

U.S. Department of  
Homeland Security

United States  
Coast Guard



# *Performance, Training, and Education Manual*



**COMDTINST M1500.10C**  
**August 2017**

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COMDTCHANGENOTE 1500  
16 OCT 2017

COMMANDANT CHANGE NOTICE 1500

Subj: CH-3 TO PERFORMANCE, TRAINING, AND EDUCATION MANUAL, COMDTINST M1500.10C

Ref: (a) Career Development Advisor Program, COMDTINST 1040.4 (series)  
(b) Privacy Act of 1974, 5 U.S.C. 552a

1. PURPOSE. This Commandant Change Notice publishes changes to Performance, Training, and Education Manual, COMDTINST M1500.10C.
2. ACTION. All Coast Guard unit commanders, commanding officers, officers-in-charge, deputy/assistant commandants, and chiefs of headquarters staff elements shall comply with the provisions of this Commandant Change Notice. Internet release is authorized.
3. DIRECTIVES AFFECTED. With the release of this Commandant Change Notice, the Performance, Training, and Education Manual, COMDTINST M1500.10C is updated.
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.

DISTRIBUTION – SDL No. 168

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NON-STANDARD DISTRIBUTION

5. MAJOR CHANGES. This Commandant Change Notice contains several revisions and clarification to policy. Critical changes are summarized as follows:
  - a. Replaces FC-51 with FC-T in Chapters and Enclosures associated with this Commandant Change Notice.
  - b. Replaces TO with UTO in Chapters and Enclosures associated with this Commandant Change Notice.
  - c. Replaces CGI with ETQC in Chapters and Enclosures associated with this Commandant Change Notice.
  - d. Replaces TQC with ETQC in Chapters and Enclosures associated with this Commandant Change Notice.
  - e. Replaces Chapter 1: Introduction: Section. m.(1): Training Quota Management Command (TQC) and (2) Coast Guard Institute (CGI) with (1) Education and Training Quota Management Command (ETQC).
  - f. Updates individual responsibilities in Chapter 1: Introduction: Section E: Responsibilities: 10.k.
  - g. Removes Chapter 4: Workforce Development: Section B.1: Career Development Advisor Program because Ref (a) has been cancelled.
  - h. Updates Chapter 4: Workforce Development: Section C: Record of Professional Development.
  - i. Updates Enclosure (2) Acronyms and Abbreviations to include Unit Training Officer (UTO) and Education and Training Quota Management Command (ETQC).
6. IMPACT ASSESSMENT.
  - a. Personnel Resources Required. The personnel resources are neutral.
  - b. Training Required. No significant training is required to implement changes required to Chapters 1 and 4.
  - c. Funding. No additional funding is required to implement changes to Chapters 1 and 4.
7. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.
  - a. The development of this Directive and the general policies contained within it have been thoroughly reviewed by the originating office and are categorically excluded under current USCG categorical exclusion (CE) 33 from further environmental analysis, in accordance with

Section 2.B.2 and Figure 2-1 of the National Environmental Policy Act Implementing Procedures and Policy for Considering Environmental Impacts, COMDTINST M16475.1 (series).

- b. This Directive 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 policies in this Manual shall be individually evaluated for compliance with the National Environmental Policy Act (NEPA), Council on Environmental Policy NEPA regulations at 40 CFR Parts 1500-1508, DHS and Coast Guard NEPA policy, and compliance with all other environmental mandates.

8. **DISTRIBUTION.** No paper distribution will be made of this Commandant Change Notice or the adjudicated Manual. An electronic version will be located on CGPortal:

<https://cgportal2.uscg.mil/library/directives/SitePages/Home.aspx> and Internet:  
<https://www.uscg.mil/directives>.

**NOTE:** If paper copies are required please complete Certificate for Need of Printing, DHS Form 500-07, which can be found at: <http://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-C4IT-CG-6-/The-Office-of-Information-Management-CG-61/aboutCGDS/>. Form is required in the concurrent clearance packet signed by your Directive signature authority.

9. **PROCEDURE.** If maintaining a paper library, remove and replace, the following pages and/or Sections of the Performance, Training, and Education Manual, COMDTINST M1500.10C as follows:

<u>Remove</u>	<u>Replace</u>
TOC i - iii	TOC i - iii
Pages 1-1 - 1-8	Pages 1-1 - 1-8
Pages 4-1 - 4-4	Pages 4-1 - 4-5
Enclosure (2)	Enclosure (2)

10. **RECORDS MANAGEMENT CONSIDERATIONS.** This Commandant Change Notice 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., NARA requirements, and 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.
11. **FORMS/REPORTS.** The forms referenced in this Manual and Commandant Change Notice are available in USCG Electronic Forms on the Standard Workstation or on the Internet:  
<https://www.uscg.mil/forms/> and CG Portal  
<https://cgportal2.uscg.mil/library/forms/SitePages/Home.aspx>.

12. REQUEST FOR CHANGES. Submit change requests to [FORCECOMConcurrentClearanceRequest@uscg.mil](mailto:FORCECOMConcurrentClearanceRequest@uscg.mil); ATTN: FORCECOM Training Division Chief.

K. M. SMITH /s/  
Rear Admiral, U.S. Coast Guard  
Commander, FORCECOM



COMDTCHANGENOTE 1500  
15 AUG 2017

COMMANDANT CHANGE NOTICE 1500

Subj: CH-2 TO PERFORMANCE, TRAINING, AND EDUCATION MANUAL, COMDTINST M1500.10C

Ref: (a) Financial Resource Management Manual (FRMM), COMDTINST M7100.3 (series)  
(b) Coast Guard Advanced Education Program, COMDTINST 1524.1 (series)  
(c) Privacy Act of 1974, 5 U.S.C. 552a

1. PURPOSE. This Commandant Change Notice publishes changes to Performance, Training, and Education Manual, COMDTINST M1500.10C.
2. ACTION. All Coast Guard unit commanders, commanding officers, officers-in-charge, deputy/assistant commandants, and chiefs of headquarters staff elements shall comply with the provisions of this Commandant Change Notice. Internet release is authorized.
3. DIRECTIVES AFFECTED.
  - a. With the release of this Commandant Change Notice, the Performance, Training, and Education Manual, COMDTINST M1500.10C is updated.
  - b. This Commandant Change Notice also cancels Reference (b).
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.

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NON-STANDARD DISTRIBUTION

5. MAJOR CHANGES. This Commandant Change Notice contains several revisions and clarification to policy. Critical changes are summarized as follows:
  - a. Replaces FC-51 with FC-T in Chapters and Enclosures associated with this Commandant Change Notice.
  - b. Removes AFC-30T funding in the Table of Contents, Chapter 3: Funding, and Chapter 8: Advanced Training.
  - c. Establishes Structured on the Job Training (SOJT) as an additional delivery method in Chapter 8, Section 3 (e).
  - d. Mandates Performance, Training, and Education Manual, COMDTINST M1500.10C, Chapter 10: Advanced Education, replace Reference (b).
  - e. Updates leadership's roles and responsibilities in Chapter 10: Advanced Education: Section C.
  - f. Removes content from Chapter 10 that are consistent with processes and/or standard operating procedures.
  - g. Updates Enclosure (2): Acronyms to include AEPA, AEPL, AESM, and PRG.
  - h. Removes Enclosure (4): Student Cost Share Agreement.
6. IMPACT ASSESSMENT.
  - a. Personnel Resources Required. Although an additional delivery method has been added, the personnel resources are neutral.
  - b. Training Required. No significant training is required to implement changes required to Chapters 3, 8, and 10.
  - c. Funding. No additional funding is required to implement changes to Chapters 3, 8, 10, and Enclosures (2) and (4).
7. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.
  - a. The development of this Directive and the general policies contained within it have been thoroughly reviewed by the originating office and are categorically excluded under current USCG categorical exclusion (CE) 33 from further environmental analysis, in accordance with Section 2.B.2 and Figure 2-1 of the National Environmental Policy Act Implementing Procedures and Policy for Considering Environmental Impacts, COMDTINST M16475.1 (series).

b. This Directive 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 policies in this Manual must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), Council on Environmental Policy NEPA regulations at 40 CFR Parts 1500-1508, DHS and Coast Guard NEPA policy, and compliance with all other environmental mandates.

8. **DISTRIBUTION**. No paper distribution will be made of this Commandant Change Notice or the adjudicated Manual. An electronic version will be located on CGPortal: <https://cgportal2.uscg.mil/library/directives/SitePages/Home.aspx> and Internet: <https://www.uscg.mil/directives>.

**NOTE:** If paper copies are required, please complete Certificate for Need of Printing, DHS Form 500-07, which can be found at: [https://www.uscg.mil/directives/Printing\\_Graphics.asp](https://www.uscg.mil/directives/Printing_Graphics.asp). Form is required in the concurrent clearance packet signed by your Directive signature authority.

9. **PROCEDURE**. If maintaining a paper library, remove and replace, the following pages and/or Sections of the Performance, Training, and Education Manual, COMDTINST M1500.10C as follows:

<u>Remove</u>	<u>Replace</u>
TOC i - iii	TOC i - iii
Pages 3-1 and 3-2	Pages 3-1 and 3-2
Pages 8-1 - 8-10	Pages 8-1 - 8-6
Pages 10-1 - 10-22	Pages 10-1 - 10-8
Enclosure (2)	Enclosure (2)
Enclosure (5)	Enclosure (4)
Enclosure (6)	Enclosure (5)

10. **RECORDS MANAGEMENT CONSIDERATIONS**. This Commandant Change Notice 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., NARA requirements, and 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.

11. **FORMS/REPORTS**. The forms referenced in this Manual and Commandant Change Notice are available in USCG Electronic Forms on the Standard Workstation or on the Internet: <https://www.uscg.mil/forms/> and CG Portal <https://cgportal2.uscg.mil/library/forms/SitePages/Home.aspx>.

12. REQUEST FOR CHANGES. Submit change requests to [FORCECOMConcurrentClearanceRequest@uscg.mil](mailto:FORCECOMConcurrentClearanceRequest@uscg.mil); ATTN: FORCECOM Training Division Chief.

K. M. SMITH /s/  
Rear Admiral, U.S. Coast Guard  
Commander, FORCECOM



COMDTCHANGE NOTE 1500  
7 JUL 2014

COMMANDANT CHANGE NOTICE 1500

Subj: CH-1 TO PERFORMANCE, TRAINING, AND EDUCATION MANUAL M1500.10C

1. PURPOSE. This Commandant Change Notice publishes a change to Performance Training and Education Manual, COMDTINST M1500.10 (series). Chapter 7: Enlisted Training System will be replaced in its entirety.
2. ACTION. All Coast Guard unit commanders, commanding officers, officers-in-charge, deputy/assistant commandants, and chiefs of headquarters staff elements shall comply with the provisions of this Commandant Instruction. Internet release is authorized.
3. DIRECTIVES AFFECTED. With the addition of this Commandant Change Notice, the following Directives and/or Instructions are updated:
  - a. Enlisted Accessions, Advancement, Evaluations, COMDTINST M1000.2 (series)
  - b. Military Personnel Data Records (PDR) System, COMDTINST M1080.10 (series)
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. The change notice establishes the following major changes:
  - a. Replaces Performance, Training, and Education Manual, **Chapter 7** entirely.
  - b. Establishes Training Management Tool (TMT) as the System of Record for Rating Performance Qualifications Tracking.
  - c. Establishes the creation of Rating Competencies used by CG-PPC-ADV as a marker for Service Wide Exam (SWE) Eligibility.
  - d. Provides the ability to create Core Competencies as advancement requirements.

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## COMDTCHANGE NOTE 1500

- e. Establishes the CG Rating Performance Qualification (RPQ) Standard, document name CG-RPQ-XXX (MM/YYYY) as the document used for performance guidance, eliminating the Form CG-3303 (series) Enlisted Performance Qualification Forms.
- f. Establishes Rating Advancement Tests as the measurement instrument for evaluating enlisted rating performance, eliminating End of Course Tests.
- g. Mandates the establishment of Rating Training Advisory Councils charged with identifying rating training requirements, and developing courses of action in implementing necessary changes.
- h. Creates the role of Rating Knowledge Manager (RKM), and eliminates the role of Rating Training Master Chief and Subject Matter Experts.
- i. Establishes unit role of RPQ Reviewer.

### 6. IMPACT ASSESSMENT.

- a. Personnel Resources Required. Although some positions have been altered, the personnel resources are neutral compared to the legacy Enlisted Training System.
- b. Training Required. No significant additional training is required. Training for Rating Knowledge Managers is being concurrently examined, and training currently used for legacy Performance Qualification Guide developers is being repurposed to support Rating Knowledge Managers in their new responsibilities. Net neutral training requirement when implemented.
- c. Funding. No additional funding is required to implement this chapter.

### 7. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.

- a. The development of this directive and the general policies contained within it have been thoroughly reviewed by the originating office and are categorically excluded under current USCG categorical exclusion (CE) 33 from further environmental analysis, in accordance with Section 2.B.2. and Figure 2-1 of the National Environmental Policy Act Implementing Procedures and Policy for Considering Environmental Impacts, COMDTINST M16475.1 (series).
- b. This directive 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 policies in this Manual must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), Council on Environmental Policy NEPA regulations at 40 CFR Parts 1500-1508, DHS and Coast Guard NEPA policy, and compliance with all other environmental mandates.

8. DISTRIBUTION. No paper distribution will be made of this Change Notice, or Manual. An electronic version will be located on the following Commandant (CG-612) web sites. Internet: <http://www.uscg.mil/directives/>, and CGPortal: <https://cgportal2.uscg.mil/library/directives/SitePages/Home.aspx>.

**NOTE:** If paper copies are required please complete Certificate for Need of Printing, DHS Form 500-07, which can be found at [http://www.uscg.mil/directives/Printing\\_Graphics.asp](http://www.uscg.mil/directives/Printing_Graphics.asp). Form is required in the concurrent clearance packet signed by your Directive signature authority.

9. PROCEDURE. If maintain a paper library, remove and replace the Table of Contents, and Chapter 7 of Performance, Training and Education Manual, COMDTINST M1500.10 (series) in its entirety.

Remove

Pages i-iii

Pages 7-1-7-16

Replace

Pages i-iii

Pages 7-1-7-21

10. RECORDS MANAGEMENT CONSIDERATIONS. This Commandant Change Notice 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., NARA requirements, and 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.

11. KEY CHANGES. Commanding Officers/Officers In Charge shall:

- a. Assign unit RPQ Reviewers, providing TMT access for tracking RPQ Completion and entering Rating Competencies;
- b. Delegate assignment of Professional Development Coaches (PDC) to appropriate department levels, workgroups, or specialty areas ensuring the fidelity of the enlisted rating training and professional development;
- c. Provide adequate time, resources, and opportunity for enlisted members to perform and gain proficiency in their rating;
- d. Deputy/Assistant Commandants ensure the enlisted rating training requirements align with programmatic and organizational goals, mission, and vision, to ensure optimal impact for mission success.
- e. Chiefs of headquarters staff elements shall work with Rating Force Master Chiefs and FORCECOM Training Division in the development of clear, data driven, analysis supported program goals and requirements to ensure enlisted performance is designed and developed to support organizational missions.

12. FORMS/REPORTS. The forms referenced in this Manual are available in USCG Electronic Forms on the Standard Workstation or on the Internet: <http://www.uscg.mil/forms/>; CG Portal <https://cgportal2.uscg.mil/library/forms/SitePages/Home.aspx>; and Intranet at <http://cgweb.comdt.uscg.mil/CGForms>.

13. REQUESTS FOR CHANGES. Submit change requests to FORCECOM Training Division Chief.

S. A. BUSCHMAN /s/  
Rear Admiral, U.S. Coast Guard  
Commander, FORCECOM

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COMDTINST M1500.10C  
18 MAY 09

COMMANDANT INSTRUCTION M1500.10C

Subj: TRAINING AND EDUCATION MANUAL

Ref: (a) Personnel Manual, COMDTINST M1000.6 (series)  
(b) Enlisted Professional Military Education Manual, COMDTINST M1510.2 (series)  
(c) Privacy Act of 1974, 5 U.S.C. 552a

1. PURPOSE. This Manual establishes training, education, and workforce development policy and provides an overview of the Coast Guard Training System.
2. ACTION. District, and sector commanders, Commander Deployable Operations Group, commanding officers of headquarters units, assistant commandants for directorates, Judge Advocate General, and special staff offices at Headquarters shall ensure that the provisions of this Manual are followed. Internet release is authorized.
3. DIRECTIVES AFFECTED. The Coast Guard Training and Education Manual, COMDTINST M1500.10B, Coast Guard Philosophy on Training, Education, and Development, COMDTINST 1500.23, Enlisted Performance Qualifications Manual, COMDTINST M1414.8, Coast Guard Tuition Assistance (TA) Program, COMDTINST 1500.24, and United Services Military Apprenticeship Program, COMDTINST 1510.1, are cancelled. The content of these instructions are incorporated into this Manual.
4. MAJOR CHANGES. This Manual contains several revisions and clarification to policy. Major changes are summarized as follows:
  - a. Workforce Development Table – This table in the Workforce Development Chapter identifies military and civilian requirements and references for professional and personal development, leadership, certifications and qualifications, and performance evaluations.

DISTRIBUTION – SDL No. 150

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C	5	2	3	4	2	2	2	2	2		3	2	1	4			1	1		1	1	1	1	1	1	1
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NON-STANDARD DISTRIBUTION:

- b. Human Performance Technology – The Introduction Chapter provides an overview of the systematic approach for identifying performance and training requirements for the Coast Guard.
  - c. Training Management revisions - Located in the Training Management Chapter, policy requiring establishment of a Unit Training Board; inclusion of Training Management Tool and Direct Access input requirements; and overview of the Learning Management System.
  - d. Mandated Training (MT) – This Chapter provides policy on establishing requirements, delivery of training, compliance with requirements, and evaluation of training. It also establishes policy for Reserve compensation for online completion of MT.
  - e. Foreign Language Program – Policy and guidelines for participation in this program are outlined in the Specialized Training Chapter.
  - f. Enlisted Training System – Details and requirements, including revised policy for Striker ratings, newly established ratings, test score waiver procedures, and retest policy for non-resident exams are identified in the Enlisted Training System Chapter.
  - g. Advanced Training – Specific policy is outlined for members applying for and attending advanced training, including Class “C” Schools or training funded by AFC-30T. The Advanced Training Chapter also includes Reserve Retirement Points for completion of non-resident training for Reserve personnel.
  - h. Advanced Education – This chapter is re-organized into undergraduate, graduate, senior service, and fellowship programs. Policy is provided at the beginning of the chapter with brief descriptions of each program in the following sections.
  - i. Afloat Education Program – This is a new program available to cutters that provides cutters the opportunity to embark an instructor from a college or university in support of college courses. Information on this program is outlined in the Voluntary Education Chapter.
  - j. Tuition Assistance – This section includes the application process, eligibility and obligated service, and revised policy on funding tuition assistance. Revised obligated service requirements for all officers and members of the Selected Reserve are outlined in the Voluntary Education Chapter.
5. REQUEST FOR CHANGES. Units and individuals may recommend changes by writing via the chain of command to: FORCECOM (FC-51); U.S. Coast Guard 1900 Half Street, SW, Washington, DC 20593-0001.

6. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Environmental considerations were examined in the development of this Manual have been determined not to be applicable.
7. FORMS AND REPORTS. The forms called for in this Manual are available in USCG Electronic Forms on the Standard Workstation or on the Internet: <http://www.uscg.mil/forms/>, <http://cgcentral.uscg.mil/mycg/portal/ep/home.do>, and Intranet at <http://cgweb2.comdt.uscg.mil/CGFORMS/Welcome.htm>

Daniel R. May /s/  
Director, Reserve and Training

- Encl: (1) Terminology  
(2) Acronyms and Abbreviations  
(3) Rating Requirements  
(4) Student Cost Share Agreement  
(5) Advanced Training Agreement  
(6) Education Service Officer (ESO) Responsibilities

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(3) RATING REQUIREMENTS

(4) ADVANCED TRAINING AGREEMENT

(5) EDUCATION SERVICE OFFICER (ESO) RESPONSIBILITIES

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CHAPTER 1: INTRODUCTION

A. Mission.

The mission of the Training and Education System is to systematically improve performance to achieve excellence in mission execution. This is accomplished by providing military, civilian, and Auxiliary personnel with training and educational opportunities to aid in the performance of Coast Guard missions.

B. Human Performance System.

The Human Performance System enables mission execution through the integration of accession, training, education, and professional development. This system drives the integration of skills and knowledge; tools and resources; consequences and incentives; selection and assignment; and motives and preferences across the organization. Within the Human Performance System is the Training System.

C. Coast Guard Philosophy on Training, Education, and Workforce Development.

Each member of the organization shares the responsibility for ensuring that the workforce is fully capable to perform the jobs and tasks for each unique mission of the Coast Guard. Continuous improvement of job performance is accomplished through a balance of personal and professional development, technical training, and through education essential to the accomplishment of all assigned missions. Training focuses on skills and knowledge that are job specific and performance driven. Education focuses on skills and knowledge that are broad based and subject matter driven. Workforce development encompasses both training and education, while focusing on growth opportunities that are career driven. Table 1-1 lists examples of training, education, and workforce development as defined and supported in this Manual.

Training	Education	Professional Development
Accession Programs Class “A” schools Advanced Training Specialized Training General Mandated Training (GMT) Enlisted Performance Qualifications	Professional Military Education Unit Leadership Development Program Advanced Education Servicewide Exam Voluntary Education Orientation Programs Indoctrination Programs	Individual Development Plan Performance Qualification Standards Career Assignment Mentoring Program Professional Associations Professional Conferences Professional Seminars

**Table 1-1. Examples of Workforce Development**

D. Objectives.

1. The objectives of the Human Performance System are to:
  - a. Ensure consistency and repeatability by employing standardized and systematic methods within all elements of the Human Performance System.

- b. Respond to existing and emerging needs by proactively engaging and partnering with customers to improve human performance.
- c. Achieve otherwise unobtainable efficiencies and/or capabilities by using blended performance solutions while leveraging technology that best supports performance solutions.
- d. Develop and leverage the intellectual capital of our workforce to meet future organizational challenges through educational and professional development.
- e. Manage and allocate resources to organizational priorities through measures of efficiency and effectiveness.

2. Terminology and Acronyms. Common terminology and acronyms are defined in Enclosures (1) and (2) of this Manual.

E. Responsibilities.

The Coast Guard clearly identifies its most valuable resource as the men and women who carry out the Service's missions. Thus, training is essential for the Service's ability to fulfill or support mission requirements with confidence, safety, and flexibility. To sustain readiness, the Coast Guard relies on a strong relationship at the Headquarters, unit, and individual levels. Each is dependent on the others. The following paragraphs provide a general description of Headquarters, unit, and individual level responsibilities.

