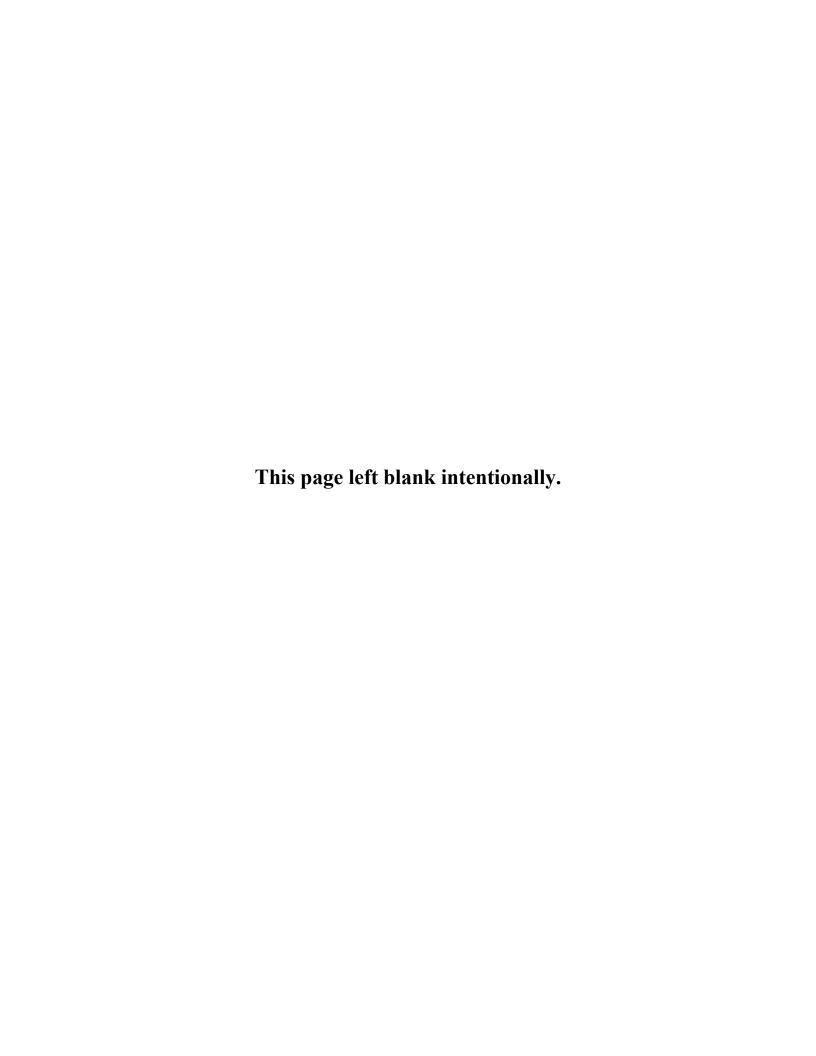# Chapter Overview

Introduction   The objective of this chapter is to provide a concise, user friendly job aid for processing enlisted advancements and CWO appointments, recording educational accomplishments, and adding or deleting qualification codes. This chapter provides checklists, guides, and information required to complete these tasks.

In this chapter

Section	Description	See Page
A	Enlisted Advancements	4-A-1
B	Warrant Officer Appointments	4-B-1
C	Education and Qualifications	4-C-1

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Section Overview

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

In this section

Topic	See Page
Headquarters Advancement Checklist	4-A-2
Commanding Officer Advancement Process	4-A-3
Commanding Officer Advancement Checklist	4-A-4

Headquarters Advancement Checklist

Introduction   Following each Servicewide exam PSC (ADV) and CGPC (epm) will publish eligibility lists and a series of Enlisted Personnel Advancement Authorizations (EPAA), for active duty personnel, or Headquarters Reserve Advancement Authorizations (HRAA) for reservists. An EPAA or HRAA is notification of who will be advanced and on what date the advancement will be effective.

Reference   (a) PERSMAN
(b) PPPM
(c) Weight Instruction

Checklist   Use the following checklist when a member is authorized by an EPAA or HRAA to be advanced.

