

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 Montgomery GI Bill (MGIB) Program.

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Section A: Enlisted Advancements

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

- A.2. **References**
- (a) [Enlistments, Evaluations and Advancements, COMDTINST M1000.2 \(series\)](#)
 - (b) [Coast Guard Weight and Body Fat Standards Program, 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>IAW references (a) and (b), ensures 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"> • Advises the respective SPO, PPC (adv), and PSC (epm/rpm) to withhold advancement if member is not eligible for advancement or if advancement is withheld. • If member voluntarily elects to be removed from an advancement list or declines to obligate service for advancement to E-7 thru E-9, follows guidance in reference (a), and completes appropriate Administrative Remarks (CG-3307). <p style="text-align: right;">Initials: _____ Date: _____</p>

2	Command	IAW reference (a), completes unscheduled Enlisted Employee Review on the day before advancement or change in rating to pay grade E7 or above. Initials: _____ Date: _____
3	P&A Office	Completes Petty Officer Advancement Certificate (USCG Form DD-216CG) for advancement to E-4 thru E-6. Advancement certificates for E-7 thru E-9 will be completed by PPC (adv) IAW reference (a). Initials: _____ Date: _____
4	P&A Office	Issues new ID Card. If P&A Office is not a DEERS site, informs member of the need to update their ID Card, along with dependent(s) if applicable, and provides site location(s). Initials: _____ Date: _____
5	P&A Office	IAW 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, removes member from Class "A" School list. Initials: _____ Date: _____
6	SPO	IAW reference (c), files copy of the EPAA or ERAA message in member's SPO PDR. Initials: _____ Date: _____

Table 5-1 Checklist for EPAA or ERAA Advancements

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

PPCINST M1000.2B
Personnel and Pay Procedures TTP

		meeting all requirements of reference (a) to their P&A Office. Initials: _____ Date: _____
2	P&A Office	Verifies member meets all eligibility requirements for advancement IAW references (a) and (b). Signs and dates member's request within two days of receipt and routes through chain of command for endorsements. Initials: _____ Date: _____
3	Chain of Command	Endorses member's request for advancement. Signs and dates member's request. Every effort should be made to avoid delaying routing of worksheet through the chain of command. Initials: _____ Date: _____
4	Commanding Officer	Endorses member's request for advancement. Signs and dates member's request. Forwards the completed CG-2030 to the P&A Office. Initials: _____ Date: _____
5	P&A Office	Completes advancement certificate for member. Uses Form CG-5530 for advancement to Seaman or Fireman and USCG Form DD-216CG for Petty Officer advancements. Issues new ID Card. If P&A Office is not a DEERS site, informs member of the need to update their ID card, along with dependent(s) if applicable, and provides site location(s). Initials: _____ Date: _____
6	P&A Office	Forwards CG-2030 and advancement certificate to the SPO. Initials: _____ Date: _____
7	SPO	Completes advancement transaction in Direct Access. Initials and dates CG-2030 . Files documentation in member's SPO PDR IAW reference (c). Initials: _____ Date: _____

Table 5-2 Checklist for Commanding Officer Advancements

Section B: Chief Warrant Officer (CWO) Appointments

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) [Coast Guard Medical Manual, COMDTINST M6000.1 \(series\)](#)
 - (c) [Coast Guard Weight and Body Fat Standards Program Manual, COMDTINST M1020.8 \(series\)](#)
 - (d) [Military Bonus Programs, COMDTINST M7220.2 \(series\)](#)
 - (e) [Military Personnel Data Records \(PDR\) System, COMDTINST M1080.10 \(series\)](#)

B.3. Procedures 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	PSC	Publishes final eligibility list. Initials: _____ Date: _____
2	Member	Ensures physically qualified for appointment prior to executing oath of office IAW reference (b). Notifies command within two weeks of final eligibility list being published if declining appointment to CWO. If declining, member's command completes Administrative Remarks (CG-3307) IAW reference (a). Initials: _____ Date: _____
3	Assignment Officer	Assignment Officer offers CWO candidate assignment orders. If member declines appointment due to receipt of orders, the Commanding Officer must initiate an Administrative Remarks (CG-3307) entry IAW reference (a).