1. FORCECOM, Training Division (FC-T).

- a. Promulgate and maintain the Training and Education Manual, COMDTINST M1500.10 (series).
- b. Provide members with a balance of personal, professional, team and technical training, education, and development opportunities that are essential to the accomplishment of all assigned duties.
- c. Implement Human Performance Technology (HPT) as it applies to organizational performance problems. Identify the root causes of job performance problems and develop appropriate solutions. Training and education are only a subset of the solution set.
- d. Measure effectiveness of all Training and Education policies, procedures, and resource utilization. Allocate resources to maximize the effectiveness of training and education.
- e. Promote leadership and team work with field commanders, program managers, force, facility, and acquisition managers, and all training sources. Ensure all training, education, and workforce development opportunities and solutions are responsive to service needs and are conducted in the most effective and efficient manner.
- f. Act as Commandant's program sponsor for the Learning Management System (LMS).

- g. Manage AFC-56 budget and training quota control systems in support of formal training, education, and accessions.
  - h. Manage AFC-34 budget (operating funds) and staffing for FORCECOM (FC-T) managed Training Centers
  - i. Maintain liaison with Department of Homeland Security (DHS) via the DHS Training Leaders Council.
  - j. Act as waiver authority for all applicable schools, training requirements, and education requirements. This may be delegated to the Program Manager and/or Course Manager.
  - k. Serve as Chief for the Voluntary Education Program.
  - l. Serve as Chief for the Advanced Education Program.
  - m. Manage the training system to include providing Technical Authority for:
    - (1) **Education and Training Quota Management Command's (ETQC)** - Schedules and issue orders to Class "C" training for Coast Guard Forces and manages non-resident training, voluntary education program, and Coast Guard-wide Education Services Officer programs.
    - (2) Training Centers (TRACEN) – Provide accession training, entry level (Class "A") training, and advanced (Class "C") training.
      - (a) TRACEN Cape May (TCCM)
      - (b) TRACEN Yorktown (TCY)
      - (c) TRACEN Petaluma (TCP)
      - (d) Special Missions Training Center (SMTC)
      - (e) Aviation Technical Training Center (ATTC)
      - (f) Maritime Law Enforcement Academy (MLEA)
      - (g) Aviation Training Center (ATC)
      - (h) Training Teams (TRATEAMS)
2. Headquarters, Assistant Commandant for Resources (CG-8).
- a. Distribute AFC-34 funds to FORCECOM (FC-T) managed Training Centers.

- b. Distribute AFC-34 funds to Coast Guard Recruiting Command.
3. Program and Course Managers.
- a. Establish performance requirements within processes and guidelines set forth by FORCECOM (FC-T).
  - b. Manage assigned training programs in accordance with FORCECOM (FC-T) directives.
  - c. Manage advanced education programs in accordance with FORCECOM (FC-T) directives.
  - d. Provide input to FORCECOM (FC-T) or act as waiver authority as determined by FORCECOM (FC-T) for waivers for all applicable schools, training requirements, and education requirements.
4. Voluntary Education Service Chief.
- a. Report to FORCECOM (FC-T).
  - b. Establish policy for Voluntary Education Programs. Provide program direction to Commanding Officer, **ETQC**.
  - c. Evaluate the education services program.
  - d. Provide programmatic direction to Education Services Officers thru the **ETQC** and the Personnel Services Center's Educational Services Coordinator.
  - e. Coordinate overall budget for the Voluntary Education Program including Tuition Assistance.
5. Commanding Officer/Officer-in-Charge.
- a. Ensure personnel receive performance support to meet organizational, operational, and mission requirements.
  - b. Manage and ensure compliance with member's Individual Development Plan (IDP) in accordance with Coast Guard Individual Development Plan, COMDTINST 5357.1 (series).
  - c. Disseminate information related to training and educational opportunities available for personnel.
  - d. Designate a collateral duty unit training officer where full time Training Officers are not assigned.

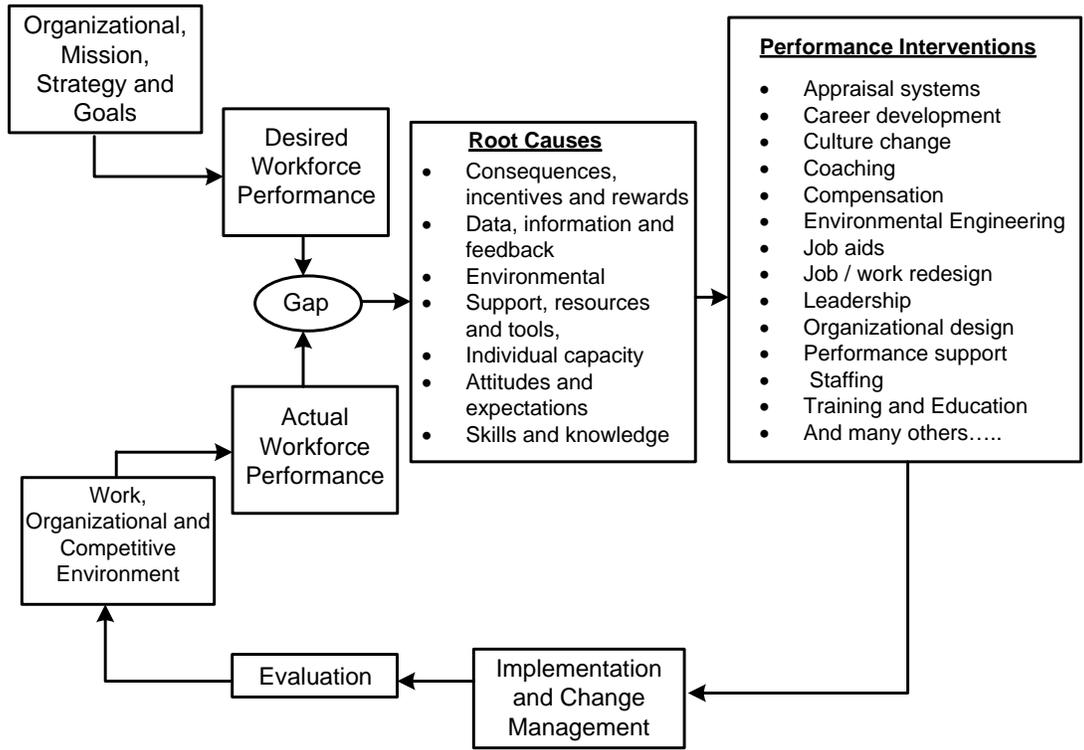
- e. Designate a collateral duty Education Services Officer (ESO) if a full time ESO is not assigned to the unit.
6. Executive Officer/Executive Petty Officer.
- a. Supervise the administration of the unit training program.
  - b. Approve training drills and exercises.
  - c. Act as Chairman of the Unit Training Board.
7. Unit Training Officer (UTO).
- a. Identify and coordinate training needs for unit, including but not limited to pre-arrival training.
  - b. Screen and submit Electronic Training Requests (ETR).
  - c. Identify and schedule mandatory training.
  - d. Record Personnel Qualification Standards (PQS) completion.
  - e. Manage Job Qualification Requirements (JQR) completion for unit specific training requirements and/or drills.
  - f. Develop unit training plan.
  - g. Convene and lead Unit Training Board meetings.
  - h. Manage formal and informal unit training and drills.
  - i. Document required training in accordance with approved policy.
  - j. Access and manage Training Management Tool (TMT).
8. Education Services Officer (ESO) – Full Time and Collateral Duty.
- a. Manage and administer non-resident End-of-Course Tests.
  - b. Assist members enrolling in non-resident courses.
  - c. Manage unit voluntary education program.
  - d. Administer the Armed Forces Classification Test (AFCT) as applicable.

- e. Arrange officer accession boards.
  - f. Proctor Servicewide Exams (SWE).
  - g. Administer and process unit Tuition Assistance programs, including ensuring applications and waivers are submitted to the ETQC at <http://www.forcecom.uscg.mil/Our-Organization/FORCECOM-UNITS/ETQC/> and assisting members in submitting grades and resolving problems.
  - h. Ensure an alternate ESO is designated during absences.
9. Supervisor.
- a. Identify member and organizational training needs.
  - b. Provide an environment conducive to learning, performing, and developing.
  - c. Counsel and support personnel on career development and training to improve performance.
  - d. Ensure Personnel Qualification Standard (PQS) completion.
  - e. Evaluate training in terms of performance improvement.
  - f. Provide opportunities for training and education.
10. Individual.
- a. Manage individual career and professional development.
  - b. Create, maintain and follow an IDP as described in Coast Guard Individual Development Plan, COMDTINST 5357.1 (series).
  - c. Choose a designated career path (e.g. rating, specialty, sub-specialty).
  - d. Seek training opportunities that support chosen career path.
  - e. Complete the Enlisted Professional Military Education (EPME) requirements for their respective pay grade in accordance with this manual. (Enlisted only)
  - f. Complete the Rating Performance Qualifications (RPQ) requirements for their respective rating in accordance with this Manual. (Enlisted only)
  - g. Complete unit and job specific training as required.
  - h. Attend and complete advanced and specialized training as required.

- i. Earn competencies specific to job requirements.
- j. Research educational opportunities for personal and professional growth.
- k. Submit recently acquired training or education for inclusion into member's EI-PDR prior to 1 July of each year in accordance with this manual.**

F. Training, Education, and Workforce Development Strategy.

1. General. Human Performance Technology (HPT) is the Commandant supported process used to identify, analyze, and develop appropriate solutions for organizational and individual performance problems.
2. HPT Overview. HPT refers to a group of methods, processes, and approaches used to improve human performance by solving or avoiding problems, and taking advantage of new technologies, methods and other opportunities. HPT is a systematic approach to improving human productivity, competence and capability. The goal of HPT is to identify and develop a set of interventions (or solutions) that solve or mitigate barriers to performance (i.e. lack of skill or knowledge, a flawed environment, ineffective reward or incentive systems, poor motivational structures, wrong people assigned to jobs, new or unique equipment or systems). Applied HPT results in solutions improve a system in terms of achievement that the Coast Guard values. Figure 1-1 illustrates the HPT process. More information on implementing the HPT process throughout the Coast Guard is available in the Training System Standard Operating Procedures available at [https://cg.portal.uscg.mil/units/forcecom/Training/FC-T\\_SOP/SitePages/Home.aspx](https://cg.portal.uscg.mil/units/forcecom/Training/FC-T_SOP/SitePages/Home.aspx).
3. HPT Implementation. Commands who identify a systemic or organizational performance problem shall discuss with the relevant Program Manager (PM). The PM will work closely with FORCECOM (FC-T) to implement the HPT approach to improving the specified performance.



Source: Deterline, WA and Rosenberg.  
 Workplace Productivity: Performance  
 Technology Success Stories. Washington  
 DC NSPI 1992 pg. 3.

**Figure 1-1. Human Performance Technology Model**

CHAPTER 2: TRAINING MANAGEMENT

A. General.

This Chapter discusses training management from a broad perspective. It is intended to help unit Training Officers coordinate training and maintain unit and individual mission readiness. It also provides an overview of how training is organized and managed for the entire organization.

B. Training System.

The Coast Guard’s advanced training system is organized in three areas, as illustrated in Figure 2-1. FORCECOM (FC-51) validates training needs, manages resources, and manages curriculum for advanced training, i.e. Class “C” Schools. The Training Centers work directly for FORCECOM (FC-51) to develop and deliver courses. Program/Course Managers identify trainable tasks, provide resources, and prioritize quotas. FORCECOM (FC-51) and the Training Centers, however, must maintain a steady balance with the Program/Course Managers. Working together, the three entities ensure Coast Guard members, military and civilian, receive the most effective training with efficient use of resources. Other sources of advanced training include Armed Services, other government agencies, and commercial services. Specific guidance concerning Auxiliary training management can be found in the Coast Guard Auxiliary Manual, COMDTINST M16790.1 (series).

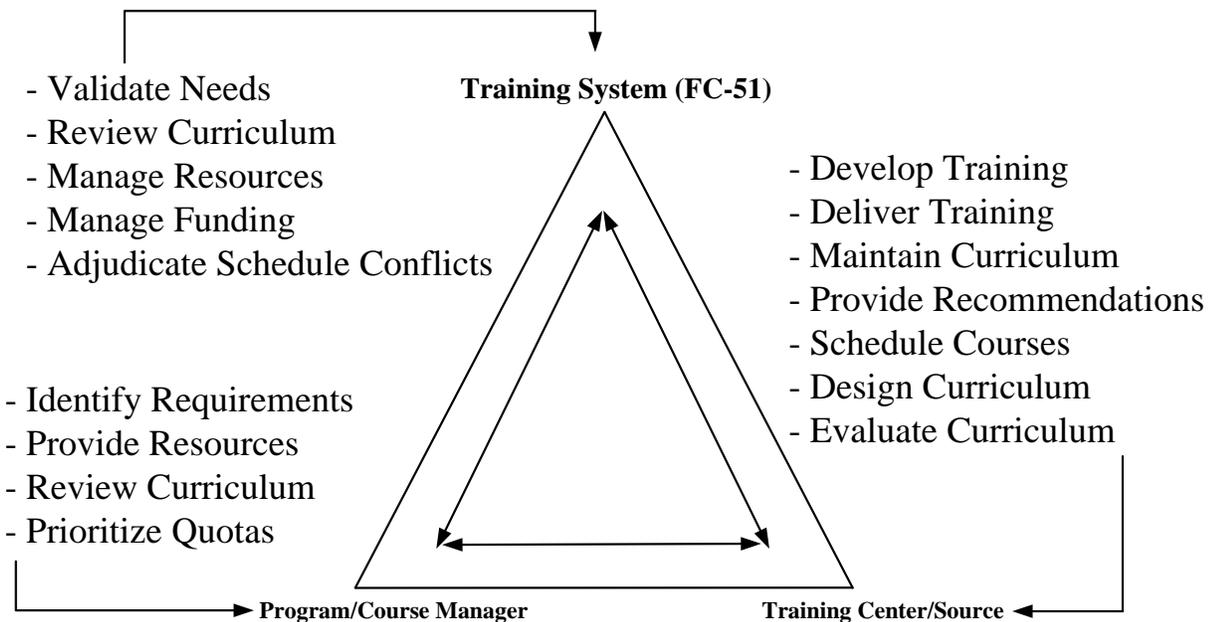


Figure 2-1. Management of Advanced Training.

C. Training Requirements.

Although training requirements are established at all levels of the organization, it is ultimately the responsibility of the member, military or civilian, to identify and pursue individual training requirements. FORCECOM (FC-51) sets and maintains Mandated Training (MT) and Unit Leadership Development Program (ULDP) requirements for military and civilian personnel. Individual Program Managers establish performance and training requirements for members in the particular specialty, i.e. cutter requirements are identified in the Cutter Training and Qualification Manual, COMDTINST M3502.4 (series). With approval of the Unit Training Board, units may develop qualification and training requirements to meet specific needs, such as a duty officer qualification, which are not met within the Training System. Program Managers shall be notified of these requirements.

D. Unit Training Board.

1. General. Units shall establish a Unit Training Board. The board's purpose is to identify training requirements, establish and maintain training policy, set priorities for training, including AFC-30T, develop a training plan, and coordinate qualification boards. The Unit Training Board typically consists of the Executive Officer, Training Officer, Education Services Officer, and Department Heads. Members shall be listed by name or position. Units with ten or fewer members are not required to have a Unit Training Board, as these responsibilities shall be met by the unit training officer.
2. Documentation. The following information shall, at a minimum, be documented in the Unit Training Instruction.
  - a. Training Board membership by name or position.
  - b. On Board Training Team (OBTT) membership by name (cutters).
  - c. A list of PQS Qualifiers/Verifying Officers by subject matter and name or position.
  - d. Training Management Tool (TMT) data entry, supervision, and approval responsibilities
  - e. Internal routing for exercise evaluation sheets, department/divisional training records, and Personnel Qualification Standard (PQS) / Job Qualification Requirements (JQR) qualification records.

E. Competency Management.

Competencies shall be created and managed in accordance with the U.S. Coast Guard Competency Management System Manual, COMDTINST M5300.2 (series). Some enlisted ratings require members to receive competencies in specific areas prior to advancement. This is discussed further in Chapter 7 of this Manual.

F. Training Documentation.

1. Training shall be documented in accordance with Mandatory Use of the Training Management Tool (TMT), COMDTINST 5270.2 (series). Table 2-1 lists items to be documented in TMT and Direct Access. Competency codes are passed from TMT to Direct Access upon certification of the competency in TMT. It is the member’s responsibility to ensure all completed competencies, training, qualifications, and education are appropriately captured and documented.

<b>Training Management Tool (TMT)</b>	<b>Direct Access (DA)</b>
Competencies	Competencies (listed in competency dictionary)
GMT	Advanced Training
ICS training	Specialized Training
PQS/JQR	Advanced Education
Currency Maintenance Requirements	Voluntary Education
Drills/Exercises	

**Table 2-1. Training Documentation.**

2. The use of the Individual Training Record folder (CG-5285) is optional. TMT and Direct Access shall be the primary locations for recording and assessing individual and unit qualification and training. However, officer and enlisted personnel are strongly encouraged to maintain their own training records as they transfer to units and progress through their career. These records can be valuable when resolving future inconsistencies in TMT or Direct Access, and provide a place for individuals to maintain copies of training and qualification certificates. Documents may be arranged as follows:
  - a. Inside Front Cover - Completed indoctrination check-off sheets.
  - b. Section I - Copies of PQS/JQR qualification and/or re-qualification letters. Previous copies of Individual’s Record of Small Arms Training (CG-3029A). Form is now obsolete.
  - c. Section II - Formal school completion letters or certificates. Copies of correspondence course completion letters.
  - d. Section III - Copies of Performance Based Qualifications Sheets and correspondence related to advancement or promotion.
  - e. Section IV - Record of lectures attended on general mandated training, departmental/divisional training or those associated with professional development programs (law enforcement, OOD training, etc.).
  - f. Section V - Miscellaneous training records and information.

G. Unit Learning Centers (LC).

Unit Learning Centers are equipped to deliver computer-based training in an environment conducive to learning. LCs supply the tools (computer work stations with Internet access and other equipment)

that enable both professional and personal development including enhancing the opportunities for our members to pursue voluntary distance education activities and required e-training. The result is a more educated and capable workforce. LCs support instructor-led training at a distance, thereby reducing travel costs and days away for members in training while increasing the throughput for courses without costly use of traditional training infrastructure. E-Learning in the Coast Guard currently takes on many forms that include: Online courses, self-help courseware, the Unit Leadership Development Program, Mandated Training, Web-based End Of Course Testing, and Electronic Performance Support Systems. Detailed information on starting a LC is available in Unit Learning Centers, COMDTINST 1554.2 (series).

#### H. E-Learning.

Also known as Advanced Distributed Learning (ADL) by the Department of Defense (DoD), E-Learning is the delivery of course content via the internet. These courses may be stand alone modules like Mandated Training (MT). They may also be part of a blended solution like the Boarding Officer Qualification Support Program (BOQSP) which is delivered partly via the internet and partly in a resident course. Courses can be either self-paced (asynchronous) or instructor-led (synchronous). Coast Guard E-Learning courses can be accessed through <https://learning.uscg.mil>.

#### I. Learning Management System.

A Learning Management System (LMS) is a software tool designed to manage user learning interventions. Learning Management Systems go beyond conventional training record management and reporting. The LMS allows the user to register, complete, and track electronic training. This training includes E-Learning modules like Mandated Training (MT) as well as blended solutions (part E-Learning and part resident). The LMS allows members to register for resident courses as well as to test and survey learners online. The LMS tracks completion of resident training programs at Training Centers, DoD facilities, and commercial school houses. Additionally, it includes tools for competency management, analyzing skills-gap problems, succession planning, educational analysis, and may include resource management tools (textbook ordering, classroom booking, etc.). Currently the Coast Guard uses multiple LMS's which offer only a partial list of the attributes described above. A comprehensive LMS replacement is planned within the next several years.

## CHAPTER 3: FUNDING

A. General.

The Coast Guard uses three primary allotment fund control codes (AFC) for funding formal training and education for Active Duty, Reserve, Civilian, and Auxiliary personnel. This Chapter presents an overview of each type of funding. More specific guidelines for these AFC accounts are outlined in the Financial Resource Management Manual (FRMM), COMDTINST M7100.3 (series). Where discrepancies exist between this Manual and Commandant Change Notice and the FRMM, the FRMM shall be followed. The FRMM defines chargeable and non-chargeable expenses allowed for each AFC account and shall be referenced for such expenses.

B. AFC-56.

AFC-56 is used for formal training performed as temporary duty (TDY) for civilian and military personnel, including reserve members attending accession training as identified in the Reserve Policy Manual, COMDTINST M1001.28 (series), reserve members on Active Duty Special Work-Active Component (ADSW-AC), Extended Active Duty (EAD), Title 10 US Code 12301(d) and Title 10 USC 12302 orders, and members of the Auxiliary. AFC-56 is managed by FORCECOM (FC-T). Items funded include travel and per diem for training performed as TDY and tuition for such training. The opportunities listed below shall only be funded by AFC-56. In addition to this list, professional certifications will be funded when the certification is required by law for the job.

1. Accession training.
2. Advanced education.
3. Voluntary education.
4. Class "C" training.
5. Class "A" training.
6. Tuition Assistance.
7. Mandated Training.

C. AFC-90.

AFC-90 funds are Reserve Training Program Expense, which provides funding for all necessary expenses for the Coast Guard Reserve who are not members attending accession training as identified in the Reserve Policy Manual, COMDTINST M1001.28 (series).

D. AFC-20.

AFC-20 funds are for travel and transportation expenses associated with Permanent Change of Station (PCS) orders for military personnel and their dependents. It also funds training that is 20 weeks or more in duration including travel to and from training location. More information on PCS

and AFC-20 is available in the Military Assignments and Authorized Absences, COMDTINST M1000.8 (series).

E. AFC-30.

AFC-30 funds are for general operating and maintenance expenses. Travel, per diem and tuition for formal training intended for field execution of training that is not approved nor funded through the AFC-56 account can be funded through AFC-30.

## CHAPTER 4: WORKFORCE DEVELOPMENT

A. General.

This chapter discusses workforce development opportunities, programs, and resources that are available for all Coast Guard personnel, including military, civilian, and auxiliary. Workforce Development is vital to the holistic development of a productive member of the Coast Guard. This approach can be broken down into five categories: professional development, personal development, leadership, certifications & qualifications, and performance. These programs support the Coast Guard's Leadership Competencies as discussed in the Leadership Development Framework Manual, COMDTINST M5351 (series). Table 4-1 illustrates workforce development programs available to military and civilian personnel.

B. Resources.

Resources available to every military and civilian member of the Coast Guard include the **Unit Training Officer**, mentors through the Mentor Program, and Education Services personnel.

