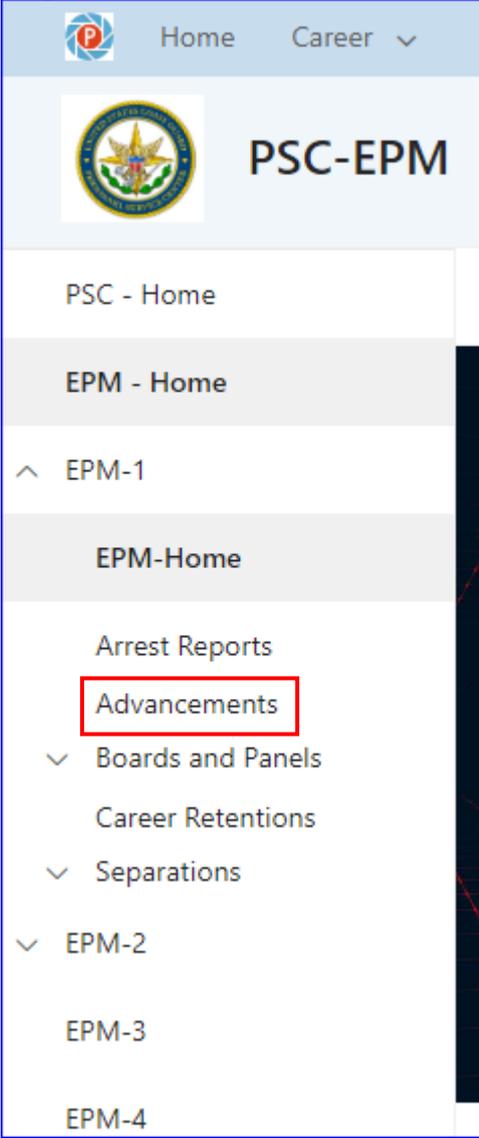
The [Career Development Worksheet \(CG-2030\)](#) signed by an OIC shall be considered a source document for advancement of an enlisted member.

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## Creating an Advancement Certificate, Continued

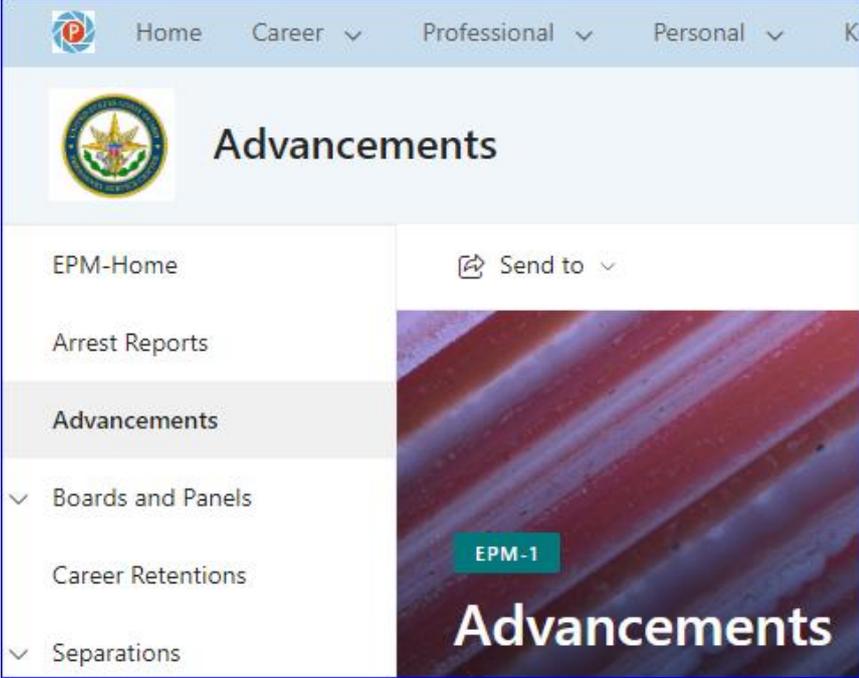
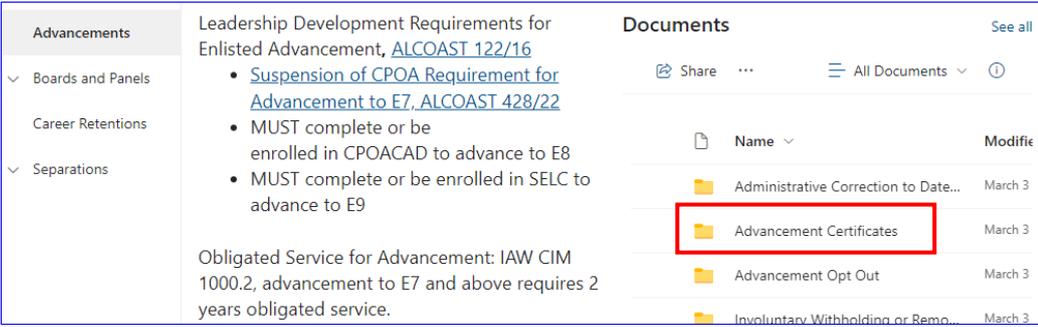
Procedures See below.