Step	Action	Reference	Date
1	Ensure member meets weight standards	Weight Instruction	
2	• Complete Petty Officer Advancement Certificate for advancement to E-4 through E-6. • Certificate for E-7 through E-9 will be completed by PSC (ADV)	PERSMAN, 5-C-35	
3	• Issue new ID card DD-2CG	PPPM	
4	• Remove member from "A" school list • (members in pay grade E-3 only)	PERSMAN, 5-C-29	
5	• Complete performance evaluations • (if applicable)	PERSMAN, 10-B-5	
6	• Ensure member has sufficient obligated service for advancement to E-7, E-8, or E-9 and complete appropriate CG-3307. **Note:** A person authorized advancement who cannot meet the obligated service requirement due to high year tenure will be advanced as long as they obligate to their professional growth point.	PERSMAN, 5-C-25 PPPM, Encl (6), A&R2	

Commanding Officer Advancement Process

Introduction   The advancement process is broken down into stages by what needs to be completed and who is responsible.

Advancement process   This table identifies the process for advancement to E-3 and designated class A school graduate's advancement to E-4.

Stage	Who does it	What Happens
1	Member	Completes EOCT and Performance Qualifications. Submits Career Development Worksheet (CG PSC-2030) (encl. (1) to this manual).
2	CO of Unit	Ensures member is eligible, approves request and forwards Career Development Worksheet to the SPO with special evaluations, if needed.
3	SPO	Completes advancement transactions.

Commanding Officer Advancement Checklist

Introduction This checklist has been provided as a job aid to assist the unit/SPO in completing all necessary tasks required for advancing a member. This job aid is designed to be reproduced locally.

Usage The Commanding Officer Advancement Checklist can be used to complete the necessary transactions on a member for:

- Advancement.
- Adding a designator.
- Removing a designator.
- Change in rating.
- Reduction in rate (use the Disciplinary Actions page for reductions awarded as the result of CO's NJP or Courts-Martial).

This checklist is not used for:

- Members who are being advanced by the EPAA or HRAA.

IAW 10-B-5 of the PERSMAN, advancement evaluations are only completed for those members being advanced to E7 and above.

Advancement checklist Action when the CO authorizes a member to be advanced.

Step	Action	Reference	Date
1	Unit ensure member is eligible for advancement and advancement is not retroactive	PERSMAN, 5-C-3 and 5-C-28	
2	Complete Career Development Worksheet, CG PSC-2030	PPPM, Encl. (1)	
3	SPO completes Direct Access transactions Develop Workforce > Career Management > Use > Adv/Promote One Member	Direct Access Guide for Advancements	
4	Unit complete CG-5530 or DD Form 216 CG	PERSMAN, 5-C-35	
5	Issue ID cards (if applicable)	PPPM	
6	Complete advancement evaluation when applicable	PERSMAN, 10-B-2	

Section Overview

Introduction   This section will guide you through the warrant officer appointment process

In this section

Topic	See Page
Warrant Officer Appointment Process	4-B-2
Warrant Officer Appointment Checklist	4-B-3
Warrant Officer Appointment Process (Reserve)	4-B-4
Warrant Officer Appointment Checklist (Reserve)	4-B-5

Warrant Officer Appointment Process

Introduction   The Coast Guard Personnel Command CGPC (opm-1) is the owner of the CWO Appointment Board Process. In November of each year CGPC will release an ALCGPERSCOM announcing the timeline for the next CWO Appointment Board. This message will establish responsibilities and cutoff dates.

Reference   (a) PERSMAN, 1-D

Process   Here is the warrant officer appointment process.

Stage	Who Does It	What Happens
1	Member	Meets all eligibility requirements by 1 January
2	Member	Prior to published cutoff date: • Submits request to CO to obtain recommendation • Once recommendation obtained submits E-resume in Direct Access
3	CO of Unit	Completes E-interview in Direct Access to enter member in process
4	Direct Access	Produces PDE for member's validation.
5	Direct Access	Produces Profile Letter
6	CGPC (opm-1)	Publishes pre-board eligibility list via ALCGPERSCOM
7	Member	Submits Resume if listed as a primary or alternate candidate
8	CO of Unit	Submits OER and an initial endorsement to member's resume prior to established cutoff date.
9	CGPC (opm-1)	Convenes selection board Publishes selection list

Warrant Officer Appointment Checklist

Introduction   This checklist has been provided as a job aid to assist the unit/SPO in completing all necessary tasks required when a member is selected for **appointment** to warrant officer. This job aid to designed to be reproduced locally.