1. **Unit Training Officer (UTO)**. A collateral duty position, **Unit Training Officers** manage Mandated Training, advanced training, and unit specific training, maintain training and educational information for individuals using the Training Management Tool (TMT), submit and manage electronic training requests (ETR) for individuals electronically maintain unit training equipment and aids, evaluate all training, and prepare short and long range unit training plans. Responsibilities are listed in Chapter 1 of this Manual. Guidance for **Unit Training Officers** is provided throughout this Manual.
2. **Mentoring Program**. Mentoring is a traditional method for orienting and training those new to the Coast Guard, as well as a valuable means for supporting the development - even accelerating the professional growth - of experienced employees, middle managers and executives. Individuals who share knowledge, experiences, and skills to benefit someone else provide valuable leadership. All workforce members (including active duty, reservists, civilian employees, and auxiliaries), regardless of responsibility level, can benefit from mentoring any time during their career. Active duty, reservists, civilian employees, and auxiliaries are highly encouraged to use mentoring as a method for increasing job satisfaction, professional development and career advancement. Each member is ultimately responsible for their own development and career advancement; participation in mentoring is voluntary. Mentoring is one of the Coast Guard's 28 leadership competencies and is discussed further in the Coast Guard Mentoring Program, COMDTINST 5350.24 (series).
3. **Education Services Officer (ESO)**. Full time and collateral duty ESOs administer the educational programs by administering, guiding, and testing personnel in obtaining and completing educational programs and courses. In addition to supporting personnel enrolled in voluntary education programs, ESOs administer non-resident courses, such as advancement courses, proctor tests such as the Armed Forces Classification Test (AFCT), coordinate boards for officer accession programs, and manage the Unit Learning Centers as discussed in Chapter 2 of this Manual. Depending on the size and location of a unit, ESOs may either be a full time position or collateral duty. Managed by FORCECOM (FC-T) and the **Education and Training Quota**

**Management Command (ETQC)**, ESO guidance is available in this Manual and outlined in the ESO Procedure Guides available on the (ETQC) website at <http://www.forcecom.uscg.mil/Our-Organization/FORCECOM-UNITS/ETQC>

4. Professional Development Coach (PDC). The PDC may be any person, E-5 or above, designated by the Commanding Officer/Officer in Charge as competent to sign off **RPQ/EPME** performance requirements. The primary goal of the PDC is to accelerate student learning by means of motivating, demonstrating, guiding, and by providing advice and constructive feedback within the framework of on-the-job training. The PDC should be assigned from within the member's occupational specialty if at all feasible as they possess the requisite trade expertise. The PDC may be assigned externally from a different unit. Commissioned officers, civilian employees, and members from outside a members rating may be designated as a last option. PDC guidance is available throughout this manual, with the roles and responsibilities discussed in Chapter 7.

### **C. Record of Professional Development.**

1. **General.** The Record of Professional Development, Form CG-4082, allows officer and enlisted members, both active and reserve, to include education, training, professional certifications, licenses, and other information into their record that is not already captured elsewhere (i.e. Coast Guard qualifications, specialty codes, and language proficiency should be captured on the Employee Summary Sheet (ESS)). Form CG-4082 is an optional document, not required to be included in a member's EI-PDR, unless a member chooses to submit Form CG-4082. Members may, at their own discretion, submit an up-to-date, complete, and correct Form CG-4082 for consideration by selection boards, screening panels, or assignment officers. Because the Form CG-4082 is an optional document, missing, incomplete, or erroneous information in Form CG-4082, or the absence of Form CG-4082 in a record is not a 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.
  - (a) Form CG-4082 is a living document; only one copy will be maintained in a member's EI-PDR. If a member submits a new Form CG-4082, previous CG-4082 forms will be removed from the member's EI-PDR.
  - (b) If a member chooses to submit a new Form CG-4082, the new form should include only those previously authorized entries the member chooses to enter on the new Form CG-4082, and any new authorized entries. Authorized entries are outlined below.
  - (c) Member's should avoid including education, training, professional certifications, licenses, and other information on Form CG-4082, when that information is documented elsewhere in their record.

### **2. Responsibility.**

- (a) **Member:**

- (1) If a member wishes to submit Form CG-4082, it must be submitted to the Coast Guard Personnel Service Center (CG PSC) Records Branch (PSC-bops-mr), via the member's Personnel and Administration (P&A) Office by July 30<sup>th</sup> or at least 30 days prior to the convening of an off-cycle board, panel or assignment action.
  - (2) Ensure submissions are done in accordance with this guidance.
  - (3) Since previous CG-4082 forms will be deleted when a new CG-4082 form is submitted, ensure entries from previous CG-4082 forms are included in the new CG-4082 form, if the member chooses to enter the previous entries. Members should maintain supporting documentation for all entries (e.g. in progress transcripts; DoD course completion certificates; previously signed Form CG-4082) to enable the member's Commanding Officer or Authorized Official to validate the entries prior to any new submission.
  - (4) If a member chooses to submit Form CG-4082, the member is responsible for ensuring that an up-to-date, complete and correct Form CG-4082 is included in their record. Members may request a copy of their record, to review for accuracy, by submitting a digitally signed email to ARL-PF-CGPSC-MR\_CustomerService@uscg.mil or faxing a completed and signed SF-180 to 202-372-8440. Because these procedures may change, members should consult the CG PSC website to verify current procedures. If errors are discovered in the record, the member should work with their P&A Office to correct their record
- (b) Commanding Officers, or Authorized Officials, shall certify that all information submitted on the form is accurate and correct based on actual achievement of the member and authorized in accordance with this instruction.
  - (c) P&A Offices shall submit forms to PSC-bops-mr (military records) for entry into the member's EI-PDR.
3. **Recording.** Military personnel are encouraged to report the types and sources of education and training listed below, unless already captured elsewhere in the record.
- (a) Professional credentials, certificates and licenses not found on a member's ESS. Examples may include Professional Engineering licenses, Certified Public Accountant, Airline Transport Pilot, Certified Government Financial Manager, Certified Defense Financial Manager, and Merchant Mariner licenses.
  - (b) Individual resident courses at accredited colleges, supported by an in-progress transcript. Courses not leading to a degree shall be accredited in order to be included on Form CG-4082. These courses shall be removed from Form CG-4082 upon completion of the degree and submission of the completed transcript.

**Note: In progress transcripts will only be used by commands to validate Form CG-4082, and will not be submitted to PSC-bops-mr with Form CG-4082.**

- (c) **Department of Homeland Security, Department of Defense, and other government agency courses not designated as a CG C School.**
  - (d) **Published articles, noting the article's bibliographic information. Articles shall be professional articles as opposed to media or public relations based articles. Articles published in Defense Weekly, Military Operations Research Journal, or a peer review publication would be examples of appropriate articles to include.**
  - (e) **Professional seminars, such as the annual conference of the Association for Talent Development.**
  - (f) **Professional awards. Examples include Douglas A. Munro Award for Inspirational Leadership, Coast Guard Engineer of the Year, Swivel Shot Award, etc.**
  - (g) **For Reservists, civilian achievements pertinent to Coast Guard career.**
- 4. Non-Recordable Items. The below items shall not be included on Form CG-4082.**
- (a) **Professional and technical readings.**
  - (b) **Any individual course work that is already noted on the ESS, Administrative Remarks Form (CG-3307), or a DUINS OER.**
  - (c) **Personal qualifications that have an associated competency code listed in the competency dictionary.**
  - (d) **Officer Specialty Codes.**
  - (e) **Specialty Insignias.**
  - (f) **Coast Guard resident courses that appear on the ESS under the training section.**
  - (g) **Military Awards (Medals and Ribbons).**
  - (h) **Flag Letters.**
  - (i) **For Reservists, civilian achievements not associated with Coast Guard career.**

Category	Program	Enlisted	Officer	Civilian
Personal Development	<b>Individual Development Plan</b> COMDTINST 5357.1 (series)	X	X	X
	<b>Voluntary Education</b> COMDTINST M1500.10 (series)	Recommended	Recommended	Recommended
	<b>eResume</b> COMDTINST M1000.6 (series)	X	X	
Leadership	<b>Leadership and Management School</b> COMDTINST M5351.3 (series)	X	X	X
	<b>Senior Leadership Principles and Skills</b> COMDTINST M5351.3 (series)		X	X
	<b>Executive Change Leadership</b> COMDTINST M5351.3 (series)		X	X
	<b>Unit Leadership Development Program</b> COMDTINST 5351.4	X	X	X
Professional Development	<b>Mandated Training</b> COMDTINST M1500.10 (series)	X	X	X
	<b>Class "A" school</b> COMDTINST M1500.10 (series)	X		
	<b>Service Entry Training</b> COMDTINST M1500.10 (series)	X	X	X
	<b>Career Enrichment Seminar</b> COMDTINST M5351.3 (series)			X
	<b>Chief Petty Officer Academy</b> COMDTINST 1500.15 (series)	X		
	<b>Command Master Chief Course</b> COMDTINST 1306.1 (series)	X		
	<b>Chief Warrant Officer Course</b> COMDTINST 1500.1 (series)		Recommended	
Certifications and Qualifications	<b>Competencies</b> COMDTINST M5300.2 (series)	X	X	X
	<b>Personnel Qualification Standard</b> Program and Job Specific	X	X	X
	<b>Advanced Training</b> COMDTINST M1500.10 (series)	X	X	X
	<b>Enlisted Rating Advancement Training System (ERATS – EPQ-RPQ)</b>	X		
	<b>Advanced Education</b> COMDTINST M1500.10 (series)	X	X	X
	<b>Specialized Training</b> COMDTINST M1500.10 (series)	X	X	X
Performance	<b>Professional Military Education</b> COMDTINST M1510.2 (series)	X		
	<b>Record of Professional Development Form (CG-4082)</b> COMDTINST M1500.10 (series)	Recommended	Recommended	
	<b>Employee Review Systems (EER/OER)</b> COMDTINST M1000.6 (series)	X	X	
	<b>Excellence, Achievement, &amp; Recognition</b> COMDTINST M12430.6 (series)			X

Table 4-1. Workforce Development Programs.

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## CHAPTER 5: SERVICE ENTRY TRAINING PROGRAMS

### A. General.

Accession programs provide members entering the Coast Guard with a basic foundation of knowledge and skills pertaining to the military environment. The programs outlined in the following paragraphs present a common technical framework which allows for performance of fundamental jobs and prepares member for entry level training. Eligibility requirements, application procedures, and program details are outlined in the Coast Guard Personnel Manual, COMDTINST M1000.6 (series). The Coast Guard Recruiting Manual, COMDTINST M1100.2 (series), provides additional opportunities based on Service needs.

### B. Enlistment Programs.

1. Recruit Training. The recruit training indoctrinates and develops job skills for recruits to perform as a junior enlisted member of the Coast Guard. Furthermore, this training prepares individuals for Active Duty and Reserve careers and provides a smooth and orderly transition from civilian to military life by developing a sense of pride and identification with the U.S. Coast Guard. Graduates are designated in the rate of E-2 or E-3.
2. The Direct Entry Petty Officer Training Program (DEPOT). This course indoctrinates Petty Officers (E-4 and above) entering the Coast Guard as either prior service applicants for active duty or as applicants of the Coast Guard Reserve. Upon graduation, prior service applicants and reservists will enter the Coast Guard as Petty Officers.

### C. Officer Commissioning Programs.

1. U.S. Coast Guard Academy (CGA). The Academy is a four year accredited college program which provides an environment renowned for academic excellence and for the development of leaders combined with rigorous professional training that prepares students for meaningful Coast Guard careers. The Academy is designed to educate service-ready officers to serve with skill, commitment, and character. Graduates receive a Bachelor's Degree and a Commission as an Ensign. Information on the application process, requirements, and guidelines is available at <http://www.cga.edu>.
2. Officer Candidate School (OCS). OCS is a 17-week course in leadership, seamanship, navigation, law enforcement, and military subjects. Classes are convened periodically throughout the year depending on the needs of the Service. In addition to the requirements listed in the Coast Guard Personnel Manual, COMDTINST M1000.6 (series), an ASVAB/AFCT/AFQT Score of VE + AR = 109 is required. No ASVAB, AFCT, or AFQT score waivers are allowed for OCS.
3. Direct Commission Officer (DCO). The DCO program allows the Coast Guard to obtain officers with specialized training on an "as needed" basis. DCOs will serve in initial assignments that reflect specialized training and experience. The DCO program use varies based on service needs. FORCECOM (FC-51) establishes which programs will be used annually through the Integrated

Military Accession Plan. Coast Guard Recruiting Command establishes deadlines for application packages and selection panel dates. Enlisted Coast Guard members may apply for DCO programs provided they meet all the requirements for the specific program.

D. Civilian Programs.

1. Civilian Orientation. All new civilian employees shall receive an electronic copy of Coast Guard Civilian Orientation Training, COMDTINST 12410.12 (series), and complete the online civilian orientation program through the Learning Portal. Commands shall ensure that employees are given five hours during the work day to review all materials in the course within the first 30 days of employment and provide them with access to a Coast Guard Standard Workstation.
  
2. Student Career Experience Program. In the Student Career Experience Program students are hired to work in their academic field. They are eligible for a noncompetitive conversion to a permanent Federal position upon completion of their academic course work. 5 USC Chapter 41 and 5 CFR Part 410 authorities allow payment for all or part of the following expenses: tuition and matriculation fees, library and laboratory services, materials and supplies, books (purchase or rental), and other services directly related to training, including travel and transportation expenses from duty stations and schools and between work experiences and study. Such training is subject to the prohibition on paying for academic degrees found in 5 USC §4107 (1997). The Coast Guard may require a student to sign a continued service agreement to continue employment for a specified period of time before accepting tuition assistance from the agency. Service in a non-pay status is not counted toward completion of the obligation unless it is at the convenience of the agency. A student under this program is eligible to be noncompetitively converted to permanent status within 120 days of completion of their academic program. The student is responsible for ensuring completion of all requirements for the position, including mandatory certification, prior to the end of the 120-day conversion period.

## CHAPTER 6: MANDATED TRAINING (MT)

- A. General. Mandated Training (MT) is a broad category of training which is needed to introduce, reinforce or clarify the law to improve the function of the federal government or protect the safety of its people; influence the behaviors and/or attitudes of the workforce towards CG core values; or is critical to improve the function of the Coast Guard or protect the safety of its people.
- B. Program Manager Requirements. It is the responsibility of the program managers to identify Coast Guard wide requirements. The Program Manager (PM) reviews the cross-programmatic, non-resident training requirements and recommends a course of action to FORCECOM (FC-51) for approval based upon the performance and training analysis.
1. The PM shall provide FORCECOM (FC-51) with justification documentation for performance requirement, requested training development, including documented data analysis. When MT is identified as a mandate from higher headquarters, FORCECOM (FC 51) will review the requirement authoritative documentation and the proposed curriculum objectives from the PM.
  2. Once training is approved, the PM is responsible for developing a draft curriculum and providing the resources including subject matter experts for the development process. FORCECOM (FC-51) shall assist in the alignment, design, and development with the respective PM. FORCECOM (FC-51) shall be provided a task list and additional documentation for selection of method of delivering an implementation of the course/courseware.
  3. The Program is responsible for provision of resources to develop the curriculum, E-Learning or other method of delivery as appropriate.
  4. Policy may not be designated that mandates cross-programmatic, non-resident training until approved by FORCECOM (FC-51).
  5. MT curriculum, lesson plans, and eLearning courseware shall be approved by the PM and FORCECOM (FC-51) before promulgation.
- C. Delivery.
1. It is a responsibility of the unit to ensure the personnel complete the appropriate MT courseware.
  2. The principle method of delivery for mandated training is E-learning. MT is available online through the learning portal at <http://learning.uscg.mil>.
  3. MT may be accomplished through other than Coast Guard means (i.e. U.S. Navy, Department of Homeland Security, and other federal websites). Prior approval by the unit Training Officer (TO) is required for non-Coast Guard courseware.

D. Compliance.

1. Current MT requirements are available on the Learning Portal at <http://learning.uscg.mil>. Additional requirements may be established by the Program Manager based on specific needs of the unit, platform, or mission area. These additional requirements must be approved by FORCECOM (FC-51).
2. The member is responsible for compliance with MT requirements. However, the command shall support the member's efforts and provide an opportunity for the member to meet the stated requirements. It is the responsibility of command and unit Training Officer (TO) to coordinate unit MT.
3. All MT shall be reported by each unit in the training management tool (TMT) database. This includes E-Learning, resident, and unit training initiatives. The E-Learning courseware is integrated with TMT and the Coast Guard Business Intelligence (CGBI) software, and the data is aggregated to the Coast Guard portal.
4. The PM is responsible for funding the design, development, delivery, and any recurring support that shall be required by providing the courseware.

E. Evaluation.

1. The program shall resource the evaluation of the courseware to determine the effectiveness by conducting a Level III evaluation on selected courses and units in accordance with the training system Standard Operating Procedures (SOP).
2. The Level III evaluation data shall be provided for each course annually for the first two years and biannually thereafter at the discretion of FORCECOM (FC-51). The data shall be provided to the respective training manager, program manager, and designated working group.

F. Compensation for Online MT.

1. Selected Reservist (SELRES) must complete all MT as required. This training will be promulgated and evaluated by FORCECOM (FC-51) via the Learning Portal at <http://learning.uscg.mil>.
2. Use of IDT is authorized for completion of MT courses online.
3. Completion of all MT courses located on the LMS equals a single IDT drill.
4. Advanced distributed learning activity/completion is recorded through the LMS and is accessible by the learner or the unit training officer. The member must print the course certificate as proof of completion prior to the supervisors approving the IDT drill for payment.

5. Distance learning can be completed either at the unit or away from the assigned unit with written authorization from their unit CO/OIC.
6. While completing the course away from the unit, the member is not considered "On Orders." The IDT drill shall be credited upon completion of all of the MT courses. All MT courses have a combined time equal to a single IDT Drill.

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## Chapter 7: ENLISTED RATING ADVANCEMENT TRAINING SYSTEM

- A. General. This chapter discusses the use and management of the Enlisted Rating Advancement Training System (ERATS) and how it supports enlisted personnel preparing for advancement or change in rating.
- B. Policy. FORCECOM (FC-T) uses the standards in this manual to develop, publish, and administer the ERATS. Enlisted training shall be analyzed, designed, developed, implemented, and evaluated in accordance with these policies and the Training System Standard Operating Procedures. CO/OICs shall not impose requirements in addition to those contained in this policy.

- C. Terms. While not comprehensive, the following list contains core ERATS acronyms.

AQE: Advancement Qualification Examination  
 CGBI: Coast Guard Business Intelligence  
 EPME: Enlisted Professional Military Education  
 PDC: Professional Development Coach  
 RAT: Rating Advancement Test  
 RFMC: Rating Force Master Chief  
 RKM: Rating Knowledge Manager  
 RPQ: Rating Performance Qualifications  
 RTAC: Rating Training Advisory Council  
 SOP: FORCECOM's Standard Operating Procedures  
 SWE: Servicewide Exam  
 TMT: Training Management Tool

- D. Purpose. The ERATS supports the Coast Guard's enlisted advancement system in preparing and advancing the best qualified enlisted members according to the needs of the service. The system defines performance requirements for each rating and pay grade, helps members meet those requirements through training and performance support, and assesses performance to determine if members possess the knowledge for advancement to the next higher grade.

1. Defining Performance Requirements. The ERATS has two types of performance requirements that serve as the basis for all enlisted advancement training programs and assessments:
  - a. Rating Performance Qualifications (RPQ) are the core tasks of a rating. RPQ for each rating and grade are recorded in the Training Management Tool (TMT). For certain grades, RPQ have a corresponding Rating Advancement Test (RAT) that must be passed to be eligible for advancement. Official copies of the RPQ Standard are found in the Coast Guard's Learning Management System (LMS). The RPQ Standard, CG-RPQ-XXX (MM/YYYY), may be held in the unit PDR in accordance with Military Personnel Data Records (PDR) System, COMDTINST M1080.10 (series).

- b. Enlisted Professional Military Education (EPME) contains general leadership and management tasks associated with enlisted grades. Some grades have a corresponding test which must be passed to be eligible for advancement. Headquarters, Office of Leadership and Professional Development (CG-133) promulgates and maintains the Enlisted Professional Military Education (E-PME) Manual, COMDTINST M1510.2 (series), and all EPME requirements. Current EPME requirements are found on the LMS.
2. Training and Performance Support Programs. These programs help members complete RPQ and EPME requirements for advancement. The primary location for training support is contained in the Learning Management System under the appropriate rating.
- a. Class "A" School prepares members to perform RPQ requirements for advancement to E-4 in their chosen rating. Prior issuance of Class "A" School orders, members shall complete Advancement Qualification Examination (AQE). Commandant may waive this requirement to meet service needs. FC-T determines prerequisite requirements under advisement of each rating's RTAC. These will be updated as requirements change.
  - b. The RPQ Standard is the document used for completing rating advancement requirements. The RPQ Standard contains user instructions, advancement requirements, RPQ, references, and supplemental performance guides. The RPQ Standard also contains instructions for the Professional Development Coach (PDC) on how to mentor, track progress and evaluate RPQ performance.
  - c. Rating Force Master Chiefs (RFMC) and Rating Knowledge Managers (RKM) will manage a rating-specific Knowledge Repository providing additional performance support resources not otherwise captured, and a rating Community of Practice.
3. Assess Knowledge. Tests are used to objectively determine if members possess RPQ and EPME knowledge, to help prioritize members for advancement via Servicewide competition, and to collect data needed to improve training and performance support:
- a. The RAT is an objective-based criterion-referenced assessment that tests RPQ knowledge, and is required for, but not limited to, advancement to E-4 through E-6 as recommended by the Rating Training Advisory Council and approved by FC-T.
  - b. The Advancement Qualification Examination (AQE) is an objective-based test that corresponds to EPME requirements, and is required for advancement to pay grades as specified in the Enlisted Professional Military Education (E-PME) Manual COMDTINST M1510.2 (series).
  - c. The Servicewide Examination (SWE) is a norm-referenced assessment that tests both RPQ and EPME knowledge to rank order members who have completed all eligibility requirements and are competing for advancement.

E. Enlisted Rating Advancement Training.

1. Enlisted Professional Military Education. Refer to Enlisted Professional Military Education (E-PME) Manual, COMDTINST M1510.2 (series).
2. Class “A” School. Class “A” School prepares members to function as Third Class Petty Officers in their chosen rating. Personnel who have completed all advancement requirements are advanced to Third Class Petty Officer and reassigned by Commander, Coast Guard Personnel Service Center (PSC). Unless indicated otherwise, this section applies to Active Duty and Reserve members. CO/OICs shall not impose additional requirements on any member that would delay the member from placement on a Class “A” School list. Requirements are determined by the Rating Training Advisory Council (RTAC), promulgated by ALCOAST, and posted to the Coast Guard PSC website.
  - a. General eligibility requirements. The command is responsible for ensuring the member meets the prerequisites for their chosen school, and is recommended for advancement. The PSC-EPM website provides a list of specific prerequisites for each rating.
    - (1) Members shall be eligible for transfer in accordance with Enlisted Accessions, Evaluations and Advancements, COMDTINST M1000.2 (series)
    - (2) Members shall meet the obligated service requirement, or sign an agreement to extend enlistment to meet the obligated service requirement. The obligated service requirement is for the full tour as outlined in Paragraph 1.A.4.b of Military Assignments and Authorized Absences, COMDTINST M1000.8 (series).
    - (3) Students who are disenrolled shall be reassigned in accordance with paragraph 1.C.4.b of Military Assignments and Authorized Absences, COMDTINST M1000.8 (series).
    - (4) Members failing to report in accordance with Class “A” School orders are subject to disciplinary measures outlined in Discipline and Conduct, COMDTINST M1600.2 (series).
    - (5) Members shall comply with weight standards in accordance with the Coast Guard Weight and Body Fat Standards Program Manual, COMDTINST M1020.8 (series).
    - (6) All non-rated active duty members are required to serve four months at their first permanent duty station prior to applying for Class “A” School. This four month time requirement may be waived at service need for any member who desires to attend a Class “A” School for a critical rating and is qualified to do so. CO/OICs cannot extend this four month period unless the member fails to meet the requirements of this section. Any failure must be documented in Administrative Remarks, Form CG-3307, along with those steps necessary to meet the requirements.
    - (7) Members must be eligible and recommended for advancement to attend Class “A” School. If a member enters a disciplinary status per Enlisted Accessions, Evaluations and Advancements, COMDTINST M1000.2 (series) after applying for a Class “A” School, the member’s command must notify Commander, Coast Guard Personnel Service Center, PSC (epm-2) immediately to have the member removed from the Class

“A” School list. The member must have a minimum of six months good conduct before re-applying.

