

Good Conduct Criteria

RECORDS INDICATE MEMBER IS:

Eligible

Not Eligible

New Eligibility date _____

P&A/ ADMIN YN:

Member Name:	EMPLID:	Unit
Last Good Conduct:	Next Good Conduct:	Component:

REFERENCES:

- (a) [Enlistments, Evaluations and Advancements, COMDTINST M1000.2 \(series\)](#)
- (b) [Coast Guard Military Medals and Awards Manual, COMDTINST 1650.25 \(Series\)](#)
- (c) [PPC Pages- DA help Guides-Forms](#)

CRITERIA:

All AD/RSV must meet the following eligibility requirements for 3 consecutive years.

**Meets
Criteria**

Does member have a negative or disqualifying CG-3307's Yes No (if **NO** meets criteria)

Does member have NJP or 4910 Yes No (if **NO** meets criteria)

Does member have UNSAT EER Yes No (if **NO** meets criteria)

Does member meet minimum point requirements listed below Yes No (if **Yes** meets criteria)

PAYGRADES	MIL	PERF	PROF	LDRSHP
E-1 – E-3	6	6	9	6 (E-3 only)
E-4 – E-6	6	9	12	12
E-7 – E-9	6	12	12	15

Reserve member earned 70 retirement points for the last 3 anniversary years Yes No (if **Yes** meets criteria)
*****(Note 3)**

Has Reserve member been on Active-Duty (other than ADT) during this 3 Year Period? Yes No If yes how long _____

Does member qualify for Active Duty or Reserve Good Conduct ****(Note 2)** AD RES

Award # _____

Notes

1. CG Reserve Members three-year Good Conduct eligibility period is computed from the member's anniversary date.
2. CG Reserve Members who spend more than half of their consecutive three-year period on AD orders are eligible to receive a regular Good Conduct Award
3. CG Reserve Members Points between 01March 2020 and 01June 2023 Point requirement was reduced to 50 points.
4. Members who receive an NJP or UNSAT due to NJP will enter a new eligibility period the day after NJP is awarded
5. Members who are convicted by court-martial and sentenced to a period of confinement will enter a new eligibility period the day they are released from confinement; if no confinement is included in the sentence, then the new Good Conduct eligibility period will begin the day following conviction
6. A new period of eligibility begins the day after the effective date of the EER in which the UNSAT mark was awarded.

Tracking of ineligible members new eligibility start dates are important, you will not have to research the member every month

Good Conduct Processing Checklist

P&A YN:

Member Name:

EMPLID:

Unit:

Last Good Conduct:

Next Good Conduct:

Component:

Forms Needed

- CG Member Info Report
- EER Summary
- Disqualifying CG-3307's (if applicable)
- NJP/CG-4910
- Reserve Point Statement (Member Balances) (if member of CG Reserves)
- Award Certificate

To Do

- Run Report to determine members due Good Conducts
- Verify Eligibility
- Draft Good Conduct/ Reserve Good Conduct Certificate
- Route Good Conduct Award through the chain of command for signatures
- Receive signed Good Conduct Award
- Enter Good Conduct in DA
- Enter into iPERMS Batch#_____
- Distribute Good Conduct for presentation

****** Each Command has their awards process to follow for routing, and presentation. ********