Reference   (a) PERSMAN, 1-D

Procedures   Procedures required upon selection to warrant officer

Step	Action	Reference	Date
1	Ensure physically qualified for appointment (within 12 months of appointment).	1-D-11 PERSMAN	
2	Review SRB entitlement	SRB Instruction	
3	Endorse Appoint letter		
4	Ensure weight requirements are met	Weight Instruction	
5	Execute Oath of Office, CG-9556	1-D-11 PERSMAN	
6	Complete ID card(s)	PPPM	
7	Appointee mails copy of Oath of Office and Physical to CGPC (opm-1)	1-D PERSMAN	

Warrant Officer Appointment Process (Reserve)

Introduction   The warrant officer appointment process for reserve members is broken down into stages by what needs to be completed and who is responsible.

Reference   (a) RPM, 7-B

Process   Process table for selection to warrant officer

Stage	Who Does It	What Happens
1	Member	Meets all eligibility requirements under 7-B-1, RPM
2	Member	Prior to 1 December: • Updates BI or NAC (if required) • Submits request • Completes required ADT
3	CO of Unit	Sends SPO, via letter, names of recommended candidates NLT 1 Jan
4	SPO	Enters CO's recommendation into PMIS NLT last update in Jan. **Note**: The SPO must reenter the CO's recommendation and CWO exam specialty for each cycle (annually) that the member is recommended to participate.
5	PSC	Produces PDE for member's review
6	PSC	Develops pre-board total scores
7	COMDT	Publishes list of candidates and alternates eligible for consideration via ALDIST in Feb/Mar
8	CO of Unit	Submit WO recommendation files on candidates directly to district (a) NLT 1 May
9	District	Submits recommendation files to arrive COMDT (G-WTR) NLT 15 Jun
10	COMDT	• Convenes selection board in Aug • Publishes selection list Aug/Sep

Warrant Officer Appointment Checklist (Reserve)

Introduction   This checklist has been provided as a job aid to assist the unit/SPO in completing all necessary tasks required when a reserve member is selected for **appointment** to warrant officer. This job aid is designed to be reproduced locally.
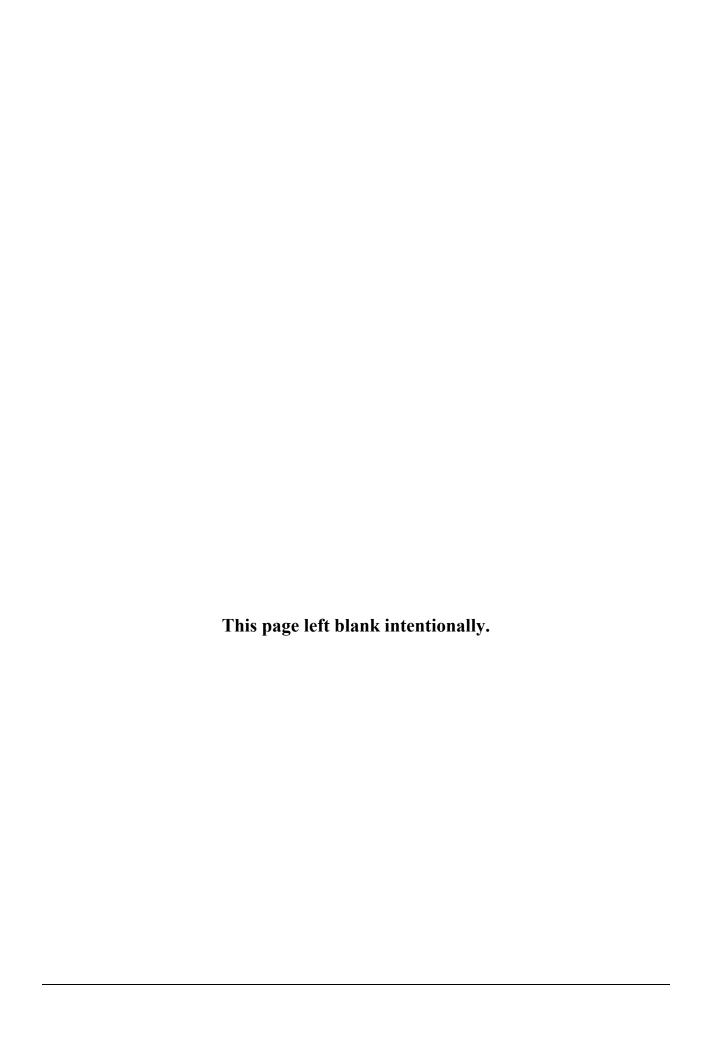
Reference   (a) RPM, 7-B