- (8) Certain Class “A” Schools require a member to have a security clearance. The command must ensure that the Standard Form 86 Certification is mailed to the Security Center prior to attending, and indicate on the Class “A” School application: “This command certifies that member is a U.S. Citizen and NACL security package was mailed to SECCEN on (date).” Without the appropriate level of clearance, the member will be placed on a security (SEC) hold until the command can certify that the package has been sent to SECCEN.
- (9) Members rated or designated through a striker program are no longer eligible to attend Class “A” Schools without an approval for change in rate.
- (10) ASVAB and AFCT waivers are discussed in Paragraph J of this Chapter.
- (11) Members must have completed their E-4 AQE prior to having orders issued for Class “A” School unless this requirement is waived by Commandant.

b. Medical Requirements.

- (1) Vision. For ratings that require normal color vision, commands must ensure that the member has been medically screened and indicate on the Class “A” School application: “This command certifies that this member has been medically screened on (date) and has normal color perception.” If this statement is not received, the member will be placed on Medical (MED) hold until the command can certify the candidate’s vision.
- (2) Hearing. Normal hearing requirements are outlined in the Coast Guard Medical Manual, COMDTINST M6000.1 (series). Rates requiring normal hearing are identified in Enclosure (3). On each Class “A” School application, commands must certify that the member has been medically screened. The following statement must accompany each application: “This command certifies that this member has been medically screened on (date) and has normal hearing.” If this statement is not received, the member will be placed on Medical (MED) hold until the command can certify the candidates’ hearing.
- (3) Pregnancy. Eligible pregnant members waiting on an active Class “A” School list will receive orders to attend Class “A” School, provided they will not enter the third trimester of pregnancy prior to the scheduled graduation date. Pregnant members not meeting this criteria will be placed on medical hold.

c. Reserve Personnel. Most Selected Reserve (SELRES) members are recruited to a specific rating and receive Class “A” School reservation upon enlistment. SELRES must attend Class “A” School within 24 months of enlistment.

d. Application. Applications for all Class “A” Schools will be sent to Commander, Coast Guard Personnel Service Center (PSC) (epm-2) for Active Duty and PSC (rpm) for Reserve members

- e. Documentation. CO/OICs shall create an Administrative Remarks, Form CG-3307, to document member's removal from a Class "A" School list.
3. Striking. Striker program performance objectives shall be comprised of all E-4 RPQ. Additional guidance and a current list of ratings with a striker program are found in Enlisted Accessions, Evaluations and Advancements, COMDTINST M1000.2 (series). Strikers must perform all E-4 RPQ for their chosen rating in order to obtain a designator. Reserve personnel are not eligible for the striker program.
- a. Ratings. FC-T shall determine whether a rating should be struck with input from the Rating Training Advisory Council (RTAC). FORCECOM may suspend a striker program when Class "A" School throughput is anticipated to fall below capacity, based on consultations that FC-T has with all rating stakeholders. If suspended, all currently enrolled strikers will have the remainder of the 12 months to complete the program.
  - b. Units. For any strikable rating, only units where all the E-4 RPQ can be completed may be designated as a strikable unit. RFMCs maintain a list of strikable units for each rating. The list of strikable units is available on the respective RFMC CG Portal Site. Members not assigned to strikable units must request written approval via their command and the strikeable units command to the applicable RFMC to enter into a Striker Program.
  - c. Enrollment. Striker enrollment and progress is managed in the TMT, with a deadline of one year to complete. A CO/OIC can grant an additional six months due to personnel hardship or operations tempo.
    - (1) Eligibility. Strikers must meet the same eligibility requirements as Class "A" School students of the same rating to include qualifying ASVAB scores.
    - (2) Class "A" School. Members enrolled in a striker program are only eligible to enroll into a Class "A" School of the rating they are striking. Members who have earned their designator are no longer eligible to attend Class "A" School for that rating.
    - (3) Enrollment Agreement. Striker enrollment and progress is managed in the TMT. The enrollment agreement is contained in the E-4 RPQ Standard. The striking member, PDC, CO/OIC shall sign the enrollment agreement. PDC shall be in the same rating and E-6 or above. It is incumbent upon the local command to balance operational demands while providing Strikers adequate time to complete their requirements. Unit supervisors and members shall negotiate time and resource requirements within the Striker Agreement prior to enrollment into a striker program. The prospective Striker, PDC, and CO/OIC shall complete and sign the Striker Agreement. Striker Agreements remain on file with the CO/OIC. The date of CO/OIC approval is the enrollment date, and shall be entered into TMT with an expiration date of 12 months.
    - (4) Tracking member progress. The PDC is responsible for tracking the progress of the striker. PDCs may recommend removal from striker program if a member is not actively pursuing qualification.

- (5) Assignment of designator. Strikers are considered to have met the training requirements for advancement after attaining their rating competency, passing the E-4 RAT, and passing the AQE. Specific requirements are contained within the RPQ Standard for each rating. RPQ shall not be deferred for strikers.

4. Distance Learning Program. The Distance Learning program is a cost effective way to provide structured on-the-job training. The distance learning program replicates the Class "A" School instructional plan, but allows the member to concurrently serve in a rated position and remain in that position upon completion of the program. The Distance Learning Program shall be administered as follows:

- a. The TRACEN in charge of the resident Class "A" School develops curriculum and manages students.
- b. Applicants shall meet the same requirements as Class "A" School students in order to be eligible for the Distance Learning Program.
- c. Students receive assignment to a rated E-4 position and upon graduation remain in that position for the remainder of the tour. Tour length is in accordance with Paragraph 1.A.4.b of Military Assignments and Authorized Absences, COMDTINST M1000.8 (series).
- d. The student's time shall be shared between the rating course material, practice scenarios, exams, and gaining authentic work experience.
- e. Students shall complete the course within six months.
- f. A training contract is executed between the student, the unit's Professional Development Coach (PDC), and the rating's Class "A" School.
- g. Students who are disenrolled shall be reassigned in accordance with Paragraph 1.C.4.b of Military Assignments and Authorized Absences, COMDTINST M1000.8 (series).
- h. Students must complete the E-4 RPQ, pass the E-4 RAT, and complete E-4 AQE to be eligible for advancement.
- i. Graduates of the Distance Learning Program shall be advanced in accordance with Paragraph 3.A.20 of Enlisted Accessions, Evaluations, and Advancements, COMDTINST M1000.2 (series).

5. Rating Advancement Test (RAT) and Advancement Qualification Examinations (AQE). The unit Educational Services Officer administers AQEs. Prior to taking a test, the member must meet eligibility requirements established for the test. There is a 21 calendar day waiting period between test taking attempts for all tests administered by the CG Institute. Subsequent re-testing is allowed on or after the 21<sup>st</sup> calendar day following the previous testing date. The following exceptions apply:

- a. Commanding officers of training centers are authorized to administer re-tests to Class "A" School students within 21 calendar days but no less than seven (7) calendar days after the previous attempt.

- b. The RTAC may recommend waiver or reduction of the 21-day retest period to FC-T for approval.

6. Direct Entry Petty Officer Training Course (DEPOT). This is a Coast Guard Recruiting Command initiative to assist recruiters in meeting accession targets. CGRC Standard Operating Procedures 26 Oct 2012 provides requirements for DEPOT members.

#### F. Organizational Roles.

1. FORCECOM Training Division (FC-T). FC-T is the process owner and approving authority for the Enlisted Rating Advancement Training System. FC-T manages training, workforce performance, processes for developing RPQ/EPME training objectives and is responsible for managing storage of enlisted advancement performance support materials. FC-T is responsible for establishing and enforcing test measurement and evaluation standards.

- a. Coast Guard Institute (CGI).

- (1) Establish testing guidance and procedures for RAT associated with ERATS.
- (2) Administrator for CG RAT, AQE, course materials, tuition assistance.
- (3) Manage the Educational Service Officer (ESO) components of the Enlisted Training System.
- (4) Distribute legacy non-resident course materials.

- b. Training Centers (TRACEN).

- (1) TRACEN staff shall develop Class "A" School curriculum based on E-4 RPQ.
- (2) TRACEN instructional staff shall deliver Class "A" School.
- (3) TRACEN shall supervise Rating Knowledge Managers (RKM). Specific duties of the RKM are listed in Paragraph I.
- (4) Facilitate the Striker Program, Distance Learning Programs (DLP), and Class "A" School programs by serving as the center of excellence for a rating. This includes providing advice and guidance to PDC of strikers and distance learning students.

- c. FORCECOM Performance Technology (FC-Tptc). PTC performs occupational analysis in support of rating performance requirements.

2. Headquarters, Office of Leadership and Professional Development (CG-12C) serves as the program manager for the Enlisted Professional Military Education requirements.

G. Unit Responsibilities. All members are responsible for maintaining the integrity of the ERATS. Unit-level ERATS management is the most critical element in maintaining this integrity. If Commanding Officers identify gaps in ERATS policy, they shall contact FC-T for direction.

1. Individual. It is each individual's responsibility to complete all prescribed requirements to ensure their eligibility for advancement. This includes completion of the RPQ Standard for the Rating, Passing the Rating Advancement Test, completing EPME/AQE requirements and holding Core Competencies applicable to the rating. The Enlisted Accessions, Evaluations, and Advancements, COMDTINST M1000.2 (series) contains further information on individual responsibilities.
2. Professional Development Coach (PDC). The PDC trains and ensures each member completes assigned tasks in accordance with the RPQS. PDCs shall ensure specific advancement requirements are completed in accordance with the standards indicated on Rating Performance Qualification (RPQ) Standard (CG-RPQ-XXX (MAY/YYYY). "XXX" is the rating short title/grade).
  - a. The PDC shall be at least one pay grade senior to, in the same rating as the member, and possess a sufficient level of maturity and competence. If an adequate PDC is not available at the unit, reviewers may assign a PDC from another unit, subject to the approval of reviewers from both commands.
  - b. The PDC shall train, evaluate, and document RPQ completion in the RPQ Standard.
    - (1) Training. In accordance with Enlisted Accessions, Evaluations, and Advancements, COMDTINST M1000.2 (series), units shall provide opportunities to support enlisted advancement via on the job training. The PDC shall ensure training is conducted in accordance with the instructions provided on the RPQ Standard.
    - (2) Evaluation. The PDC shall evaluate member's ability to perform RPQ.
    - (3) Recording. TMT is the official record for completion of RPQ. However, the CG-RPQ Standard shall be used by PDCs to document completion of RPQ, until recorded in TMT and certified by the RPQ Reviewer.
3. Commanding Officer (CO)/Officer in Charge (OIC). CO/OICs are responsible for the execution of the enlisted advancement program at their unit, as defined in Enlisted Accessions, Evaluations, and Advancements, COMDTINST M1000.2 (series). To properly discharge this duty, the CO/OIC shall provide and/or coordinate training opportunities for members to complete advancement requirements, as unit resources allow. The CO/OIC shall assist non-rated members in aligning skills and abilities with appropriate ratings that meet the needs of the member and the Coast Guard. Commanding Officers and Officers in Charge shall:
  - a. Ensure the proper execution of enlisted training programs.
  - b. Verify the completion of RPQ and EPME performance requirements prior to effecting advancement of personnel.
  - c. Perform as, or designate RPQ reviewer(s) for certifying RPQ completion into Training Management Tool (TMT).
  - d. Designate Professional Development Coaches (PDC).

- e. Ensure enlisted members have ample opportunity to pursue and accomplish advancement requirements.
- f. Shall not impose local unit requirements hindering placement on members chosen Class "A" School waiting list.

4. Reviewers. The CO/OIC is the reviewer. CO/OIC may designate additional reviewers to efficiently execute the unit's rating advancement training responsibilities. Reviewers shall carry the delegated authority of the CO/OIC to certify the completion of advancement requirements, for purposes of advancement eligibility.

- a. Reviewers shall be at least one pay grade senior to the members they are certifying, and must be designated in writing by the CO/OIC.
- b. Any commissioned or warrant officer may serve as a reviewer. The XPO, unit Training Officer, and Gold or Silver Badge may certify completion of requirements for members of all ratings. Leading Chief Petty Officers (LCPO) at Air Stations may certify members of the AMT, AET, and AST ratings and are the preferred reviewers for the aviation ratings. Other enlisted reviewers may only certify completion of requirements for members of their own rating at their unit. Only the CO/OIC is authorized to defer RPQ. This authority shall not be delegated. RPQ may be deferred when necessary resources, excluding time, to perform the tasks are unavailable. Deferring RPQ for the sole purpose of meeting the Servicewide Exam (SWE) terminal eligibility date is not authorized. A deferral expires upon member transfer or when resources become available to perform the task.

5. Educational Services Officer (ESO). The ESO Administers the Rating Advancement Test (RAT). ESO's shall:

- a. Comply with Coast Guard Institute directives.
- b. Ensure all RPQ/EPME for the next higher pay grade are completed prior to taking the RAT/AQE.

#### H. ERATS definitions.

1. Rating competency. The Rating Competency is earned by members and assigned at unit level upon completion of RPQ and earning Core Competencies. Completion of Rating Competency and RAT are used to compute eligibility for the SWE. For example, an E-5 must earn the E-6 rating competency for advancement to E-6. It is certified in TMT by the CO, OIC or RPQ Reviewer and automatically transmitted to Direct Access (DA). Servicing Personnel Offices are not authorized to bypass TMT and enter Rating Competencies directly into DA. PPC-Adv uses the rating competency to indicate eligibility to receive an SWE. Members in ERATS integrated ratings must have this competency entered in TMT to participate in the SWE.

2. Core competency. Competencies required for being eligible for advancement in certain ratings and grades are called Core Competencies. Core Competencies are promulgated via ALCOAST and outlined in the RPQ standard.

3. RPQ Standard. This document lists all Rating Performance Qualifications required for each pay grade. RPQ Standards can be found in the Learning Management System under “Enlisted Advancement”. The naming convention for the RPQ Standard is (CG-RPQ-XXX (MAY/YYYY). “XXX” is the rating short title/grade). The revision date indicates the date of the first SWE for which the RPQ are applicable, not the promulgation date.

I. ERATS Administration. Performance requirements, training programs, and assessments shall follow the format and standards prescribed below:

1. Rating Training Advisory Council.

a. Management. All RTACs shall be established in writing by FC-T. Membership is designated by position, unless noted in Table 7-1. Stakeholders may name designate their representatives via email to the RTACs integrator and secretary. Principles may delegate their responsibilities with permission from the responsible office chief or training officer by notifying the RTAC integrator and secretary.

(1) RTAC decisions shall be achieved by consensus. To maintain an even number of principal members, the Chief Rating Knowledge Manager shall serve in either a principal or an advisory capacity. This encourages collaborative deliberation and deemphasizes voting as a means of decision making.

(2) The RFMC, Program representative(s), and Training Manager make decisions regarding addition or deletion of RPQ in accordance with Table 7-3 below. Program representatives may only vote on requirements under their purview. Principal RTAC members shall decide the structure and level of RPQs.

(3) Decisions made by the RTAC shall not diverge from the RPQ criteria listed in Paragraph I.2 without explicit permission from FC-T.

(4) RTAC decisions shall account for all resources required to accommodate implementation of RPQ. Proposals that require additional resources to implement require program sponsor approval. The RTAC shall generate supporting documentation for the associated resource proposal. Recurring and non-recurring funding needed for new training initiatives, including enhancement or scaling of existing training programs, must be resource neutral or obtain a funding commitment by program sponsors. Offsets obtained by a reduction in existing training programs are allowed.

b. Roles. Each RTAC is comprised of the following members. Voting authority for decisions not made by consensus is limited to principal RTAC members.

(1) Rating Force Master Chief (RFMC). RFMCs act as the principal advocate for their rating or program area. RFMCs ensure rating performance and training requirements align with organizational missions. RFMCs have broad authority to investigate performance and integrity of the ERATS to include the authority to audit individual ERATS records. Further information about RFMC responsibilities are contained in the Command Senior Enlisted Leader (CSEL) Program, COMDTINST 1306.1 (series). Principal RTAC member.

- (2) The Rating Knowledge Manager (RKM). The RKM is a core position to the management and maintenance of a ratings performance support and training, ensuring it is readily available to all members of the rating. RKM duties may be delegated to subordinate Assistant RKMs. The RKM has seven major accomplishments:
- (a) The RKM serves as a principal member of the RTAC. The RKM shall be an E-9 and is FORCECOM's Senior Enlisted Rating Training Representative for their rating. TRACEN may designate assistant RKM's to efficiently carry out their duties.
  - (b) Following completion of a rating review, the RKM must complete the CG-RPQ standard development, to include any remaining task analysis, reference validation, and supervisors guide development.
  - (c) The RKM executes and records all incremental updates of the CG-RPQ. The RKM builds and maintains all components of the RPQ to include the Rating Reference Library, knowledge repository, and discussion board.
  - (d) The RKM develops test items for the RAT, interprets RAT results to improve test performance and determine where improved training or performance support may be needed. Assistant RKM's may only develop RAT-related test-items and exams commensurate to, or below their pay-grade.
  - (e) The RKM develops test items for the SWE, and interprets SWE results to improve test performance. Assistant RKM's may only develop SWE-related test-items and exams commensurate to, or below their pay-grade.
  - (f) The FORCECOM Chief RKM provides ERATS "Help-desk" support to RPQ Reviewers, including the recording of requirements in TMT.
  - (g) RKM is responsible for oversight of the Knowledge Repository on their Rating Virtual Center of Expertise community site located on the CG Portal.
- (3) The FORCECOM Chief Rating Knowledge Manager (CRKM). This E-9 position oversees the execution of ERATS and standardization across all ratings on behalf of FC-T by overseeing the Rating Qualifications Review Process scheduling, monitoring, and reporting on the performance of each rating to all stakeholders.
- (a) CRKM serves as integrator of ERATS Integrated Process Team (IPT) and an advisory member and secretary of every RTAC to collect and integrate best practices and ensure appropriate supporting policies, systems, and guidance.
  - (b) CRKM advocates and provides support for each rating's RKM, maintains the master RPQ Standard template, and facilitates the RKM community of practice.
- (4) FORCECOM Training Manager (TM). The Training Manager represents FC-T to enforce CG and FORCECOM policy, oversees the ERATS system for their respective ratings and provides liaison between the training system and its customers to ensure equities are represented. TM is a principal member of the RTAC. TMs:

- (a) Validate the RPQ.
  - (b) Develop competencies in coordination with the RFMC.
  - (c) Ensure RPQ are resourced or identify requirements in coordination with applicable program.
  - (d) Validate Class “A” and “C” School curriculum outlines.
- (5) TRACEN Training Officer. The Training Officer or designate represents TRACEN equities in the ERATS process. The Training Officer will ensure that current Class “A” School curriculum strictly adheres to the requirements outlined within E-4 RPQ for each rating, as the RPQ provides the baseline for “A” School course objectives. TOs shall be cognizant of resource concerns, and should address these with the RTAC outside of the Occupational Analysis/Rating Review process. The TO is a principal member of RTAC.
- (6) Program Manager/Representative. These persons are the principal advocates for their program area. They shall ensure resources, funding, performance and training requirements are properly reconciled to meet job and mission needs. The Program Manager is a principal member of RTAC.
- (7) Advisory Members. These members are selected based on their experience or special skills. They advise and assist the RTAC in the management but do not have voting authority.

Position	Unit	Role	Capacity
Training Manager	FC-T	Integrator	Principal
Rating Force Master Chief (RFMC)	DCMS, DCO, CGA, COMDT (CG-092), CGIS/FLETC		Principal
Senior enlisted rating training representative. <i>(This may be an E-9 RKM, "A" School chief, or Rating Training Master Chief)</i>	TRACEN		Principal
Program	DCMS and/or DCO		Principal (Name designation required.)
Training Officer Representative	TRACEN		Principal (Name designation required.)
Chief Rating Knowledge Manager (CRKM)	FC-T	Secretary	Advisory
Occupational Analysis (OA) Team Leader	FC-Tptc		Advisory
Rating Knowledge Manager (RKM)	TRACEN		Advisory. May serve as principal member if an E-9.
Supplementary Advisory Roles	Various	Includes Accomplished Performers (AP) & Subject Matter Experts (SME)	Advisory (ad hoc members)

Table 7-1: Standard RTAC Membership

2. Rating Performance Qualifications (RPQ). RPQ Standards shall be developed for E-4, E-5, and E-6, while E-7 to E-9 RPQ may be combined into a single Standard. The RTAC may add, update, or delete RPQ, but must ensure that each RPQ meets the following requirements:
  - a. It is a valid performance requirement. Each RPQ is a task (statement of action) describing what a performer must do to produce rating outputs in support of the Coast Guard's missions. Validation of each task is accomplished through Occupational Analysis, explicitly stated in a Commandant level directive, or determined through an approved performance-based analysis method in accordance with Standard Operating Procedures (SOP) for the Coast Guard's Training System, Volume 2, Analysis.
  - b. RPQ validated by the RTAC (using criteria in Paragraph I.2.c below) but not funded, may be approved by FC-T. However, implementation of training system impacts may be deferred pending resource availability. FC-T shall send a memo to the respective program detailing resource requirements and impact to training.
  - c. Core Tasks are "core" performance requirements of a rating and grade that have the potential to become RPQ. These tasks are identified by Occupational Analysis data and categorized as follows:
    - (1) Tasks performed by 50% or more of a rating pay grade provide substantial support for an RPQ. These tasks require no discussion or special approval to become an RPQ.
    - (2) Tasks performed by 30 to 49.9% of a rating pay grade provide marginal support for an RPQ and require discussion and concurrence by the RFMC, Program representative, and FORCECOM Training Manager. These tasks require special approval by the FORCECOM Training Manager to become RPQ.
    - (3) Tasks performed by less than 30% of a rating pay grade do not meet the minimum RPQ performance criteria. To become an RPQ these tasks require validation and approval of FC-T.
  - d. Tasks are valid training requirements. An Occupational Analysis or other analysis method outlined in Training System SOP, volume 2, has established the validity of knowledge and skill interventions (training and/or job aids) to support task performance.
3. The Rating Advancement Test (RAT). The RAT shall evaluate a member's ability to perform all RPQ required for the target rating and pay grade. RAT shall be instituted for all ratings (except MU) at E-4 through E-6 level. RATs may be developed for advancement to E-7 and above at the discretion of the RTAC. CG institute shall maintain the official list of current RATs.
  - a. Each RAT question will be based on the RPQ of the target pay grade plus any RPQ of previous grades that continue to be performed by greater than 50% of the target pay grade.
  - b. Members shall be supplied with references and/or job aids when performing an RPQ on-the-job as determined by RTAC. CG-RPQ Standard Part IV lists both the RPQ testable for each pay grade, and the references available for testing.