Step	Action
1	<p>Log into the <a href="#">PSC EPM SharePoint</a> page. Select <b>Advancements</b> from the EPM-1 drop-down, located on the left side of the page.</p>  <p>The screenshot shows the PSC-EPM SharePoint interface. At the top, there is a navigation bar with 'Home' and 'Career' (with a dropdown arrow). Below this is the PSC-EPM logo and name. A left-hand navigation menu is open, showing several options: 'PSC - Home', 'EPM - Home', 'EPM-1' (expanded), 'EPM-Home', 'Arrest Reports', 'Advancements' (highlighted with a red box), 'Boards and Panels' (with a dropdown arrow), 'Career Retentions', 'Separations' (with a dropdown arrow), 'EPM-2' (with a dropdown arrow), 'EPM-3', and 'EPM-4'.</p>

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## Creating an Advancement Certificate, Continued

Procedures,  
continued

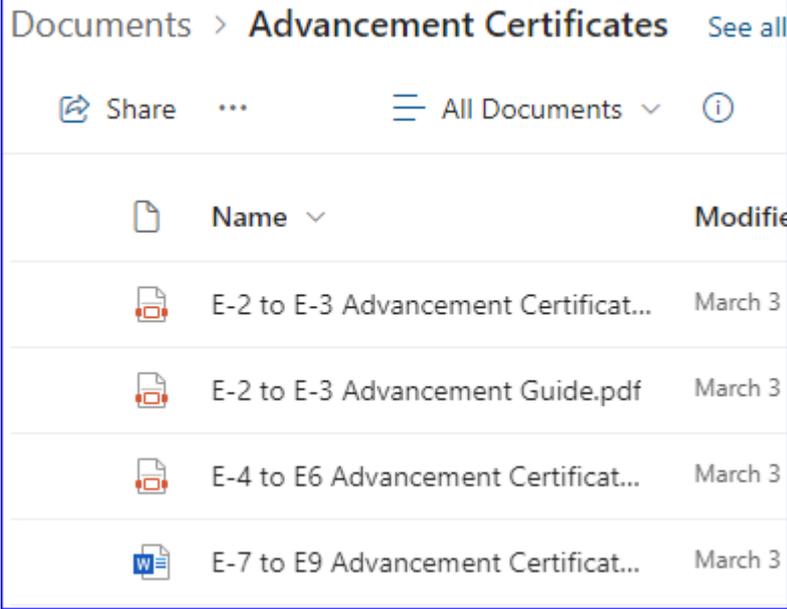
Step	Action
2	<p>EPM-1's Advancements page will display.</p> 
3	<p>Scroll to the Documents section and click the <b>Advancement Certificates</b> folder.</p> 

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## Creating an Advancement Certificate, Continued

