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| DEPARTMENT OF HOMELAND SECURITY  U.S. COAST GUARD  **ADMINISTRATIVE REMARKS** | | |
| **PRIVACY ACT STATEMENT**  Pursuant to 5 U.S.C. §552a(e)(3), this Privacy Act Statement serves to inform you of why DHS is requesting the information on this form.  **AUTHORITY**: 14 U.S.C. § 505  **PURPOSE**: To document a USCG service member’s achievements, accomplishments, Uniform Code of Military Justice (UCMJ) infraction(s), or any other USCG military pay or personnel activity.  **ROUTINE USES:** Authorized USCG officials will use this information to validate a USCG service member’s achievements, accomplishments, UCMJ infraction(s) or any other USCG military pay or personnel activity. Any external disclosures of information within this record will be made in accordance with DHS/USCG-014, Military Pay and Personnel, 76 Federal Register 66933 (October 28, 2011).  **CONSEQUENCES OF FAILURE TO PROVIDE INFORMATION:** Providing this information is voluntary. However, failure to provide this information may result in a delay in administrating this form. | | |
| Entry Type: Performance and Discipline (P&D-16) – Completed Education (Incident Referral Only) Reference: Military Substance Abuse and Behavioral Addiction Program, COMDTINST 1000.10 (series); Coast Guard Substance Abuse Prevention and Treatment Manual, COMDTINST M6320.5  Responsible Level: Unit Entry:  DDMMMYYYY: Congratulations! On (enter date) you successfully completed the American Society for Addiction Medicine Level 0.5 Early Intervention education. This CG-3307 documents your successful completion in accordance with Chapter 4 of the Coast Guard Substance Abuse Prevention and Treatment Manual, COMDTINST M6320.5. I encourage you to continue to incorporate positive life style changes into your daily routine and remember what you have learned.  If you return to a pattern of substance misuse, take the first step and ask for help. Future substance  misuse or incidents shall be addressed by your command and may lead to administrative actions.  You have been advised of the contents of Chapter 2 of the Military Substance Abuse and Behavioral Addiction Program, COMDTINST 1000.10 (series), concerning conduct expected of Coast Guard personnel.  A. B. SEA, CAPT, USCG  Commanding Officer  DDMMMYYYY: I acknowledge the above entry.  FIRST MI LAST NAME | | |
| 1. NAME OF PERMANENT UNIT | 1. NAME OF UNIT PREPARING THIS FORM | |
| 1. NAME OF MEMBER (Last, First, MI) | 1. EMPLOYEE ID NUMBER | 1. GRADE/RATE |

Scan original into member's OMPF

CG-3307 (09/23)

Expiration: 09/33

PREVIOUS EDITIONS ARE OBSOLETE

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