- c. The RTAC shall review RAT results semi-annually or more often as determined by the RKM for purposes of improving test performance and improving the RPQ.
4. ERATS Performance Support System. ERATS performance support system provides on-demand training and performance support for members to complete RPQ, and serves as a continuing reference to support normal job performance. Unless otherwise indicated, the Rating Knowledge Manager shall maintain the ERATS performance support system. This shall at a minimum have the following components:
- a. RPQ Standard master template. The FC-T Chief Rating Knowledge Manager shall maintain the RPQ Standard master template. Any changes to this template, other than formatting, require validation by the ERATS IPT and approval of FC-T. Each RKM shall maintain the RPQ Standards for their rating.
  - b. Rating Reference Library (RRL). The RRL shall contain or provide links to all references listed in the master reference list on the RPQ standard. The RRL specifically contains references directly linked to the performance RPQ and advancement Testing.
  - c. Knowledge Repository. The Knowledge Repository is maintained by the Rating Knowledge Manager, and shall provide ready access to information, training resources, and job aids that support RPQ completion and performance of duties. At a minimum, the repository shall contain all UNCLAS Class “A” School curriculum outlines, lesson plans, training materials, and correspondence courses. Materials must be amended or redacted to ensure they align with most current RPQ. Additional materials and training aids may be added by the RKM, but are not testable unless contained in the RPQ Standard, and shall be noted as such.
  - d. Discussion database. The RKM shall provide a centrally managed forum to encourage the sharing of information, lessons learned, and best practices across the rating.
5. The Rating Qualifications Review Process. The Rating Qualifications Review Process shall be conducted for each enlisted rating every four years, unless otherwise recommended by the RTAC. This process includes the Occupational Analysis, Rating Review, Performance Support Materials Development, Knowledge Management, Resource Development, and Lifecycle Support. The Rating Review process is described in table 7-2.

ERATS Phase	Deliverable(s)
1. Occupational Analysis (OA)	1.1 Alignment (Plan of Action Milestones) 1.2 Task Validation Meeting 1.3 Occupational Analysis (OA) Survey
2. Rating Review (RR)	2.1 OA Data Review with RTAC 2.2 RPQ determination 2.3 Draft/update RPQ 2.4 RTAC out brief 2.5 Tasking memo
3. Performance Support Materials Development (PSMD)	3.1 Finalize RPQ. 3.2 Draft "A" School curriculum outline. 3.3 Develop RAT and SWE. 3.4 Signed curriculum outline 3.5 ALCOAST promulgating RPQ updates
4. Knowledge Management/Resource Development	4.1 RKM/RFMC manages rating Virtual Center of Expertise (VCOE). 4.2 Develop rating knowledge framework. 4.3 Review RAT and SWE performance. 4.4 TMT competency entries
5. Lifecycle Support	5.1 RKM manages RPQ change process .RTAC periodic review. 5.2 Semiannual Update ALCOAST message.

Table 7-2: Rating Qualifications Review Process

6. Updates. All changes to RPQ or RPQ Standard occurring outside the Rating Qualifications Review Process shall be approved and promulgated in accordance with table 7-3 below and recorded on the record of changes page of the RPQ Standard. All changes impacting Class “A” School must include the RTAC.

<b>Change</b>	<b>Approver</b>	<b>Announcement</b>	<b>Method</b>
Update record of changes page	RKM	Anytime	N/A
Spelling, grammatical, and formatting	RKM	Anytime	N/A
Clarify terminology	RFMC	Anytime	Via email and discussion database
Enhance supplemental guide	RFMC	Anytime	Via email and discussion database
Reference update, addition, or deletion	RFMC	Beginning of SWE cycle	Via email and discussion database
Add or delete an enabling objective	RTAC	Beginning of SWE cycle	Via email and discussion database
Change a verb, condition or standard of performance	RTAC	Beginning of SWE cycle	Via email and discussion database
Add RPQ	RTAC	Beginning of SWE cycle	ALCOAST
Delete RPQ	RTAC	Anytime	ALCOAST
Change the grade of an RPQ	RTAC	Beginning of SWE cycle	ALCOAST
<b>Note: Beginning of an SWE cycle is the day after the previous SWE eligibility deadline.</b>			

Table 7-3: Rating Qualification Update Process

7. Curriculum updates process. The Rating Qualifications Review Process shall supersede the normal triennial curriculum review process for both Class “A” School and the RPQ Standard. Curriculum outlines shall be developed for Class “A” School in accordance with Training System Standard Operating Procedures. RPQ Standard shall serve as the curriculum outline for each pay grade. The RPQ standard shall be routed for FC-T approval using signature page template in Standard Operating Procedures (SOP) for the Coast Guard’s Training System, Volume 9, Performance Qualification Guide (PQG), EOCT and SWE.

8. Core Competency requirements. Members must complete competencies, as required by Enlisted Accessions, Evaluations and Advancements, COMDTINST M1000.2 (series) for their particular pay grade and rating, to be eligible to compete in the SWE competition. For advancement purposes, these competencies are called “core competencies”. All requests to establish core competencies must be routed for concurrent clearance through the ERATS IPT and approved by Commandant (CG-1). All competencies being considered as a core competency must be valid, current and listed in the CG competency dictionary. They should address the following concerns:

- a. Members shall be afforded a reasonable opportunity to meet core competency requirements for advancement taking into account average tour lengths, time in grade for a rate, and status (active duty or reserve).
- b. Designation of alternate core competencies is encouraged to ensure reasonable opportunity to meet core competency requirements and ensure due regard for the diversity of missions performed by a rating. When alternate competencies are used, they should be approximately equal in terms of the level of effort and time required to obtain them.
- c. Those units where it is not possible for a member to earn a core competency shall be designated in the promulgation ALCOAST as a “non-core” unit. A waiver process shall be specified by the RFMC for members assigned to non-core units.

9. Management.

- a. The ERATS IPT is a standing team chartered by FC-T to clear and update all directives related to ERATS, and for adjudicating issues and policy affecting all ratings and/or impacting the enlisted advancement system as a whole. The ERATS IPT is subdivided into sub-teams to address the three levels of doctrine pertaining to ERATS; the Chief RKM serves as integrator of all three teams:
  - (1) Organizational Policy Team. Updates Enlisted Accessions, Evaluations, and Advancements, COMDTINST M1000.2 (series), which is the authority for advancement requirements. This team also recommends changes to advancement that will be promulgated by ALCOAST (CG-1 and/or FC release).
  - (2) FORCECOM Policy Team. Updates Performance, Training and Education Manual, COMDTINST 1500.10 (series), Chapter 7, which provides authoritative guidance to the execution and management of requirements established by Enlisted Accessions, Evaluations and Advancements, COMDTINST M1000.2 (series). This team also clears ALCOAST that require FC-C release.
  - (3) FORCECOM Standard Operating Procedures Team. Updates the FORCECOM Standard Operating Procedures, which provides detailed procedural guidance for FORCECOM personnel to carry out the requirements of Paragraphs (1) and (2) above.

<b>Unit</b>	<b>Office/Role</b>	<b>CIM M1000.2</b>	<b>CIM M1500.10</b>	<b>FC SOP</b>
<b>FC-T</b>	FORCECOM Training Division	Integrator	Integrator	Integrator
<b>DCMS-81</b>	Workforce Representative	P	P	A
<b>COMDT (CG-7D)</b>	Workforce Representative	P	P	A
<b>TRACEN</b>	Training Officer/ Rating School	A	P	P
<b>FC (Tptc)</b>	FORCECOM PTC Occupational Analysis Team	A	P	P
<b>PSC (ADV)</b>	Advancement Team	P	A	A
<b>PSC (EPM-1)</b>	Enlisted Advancements Team	P	A	
<b>CG Institute</b>		A	P	P
<b>COMDT (CG-00B)</b>	MCPOCG	P	P	
<b>COMDT (CG-1B1)</b>	Competency Mgmt	P	A	
<b>COMDT (CG-133)</b>	Military Personnel	P	A	
<b>COMDT (CG-131)</b>	Reserve Program	P	A	
<b>COMDT (CG-12A)</b>	Enlisted Workforce Forecasting	P	A	
<b>EAC</b>	Education Advisory Council	A	A	A

Table 7-4: ERATS Role Designation

(Note: ERATS IPT: Principle voting members are designated with "P", and Advisory non-voting members are designated with "A".)

J. Armed Forces Classification Test (AFCT).

1. AFCT. The AFCT is a multiple choice test administered to personnel trying to increase their Department of Defense Armed Services Vocational Aptitude Battery (ASVAB) scores. The ASVAB is only administered to applicants through Military Entrance Processing Sites (MEPS) for entry into the Coast Guard. The Armed Forces Qualifications Test (AFQT) is the member's entrance test score and is used to enlist a member into the armed services.
2. Tests. The AFCT and ASVAB tests are different versions of the same battery of tests. ASVAB tests are administered before a person enters the armed forces. AFCT tests are administered to in-service members. Service members must attain specific scores on two or more of the ten tests that make up the ASVAB or AFCT to qualify for various training and education programs within the Coast Guard. These individual test scores, in various combinations, are called composite scores and are listed in Enclosure (3) for each rating.
3. Re-testing. FORCECOM is designated to oversee the policy aspects of AFCT re-testing in the Coast Guard. The Coast Guard Institute, under FORCECOM, is designated to oversee the procedural aspects of AFCT re-testing in the Coast Guard.
4. Policy. The AFCT shall be administered to all in-service enlisted applicants to qualify for basic petty officer courses (Class "A" School) or advanced training whose previous test scores are available or not high enough to qualify the member for training.
5. ASVAB. If a member's ASVAB composite scores are below the threshold to qualify them for a particular training or education program, they may re-take one or more of the ten tests to increase their score. Coast Guard members may take one or more of the AFCT in-service retests or request a waiver in order to qualify for a particular education or training program. Waivers are not allowed for the AFQT score or for Officer Candidate School. Once a member is on active duty, there is no wait time before taking the initial AFCT.
6. AFCT SOP. The Coast Guard Institute maintains the Standard Operating Procedures (SOP) for the AFCT program. The SOP is posted on the web at <http://www.uscg.mil/hq/cg1/cgi>.
7. Re-testing Authority. AFCT re-testing authority is granted only to Commanding Officers, Officers-in-Charge, military Education Services Officers (ESOs) or Test Control Officers (TCOs) who are in or above pay grade E-7 and civilian ESO/TCOs who are in or above pay grade GS-7. Personnel administering the re-test must be designated in writing as the unit's ESO/TCO or alternate ESO/TCO.
  - a. Units authorized as re-testing authority and who hold the AFCT tests shall make arrangements for administering tests at their units for those under their command.
  - b. Members shall wait six months between re-testing all AFCT tests and subtests. For example, a member must wait six months to retake AR, but may take a different subtest within the six months.

- c. Retest scores take precedence over previous scores even if the retest scores are lower than the previous scores. Thus, retest scores become the official score of record.

8. Storage. Only ESOs with AFCT re-testing authority at Base National Capital Region and Training Centers will stock AFCT test booklets, answer sheers, and answer keys and will provide AFCT re-testing services for their respective geographic area of responsibility.

- a. These units are authorized to lend AFCT material to units within their areas of responsibility (AOR) for testing. The person administering the re-test must be designated in writing as the unit's ESO or alternate ESO. If AFCT material is stored at the unit, then the unit must have an ESO/TCO assigned who will be responsible for safeguarding and accounting of the material. Answer keys shall only be provided to units with an ESO/TCO who are deploying for more than 90 days
- b. Commands with an ESO/TCO who desire to hold AFCT Test material on a permanent or semi-permanent basis (more than 90 days) should send a waiver request Coast Guard Institute to be established as an AFCT re-testing authority.

9. Waivers. If the applicant is recommended for Class "A" School training but does not have the minimum qualifying ASVAB test scores, A CO/OIC may waive up to five points of the total of two or more ASVAB subtest scores, including the AR subtest score, to qualify an applicant to attend a Class "A" School or enroll in a Striker Program. CO/OICs cannot waive ASVAB scores to attend Class "C" Schools. CO/OICs cannot waive an AFQT score or a minimum subtest score if required in Enclosure (3).

- a. Applicants requiring a waiver beyond the scope of authority of the CO/OIC may submit a memorandum request to FORCECOM (FC-T).
- b. The memorandum shall contain a substantive command endorsement and address if the applicant has: completed required unit qualifications, attempted to raise any subtest scores by taking the AFCT, completed any prior work experience or training relevant to the chosen school or Striker Program.
  - (1) Completed required unit qualifications.
  - (2) Attempted to raise any subtest scores by taking the AFCT.
  - (3) Completed any prior work experience or training relevant to the chosen school or Striker Program.

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## CHAPTER 8: ADVANCED TRAINING

A. General.

Advanced training is training for a specific billet, mission, or unit requirement. This Chapter identifies the policy for various types of training, from Personnel Qualification Standard (PQS) books to courses. Types of training include Class “C” school, PQS, Job Qualification Requirements (JQR), and Unit Funded Training (AFC-30). Management of unit and individual training is discussed in Chapter 2 of this Manual.

1. Training Validation. Performance requirements are determined by the Program Manager (PM). Training may be required to support these performances. The training requirements are determined through the Human Performance Technology (HPT) process discussed in Chapter 1 of this Manual. Commanding Officers/Officers-in-Charge are encouraged to discuss training requirements with the respective PM. The PM will work with FORCECOM (FC-T) to further evaluate the training need.
2. Training Sources. Training is available through the Coast Guard, Department of Defense (DoD), other government agencies, and contractors. TQC coordinates all Class “C” school training, DoD training, and training provided by other government agencies.
3. Delivery Methods.
  - a. Resident Training. These courses require the student to travel to a specific location for training execution. Resident courses less than 20 weeks in length (i.e. Class “C” schools) require temporary duty (TDY) orders, while resident courses that are 20 weeks or longer in duration require Permanent Change of Station (PCS) orders. TQC manages quotas for Class “C” training. Specific information, including course convening dates, Program Manager, and pre-requisites, is available through TQC’s website at <https://cg.portal.uscg.mil/units/forcecom/tqc/Pages/Home.aspx>.
  - b. Non-resident Training. Non-resident training is training that does not require a student to be present in a formal classroom setting. Most are short-term in nature and may be in the form of a correspondence course, performance qualification guide (PQG), courses taken over the internet or Intranet (via e-Learning), or those available through an organizational e-Learning system. Rating related and specialty non-resident courses are available through the Coast Guard Institute.
  - c. Exportable Training. Exportable training is instructional training which is conducted at a local unit by training teams or instructors from a resident training facility, using resident course materials, i.e. roadshows.
  - d. Blended Learning. Blended learning is a combination of delivery approaches, which may include combining resident and non-resident methods, group and individual study, structured pace study and self-paced study, or tutorials and coaching.

- e. **Structured on the Job Training (SOJT).** SOJT is performance-based training that is intentionally designed to occur at (or near) the learner's unit, in a structured way, to achieve standard performance outcomes "reliably and predictably" (Jacobs 2003; SOJT SOP, Rev 21, Apr09).

4. Obligated Service.

- a. Short-Term Training. Military personnel assigned to advanced training of greater than two weeks and less than 20 weeks shall have at least one year of service remaining on current enlistment or period of active service as of the completion date of the class. There is no minimum service requirement for personnel assigned to advanced training of two weeks or less.
- b. Long-Term Training. Military personnel assigned to advanced training of 20 or more weeks in duration shall have, as of the completion date of the class, at least two years of service remaining on current enlistment or period of active service or two weeks' service remaining for each week of training (two times the duration of the course), whichever is greater.
- c. Enlisted Requirements. Enlisted personnel not having the required minimum service remaining may qualify by agreeing to extend enlistment in accordance with the Enlisted Accessions, Evaluations, and Advancements, COMDTINST M1000.2 (series).
- d. Civilian Employees. Civilians shall agree to continuous service (employment) for a period of three times the length of service for training that exceeds 80 hours in a single program as of the completion date of the class.
- e. Waivers. Requests for waivers of the minimum service requirement will be considered by FORCECOM (FC-T) based on needs of the Service.
- f. Disenrollment. The Training Center may disenroll any individual failing to maintain the academic standards of performance, conduct, and appearance expected of all Coast Guard personnel. The obligated service applies to individuals disenrolled from any course of instruction and commences with the date of disenrollment or the termination of previous obligated service, whichever is later.
- g. Reserve Compensation. Selected Reservists (SELRES) are compensated with 1 of the 48 yearly IDT drills for the completion of Mandated Training annually. SELRES are compensated for all other Non-Mandated Training with Reserve Retirement Points. Reserve Retirement Points are assigned by FORCECOM (FC-T) and Commandant (CG-131) as part of an approved curriculum.

B. Personnel Qualification Standard (PQS).

- 1. General. PQS is a qualification system wherein certification of a minimum level of competency is required prior to qualifying to perform a specific job. Managed by respective Program

Managers (PM), PQS compiles the minimum knowledge, skills, and abilities that an individual shall demonstrate in order to qualify to stand watches or perform other specific routine duties. The goal of PQS is to standardize and facilitate these qualifications for a specialty. PQS is not part of the enlisted advancement system.

2. Changes. Changes to PQS are made and promulgated by the PM.
3. Deferments. A deferment of a task postpones task completion due to lack of opportunity for completion. Requests for deferment shall be approved by the Program Manager (PM). Requests to tailor PQS to meet specific unit requirements shall be approved by the PM. Concerns and recommendations shall be directed to the respective PM.
4. Equivalencies. School attendance, such as Class “C” school, may satisfy specific portions of PQS books. Training Center Instructors/staff shall not sign off PQS tasks for students. Training Centers may make equivalency determinations and may provide students with a letter identifying PQS tasks that were accomplished in the Class “C” school.

C. Job Qualification Requirements (JQR).

JQRs are locally produced PQS-type manuals and are different than formally promulgated PQS. Managed by each unit, JQRs shall be produced when no existing PQS covers a specific job.

D. Unit Funded Training (AFC-30).

Unit funded training may include professional development courses based on individual needs or more mission specific training. It is identified, coordinated, funded and approved by each unit’s Commanding Officer/Officer-in-Charge. Members shall consult with their Unit Training Officer for specific guidance regarding unit funded training.

E. Class “C” School Training.

Class “C” School training opportunities are designed to provide advanced/specialized skills and knowledge to perform a task, or group of tasks, required by a specific billet or unit type. Funded by AFC-56 and managed by FORCECOM, Class “C” Schools are delivered by the Coast Guard, Department of Defense, other government agencies, contracted personnel, or some combination of each.

1. Eligibility. Eligibility requirements vary by course and program and are determined by the respective Program Manager. Requirements for Class “C” school are available through the Training Quota Management Center (TQC) website at <https://cg.portal.uscg.mil/units/forcecom/tqc/Pages/Home.aspx>. It is the Command’s responsibility to ensure that the member meets all pre-requisites and eligibility requirements before attending class and that the member’s current position requires the training. Member shall be compliant with Coast Guard weight and body fat standards prior to receiving orders to resident training in accordance with the Coast Guard Weight and Body Fat Standards Program Manual, COMDTINST M1020.8 (series).

2. Application. Applications for Class “C” School training shall be submitted via Electronic Training Request (ETR) in Direct Access by the Unit Training Officer or as specified by the program. The member and Unit Training Officer are responsible for ensuring all pre-requisites are met and the member’s current position requires the training. If a unit submits an ETR, it is expected that prerequisites are met and the unit is confident that the trainee will be available for training on the dates requested. Commanding Officers are responsible for prioritizing schools and associated skills listed in the standards. Reserve members on Active Duty Special Work (ADSW), Extended Active Duty (EAD), Title 10 U.S Code 12301 (d) and Title 10 US Code 12302 orders shall note their Active Duty status in the comment section of the ETR.
3. Quota Allocation.
  - a. Slate Courses. Slate Courses are those courses in which the program/course manager selects students. Program managers receive training requests from field units, select students for course sessions, enroll attendees into Direct Access and notify TQC to issue orders to selected members. TQC will only accept slates entered into Direct Access by the Program Managers. TQC then determines/verifies TDY entitlements based on training location and FC-T policy and issues TDY orders to the students. Students receive their orders via the airport panel in Direct Access. The Program Managers remain responsible to authorize all changes (substitutions, cancellations, and waivers) to the “slate” of students. TQC will amend orders in accordance with the Federal Travel Regulations (FTR) and The Joint Federal Travel Regulations (JFTR).
  - b. Non-Slate Courses. Non-Slate Courses are those courses where TQC controls and centrally manages the quotas. Programs have provided guidance on target audience and cancellations/substitution policies. TQC receives all training requests from field units, selects students, determines and verifies TDY entitlements and issues orders. TQC is responsible for authorizing all cancellations, substitutions, and amendments as necessary. Program intervention is not normally required in the scheduling process for most training. Programs remain responsible to approve/disapprove waivers of required or pre-arrival training in accordance with the current policy (i.e. Cutter Training and Qualification Manual, COMDTINST M3502.4 (series) for cutters).
  - c. Pre-Arrival Training. Pre-Arrival Training is training determined to be essential for a member to have completed prior to arriving at their new unit. This training will normally be conducted on a TDY basis before members PCS, but may be conducted en-route. TQC works directly with Personnel Service Center (PSC) to issue orders for Pre-Arrival training. Members work directly with TQC for scheduling conflicts. Members may request waivers through the appropriate Program Manager.
4. Orders. TQC issues travel order numbers (tonos) for Active duty, Active Duty Special Work (ADSW), Extended Active Duty (EAD), Title 10 U.S Code 12301 (d) and Title 10 US Code 12302 orders, civilian, and Auxiliary members. It is the unit’s responsibility to frequently check for Class “C” School orders in Direct Access. Reservists in a drilling status will receive no-cost

orders from TQC when the quota is approved. Reservists will then request ADT-OTD orders via normal order request procedures.