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Procedures,  
continued

Step	Action															
4	<p data-bbox="328 461 1265 495"><b>Click on the appropriate template to create the Advancement Certificate.</b></p>  <p>The screenshot shows a file explorer window with the breadcrumb 'Documents &gt; Advancement Certificates' and a 'See all' link. Below the breadcrumb are icons for 'Share', 'All Documents', and an information icon. A table lists the following files:</p> <table border="1"><thead><tr><th>Icon</th><th>Name</th><th>Modified</th></tr></thead><tbody><tr><td>PDF</td><td>E-2 to E-3 Advancement Certificat...</td><td>March 3</td></tr><tr><td>PDF</td><td>E-2 to E-3 Advancement Guide.pdf</td><td>March 3</td></tr><tr><td>PDF</td><td>E-4 to E6 Advancement Certificat...</td><td>March 3</td></tr><tr><td>Word</td><td>E-7 to E9 Advancement Certificat...</td><td>March 3</td></tr></tbody></table>	Icon	Name	Modified	PDF	E-2 to E-3 Advancement Certificat...	March 3	PDF	E-2 to E-3 Advancement Guide.pdf	March 3	PDF	E-4 to E6 Advancement Certificat...	March 3	Word	E-7 to E9 Advancement Certificat...	March 3
Icon	Name	Modified														
PDF	E-2 to E-3 Advancement Certificat...	March 3														
PDF	E-2 to E-3 Advancement Guide.pdf	March 3														
PDF	E-4 to E6 Advancement Certificat...	March 3														
Word	E-7 to E9 Advancement Certificat...	March 3														

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## Creating an Advancement Certificate, Continued

Procedures,  
continued

Step	Action
5	<p><b>E-2 to E-3 Advancement Certificate Template</b> (see example in Step 6): Enter the member's name in the first field, and their new paygrade in the second field. Use the drop-downs to select the appropriate day, month, and year. Enter the name, paygrade, and title of signatory. Print and Sign.</p> <div style="border: 1px solid blue; padding: 10px;"> <p style="text-align: center;"><i><b>United States Coast Guard</b></i></p>  <p style="text-align: center;"><i>This is to certify that</i></p> <div style="border: 1px solid red; background-color: #e6f2ff; width: 300px; height: 20px; margin: 5px auto;"></div> <p style="text-align: center;"><i>has completed the qualifications of and is hereby advanced to</i></p> <div style="border: 1px solid red; background-color: #e6f2ff; width: 300px; height: 20px; margin: 5px auto;"></div> <p style="text-align: center;"><i>Given this</i> <span style="border: 1px solid red; padding: 2px;">31st</span> <i>day of</i> <span style="border: 1px solid red; padding: 2px;">January</span> <span style="border: 1px solid red; padding: 2px;">2012</span></p> <div style="border: 1px solid red; background-color: #e6f2ff; width: 200px; height: 60px; margin: 10px auto;"></div> <p style="font-size: small; margin-top: 10px;">U.S. DEPT. OF HOMELAND SECURITY, USCG, CG-550 (10/12)</p> <div style="text-align: right; margin-top: 10px;"><input type="button" value="Reset"/></div> </div>

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## Creating an Advancement Certificate, Continued

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Procedures,  
continued

Step	Action
6	<p data-bbox="331 465 459 499"><b>Example:</b></p> <div data-bbox="331 499 1369 1294"><p data-bbox="336 506 1267 573"><i>United States Coast Guard</i></p><p data-bbox="624 759 975 797"><i>This is to certify that</i></p><p data-bbox="684 824 887 862">Ethan Hunt</p><p data-bbox="496 887 1098 969"><i>has completed the qualifications of and is hereby advanced to</i></p><p data-bbox="679 976 879 1014">IMF Agent</p><p data-bbox="472 1059 1118 1097"><i>Given this 1st day of January, 2022</i></p><p data-bbox="834 1162 1166 1223">Luther Stickell Senior Chief Petty Officer, U.S. Coast Guard Officer in Charge, CGC Chimera (WLB 395)</p><p data-bbox="336 1245 572 1256"><small>U.S. DEPT. OF HOMELAND SECURITY, USCG, CO-5530 (1012)</small></p><p data-bbox="1299 1272 1350 1283">Reset</p></div>

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## Creating an Advancement Certificate, Continued

