



COMDTINST 1000.14D
07 MAY 2019

COMMANDANT INSTRUCTION 1000.14D

Subj: ADMINISTRATIVE REMARKS, FORM CG-3307

Ref: (a) Personnel and Pay Procedures Manual (PPPM), PPCINST M1000.2 (series)

1. PURPOSE. This Instruction establishes policy and standards for Administrative Remarks, Form CG-3307 entries.
2. ACTION. All Coast Guard unit commanders, commanding officers, officers-in-charge, deputy/assistant commandants, and chiefs of headquarters staff elements must comply with the provisions of this Instruction. Internet release is authorized
3. DIRECTIVES AFFECTED. Administrative Remarks, Form CG-3307, COMDTINST 1000.14C is cancelled.
4. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide operational guidance for Coast Guard personnel and is not intended to nor does it impose legally-binding requirements on any party outside the Coast Guard.
5. MAJOR CHANGES. Updated list of authorized and unauthorized personnel to sign Administrative Remarks, Form CG-3307 entries.
6. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.
 - a. The development of this Instruction and the general policies contained within it were thoroughly reviewed by the originating office in conjunction with the Office of Environmental Management, Commandant (CG-47). This Instruction is categorically excluded under current Department of Homeland Security (DHS) categorical exclusion (CATEX) A3 from further environmental analysis in accordance with Implementation of the National Environmental Policy Act (NEPA), DHS Instruction Manual 023-01-001-01 (series).

DISTRIBUTION – SDL No. 169

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A	X	X		X	X	X	X	X	X	X		X	X	X	X	X	X		X		X	X				
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NON-STANDARD DISTRIBUTION:

- b. This Instruction will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, state, or local laws or administrative determinations relating to the environment. All future specific actions resulting from the general policy in this Instruction must be individually evaluated for compliance with the NEPA, DHS and Coast Guard NEPA policy, and compliance with all other applicable environmental mandates.
7. DISTRIBUTION. No paper distribution will be made of this Instruction. An electronic version will be located on the following Commandant (CG-612) web sites. Internet: <https://www.dcms.uscg.mil/directives/>, and CGPortal: <https://cg.portal.uscg.mil/library/directives/SitePages/Home.aspx>.
 8. RECORDS MANAGEMENT CONSIDERATIONS. This Instruction has been evaluated for potential records management impacts. The development of this Instruction has been thoroughly reviewed during the directives clearance process, and it has been determined there are no further records scheduling requirements, in accordance with Federal Records Act, 44 U.S.C. 3101 et seq., National Archives and Records Administration (NARA) requirements, and the Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy does not have any significant or substantial change to existing records management requirements.
 9. POLICY.
 - a. Headquarters program managers, Coast Guard Personnel Service Center (CG PSC), Pay & Personnel Center (PPC), Force Readiness Command (FORCECOM), and unit commanding officers may submit recommendations to Commandant (CG-1331), outlining any proposals for the Administrative Remarks, Form CG-3307. The prerequisites for adding a new entry type or changing an existing Administrative Remarks, Form CG-3307 are as follows:
 - (1) The Administrative Remarks, Form CG-3307, must be required by Commandant Directive and must be reviewed by PPC, CG PSC, and Commandant (CG-094) before approval by Commandant (CG-1331). The Administrative Remarks, Form CG-3307, may be approved as part of a change to a current or proposed Commandant Directive
 - (2) The content (wording) of the Administrative Remarks, Form CG-3307, must be included in the Commandant Directive requiring the Administrative Remarks, Form CG-3307, or Reference (a).
 - (3) Each managing office must conduct a review of all entries every two years and report any changes to Commandant (CG-1331).
 - b. Commander, Personnel Service Center (psd-mr) must return any unauthorized Administrative Remarks, Form CG-3307, entry to the unit for correction, and notify the Servicing Personnel Office (SPO). The SPO will remove the unauthorized Administrative Remarks, Form CG-3307, entry from the SPO PDR.
 - c. The Pay and Personnel Center (PPC) will provide guidance on the preparation and distribution of Administrative Remarks, Form CG-3307 standardized entries.