5. Quota Cancellation Policy. Personnel in receipt of orders to a Class “C” school have ten days from receipt of orders to cancel orders, request a substitution, or submit a waiver request. After ten days, the member shall have Command approval to cancel or substitute the quota. Cancellation requests should be sent via message to the appropriate Program Manager or TQC within ten days of receiving orders. Requests for cancellations will be considered by the Program Manager for the respective course.
6. Quota Substitution Policy. Units may request a substitution to a Class “C” school in extreme circumstances. Substitutions will be considered on a case by case basis, with consideration of the policies set forth by the PM and individual course policies. Substitution requests should be sent via message to the appropriate PM or TQC within ten days of receiving orders.
7. No Shows. Commands whose members fail to execute orders to a Class “C” school and do not request cancellation of orders prior to class convening shall send a message to TQC, informing (FC-T), of the reason for non attendance at training. Categories are as follows:
  - a. Administrative. No knowledge by Servicing Personnel Office (SPO) or Command of existence of orders (requires explanation of situation).
  - b. Medical. Member is not fit for duty.
  - c. Conflicting TDY Commitments. Member had previous orders to other training or operational commitment.
  - d. Change in unit operational status (OPSTAT). The unit’s readiness required the member’s presence at the unit.
  - e. Family emergency / other hardship. Non-military obligations or situations required the member’s absence from the Class “C” School.
8. Course Cancellation Policy. A course with only 50% of the quotas allocated may be cancelled. Assigned quotas will be re-allocated by the course’s PM.
9. Course Evaluations. Graduates of Class “C” School training and their supervisors will receive a “Level 3” survey approximately six-months after completion of training. The survey measures the member’s ability to transfer skills and knowledge acquired in training to the member’s job performance. Data received from the surveys is provided to the FORCECOM (FC-T) and Program Manager (PM) to evaluate course effectiveness and develop non-instructional areas to improve performance. These course evaluations allow the PM and Training Center to provide the highest quality of training.

10. Course Revisions. The Program Manager (PM) is responsible for ensuring validity of a course content and curriculum. The PM shall resubmit Class “C” school curriculum outlines on a three-year cycle to re-authorize each course. Curriculum outlines and course revisions shall be made in accordance with the Training System Standard Operating Procedures available at [https://cg.portal.uscg.mil/units/forcecom/Training/FC-T\\_SOP/SitePages/Home.aspx](https://cg.portal.uscg.mil/units/forcecom/Training/FC-T_SOP/SitePages/Home.aspx).

## CHAPTER 9: SPECIALIZED TRAINING

A. General.

Specialized Training is training that supports and furthers a specific specialty. Members completing this training typically acquire competencies that may be used in current and follow-on assignments. Members applying shall meet requirements set forth by each Program.

B. Foreign Language Program.

1. General. Foreign language proficiency and interpreting are valuable skills which are critical to the success of Coast Guard missions. The purpose of the Coast Guard Foreign Language Program is to identify a strong pool of foreign language-qualified military members, active duty and reserve, to support Coast Guard missions. The Foreign Language Program is funded to provide Foreign Language Proficiency Pay (FLPP) to two classes of foreign language speakers: Interpreters and Linguists. A member may receive FLPP and Special Duty Assignment Pay simultaneously. Neither civilians nor Auxiliarists are eligible for FLPP. Qualifying members who desire to use their foreign language skills at follow-on assignments are encouraged to provide comments on their E-Resume so that this information will be considered in the assignment process.
2. Interpreters. Certain units are allocated interpreters by an annual message issued by FORCECOM (FC-51). Interpreting is a collateral duty; it is mostly associated with operational units. To qualify as a Unit Interpreter, a military member must score at least a 2 in Listening and a 2 in Reading on the Defense Language Proficiency Test. The Commanding Officer/Officer-in-Charge of the unit shall designate the Unit Interpreter(s). A member so designated should expect to serve as a Unit Interpreter for at least one year. Units needing interpreters should submit a letter request to FORCECOM (FC-51) along with evidence supporting the need for an interpreter. Examples of such evidence would be a list of the type and number of past/future missions where an interpreter was/will be needed and instances where interpreters had to be hired to fill the need. Unit Interpreter allocations are reviewed annually by FORCECOM (FC-51) and advertised by annual message.
3. Linguists. Linguists are billet-associated. Linguists use their foreign language capability on an almost daily basis and are therefore required to have a higher proficiency than Interpreters. Linguists must score at least a 2+ in Listening and a 2+ in Reading (2+/2+) on the DLPT. If, however, a member in a Linguist billet does not meet this level of proficiency and instead qualifies at the Interpreter level, the member may receive FLPP at the Interpreter level. Such a member should continually strive to improve language skills and is expected to retake the DLPT after the 6-month waiting period between DLPT tests, until qualifying at the 2+/2+ level. Intelligence linguists require a 3 in Listening and a 3 in Reading (3/3) on the DLPT. Intelligence linguists will be compensated on a graduated pay scale for proficiency between 2/2+ and 3/3. A Linguist should expect to perform these duties as long as the member occupies the Linguist billet.

4. Authorized Languages. The foreign languages used by the Coast Guard in support of Coast Guard missions are listed in an annual ALCOAST authorizing Interpreters and Linguists.
5. Testing.
  - a. Defense Language Proficiency Test (DLPT). The DLPT is the standard measure of language proficiency for members of the armed forces. It measures listening and reading skills in a foreign language. Prior to assignment as an Interpreter or Linguist, members shall take the DLPT to establish foreign language proficiency, except as noted below. DLPT scores are based on the Interagency Language Roundtable skill level descriptions, which can be found on <http://www.govtilr.org>. A command endorsement is not required to take the DLPT. Civilian employees and Auxiliarists are authorized to take the DLPT. FORCECOM (FC-51) establishes policy regarding foreign language proficiency testing within the Coast Guard. The Coast Guard Institute oversees the procedural aspects of DLPT testing within the Coast Guard. Education Services Officers (ESO) must have taken the Defense Manpower Data Center (DMDC) sponsored on-line Test Administrator course and exam in order to administer the on-line DLPT.
  - b. Oral Testing. Proficiency for some languages (i.e. Haitian-Creole) is established through an oral exam, which must be arranged by the Program Manager (PM). The score will be sent to the PM and then forwarded to the member. The Defense Language Institute Foreign Language Center (DLIFLC; also referred to as Defense Language Institute (DLI) Monterey) administers Oral Proficiency Interviews (OPIs) to Coast Guard members in the attaché program, and occasionally in other instances. OPIs for other than attachés must be coordinated by the PM.
  - c. Retesting. Annual recertification is required in accordance with 37 U.S.C. §316. Members who do not attain a qualifying score on the DLPT must wait six months before retaking the exam.
  - d. Waivers. A member, or a Commanding Officer/Officer-in-Charge on behalf of a member, may request a waiver of the annual testing requirement to FORCECOM (FC-51) through the Coast Guard Institute under certain limited circumstances. For example, a Coast Guard Attaché in Bogotá, Colombia, coming up on the one year anniversary date to maintain FLPP, who does not have access to a DoD DLPT test facility, may request a waiver for the period of time required to present for the DLPT at a DLPT test location (for example, when the member is next in the U.S.).
6. Documenting Proficiency. Unit ESOs and/or Servicing Personnel Offices (SPO) are responsible for ensuring a member's foreign language proficiency is documented in Direct Access. The SPO is responsible for initiating FLPP for qualified members. Members who are proficient in a language other than one of the Coast Guard's operational languages may take the DLPT in that language to establish their proficiency. Military members desiring to take the DLPT in such languages at a Coast Guard facility may do so on a space available basis. When a language code

is not reflected in Direct Access, the ESO should request addition of the language via the Program Manager. This will ensure a comprehensive list of foreign language competencies.

C. Officer Aviation Training.

1. General. Flight training prepares officers for aviation duty. Training consists of preflight (ground and sea survival training) course work followed by primary and intermediate flight training in a basic flight training aircraft. Advanced flight training involves specialization in fixed-wing (multi-engine) aircraft or helicopters while continuing ground course work. Once designated a Coast Guard aviator upon completion of flight training, follow-on transition training into Coast Guard aircraft is provided.
2. Duration. Average period of training is 20 months.
3. Location. Basic flight training is conducted at Naval Air Station (NAS) Pensacola, FL. Advanced helicopter training is also at NAS Pensacola, and advanced multi-engine fixed-wing training is conducted at NAS Corpus Christi, TX.
4. Eligibility. Upon receiving a commission, all Coast Guard officers on active duty, except Reserve Program Administrators (RPA), are eligible for flight training within the following limitations:
  - a. Applicant must not have reached age 31 prior to time of enrollment in flight training.
  - b. Applicant must meet physical standards established by Article 3-J-7 of the Medical Manual, COMDTINST M6000.1 (series).
  - c. Applicant must pass US Navy and Marine Corp Aviation Tests.
5. Obligated Service.
  - a. Flight training constitutes duty under instruction. Each officer who commences flight training shall obligate additional service on active duty. Officers completing flight training incur a total of eight additional years of service from the date of completion of flight training or from date of completion of all other obligated service, whichever is later. By accepting flight training orders, the selected officer agrees to the obligated service requirements as stipulated in this Manual and any revisions thereof announced via ALCOAST. The selected officer shall sign the appropriate obligated service statement prior to executing PCS orders to flight school.
  - b. Academy graduates completing flight training have eight years of additional service over and above the initial Academy obligation. The eight year flight training obligation does not begin until the first service obligation is completed

- c. Reserve and temporary officers incur an eight year active duty obligation upon completion of flight training which shall be served in addition to any applicable initial contractual active duty period. The eight year flight training obligation will not begin until the end of the initial period of obligation.
- d. Officers who commence but do not complete flight training incur one additional month of active duty for each month in which they participate in flight training.

D. Flight Safety Officer Training Program.

The Coast Guard Aviation Safety Program requires that a designated Flight Safety Officer (FSO) be assigned to each aviation command to advise and assist the commanding officer in matters pertaining to aviation safety. The specific duties, application process, payback and qualification procedures can be found in Chapter 2 of the Safety and Environmental Health Manual, COMDTINST 5100.47 (series). For additional information contact Commandant (CG-1131), Aviation Safety Division, Office of Safety and Environmental Health.

E. Aeronautical Engineering Officer Training.

- 1. Description. The Coast Guard aircraft maintenance system consists of Coast Guard developed, Air Force and Navy systems, and commercial procedures. A combination of On-the-Job training and resident training at Coast Guard, Air Force, and civilian courses provide both the experience and the training required to efficiently prepare an officer to manage the engineering section of an air station. Training consists of short resident courses and completion of a training syllabus by on-the-job training. This program is a prerequisite for a full career pattern and advanced engineering degrees. The Chief Warrant Officer (CWO) Aircraft Maintenance Officer syllabus shall be completed by all AVI/CWOs within one year of initial assignment into an Aviation Aircraft Maintenance Officer billet. The officer specialty designation code of CG-ENG-15, Aeronautical Engineering Officer, is assigned to those who successfully complete this course of study.
- 2. Assignment. After selection for this program, the individuals will be assigned to primary duties within the Aviation Engineering Department. During this period trainees shall not be assigned primary duties outside the Aviation Engineering Department. They may be assigned secondary collateral duties at the discretion of the commanding officer. For the trainee to derive maximum benefit from the program, secondary collateral duty assignments of a non-engineering nature, if made, should be minimized. Trainees will be required to perform all of the routine flying and watch standing duties applicable to the unit of assignment. In the last month of training, the commanding officer shall send a letter to Commandant (CG-41) stating:
  - a. The completion date of training.
  - b. The overall capabilities of the student.
  - c. The aptitude of the selectee for designation and assignment as an aeronautical engineering officer.

3. Resident Training Courses. Several Class “C” school courses are required for designation as an Aeronautical Engineering Officer. The Training Quota Center (TQC) will issue orders for the resident training courses during the 12 month training period. Training begins in September of each year.
4. On-the-Job Training (OJT). This training is conducted at the members’ air station using the Aircraft Maintenance Office Qualification syllabus. OJT provides background to enable effective management of aeronautical engineering personnel, material, and funding. Selectees work closely with all facets of the Aviation Engineering Department.
5. Eligibility/Prerequisites. Candidates must be a designated Coast Guard Aviator. Furthermore, candidates must display sustained high levels of performance, demonstrate highly effective leadership skills and show strong potential for post graduate training. Candidates should also demonstrate outstanding aeronautical skills with documented potential of upgrading in their respective aircraft. Designation as an aircraft commander is not required for selection.
6. Application Procedures. Detailed application process will be distributed annually via ALCOAST message solicitation.
7. Obligated Service. Officers completing this course of instruction will incur three years of obligated service, in addition to any previous obligated service, regardless of the time spent in training. Officers who disenroll prior to completion of this training will incur one month of obligated service for every month of training completed. Obligated service begins to accrue on the class convening date and becomes effective on the date of program completion, disenrollment, or the termination of previous obligated service, whichever is later. Applicants for all curricula must agree not to request resignation during courses of instruction and must accept the period of obligated service.

F. Marine Safety Industry Training (Prevention).

1. General. The Marine Safety Industry Training Program is designed to provide officers with marine inspection experience and increased knowledge and understanding of U.S. Coast Guard regulated maritime industries. These programs involve assignments with industry for a period of three to six months.
2. Programs.
  - a. Marine Environmental Protection Industry Training (MEPIT). Marine Environmental Protection Industry Training (MEPIT) program provides the unique opportunity for officers with Marine Environmental Protection experience to gain additional perspective and insight into domestic and international pollution mitigation operations. Areas of emphasis may include oil spill removal, contingency planning, shipping, and facility industry operations.

- b. Port Safety/Security Industry Training (PSIT). Port Safety/Security Industry Training (PSIT) program affords experienced prevention officers the opportunity to expand knowledge of commercial port operations. Areas of emphasis may include training in the area of port security operations.
    - c. Investigations Industry Training (IIT). Investigations Industry Training (IIT) program provides experienced marine investigating officers the opportunity to gain extensive training in the areas of merchant vessel operations and working conditions in order for the casual and contributing factors of marine casualties to be effectively evaluated. Areas of emphasis may include training with national trade organizations and marine insurance/surveying companies.
  3. Eligibility. Primary selection emphasis is on officers in the grades of LTJG through LCDR. Applicants must have at least four years of prevention field experience and must be authorized to wear the Marine Safety insignia. Applicants should also be tour complete for upcoming assignment year.
  4. Application. Applications are submitted via the E-resume process with the Commanding Officer endorsement similar to the Advanced Education application process. The Commanding Officer shall provide a considered opinion of applicant's interests, ability, and potential value to the Service as it relates to the specific industry training program. Industry Training selection does not guarantee that member will receive a field unit assignment.
  5. Policy.
    - a. Commencing Industry Training. Industry Training students, after PCS orders have been issued, should work with their new command and Program Manager to identify prospective Industry Training sponsor(s) in the area of the new PCS unit. The Industry Training student's new unit may have suggestions on which industries they should work with in addition to the Program Manager's recommendations. Generally, the student must coordinate the content and duration of the Industry Training with the approved agency and submit an Industry Training intentions proposal to Program Manager for approval. Prior to commencing Industry Training, students will execute PCS orders to the new unit. The new unit will receive initial funds from the Program Manager and will generate TDY orders for the Industry Training candidate.
    - b. Funding and Travel. Program Manager will provide the Industry Training student with a budget. This budget is to be used for limited Industry Training travel only. Approval for additional funding shall be authorized by the Program Manager.
    - c. Deferment. Deferment requests are not allowed. Members have the option to reapply when they are tour complete.
    - d. Evaluations. Selectees shall follow the Duty Under Instruction policy outlined in the Coast Guard Personnel Manual, COMDTINST M1000.6 (series).

- e. Industry Training Report. Members are required to provide an end of training report in accordance with PM requirements, including, but not limited to, key observations and lessons learned.
  
- f. Obligated Service. Students attending this program incur a debt of service. The obligation becomes effective on the date of transfer out of Industry Training or upon the termination of previous obligated service, whichever is later. Applicants must agree not to request resignation during Industry Training and must accept the period of obligated service. Members are obligated to serve three months for each month of Industry Training for the first 12 months, and one for one thereafter. This period of obligated service is in addition to any other obligated service that may have been incurred. Obligated service begins to accrue on the class convening date and becomes effective on the date of graduation, program completion, disenrollment, or the termination of previous obligated service, whichever is later. A member who disenrolls shall obligate three months for every month or part thereof that the member was in Industry Training.

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## CHAPTER 10: ADVANCED EDUCATION

### A. General.

This Chapter establishes policy, responsibilities and procedures for managing advanced education. The purposes for establishing this program are to (1) raise the levels of individual military professionalism and technical competence so that the Coast Guard's enlisted and officer corps can more effectively perform their required duties and responsibilities, and (2) provide developmental incentives for personnel with high ability, dedication and the capacity for professional growth to remain in the Coast Guard. This Chapter does not cover the Coast Guard Tuition Assistance Program or the Civilian Advanced Education (AE) Program.

### B. Background.

Advanced Education categories include undergraduate, graduate, fellowships, and senior service programs. The Coast Guard Advanced Education Program (undergraduate and graduate opportunities) is designed to qualify officer and enlisted personnel.

### C. Roles and Responsibilities.

The following are the primary roles and responsibilities of those directly involved in the advanced education program:

#### 1. Program Manager (AEPM):

- a. Program Manager (AEPM): Policy, guidance, and advanced education TAB owner.
- b. Act as a senior leadership conduit.
- c. Oversee the Program Administrator.
- d. Act as an appellate during disputed situations.

#### 2. Program Administrator (AEPA):

- a. Liaise with student managers.
- b. Facilitate the annual peer group TAB allocation process.
- c. Oversee fiscal management.
- d. Facilitate Advanced Education Program.
- e. Develop/maintain Advanced Education Policy.

**3. Peer Review Group (PRG):**

- a. The PRG, at a minimum, will consist of workforce management representation from each primary Resource Management Office (e.g. DCMS-81, DCO-84, and CG-8), a Command Master Chief and a Rating Force Master Chief.**
- b. Measure each program in the programmatic measurement tool to the defined criteria as set forward by the precept.**
- c. Allocate the allowable TABs.**
- d. Re-Allocate TABs that become vacant.**
- e. Act as neutral council when programmatic needs request and/or dictate.**

**4. Program Liaison (AEPL): The AEPL and the AESM may be the same person or the AEPL and the AESM may be different individuals.**

- a. Act as direct representative from the Program to the AE Program.**
- b. Oversees administrative actions of the Program and Student.**
- c. Identify programmatic educational and training requirements.**
- d. Identify Preferred Schools for their program (all schools must have a DoD MOU).**
- e. Select qualified members to attend an Advanced Education opportunity.**

**5. Student Manager (AESM): The AEPL and the AESM may be the same person or the AEPL and the AESM may be different individuals.**

- a. Onboard selectees into the program.**
- b. Maintain students in program.**
- c. Re-Integrate students.**

**6. Student:**

- a. Apply to Advanced Education Program Manager approved educational institution(s) (Note: Only schools with a DoD MOU will be acceptable).**
- b. Gain acceptance to the educational institution and the specific degree program.**
- c. Complete necessary prerequisites and route forms.**

- d. Act as Coast Guard liaison to the institution with regard to their attendance.
- e. Liaise with the educational institution's Military Advocate.
- f. Monitor and comply with fiscal requirements.
- g. Carry a full credit hour load, year round, at the respective educational institution.
- h. Maintain academic proficiency throughout the program.
- i. Complete program of study's requirements in the allotted time.
- j. Maintain Military/Coast Guard requirements and standards.

#### D. Requirements.

1. **Training Allowance Billet (TAB).** Training Allowance Billets (TAB) represent a portion of the General Detail. A TAB is equivalent to *one student year* of training as authorized by The Coast Guard Authorization Act. FORCECOM (FC-Tms) manages advanced education and TABs. Advanced Education TABs are owned by FC-T but loaned to programs as they are allocated.
  - a. **TAB Allocation.** Open TABs are allocated following the assignment year process. TABs will be distributed by the PRG in accordance with the Advanced Education Precept, signed by FC-C. The PRG shall be utilized in the TAB allocation process to ensure transparency and sustainability. The allocation process is facilitated by the AEPA as a non-voting member of the PRG.
  - b. **New Program Request.** New programs that wish to compete in the TAB allocation process shall follow the established on boarding procedures.
  - c. **TAB Maintenance.** All programs will be reviewed yearly. If the program no longer aligns with organizational goals or the Program wishes to discontinue offering the opportunity, the program will be placed in an inactive status.
  - d. **Deferments.** Programs may allow a deferment to attend Advanced Education by the selected member and may select an alternate member to fill the allocated TAB in the year of the deferment. A future TAB will not be guaranteed to the program allowing the deferment. In the assignment year a program authorized deferment ends, one of that year's allocated TABs will be occupied by the deferred member. If no TABs are allocated to the program for that assignment year, the opportunity for the deferred member's Advanced Education will be lost.
  - e. **Obligated Service.** Unless otherwise noted in official correspondence or policy, students will incur a payback of three months for every one month for the first 12 months then

**1-for-1 month thereafter. Failure to meet the obligation may result in recoupment procedures. Students who complete coursework shall adhere to obligated service policies by entering a follow on tour that utilizes knowledge and skills acquired through the advanced educational program. Newly commissioned ensigns who attend partially funded scholarship programs will incur one year of obligated service for a one-year program and three years of obligated service for a two-year program. Total obligated service incurred as a result of attending a partially funded scholarship program shall be calculated from the enrollment date to graduation from the program. This obligated service shall not begin until all previous obligated service has been completed.**

**2. Administrative Functions.**

**Once a TAB is occupied by a student, the controlling program shall assume all administrative functions, not owned by the servicing SPO, including, but not limited to:**

- a. Participation. Members participating in the Advanced Education Program, as students, remain on Active Duty and are representatives of the Coast Guard.**
- b. Mandatory Training (MT). Students are responsible and shall complete all MT.**
- c. Evaluations. See Section 5.A.5 of Officer Accessions, Evaluations, and Promotions COMDTINST M1000.3 (series). Students shall consult their student manager for routing procedures.**
- d. Leave. As long as students remain in the local commuting area, it is not necessary to take leave during short school breaks (holidays, Spring break, etc.). If students will be away from the local commuting area for more than 72 hours, an absence request shall be submitted to the student manager through Direct Access.**
- e. Government Travel Card. Management resides with the programs. Use of government card remains governed by the Government Travel Charge Card Instruction, COMDTINST M4600.18 (series).**
- f. Emergencies. The student shall, via email, notify their student manager of any emergency (to include issues with regards to dependents) that can or could affect the members course of study. If a student is injured, they shall follow Coast Guard medical notification procedures.**
- g. Accountability. The program is responsible for individual student accountability. FORCECOM will query programs (AEPL or AESM), for reporting purposes, if an accountability situation arises.**
- h. Misconduct. Civil arrests and complaints filed against students shall be reported to AEPs and may result in removal from the program and possible disciplinary action. Students (as Active Duty members) are subject to Coast Guard regulations and the**

Uniform Code of Military Justice (UCMJ). Commander, CGPSC expects all students to maintain high standards of performance. This includes good grades, conduct, and appearance.

