

PRIVACY ACT STATEMENT

In accordance with 5 USC 552a(e) (3), The following information is provided to you when supplying personal information to the U. S. Coast Guard.

1. AUTHORITY which authorized the solicitation of the information: 14 USC 633.
2. PRINCIPAL PURPOSE(S) for which information may be used:
 - (1) Factor in selection for promotion.
 - (2) Factor in duty assignment.
 - (3) Factor in selection for post graduate or specialized training.
3. The ROUTINE USES which may be made of the information: Same as above.
4. Whether or not DISCLOSURE of such information is mandatory or voluntary and the effects on the individual, if any, of not providing all or any part of the requested information: Disclosure of the information is voluntary, but is encouraged. Non- disclosure may result in the possibility of diminished chances for selection for promotion or advanced education, or narrowed duty assignment options.

INSTRUCTIONS

1. This form should be filled out in accordance with COMDTINST M1500.1 (series).
2. Complete the form using the following authorized key word(s). Note: Use the provided examples to determine key word(s).
3. Submit this form to Commander, U.S. Coast Guard Personnel Service Center, BOPS-C-Military Records. Only one signed original is needed. Signature approval from the commanding officer or authorized official is required.
4. Members who wish to have updated CG-4082's considered by a board, panel or assignment officer should submit the updated CG-4082 at least 30 days prior to the convening/decision date,

KEY WORD(S)	DESCRIPTIVE TITLE EXAMPLES (NON-INCLUSIVE)
ACADEMIC COURSES*	Math 204, Statistical Analysis, William & Mary, 3 credits
CG COURSES*	Availability Project Manager Training Course, SFLC Training Program
CERTIFIED COURSES*	NACE Coasting Inspector Program Level 1
DOD COURSES*	LOG 206, Integrated System Sustainment Management, Defense Acquisition University
QUALIFICATIONS*	Contracting Officer's Representative
LICENSE	Master, Near Coastal NMT 100GT, Merchant Mariner
PUBLISHED ARTICLE	Offshore Tether Systems, PROCEEDINGS, Vol 7, APR 15
PROFESSIONAL SEMINAR	National Naval Officer's Association Conference
PROFESSIONAL AWARDS	Douglas A. Munro Award for Inspirational Leadership

* Course work NOT documented in the record including the Employee Summary Sheet (ESS), Administrative Remarks (CG-3307), DUINS Officer Evaluation Report (OER), or OER.

NOTICE

- 1) The CG-4082 is an optional form and is not required to be in a member's EI-PDR.
- 2) When a member submits a new CG-4082, CG-4082's with earlier dates will usually be removed from that member's electronic records/EI-PDR.
- 3) Members are responsible for ensuring CG-4082's in their record are complete, up-to-date, and correct. A member may request a copy of his or her EI-PDR to review for accuracy by submitting a digitally signed email to ARL-PF-CGPSC-MR_CustomerService@uscg.mil or by faxing a completed and signed SF-180 to 202-372- 8440. Members should consult the CG PSC website to verify current procedures for requesting copies of their record: <http://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-Human-Resources-CG-1/Personnel-Service-Center-PSC/BOPS/PSC-BOPS-C/PSC-BOPS-C-MR/>. Members should work with their P&A Office to correct errors in their records.
- 4) Missing, incomplete, or erroneous information in a member's CG-4082, or the absence of a CG-4082, or the presence of previously submitted CG-4082's in a member's record does not constitute material error under 14 U.S. Code Section 263, or the Special Selection Board Policy in Article 6. B.13 of Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3A. See, 4.C. of Performance, Training and Education Manual, COMDTINST M1500.10 (series).