Procedures,  
continued

Step	Action
7	<p><b>E-4 to E-6 Advancement Certificate Template</b> (see example in Step 8): Enter the member's name in the first field, and their new paygrade in the second field. Use the drop-downs to select the appropriate pronoun, component, day, month, and year. Enter the location of the unit/advancement. Enter the name, paygrade, and title of signatory. Print and Sign.</p> <div data-bbox="328 640 1291 1863" style="border: 1px solid blue; padding: 10px;">  <p style="text-align: center;"><i>To all who shall see these presents, greetings: Know Ye, that reposing special trust and confidence in the fidelity and abilities</i></p> <p>of <input type="text"/>, I do appoint her an <input type="text"/> in the</p> <p><b>United States Coast Guard Reserve</b></p> <p>to rank as such from the <input type="text"/> 31st <input type="text"/> day of <input type="text"/> January <input type="text"/> twenty hundred and seventeen.</p> <p><i>This appointee will therefore carefully and diligently discharge the duties of the grade to which appointed by doing and performing all manner of things thereunto pertaining. And, I do strictly charge and require all personnel of lesser grade to render obedience to appropriate orders. And this appointee is to observe and follow such orders and directions as may be given from time to time by Superiors acting according to the rules and articles governing the discipline of the</i></p> <p style="text-align: center;"><b>Armed Forces of the United States of America</b></p> <p>Given under my hand at <input type="text"/>, this <input type="text"/> 31st <input type="text"/> day of <input type="text"/> January <input type="text"/>, in the year twenty hundred and seventeen. <input type="text"/></p> <div style="border: 1px solid red; height: 80px; width: 200px; margin: 10px auto;"></div> <p style="font-size: small; margin-top: 10px;">CG-216 (Rev. 12/2016)</p> </div>

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## Creating an Advancement Certificate, Continued

Procedures,  
continued

Step	Action
8	<p><b>Example:</b></p> <div style="border: 1px solid black; padding: 10px;">  <p style="text-align: center;"><i>To all who shall see these presents, greetings: Know Ye, that reposing special trust and confidence in the fidelity and abilities</i></p> <p>of <u> Luke Hobbs </u>, I do appoint him a <u> him a </u></p> <p><u> Diplomatic Secret Service Agent </u> in the</p> <p><b><i>United States Coast Guard</i></b></p> <p>to rank as such from the <u> 31st </u> day of <u> January </u></p> <p><u> twenty hundred and twenty two. </u></p> <p><i>This appointee will therefore carefully and diligently discharge the duties of the grade to which appointed by doing and performing all manner of things thereunto pertaining. And, I do strictly charge and require all personnel of lesser grade to render obedience to appropriate orders. And this appointee is to observe and follow such orders and directions as may be given from time to time by Superiors acting according to the rules and articles governing the discipline of the</i></p> <p style="text-align: center;"><b><i>Armed Forces of the United States of America</i></b></p> <p>Given under my hand at <u> Eteon </u>, this <u> 31st </u> day</p> <p>of <u> January </u>, in the year <u> twenty hundred and twenty two. </u></p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p style="text-align: center;">                       Dominic Toretto                      Senior Chief Petty Officer, USCG                      Officer in Charge, Station Brixton Lore                 </p> </div> <p style="font-size: small; margin-top: 10px;">CG 216 (Rev. 12/2016)</p> </div>

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## Creating an Advancement Certificate, Continued

Procedures,  
continued

Step	Action
9	<p>E-7 through E-9 Advancement Certificates will be completed by PPC (ADV) in accordance with reference (a).</p> <p><b>Example:</b></p> <div style="border: 1px solid black; padding: 10px; text-align: center;">  <p><i>To all who shall see these presents, greeting: Know Ye, that reposing special trust and confidence in the fidelity and abilities of this Petty Officer First Class, I do hereby appoint</i></p> <p><b>Brian Mills</b></p> <p><i>A CIA Taken Technician in the</i></p> <p><b>United States Coast Guard</b></p> <p><i>To rank as such from the</i></p> <p><b>First day of September, Two Thousand Twenty Two</b></p> <p><i>This appointee will therefore carefully and diligently discharge the duties of the grade to which appointed by doing and performing all manner of things thereunto pertaining. And I do strictly charge and require all personnel of lesser grade to render obedience to appropriate orders. And this appointee is to observe and follow such orders and directions as may be given from time to time by Superiors acting according to the rules and articles governing the discipline of the</i></p> <p><b>Armed Forces of the United States of America.</b></p> <p><i>Given under my hand at Washington, DC, this First day of</i></p> <p><b>September, in the year of our Lord Two Thousand Twenty Two.</b></p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> <p>JEAN-CLAUDE PITREL MASTER CHIEF PETTY OFFICER OF THE COAST GUARD</p> </div> <div style="text-align: center;"> <p>LINDA L. FAGAN ADMIRAL, U. S. COAST GUARD COMMANDANT</p> </div> </div> </div>