

<b>Department of Homeland Security</b> U. S. Coast Guard CG PPC-2030 (Rev. 02/2009)		<b>Career Development Worksheet</b>	
EMPLID	Name (Last, First, MI)	Unit (Division)	
<b>PURPOSE:</b> Use this form to request change in pay grade, advancement/change in rating (without participating in SWE) and to report course completion, or add or delete a competency code.			
<b>ADVANCEMENT</b>			
<b>INFORMATION COMPLETED BY MEMBER</b>			
I Request: <input type="checkbox"/> Advancement to pay grade: <input type="checkbox"/> Change Advancement Path to: <input type="checkbox"/> To be restored to my prior pay grade of ____			
<input type="checkbox"/> E-2 <input type="checkbox"/> E-3 <input type="checkbox"/> E-4 <input type="checkbox"/> SN <input type="checkbox"/> FN			
<b>INFORMATION COMPLETED BY UNIT</b>			
<b>Unit Administrative Office Eligibility Verification</b>		The above member meets all the eligibility requirements for advancement as listed in the Personnel Manual, COMDTINST M1000.6A, Article 5.C.4.b and 5.C.25.C.1, effective on _____	
		Verifying Officials Signature _____ Date: _____	
<b>Advancement Recommendations:</b> (members chain of command)			
<input type="checkbox"/> yes <input type="checkbox"/> no		Signature _____ Date: _____	
<input type="checkbox"/> yes <input type="checkbox"/> no		Signature _____ Date: _____	
<input type="checkbox"/> yes <input type="checkbox"/> no		Signature _____ Date: _____	
<input type="checkbox"/> yes <input type="checkbox"/> no		Signature _____ Date: _____	
<i>Commanding Officer</i>			
<b>COURSE COMPLETION DATA</b>			
<b>Complete the below information and attach copies of documentation proving course completion.</b>			
Course Title		Course Code	
<b>HONORS &amp; AWARD/COMPETENCIES (QUAL CODES)/LICENSES &amp; CERTIFICATES</b>			
<b>Enter honor, award, competency, license, or certification information and attach copies of documentation proving eligibility.</b>			
Honors & Awards/Competencies/Licenses & Certificates (Title and code, if known)		Effective Date	Delete
<b>Privacy Act Statement:</b> In accordance with 5 USC Section 522a(e)(3), the following information is provided to you when supplying personal information to the U. S. Coast Guard: Authority - 10 USC Section 2771. Principal Purpose(s) - Used to request a change in pay grade. Routine use(s) - Used to update and delete qualification codes, and to report course completion. Disclosure of this information is voluntary.			
Member's Signature		Date:	<b>For SPO Use Only</b> Action Completed: Date: _____ Initials: _____