- i. **Appeals**. All student appeals shall go through their respective AESM. The AEPA has initial decision authority over routine programmatic matters. If an AESM wishes to appeal a decision they may do so to the AEPM. An appeal beyond the AEPM shall be done in writing, through the program directorate, to FC-T. Should the program not agree with FC-T's decision, final determination authority resides with the FORCECOM Commander (FC-C).
  - j. **Judicial and Non-Judicial Punishment**. Programs shall use their UCMJ chain of command. AESM shall notify, via email, the AEPM of any situation or investigation that could result in a violation of law or the UCMJ.
3. **Funding**. All tuition and approved fees are funded through the AFC-56 account utilizing current FORCECOM payment procedures outlined in the Financial Resource Management Manual (FRMM), COMDTINST M7100.3 (series). All other pay and entitlements are funded through traditional Coast Guard funding streams.
- a. **Cost Share Agreement (CSA)**. If a CSA is utilized, the funding identified in the agreement is the government obligation and the specific advanced education opportunity will only be funded to the agreed amount.
  - b. **In-State Tuition**. In pursuant of 20 U.S. Code § 1015d of the Higher Education Opportunity Act, institutions must offer and/or accept in-state tuition (where applicable). As such, students attending a public institution shall pursue in-state tuition. If in-state tuition is not granted, the student shall inform the AESM and options shall be considered, including changing institutions.
  - c. **Dual Degrees**. Unless otherwise specified and/or approved, the government will pay for ONE academic program of study. If a student wishes to pursue a second degree, it must be approved by the SM and cannot interfere with the primary course of study. The fiscal burden of a second degree is on the member.
  - d. **Tuition Assistance (TA)**. TA is not authorized to be utilized concurrently with an Advanced Education program.
  - e. **Direct Negotiations**. As a sponsoring public entity, programs and members are not to negotiate an exclusively favorable agreement with an institution that can tie back a benefit (contractual or fiscal) to an individual or the organization. If programs and/or students wish to negotiate an agreement the AESM shall inform the AEPA and complete the legal approval process.

f. **Financial Aid.** Students may inquire, pursue, or utilize additional funding sources, through an approved financial aid process offered to all students or to a designated group to which the member belongs (e.g. military) including scholarships, grants, and/or individual entitlement(s) (e.g. G.I. Bill).

4. **Academic Practices.** Guidance for programs and members in a course of study include:

a. **School Selections/Preferred Schools.** Programs are open to identify “Preferred” schools that align with programmatic need(s). However, including cost considerations, educational institutions must be regionally accredited and be a signatory to the Department of Defense Voluntary Education Partnership Memorandum of Understanding (MOU).

b. **Degree Plan Proposal (DPP).** All students shall submit a DPP and the AESM shall approve. The DPP shall be revisited periodically (preferable during funding requests) to ensure the student is attending and pursuing approved courses that align with the program’s expectations. Students shall obtain authorization from AESM prior to adding, dropping or withdrawing from classes, or for any other deviation from DPP.

c. **Credit Hours.** All students must be full-time. Unless the institution dictates otherwise, the following standard is used:

	Master’s Program	Bachelor’s Program
Fall & Winter Semester	9-12 credit hours	12-16 credit hours
Summer Semester	6-9 credit hours	8-10 credit hours

Table 10-1 – Credit Hours

d. **Academic Proficiency.** Failure of two classes (D, E, or F), or repeated withdrawals/incompletes during the program will result in removal. Failure of the same class a second time will result in removal. Students receiving “incomplete” for a class shall convert the class to a passing grade in the following term (or sooner). The AESM shall notify the AEPA to discuss accountability options including program removal via email. If removed, the member may be subjected to recoupment procedures and/or obligated service.

e. **Challenge Exam.** Students may have the option of taking a Challenge Exam to test out of a class in lieu of attendance. Fees for credit in lieu of attending class may be reimbursed if the student passes the challenge exam *and* the course is required for the degree *and* is on the approved DPP.

- f. **Remedial Hours.** Remedial hours are not authorized for reimbursement. Courses must count toward full-time status and be for a grade and credit contributing towards the completion of the degree.
- g. **Cancellations.** The student shall notify the AESM for a cancellation from the Advanced Education Program. The student manager shall notify the AEPA. The program can select an alternate to attend the program if entry requirements can be met for the same Assignment Year. All notifications shall be conducted via email.
- h. **Withdrawals.** If a member withdraws from a program of study the AEPA may pursue recoupment and/or ensure the member adheres to the obligated service outlined in this Section.
- i. **Transcripts & Diplomas.** All students are required to complete the program of study. Students shall liaise with their SPO to ensure the degree is properly entered into DA and the member's ePDR. Upon completion or termination of the post-graduate program, each student shall ensure that *two (2) official transcripts* of their academic record with the awarded degree recorded (diploma, if any) are forwarded to the AEPA. Students may need to have these documents recorded through their AEPMs to receive competency credit.
- j. **Thesis & Dissertation Procedures.** A thesis may be required to earn a degree. Students shall coordinate and receive approval for topics with the school and their AESMs. The Coast Guard does not assign topics, but some Programs may have projects that can be considered for a thesis. It may be appropriate to substitute coursework for a thesis, depending on the accepted standards of the institution. Contact your program for additional thesis guidance. One copy of all completed thesis/dissertation will be provided to the AEPA, who will make additional distribution as appropriate.
- k. **Study Abroad/International Courses.** FC will not fund a foreign program of study without upfront, written, approval from FC-T. As a general rule, requests to transfer to and/or attend a full time program abroad will be denied (with the exception of the Olmsted Fellowship). Individual classes and "semesters abroad" require an approval through the FC overseas studies request. Credits must be given toward a graduation requirement for approval. If approved, AFC-56 will not fund travel and per diem but may pay tuition, up to the resident INCONUS rate.
- l. **Internships.** Approved educational institutions do not normally award fellowships, assistantships, or internships to students. However, if the student and the institution decide it would be beneficial for the student to participate in fellowships, assistantships, or internships, the institution may provide nominal compensation for service. Compensation shall be based on the institution's practices and procedures for other students of similar accomplishment in that department or field. Students may participate in an unpaid internship if required by the institution and receiving

academic credit for a degree. If an unpaid internship is required by the institution, the Coast Guard shall be given the first opportunity to provide a service internship that is aligned to the program of study.

5. **Senior Service School.** The term SSS describes the Coast Guard's professional education programs available for O-5/O-6 and GS-14/GS-15 personnel. SSS provide leadership opportunities that cannot be obtained within our service. SSS are managed by Commandant (CG-92), but the TABs and funding are owned by FORCECOM. SSS TABs are allocated annually and program review is conducted every three years.
6. **Competitive Fellowships and Scholarships.** Coast Guard Academy cadets, Coast Guard officers and enlisted personnel may compete for fellowships and scholarships administered by non-profit foundations or government agencies, providing funding for research and/or graduate degrees. These fellowships include, but are not limited to, the Rhodes and Marshall Scholarships; the Hertz Fellowship and the National Science Foundation Graduate Research Fellowship for doctoral study in science and engineering; the Fulbright US Scholar Program. Programs interested in soliciting for these or any other educational or fellowship opportunities shall contact the AEPM prior to posting a solicitation message due to potential TAB limitations.
7. **Civilian Opportunities.** Coast Guard and DHS Civilian advanced education opportunities are validated and approved by Commandant (CG-12), managed by the applicable AEPL, and executed by FORCECOM. AFC-56 funding rules are outlined in the Financial Resource Management Manual (FRMM), COMDTINST M7100.3 (series).

## CHAPTER 11: VOLUNTARY EDUCATION

### A. General.

This Chapter provides an overview of voluntary education programs and funding. The purpose of this program is to support military and civilian components in the pursuit of personal educational goals on a voluntary education basis. The voluntary education program is managed by the Coast Guard Institute and administered by the Education Services Officer (ESO) at each unit.

### B. Roles and Responsibilities.

#### 1. FORCECOM, Performance, Training and Education Branch (FC-51) Responsibilities.

- a. Act as resource sponsor for Coast Guard Voluntary Education programs.
- b. Develop, coordinate and promulgate the Coast Guard-wide policy for Voluntary Education programs.
- c. Represent Coast Guard Voluntary Education interest throughout the Coast Guard, Department of Homeland Security, and the military departments.
- d. Represent the Coast Guard and maintain liaison with appropriate federal and state agencies, private sector organizations, Department of Education, American Council on Education, Servicemembers Opportunity College, and similar educational associations whose policies affect voluntary education.
- e. Serve as the Coast Guard's representative with the Defense Activity for Non-Traditional Support (DANTES) and provide a staff member for the DANTES Working Group.
- f. Serve as the coordinating agent for Coast Guard Institute execution activities.

#### 2. Coast Guard Institute.

- a. Execute the policy and prescribed procedures for the Coast Guard Voluntary Education Program.
- b. Assist Service Chief with establishing and maintaining Memorandum of Agreements in support of the Voluntary Education Program.
- c. Provide Voluntary Education Program procedures on the CG Institute website.
- d. Provide direct liaison with the Servicemembers Opportunity College (SOC), American Council on Education (ACE) and the Defense Activities for Non-Traditional Education (DANTES) for execution of services.

- e. Adjudicate (approve/disapprove) Tuition Assistance, Voluntary Education Services applications and waiver requests.
- f. Maintain contact with educational institutions with regards to troubleshooting or initiating new programs and partnerships. Makes recommendations for new programs.

3. ESO.

- a. Report to local command (full-time and collateral duty ESOs). However, all full-time and collateral duty ESOs receives guidance and programmatic direction from the Coast Guard Institute in coordination with the Personnel Services Center. Detailed responsibilities are listed in Enclosure (6) of this Manual.
- b. Familiarize eligible service members with all aspects of the Voluntary Education Program.
- c. Ensure command approval to enroll in off-duty education courses is accomplished. Approval may be executed by the Commanding Officer (CO), ESO or command designee.
- d. Execute the Coast Guard's Voluntary Education in accordance with this Manual, applicable CGI Bulletins and the Education Services Officer Procedures Guides located on the Coast Guard Institute's website at <http://www.uscg.mil/hq/cg1/cgi>.
- e. Full Time ESOs assist, mentor and provide guidance to Collateral Duty ESOs in their respective Area of Responsibility (AOR).
- f. ESOs conduct educational outreach to active duty, reserve and civilian personnel to complement the career development advisor (CDA) and other support programs.

C. American Council on Education (ACE).

- 1. General. The American Council on Education (ACE) is the major coordinating body for all the nation's higher education institutions. ACE reviews and analyzes all Coast Guard resident courses, non-resident courses, and job experience and recommends college credit for these courses and experience. The reviews are conducted by academic experts who equate the military learning process to the academic world. The ACE credits allow military individuals to use the credits toward a college degree, through Servicemembers Opportunity College (SOC) schools, and to avoid taking duplicate courses when pursuing a college degree.
- 2. Eligible courses. To qualify for an ACE review, the military course must be 45 hours long comparing it to a traditional 3 semester hour course that runs for an hour three times a week for 15 weeks or 45 hours. The course must have a measurable method to determine knowledge obtained in the course such as end-of-course test (EOCT), case study, paper, etc. For nonresident courses, the EOCT is the critical measurement tool. The EOCT shall be proctored.

3. Coordination. The Coast Guard Institute shall coordinate with the Course Writers, Rating Force Master Chiefs, and Specialty Force Managers to provide guidance on submission of courses to ACE for evaluation. Additionally, visits by the ACE accreditation teams to installations shall be coordinated with the assistance of the Coast Guard Institute.

D. Assessments.

An assessment is the initial evaluation of a person's total educational and occupational experience. A member requests an assessment from the Coast Guard Institute by submitting form CGI-1561 found on the Institute's website. The assessment assigns college credit by evaluating an individual's military learning experience, non-traditional education (College Level Examination Program (CLEP), Defense Activity for Non-Traditional Educational Support (DANTES), etc.), and traditional education (classroom, online, etc.). This assessment utilizes both traditional college credits if applicable and ACE recommended credit based on the ACE review of Coast Guard courses and occupation. The assessment provides the foundation for a Coast Guard transcript and degree plans.

1. Degree Plans. A degree plan is used by the member and/or the college to determine final requirements for college degree completion. The degree plan lists the type and number of hours required for each category of the degree plan and also lists the hours the Coast Guard member has achieved. It assists the individual in reaching a projected educational goal utilizing the member's maximum credit accomplishment.
2. Updates. Updates add newly completed training and course work to the assessment, transcript. An update will also revise the member's degree plan.
3. Official Transcripts. The official Coast Guard transcript, placed on safe script paper and signed by the Coast Guard registrar, lists each ACE recommended credit earned by the member and the dates when the member held the rate or completed the course. The transcript also lists examination credit and traditional college courses. The Coast Guard transcript can be requested by using form CGI-1564 found on the Coast Guard Institute's website at <http://www.uscg.mil/hq/cg1/cgi>.

E. Servicemembers Opportunity Colleges (SOC).

1. General. SOC is a consortium of national higher education associations and more than 1,800 colleges and universities, who function in cooperation with the Department of Defense (DoD), and the Military Services to help meet the voluntary higher education needs of service members. Consortium membership have agreed to accept each other's courses in a particular program of study, including ACE credits, College Level Examination Program (CLEP), and Defense Activity for Non-Traditional Education Support (DANTES) courses.
2. SOCCOAST. SOCCOAST is the degree network program for the Coast Guard, coordinated by SOC. It consists of groups of accredited colleges and universities that offer degree programs worldwide, through a variety of distance learning methods. Within each of the curriculum areas, the member colleges review one another's courses and guarantee each other's credit in transfer

where SOC Course Category Codes are assigned. The courses with guaranteed transfer are listed in SOC Handbooks. Students can move freely among the colleges in a network without being reevaluated for college credits.

3. Delivery. SOCCOAST students can pursue their degrees through three delivery options:
  - a. Traditional Delivery — Courses normally are delivered through classroom-based instruction with some academic residency required.
  - b. Distance Learning — External-degree option that allows SOCCOAST students to take courses without sitting in a traditional classroom. Courses may be by correspondence, computer, video, or other type of independent study.
  - c. Learning Assessment Option — External-degree option that consists of approved curricula that do not require academic residency for graduation. Participating colleges and universities evaluate learning from nontraditional sources, and accept credit in transfer from other institutions.

F. Defense Activity for Non-Traditional Educational Support (DANTES) and Distance Learning.

1. General. The mission of DANTES is to support the off-duty, voluntary education programs of the Department of Defense and the Coast Guard and to conduct special projects and development activities in support of education-related functions of the DoD.
2. DANTES Testing. DANTES sponsors a voluntary educational testing program for the military services that helps active duty military personnel gain admission to colleges or advanced degree programs, obtain academic credit or professional certification, obtain recognition of high school equivalency, and determine interests and aptitudes. The type of examinations offered include: High School diploma and equivalency; College Admissions; College Credit; Graduate Admissions; Professional Certification; Career and Academic guidance. The Coast Guard funds DANTES tests through a contract. Each member is authorized one achievement test (i.e., Graduate Records Exam (GRE), Scholastic Aptitude Test (SAT), etc.). DANTES also provides regulations and qualifications for being designated a DANTES Test Control Officer (TCO). Further information and procedures can be found through the CG Institute, ESO or DANTES.

G. Afloat Voluntary Education Program with Embarked Instructor.

1. Overview. The Afloat Voluntary Education Program provides the opportunity for cutters to embark an instructor to support college courses. This program supports the personal and professional growth of military members onboard a cutter while it is moored and/or underway. The Afloat Program with an embarked instructor is just one opportunity to provide a means for members to enroll in a college course and begin or continue their educational goals.
2. Policy. Commands and unit ESO's shall engage SOC colleges and universities to seek interest in this program. The full-time ESO assigned to the local area shall work closely with the unit ESO

to make all necessary preparations. Commanding Officers shall notify the chain of command of the presence of a civilian instructor embarked. The embarked instructor shall be a citizen of the United States.

3. Memorandum of Understanding (MOU). Unique challenges are presented when a USCG Cutter embarks a civilian instructor. To alleviate potential issues, the command and the institution shall complete an MOU. The MOU outlines the responsibility of the cutter, the institution and instructor. A template Memorandum of Understanding (MOU) is available from the Coast Guard Institute's website at <http://www.uscg.mil/hq/cg1/cgi>.

#### H. Voluntary Education Funding.

1. General. Several resources exist to fund the education of military and civilian members of the Coast Guard. Table 11-1 lists funding opportunities provided to Coast Guard personnel. Members should continuously explore other opportunities for grants, scholarships, and loans beyond those discussed in this Chapter.

<b>Program</b>	<b>Eligibility</b>	<b>References</b>
Tuition Assistance (TA)	Enlisted Officer Civilian	<a href="http://www.uscg.mil/hq/cg1/cgi">http://www.uscg.mil/hq/cg1/cgi</a>
Montgomery GI Bill	Enlisted	<a href="http://www.gibill.va.gov/">http://www.gibill.va.gov/</a>
CG Mutual Assistance Education Assistance Programs	Enlisted Officer Civilian Auxiliary USPHS	<a href="http://www.cgmahq.org/">http://www.cgmahq.org/</a>
CG Foundation Education Grant	Enlisted	<a href="http://www.uscg.mil/hq/cg1/cgi">http://www.uscg.mil/hq/cg1/cgi</a>
Vander Putten Family Scholarship Fund Grant	Enlisted	<a href="http://www.uscg.mil/hq/cg1/cgi">http://www.uscg.mil/hq/cg1/cgi</a>

**Table 11-1. Voluntary Education Funding.**

2. Coast Guard Tuition Assistance (TA) Program.
  - a. General. The Coast Guard tuition assistance program is designed to assist Coast Guard personnel in broadening academic or technical background by providing funding for off-duty independent education. Specific policy and guidelines are outlined in Coast Guard Tuition Assistance Program, COMDTINST 1500.24 (series).
  - b. Eligibility. All Regular, Reserve, and Civilian Coast Guard personnel who meet the minimum obligated service requirement may be eligible to participate in the program. Tuition Assistance is authorized for Temporary Civilian Employees who are employed through the Student Educational Employment Program, Career Entry-Level Opportunity Program, or Minority Serving Institution Internship Program. More information for Temporary Civilian Employees is available at <http://www.opm.gov>.

c. Application Process. Personnel may enroll in off-duty courses at educational institutions that are accredited by the American Council on Education and listed at <http://www.militaryguides.acenet.edu/>. Prior to submitting application for tuition assistance, individuals should meet with the Education Services Officer (ESO) to find a program suited to the needs, interests, and abilities that will allow the member to meet personal and/or professional goals.

- (1) TA applicants must be accepted into a course of study from an accredited institution. Level of degree can range all the way through an associate, bachelor, master, or doctorate degree.
- (2) See the unit ESO for current TA application procedures or visit the Coast Guard Institute website at <http://www.uscg.mil/hq/cg1/cgi>.
- (3) All Selected Reserve and Coast Guard civilians who are also Selected Reserve members are required to meet all participation standards including current readiness metrics as per the Reserve Policy Manual, COMDTINST M1001.28 (series), prior to approval of TA. All participation and readiness metrics must be verified and TA approved by the Commanding Officer or designee before forwarding to the ESO. Officers must also submit an Administrative Remarks Form (CG-3307) obligating additional service as outlined in paragraph (d) of this section. Applications not accompanied by this reserve verification, and obligated service agreement if necessary, will be denied. TA is not authorized for reservists who have not met participation standards for the 12 months immediately prior to application or for reservists who are more than six months out of compliance for readiness metrics. Reservists and civilians who are Coast Guard Reservists must use the Reserve Educational Program (REAP) benefits prior to requesting Tuition Assistance.
- (4) TA applications have a deadline for submission. Refer to the Coast Guard Institute website at <http://www.uscg.mil/hq/cg1/cgi> and this Chapter for current application deadlines and consult with the ESO.

d. Eligibility and Obligated Service.

- (1) Active duty officers incur a two-year service obligation following the completion of the course. Officers in an involuntary separation or in a retired recall status and CWOs extended beyond 30 years are not eligible for the TA program. Officers agree not to request release, separation, or retirement for 24 months following the course completion date of the last course funded through the CG TA program. Active Duty Officers, who provide approved documentation to change status (e.g. from active duty RELAD into the Selected Reserve (SELRES) or employment to Full Time CG Civilian) and can show a minimum of a two year service obligation upon completion of the course of instruction are exempt from this requirement and TA may be authorized for the officer. As per the National Defense Authorization Act of 2008 (NDAA FY08), SELRES officers must

- agree to remain a member of the Selected Reserve for at least four years after the completion of the education or training for which the tuition was paid.
- (2) Enlisted members do not incur a service obligation but must complete the course of instruction prior to RELAD, separation or retirement. Members who change status (e.g. from active duty to selected reserve, active duty to CG civilian) during the course of instruction are exempt from this requirement.
  - (3) Civilian employees must have at least 90 days of prior, continuous Coast Guard service. Civilian employees are obligated to remain employed with the Coast Guard one full month for each course credit hour upon the completion date of the course (example: 3 credit course completion date of 26 July, obligated to serve until 26 Oct and complete the full pay period). Members who change status (e.g. from active duty to CG civilian) during the course of instruction shall follow the obligated service requirement of the active duty component.
  - (4) Temporary Civilian employees under the Student Educational Employment Program, Career Entry-Level Opportunity Program, or Minority Serving Institution Internship Program must have 12-months previous CG service and have a remaining contract with the CG of one month for each completed course credit hour.
  - (5) To qualify for TA, first term military personnel must be assigned and reported to a permanent duty station and must not be under instruction.
- e. Policy. Details on specific program requirements, tuition caps, forms, and program limitations can be found on the Coast Guard Institute website at <http://www.uscg.mil/hq/cg1/cgi>.
- (1) Tuition assistance caps per credit (semester or quarter) hour and annual amount shall be uniform for active duty, civilian and reserve workforces within the Coast Guard.
  - (2) Tuition limits are established by FORCECOM (FC-51) on a fiscal year basis in response to Coast Guard-wide funding constraints.
  - (3) Tuition assistance shall only support courses that are part of an accredited degree program at educational institutions that are accredited by the American Council on Education and listed at <http://www.Militaryguides.acenet.edu>.
  - (4) Tuition for approved high school completion programs shall be fully funded for members who have not been awarded a high school or equivalency diploma.
  - (5) Tuition Assistance applications shall be approved using the course start date to determine the fiscal year used for funding and accounting purposes. Applications for course start dates from 1 to 15 October may be processed utilizing the previous fiscal year funds, if

available and in accordance with Section 4109 of Title 5, United States Code (USC) and Section 2396 (a) 3 of Title 10 USC.