Procedures   Procedures required upon selection to warrant officer

Step	Action	Reference	Completed
1	Ensure physically qualified for appointment.	RPM, 7-B-1	
2	Ensure weight requirements are met.	Weight Instruction	
3	Endorse appointment letter.		
4	Execute Oath of Office, CG-9556	CG-9556	
5	Complete Officer Uniform Allowance Claim, PSC-5100	PPPM, Encl. (1)	
6	Complete ID Card(s)	PPPM	

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Section Overview

Introduction   This section will guide you through the process and procedures to report completion of formal training courses, educational accomplishments, and qualification changes.

In this section

Training and Educational Accomplishments

Introduction   Completion of Coast Guard formal training courses (Class "A" and "C" schools) must be recorded in the Direct Access system. Other educational accomplishments shall be recorded in the Training Management Tool (TMT) application in accordance with COMDTINST 5270.2, Mandatory Use of the Training Management Tool.

References   (a) Training & Ed Man, Chap 4
(b) RPM, 8.C.9
(c) Direct Access Online Manual, Member Competencies :

Formal Training Courses   This is the process of reporting completion of a formal training course:

Stage	Who Does It	What Happens
1	Member	Completes a Career Development Worksheet (CG PSC-2030) **Note:** If more than one member of the unit attended the same course, at the same time, the unit may submit a list of attendees in lieu of individual worksheets.
2	Unit	Forwards worksheet or list of attendees to SPO or
3	SPO/Unit	Completes appropriate Direct Access transaction. Direct Access path: Develop Workforce > Manage Competencies (GBL) > Use > Training

Retest of enlisted battery tests   This is the process for reporting a retest of an enlisted battery test.

Stage	Who Does It	What Happens
1	Unit	• Provides a copy to the member • Forwards a letter documenting a retest to SPO or
2	SPO/Unit	Completes appropriate Direct Access transaction. Direct Access path: Develop Workforce > Recruit Workforce > Use > Test Results

Section Overview, Continued

Change in language competency

This is the process for reporting a change in language competency.

Stage	Who Does It	What Happens
1	Member	Completes Defense Language Proficiency Test (DLPT)
2	ESO	Enters DLPT results in Direct-Access Develop Workforce > Manage Competencies (GBL) > Use > **Foreign Language Test Results**

Off duty educational accomplishments

This is the process for reporting completion of an off duty course of study such as completing a GED or earning a college degree.

Stage	Who Does It	What Happens
1	Member	Provides documentation to ESO
2	Unit/ESO	Forwards copy of documentation to the SPO
3	SPO/Unit	Records accomplishment in Direct-Access. Home > Develop Workforce > Manage Competencies (GBL) > Use > Education

Record Of Professional Development

In addition to the methods listed above for entering training and education data in Direct-Access, form CG-4082, Record Of Professional Development (RPD) may be used to report accomplishments. This form offers active duty, and reserve personnel the opportunity to record their professional development accomplishment to CGPC-ADM-3 where it will become a part of their official record. The procedure is voluntary and does not affect Direct-Access entry.

Individual's Record of Small Arms Training

Introduction   The Individual's Record of Small Arms Training (CG-3029A) provides a chronological summary of an individual's small arms qualifications and awards. Prepare this form when the member participates in small arms training.

Reference   (a) Ordnance Manual, COMDTINST M8000.2C

Preparation   The instructions for completion of the CG-3029A are on the reverse side of the form. Upon completion, file the original in the unit PDR, (if maintained) otherwise in the training record, and forward a copy to the SPO.

Types of awards   Members who qualify with a pistol or rifle will receive a Marksman (M), Sharpshooter (S), or Expert (E) award according to the qualifying score.

Award breakdown   See enclosure (9) (for pistol) or enclosure (12) (for rifle) of reference (a) for the qualification and breakdown of scores when completing CG-3029A.

Competency Code Updates   The Competency Codes for a member who qualifies with a pistol, rifle or shotgun must be updated in Direct-Access.

Code	Weapon
MAREP	Pistol Qualification
MARER	Rifle Qualification
MARES	Shotgun Qualification

Lump Sum Payments for Veterans Education Assistance Program (VEAP) or Montgomery GI Bill (MGIB) Additional Contributions and Request for VEAP Refunds

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.