		Initials: _____ Date: _____
4	PSC (opm)	Emails CWO candidates appointment documents with instructions. Initials: _____ Date: _____
5	P&A Office	Prior to execution of oath of office, ensures member meets weight requirements IAW reference (c) and reviews Selective Reenlistment Bonus (SRB) entitlement IAW reference (d). Initials: _____ Date: _____
6	Member	Executes oath of office on date of commissioning. Emails signed oath of office and Report of Medical Examination to PSC (opm) within five calendar days of appointment to CWO. Initials: _____ Date: _____
7	P&A Office	Forwards oath of office and appointment letter to the servicing SPO. Issues new ID Card. If P&A Office is not a DEERS site, informs member of the need to update their ID card, along with dependent(s) if applicable, and provides site location(s). Initials: _____ Date: _____
8	PSC (opm)	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. Initials: _____ Date: _____
9	SPO	Files appointment letter and oath of office IAW reference (e). Initials: _____ Date: _____

Table 5-3 CWO Appointment Process

Section C: Education and Test Results

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 \(series\)](#)
 - (d) [PPC \(p&d\) DA User Guides](#)

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

C.4. Formal Training Courses and 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. Initials: _____ Date: _____
2	P&A Office	Within two days of receipt of CG-2030 , enters appropriate Direct Access transaction using reference (d). If applicable, scan and email copy of the educational transcript IAW reference (c). Initials: _____ Date: _____

Table 5-4 Reporting Formal Training Courses and Education Degrees

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 using reference (d). Initials: _____ Date: _____

Table 5-5 Reporting Test Results

C.6. Foreign Language Test Results

Use these procedures to report 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, retrieves test results and enters them in Direct Access. Initials: _____ Date: _____
3	P&A Office	Within two days of receipt of test results, ensures command designates member in writing for interpreter or linguist position and forwards to SPO, if applicable. Initials: _____ Date: _____
4	SPO	Within two days of receipt of designation letter, enters appropriate DA transaction using reference (d) and files IAW reference (c). Initials: _____ Date: _____

Table 5-6 Reporting Foreign Language Test Results

C.7. Record of Professional

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

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personnel the opportunity to record their professional development accomplishments by requesting their P&A Office to scan and email it to PSC-PSD-MR where it will become a part of their official record and 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.

Section D: Medals, Awards, Competencies and Insignias

D.1. Introduction This section will guide you through the procedures to report medals, awards, competencies and insignias.

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 IAW 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 IAW 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 IAW reference (b).

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- D.2. References**
- (a) [Coast Guard Military 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 \(series\)](#)
 - (d) [PPC \(p&d\) DA User Guides](#)

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. Initials: _____ Date: _____
2	P&A Office	Within two days of receipt of CG-2030 , enters the appropriate data entry in DA using reference (d). Initials: _____ Date: _____

Table 5-7 Reporting Medals, Awards, Competencies or Insignias

**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 IAW 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).

Section E: Montgomery GI Bill (MGIB) Program

E.1. Introduction This section provides the procedures for making lump sum payments for the educational benefit program.

E.2. References (a) [Coast Guard Pay Manual, COMDTINST M7220.29 \(series\)](#)
(b) [PPC \(p&d\) DA User Guides](#)

E.3. 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.

E.4. MGIB Allotment Contributions Use these procedures to make additional monthly allotment contributions to MGIB.

Step	Who Does It	What Happens
1	Member	Completes and submits an Allotment Worksheet (CG-2040) to your P&A Office. Initials: _____ Date: _____
2	P&A Office	Within two days of receipt of allotment worksheet, verify eligibility IAW reference (a), ensure form is completed correctly, and submit to the SPO for processing. Initials: _____ Date: _____
3	SPO	Enters appropriate DA transaction to start allotment using reference (b) within two days of receipt of allotment worksheet. Initials: _____ Date: _____

Table 5-8 Procedures for MGIB Allotment Contributions

E.5. MGIB Lump Sum Payment Use these procedures to make a lump sum payment for contribution to MGIB.

Step	Who Does It	What Happens
1	Member	Contacts P&A office to determine eligibility. Initials: _____ Date: _____
2	P&A Office	Determines if member is eligible and amount being deposited is valid (e.g. member has not already made the maximum contribution allowed) IAW reference (a). Initials: _____ Date: _____
3	Member	Submits check payable to the U.S. Coast Guard with the following information: <ul style="list-style-type: none"> • Name • Social Security Number • Total amount of lump sum and period covered by lump sum. Mails payment(s) to: <p style="margin-left: 40px;"> Commanding Officer (FAR) U.S. Coast Guard Pay & Personnel Center 444 SE Quincy Street Topeka, KS 66683-3591 </p> Initials: _____ Date: _____

Table 5-9 Procedures for MGIB Lump Sum Payment

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