- d. Unless authorized by a Commandant Instruction, an Administrative Remarks, Form CG-3307, will not be issued.
- e. Administrative Remarks, Form CG-3307s, will not be used to document the diagnosis or treatment of medical conditions. If there is a need to refer to a member's medical condition in an Administrative Remarks, Form CG-3307, the specific medical condition must not be referenced.
- f. Deputy/Assistant Commandants and Commanding Officers may sign Administrative Remarks, Form CG-3307 entries. In addition, the following may sign Administrative Remarks, Form CG-3307 entries, unless the authority to sign is explicitly withheld by a superior authority:
 - (1) Personnel designated as Commanding Officers of Enlisted or Military Personnel.
 - (2) Officers in the grade of commander or higher.
 - (3) Officers in Charge.
 - (4) Executive Officers.
 - (5) Executive Petty Officers.
 - (6) Sector Logistics Department Heads.
 - (7) District or Sector Senior Reserve Officers.
 - (8) Base Personnel Support Department Heads.
 - (9) Civilian deputies in Senior Leadership positions at the following commands: Bases, Service Centers, Logistic Centers, Security Center Chesapeake (SECCEN), National Pollution Funds Center (NPFC), Finance Center (FINCEN), and Civil Rights Directorate (CG-00H).
 - (10) Coast Guard Investigative Service (CGIS): Director, Deputy Director (DD), Assistant Director (AD), or Special Agent in Charge (SAC).
- g. Commanding Officers may delegate this authority to other commissioned officers, either specific individuals or positions, provided such delegations are documented in writing via memorandum or unit instruction.
- h. Except as limited in Paragraph (k) below, Deputy/Assistant Commandants and Commanding Officers (including Commanding Officers of Enlisted or Military Personnel) may delegate this authority further, either to specific individuals or positions, provided such delegations are documented in writing via memorandum or unit instruction.
- i. This Instruction is intended to provide requirements for Coast Guard personnel when issuing Administrative Remarks, Form CG-3307. Failure to follow the procedures established therein is not intended to limit the admissibility of such documents at judicial or administrative proceedings. The rules of evidence will govern admissibility of the documents at such proceedings.

- j. Authorized personnel may issue Administrative Remarks, Form CG-3307, documentation for incidents within two years of the date of the incident, or within two years of the date that the command knew, or should have known, about the incident.
 - k. The following additional restrictions apply to Administrative Remarks, Form CG-3307 entries:
 - (1) Officers will not delegate authority to sign negative Administrative Remarks, Form CG-3307s, below the Department Head level.
 - (2) No enlisted member, other than an Officer in Charge or an Executive Petty Officer, will be authorized to sign negative Administrative Remarks, Form CG-3307 entries.
 - (3) Civilian personnel not listed in 8.f.9-10 of this Instruction are not authorized to sign any Administrative Remarks, Form CG-3307 entries.
 - l. If a member refuses to sign an Administrative Remarks, Form CG-3307 entry, after being counseled regarding its content, the words “member refused to sign” must be entered in the member’s signature block along with the date counseled.
 - m. Commands may issue Administrative Remarks, Form CG-3307, entries to members temporarily assigned to the command.
10. FORMS/REPORTS. The Administrative Remarks, Form CG-3307, standard entries are available in Reference (a). Forms referenced in this Instruction can be found at: <https://dcms.uscg.afpims.mil/Our-Organization/Assistant-Commandant-for-C4IT-CG-6/The-Office-of-Information-Management-CG-61/Forms-Management/>, and, at CGPortal: <https://cg.portal.uscg.mil/library/forms/SitePages/Home.aspx>.
11. REQUEST FOR CHANGES. Units and individuals may recommend changes via their chain of command using the Coast Guard memorandum to the Office of Military Personnel, Policy and Standards Division, Commandant (CG-1331), at HQS-PolicyandStandards@uscg.mil.

M. W. SIBLEY /s/
Rear Admiral, U.S. Coast Guard
Director of Reserve and Military Personnel