Reference   (a) Training & Ed Man, 3-D-3
(b) PAYMAN, 7-D
(c) GI Bill Website - http://www.gibill.va.gov/
(d) COMDTINST 1760.9(series), Montgomery G.I. Bill (MGIB) - Active Duty Education Assistance Program
(e) The Veterans Benefits And Health Care Improvement Act of 2000 (Public Law 106-419)

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. Participating members, who had an "E" type allotment in the past, may make a lump sum payment to bring their total contribution up to $2700, in order to convert their VEAP eligibility to MGIB.

MGIB Additional Amount   Effective May 1, 2001, qualified members can increase their monthly MGIB benefits by contributing additional funds up to $600. Members with sufficient remaining time in service may make the additional contribution via an allotment. Monthly deductions are made in increments of $20 with a minimum contribution of $20. The total additional contribution will not exceed $600. Members separating from the service may elect to make a lump sum contribution.
- Members desiring to make the additional contribution via an allotment should complete an Allotment Worksheet (CG PSC-2040) and forward it to their SPO.
- Lump sum contributions shall made in accordance with the procedure on the following page.

Continued on next page

Lump Sum Payments for Veterans Education Assistance Program (VEAP) or Montgomery GI Bill (MGIB) Additional Contributions and Request for VEAP Refunds, Continued

Procedure for lump sum VEAP or MGIB payment

This is the process for making lump sum payments for contributions to VEAP or MGIB-K accounts:

Stage	Who does it?	What Happens
1	Member	Contacts SPO
2	SPO	Determines if amount being deposited is a valid amount (e. g. Member is eligible and has not already made the maximum contribution).
3	Member	Prepares a check or money order payable to U. S. Coast Guard with the following information: 1. Name 2. SSN 3. Total amount of lump sum and period covered by the lump sum. Mails payment to: ATTN: COLLECTION CLERK COMMANDING OFFICER (MAS-DC) USCG PERSONNEL SERVICE CENTER 444 SE QUINCY STREET TOPEKA KS 66683-3591

Procedure for VEAP refund

Use this procedure to request a VEAP refund.

Step	Action
1	Complete application for Refund of Educational Contributions (VA Form 4-5281) items 1-10 must be completed.
2	Mail application to: ATTN: VOUCHER SECTION COMMANDING OFFICER (DC) USCG PERSONNEL SERVICE CENTER 444 SE QUINCY STREET TOPEKA, KS 66683-3591
3	Member should receive refund within 90 days.

Managing Competencies (Qualification Codes)

Introduction　　Competencies **(formerly known at Qualification Codes)** are used as a means of recording a member's accomplishments while in service. This section helps you determine when to add or delete competencies.

Reference　　(a) Qual Code Man, Chap. 2, Enlisted Qualification Code Assignment
(b) Direct Access Guide, Competencies

Direct Access Path　　Home > Develop Workforce > Manage Competencies (GBL) > Use > Competencies

Adding a competency　　Add a competency for a member.

WHEN	THEN
A member completes a school on orders issued by TQC and receives a competency	Direct Access automatically updates the member's record to reflect the additional competency
A member completes school on orders issued by other than TQC and receives a competency	Forward Career Development Worksheet (CG PSC-2030) to the SPO. SPO will complete Direct Access competencies transaction.
A member is assigned a competency (qualification code) by the unit CO	The CO will forward a letter or a worksheet to the SPO and provide a copy to the member. SPO will complete Direct Access competencies transaction.
A member completes small arms training and receives a competency	Forward Career Development Worksheet (CG PSC-2030) to the SPO. SPO will complete Direct Access competencies transaction.

Insignia

Introduction   When a member becomes qualified to permanently wear an insignia, such as that for Company Commander or Marine Safety, this competency must be entered into Direct Access.

Reference   (a) <u>Direct Access Guide, Competencies</u>

Direct Access Path   Home > Develop Workforce > Manage Competencies (GBL) > Use > Competencies

Reporting this competency   When a member becomes qualified to permanently wear an insignia, the following must occur:

Stage	Who does it	Action to be taken
1	UNIT	• Prepare a designation letter to the member; • Copy of the designation letter will be sent to the SPO; **or**
2	UNIT/SPO	Will record this honor or award in Direct Access using appropriate honor or award code.