- (6) Commands have the discretion to limit the number of courses or course load a member may wish to enroll in, taking into account variables that may be impacted because of the number of courses (i.e. the member's primary CG job, duties, unit staffing, etc.).
- (7) Members using Coast Guard tuition assistance and enrolled in courses from a Servicemembers Opportunity College (SOC) college or university must obtain a SOC Student Agreement from that institution after completion of twelve (12) semester hours.
- (8) Tuition assistance shall only be approved for a course of instruction provided by a regionally or nationally accredited school.
- (9) Tuition assistance is authorized for courses leading to a degree. The exception to this policy is a foreign language course that supports the Foreign Language Program, specifically a course that provides education for speaking, writing or culture in one of the identified Coast Guard Foreign Language Program strategic languages. FLP Courses must be offered by postsecondary institutions accredited by a nationally or regionally accredited body recognized by the U.S. Department of Education. Non-academic language training and immersion learning on CD from vendors will not be funded under the TA program.
- (10) Grades shall be reported to the Coast Guard not later than 60 days after the course end date. Members will be prohibited from future TA authorizations until grades are received. A one time, one course waiver may be granted.
  - a. Members who receive an incomplete ("I") in a course shall have six months from the term end date to finish the course requirements and receive a passing grade. Members who do not complete the course with a passing grade will be required to reimburse the Coast Guard.
  - b. In cases where a member does not complete the course or receives a failing grade, the member shall repay the amount paid by the CG as soon as possible and not later than 60 days after the course completion date.
- (11) TA shall not be authorized for:
  - a. any course which the applicant is receiving assistance under any other federally funded program where such a payment would constitute a duplication of benefits from the Federal Treasury. This provision is applicable to the use of the benefits of the Montgomery GI Bill and TA for active duty and reserve, with the exception of Top-Up. When receiving funds through the Reserve Educational Program (REAP), TA may only pay the difference between what the member is receiving and the cost of the course and other approved fees. With the exception of Pell Grants, the amount of

TA authorized will be calculated after grants, scholarships, fellowships, and other forms of financial assistance have been subtracted from the tuition. The only exception to this limitation is the application of Pell Grants. These grants are needs based and therefore may be used by the student to defray any educational related expense.

- b. audited courses.
- c. courses beginning in a subsequent fiscal year. The course start date determines the fiscal year funding to be used for accounting purposes. For exceptions, see e.5 above under Policy.
- d. courses previously completed (where a grade of “D” or better was received).
- e. physical education and or recreation courses unless these courses are required by the institution for degree completion or the applicant is a candidate for a degree with a major in physical education or recreation and has not been awarded the physical education credits recommended by ACE for Military Training.
- f. applicants under a duty-under-instruction status where the applicant’s educational fees and or tuition are being paid through another Coast Guard program.
- g. undergraduate students whose average Grade Point Average (GPA) is less than 2.0 (on a 4.0 scale) on the previous 12 semester hours completed under TA.
- h. graduate students whose academic average on the previous 12 semester hours or equivalent taken under TA is less than a grade of “B” (or less than 3.0 on a 4.0 scale).
- i. a second degree at the same or lower educational level if the first degree was funded using Coast Guard tuition assistance (i.e. if the applicant already has a bachelor’s degree funded by the Coast Guard’s TA program, TA shall not be authorized for another bachelor’s degree).
- j. any course for which the student receives a failing grade, regardless of the repayment requirement (this will result in repayment to the Coast Guard).
- k. courses resulting in Continuing Education Units (CEUs), Professional Development Units (PDUs), clock hours or Certificate Program courses not associated with a conferred degree program.
- l. member’s who are receiving TA from another military service when assigned to that installation for duty are not eligible to receive TA through the Coast Guard simultaneously.
- m. Contract and Non-Appropriated Fund (NAF) employees

- n. personnel awarded a punitive discharge, in confinement, on appellate leave, or awaiting administrative separation other than honorable or general discharge under honorable conditions. For service members convicted by foreign or domestic courts, serving sentences in foreign prisons, or administrative vice punitive discharges.
- o. entrance or enrollment fees (unless these fees are identified by the school as “fees in lieu of tuition”); record-maintenance fees; student activity fees; course registration fees; textbooks; non-consumable materials; assembled items available commercially such as computers, television, robots, tools or other tangible items, and fees for flight time, flying lessons or noncredit aviation classes.

(12) Tuition Resolutions.

- a. If a member withdraws voluntarily from a course, which includes one or more non-refundable fees, which were covered by TA, the member must reimburse either the institution or the CG for that fee. Service members are responsible for the portion of tuition and other costs not funded by TA.
- b. A member shall submit a request for waiver (CG Form 4147-1) to the CG Institute through their Commanding Officer and ESO. Requests shall show ample justification identifying the extenuating circumstances. A strong endorsement from the Commanding Officer will be required for consideration (the endorsement shall not be signed by only the ESO except in those situations where the CO is the ESO). Appropriate requests for waivers are as follows:
  - i. Late applications: Members submitting TA applications less than 2 weeks prior to course start date may be eligible for a waiver.
  - ii. Failures (F), Withdraw after drop date (W) or Incomplete (I) course: Recoupment for undergraduate grades of "F, W, I" and graduate grades of "F, W, I, D" and below will not normally be waived. Exceptions:
    - (1) Members must repay the Government the TA paid for all failed courses except in extenuating circumstances (i.e. death of immediate family member, hospitalization, etc.).
    - (2) Withdrawals for involuntary reasons due to operational commitments may be granted a waiver with command verification.
- c. If a member withdraws for personal reasons, members will be required to repay the TA.
- d. Repayments shall be made by check or money order, payable to U.S. TREASURY as listed in reference (b).

- e. Discharges.
    - i. A member who is discharged prior to completing obligated service shall repay all costs incurred by the Coast Guard for applicable courses with the exception of those members who:
      - (1) are involuntarily discharged for reason of Convenience of the Government.
      - (2) are separated or retired by reason of physical disability, illness, injury, or other impairment incurred in the line of duty and not due to misconduct; or hardship discharge.
3. Montgomery GI Bill (MGIB) and Reserve Educational Program (REAP). Department of Veteran Affairs funded programs provide financial assistance to eligible military personnel for a variety of training programs. The MGIB and REAP provide active duty and Selected Reserve enlisted members an opportunity to fund higher education. These programs are managed by the Department of Veterans Affairs. Coast Guard guidance is available in the Coast Guard Personnel Manual, COMDTINST M1000.6 (series). Specific information on application, eligibility, and program use is available at <http://www.gibill.va.gov>.
    - a. TOP-UP. TOP-UP is only available to those eligible for MGIB-Active Duty (MGIB-AD) (Ch 30).
    - b. SELRES members eligible for REAP (Ch 1607) must use these programs first and may use TA to pay the difference, if any, of what the member is receiving from Veterans Affairs and the cost of the course and approved fees. More information is available at [http://www.gibill.va.gov/pamphlets/CH1607/REAP\\_FAQ.htm](http://www.gibill.va.gov/pamphlets/CH1607/REAP_FAQ.htm).
  4. Coast Guard Mutual Assistance (CGMA) Education Assistance Programs. CGMA offers a number of education assistance programs, most notably, the Supplemental Education Grant (SEG) and the Stafford/PLUS Loan Origination Fee Reimbursement. Eligibility for these programs extends to active duty and retired Coast Guard military personnel, members of the Coast Guard Selected Reserve, Coast Guard permanent and term civilian employees, Coast Guard Auxiliary members, and U.S. Public Health Service (USPHS) officers serving with the Coast Guard. Eligibility does not extend to CGMA clients who are currently delinquent in repaying any CGMA loan or who appear on the CGMA Restricted List. Detailed program requirements and application procedures are available on the CGMA website at <http://www.cgmahq.org>.
  5. CG Foundation Enlisted and Vander Putten Education Grant Programs (CGFEG and VPEG).
    - a. General. The Coast Guard Foundation Education Grant Program (CGFEG) began in 1999 to assist active duty enlisted members and reserve enlisted members on active duty for at least one year, in pay grades E-3 to E-9, by providing reimbursement for text books and

miscellaneous educational expenses. The total annual donation to the CGFEG and VPEG gift fund is set by the CG Foundation.

- b. Eligibility. Eligible members include those on active duty status, serving in pay grades E-3 to E-9, or a Reserve on continuous active duty of at least one year. Applications require a Commanding Officer's endorsement attesting to the applicant's capabilities and motivation to excel both professionally and academically. Applicants must have paid for authorized expenses during preceding 12 months in which applying for the CGFEG and VPEG.
- c. Authorized Expenses.
  - (1) Text books, study guides, "online" text books or other required publications.
  - (2) Tuition costs not paid for by Tuition Assistance or the MGIB Top-Up program.
  - (3) Application, enrollment, assessment or graduation fees.
  - (4) Other administrative fees. Final determination rests with the Commanding Officer, CG Institute.
  - (5) Expenses must be paid by the student prior to reimbursement. The CGFEG and VPEG is not designed to be an "advance" of funds for expenses that are due in the future. If the student's class start date is in the future, do not submit an application prior to a class start date. This rule is in effect to prevent reimbursement of expenses connected to a class that is dropped or withdrawn, thereby creating an erroneous grant payment.
- d. Application.
  - (1) Complete USCG Foundation Enlisted and Vander Putten Education Grant Application (CGI Form 1560/10a) and follow procedures outlined on the Coast Guard Institute's Web site at <http://www.uscg.mil/hq/cgi>. Receipts must not be more than one year old as of the date the Institute receives the application.
  - (2) The program is based on a calendar year vice fiscal year. Applications may be submitted throughout the year, but no later than December 1st of each year.
  - (3) If members have not received their grant within two months of Coast Guard Institute approval notification, complete and submit CGI Form 1560/10b, Non-Receipt of Foundation Grant, available on Coast Guard Institute's Web site at <http://www.uscg.mil/hq/cgi>.
- e. Special Conditions.
  - (1) When claiming student loan payments for reimbursement, the course for which the loan was secured and the payments made on the student loan must both have been within the

- last 12 months as of the date the CG Institute received the application and course start date must have been during active duty time. Documentation from the loan company must show the time frame (i.e., which academic year) for which the loan applies. Documentation from the school must show the overage due for the course(s) and/or a copy of the tuition assistance authorization letter must be included with the CGFEG and/or VPEG application(s).
- (2) Courses that do not earn college credits may be considered for reimbursement on a case-by-case basis. Final determination rests with the Commanding Officer, CG Institute. The course should be related to the applicant's Coast Guard duties and/or enhance the applicant's professional development. Expenses incurred for membership dues or honor societies will not be considered for reimbursement.

f. Audit and Reports.

- (1) All records shall be kept so that inspecting officers and auditors can readily identify and analyze all transactions to determine the financial condition of the CGFEG and VPEG funds.
- (2) The CG Foundation Grant Manager is responsible for conducting a quarterly audit and/or a report on the financial status of the CGFEG and VPEG. Upon completion, the report shall be forwarded to the Commanding Officer, CG Institute for approval then forwarded to the CG Foundation with a copy to FC-51.
- (3) The CG Foundation Grant Manager shall sign in the appropriate block on the CG-1560/10c and forward a copy of the completed form along with the ledger reports to the Commanding Officer, Coast Guard Institute. This form is available through the CG Institute's website at <http://www.uscg.mil/hq/cgi>
- (4) At a minimum, an audit report shall consist of the following tasks:
- (5) Verify the beginning balance as listed on CGI-1560/10c is the same as the ending balance from the prior period. This form is available through the CG Institute's website at <http://www.uscg.mil/hq/cgi>
- a. Compare revenue receipts by tracing the deposits shown on the bank statement(s) against the deposits recorded in the local database, or electronic check register.
  - b. Compare expenditures shown on bank statement(s) against the expenditures recorded in the local database, or electronic check register.
  - c. For reports, the spreadsheet data of individual transactions shall be sorted and organized to provide statistical data of grant disbursements by state, CG District and pay grade. The statistical data shall be converted to a graphic representation for the CG Foundation's review.

- (6) Forward the completed and signed CGI-1560/10c, a register report from the electronic check book and all other supporting documentation to the CG Foundation Grant Program Executive Reviewer for review and certification. This form is available through the CG Institute's website at <http://www.uscg.mil/hq/cgi>. Upon certification, the audit report shall be forwarded to the Commanding Officer, CG Institute for approval. A copy of all reports shall be forwarded to the CG Foundation.
- (7) The CG Foundation Grant Manager is responsible for conducting an audit upon relief or at any time the command or the CG Foundation deems necessary. This individual is also responsible for preparing quarterly reports.

## CHAPTER 12: UNITED SERVICES MILITARY APPRENTICESHIP PROGRAM

A. General.

USMAP is a federally approved apprenticeship program under the guidelines of the U.S. Department of Labor, Apprenticeship Training, Employer and Labor Services (DOL/ATELS). The program develops highly trained military service personnel who will continue to use their technical skills and knowledge while on active duty. The goal of the program is to develop highly skilled journeyman through military training and experience that will lead to certification in a designated trade, occupation or craft. USMAP documents the member's military training and experience while on active duty and has been shown to be an effective retention tool. After separation, members who have completed an apprenticeship program will more readily qualify for employment in sought-after civilian trades, such as electronics or welding. Completion of the program leads to certification in a designated trade, occupation, or craft and often means starting jobs with higher pay in the civilian workforce. Individuals who successfully complete the USMAP are issued a Certificate of Completion of Apprenticeship from the U.S. Department of Labor and are considered among the most highly skilled craftsmen in industry.

B. Eligibility.

To qualify for the program, enlisted service members must be on active duty, have a high school diploma or General Equivalency Diploma (GED) equivalent, be designated in a job specialty (or rating) with approved apprenticeship skills and meet the requirement for the journeyman rating.

C. Policy

Each unit is responsible for administering USMAP locally to secure registration of apprentices in the various apprenticeship trades.

1. FORCECOM (FC-51) shall provide policy.
2. Rating Force Master Chiefs shall notify USMAP of changes to the Work Process Schedule and provide technical expertise in the establishment of new trade areas.
3. Career Development Advisors and Education Services Officers shall provide USMAP information and application and enrollment forms.
4. Training Centers shall select an education specialist to be trained as USMAP Registrars. This responsibility can be delegated to Class "A" school chiefs for the registration of graduating students desiring to enroll in USMAP.
5. Chief Petty Officer Academy shall include USMAP in its curriculum.
6. Training Center Cape May shall introduce USMAP to recruits.
7. Commanding Officer/Officer-in-Charge shall ensure the proper and effective use and check-off of Work Experience Hourly Records of personnel registered in the USMAP.

8. Commanding Officer/Officer-in-Charge shall report all individual apprentice actions (registrations, cancellations, completions, and suspensions) to USMAP Administrator, 250 Dallas Street, Pensacola, FL 32508-5220. This responsibility may be delegated to Education Services Officers, or senior enlisted persons (E-7 or above).

D. USMAP Procedures.

Under the direction of DOL/ATELS, USMAP will do the following:

1. Provide a “Work Processes Schedule” and a “Schedule of Related Instruction” for each designated occupational specialty.
2. Print and distribute applicable forms and Work Experience Hourly Records used by apprentices registered in USMAP.
3. Indoctrinate all applicable military and civilian education and training personnel, Career Development Advisors, program coordinators and Registrars regarding the procedures, controls, and actions required to provide effective field management of the USMAP for active duty enlisted members.
4. Maintain appropriate records as required to monitor the registered apprenticeship program of each active duty enlisted member.
5. Identify the ratings/occupational specialties to be registered with ATELS.
6. Consult with the ATELS and Coast Guard Rating Force Master Chiefs pertaining to the acceptability of an occupational specialty for apprenticeship recognition and registration.
7. Provide FORCECOM a quarterly report of all Coast Guard apprentice activity (i.e. completions, cancellations, extensions, reinstatements and suspensions.)
8. Issue all Certificates of Completion of Apprenticeship for apprentices enrolled under the terms of the national Apprenticeship Standards.

E. Kits.

USMAP Start-Up Kits contain all necessary information and instructions to start a USMAP program. Kits are available through <http://www.cnet.navy.mil/nnaps>, or through email to [netpdtc.usmap@cnet.navy.mil](mailto:netpdtc.usmap@cnet.navy.mil)

## ENCLOSURE (1) TERMINOLOGY

**Advanced Training:** Training that provides the member with the skills and knowledge necessary to perform unit and billet specific requirements.

**Armed Forces Classification Test (AFCT):** A multiple-choice test administered to in-service personnel trying to increase their DoD Armed Services Vocational Aptitude Battery (ASVAB) scores.

**Armed Services Vocational Aptitude Battery (ASVAB) Test:** A multiple choice test only administered to applicants through recruiting offices via the Military Entrance Processing Station (MEPS) for members initially entering the Coast Guard. Any retest taken after entering the Coast Guard to increase test scores to qualify for various training and education programs within the Coast Guard require taking the AFCT.

**Armed Forces Qualification Test (AFQT):** A score that is mathematically calculated using a combination of scores from specific sections of the ASVAB. This score is used to establish eligibility for certain training opportunities.

**Auxiliary Training:** Training conducted for members of the Coast Guard Auxiliary to enhance performance qualifications.

**Billet Control Numbers (BCNs)** – A unique number assigned to each billet for the purpose of identification. Billet Control Numbers are included on Personal Allowance List (PAL).

**Competencies:** The job-related knowledge, skills, abilities, and personal attributes that a person exercises while performing the business of any given position.

**Course Manager:** The staff officer at Headquarters who is responsible for monitoring course execution, quotas and currency of the course contents. Course Managers report to the Program Manager.

**Development:** Focuses on growth opportunities that are career driven.

**Education:** Focuses on skills and knowledge that are broad based and subject matter driven.

**E-Learning:** Growing, using, and moving knowledge using electronic means on an as needed basis.

**E-Resume:** Application for specific Education and Training programs. Form is available through Direct Access.

**Eligibility:** Qualifying requirements that must be met before consideration for a course or program.

**Enabling Objective (EO):** Outcomes that support the TPO.

**Enlisted Performance Qualifications (EPQ):** EPQs are those core competencies that enlisted personnel in each rating are required to successfully perform. EPQs are directly reflective of job tasks

required for mission accomplishment. They are a foundational element to the enlisted advancement system.

**Enlisted Professional Military Education (E-PME):** The E-PME program is designed to teach facts and concepts which serve to influence behavior for cultural application and develop cognitive ability for problem solving.

**Evaluation:** Assessments provided by students, trainees, and units regarding the effectiveness and/or appropriateness of a course of instruction.

**External Organization Training:** Training or Education programs conducted for organizations outside the Coast Guard such as state enforcement personnel, other Federal agencies, boating public, etc.

**Fleet Schools Ashore:** Navy Training activities assigned to the command of Fleet Commanders-in-Chief to provide training for officers and enlisted personnel who normally are members of a ship's company. This training is also referred to as Navy Catalog of Navy Training Courses (CANTRAC).

**Formal Training and Education:** Instruction usually conducted at facilities with classrooms by dedicated resident staffs but also includes correspondence courses, on-line and e-Learning courses following a formal schedule with supporting lesson plans, etc.

**General Detail:** The difference between authorized billets (the number of billets authorized by Congress, i.e. operating strength) and the combination of assigned (issued to the field – i.e. program manning) and pending billets consisting of two subsets: training allowance and support allowance.

**Job Aid:** Guides that support performance.

**Job Entry Level Training:** Initial training provided to prepare individuals to perform at the apprentice level in a specified job.

**Job Qualifications Requirements (JQR):** JQR is a locally produced, unit level, requirement used whenever there is no existing PQS to cover a specific watch station function or maintenance requirement. JQR is not part of the enlisted advancement system.

**Long Term Training or Education:** Instruction of more than 20 weeks in length for military members, which requires a permanent change of station. Instruction of more than 120 calendar days for civilian personnel.

**Mandated Training (MT):** Training conducted throughout the Coast Guard on common military subjects for military and civilian personnel. Examples include first aid, drug education, Sexual Harassment Prevention, etc.

**Non-Resident Course:** Training which does not require travel by the specific training location. Examples include e-Learning and PQG.

**On-the-Job Training (OJT):** Training normally conducted at the duty station by unit personnel. OJT provides unit specific knowledge and skills to improve an individual's job performance.

**Occupational Analysis (OA):** Process by which EPQs are developed. OAs occur for each rating every three years.

**Performance Based Training:** An outcome-based method of instruction focused on measuring the member's ability to perform the task using the prerequisite knowledge.

**Performance Qualification Guide (PQG):** Learner-centric performance-based course material developed from EPQs. The PQG requires completion of the respective End of Course Test (EOCT). The EOCT is administered after completion of the PQG and verification by the PDS.

**Personnel Qualification Standard (PQS):** PQS is a compilation of the minimum knowledge, skills and ability that an individual must demonstrate in order to qualify to stand watches or perform duties necessary for the safe, secure, and proper operation of a cutter or unit. PQS is not part of the enlisted advancement system.

**Pre-arrival Training:** Training that is essential for a member to have completed prior to arriving at their new unit. This training will normally be conducted on a TDY basis before members PCS, but may be conducted enroute.

**Prerequisites:** Requirements that must be met before an individual will be considered for a course or program of instruction.

**Professional Education:** Course of instruction at one of the War Colleges, Armed Forces Staff College, or Industrial College of the Armed Forces.

**Program Manager (PM):** The Staff Officer at Headquarters designated by the Program Director for the detailed management of a Coast Guard program..

**Position Control Number (PCN):** A unique identification number assigned to each billet for the purpose of identification. PCNs are included in the PAL.

**Quota:** A reserved space for a student in a course.

**Recruit Training:** An instructional program designed to introduce members to the Coast Guard and provide enlistees with fundamental skills and knowledge necessary to work in a military environment.

**Resident Training and Education:** Training conducted at facilities with classrooms and/or laboratories, including roadshows, by a dedicated resident staff.

**Required Training:** Training deemed essential to a specific billet, but not required to be completed by a member before reporting.

**Senior Service Schools:** Schools that prepare senior military and civilian personnel for executive positions and present an excellent opportunity to broaden an officer's professional base.

**Short Term Training:** Duration of instruction less than 20 weeks for military personnel or 120 calendar days or less for civilian personnel that does not require a permanent change of station.

**Specialized Training:** Training that provides the member with the skills and knowledge to perform specific career oriented requirements.

**Standard Operating Procedures (SOP):** A Policy document identifying the performance steps in the performance of a specific function. SOPs establish clear processes, define terminology and enable consistent, quality outputs.

**Terminal Performance Objective (TPO):** High level objectives which may include related EOs required for completion of a course.

**Training Manager:** The staff at FORCECOM responsible for managing curricula development and approval, AFC-56 fund account quotas, and furthering the Coast Guard's performance-based training in all aspects of the assigned program area.

**Training Allowance Billets (TAB):** The identification of training allowance billets by type of training and pay grade. Part of the General Detail identified in the PAL with a PCN and BCN.

**Unit Training:** Training intended to mold and coordinate actions and activities of individuals and teams into a single effective force.

**Voluntary Education:** Programs or courses taken during off-duty hours that are educational in nature and may, or may not, lead to a degree.

**Validated billet:** A billet in which the primary duties cannot be optimally performed except by individuals possessing qualifications normally acquired through advanced education in a relevant field of study.

## ENCLOSURE (2): ACRONYMS AND ABBREVIATIONS

Acronym	Abbreviation Meaning
ACET	Advanced Computer and Electronics Technology
ACT	American College Test
ADPL	Active Duty Promotion List
ADT	Active Duty for Training
AEPA	Advanced Education Program Administrator
AEPL	Advanced Education Program Liaison
AEPM	Advanced Education Program Manager
AESM	Advanced Education Student Manager
AET	Avionics Electrical Technician Rating
AFB	Air Force Base
AFC	Accounting Fund Code
AFCT	Armed Forces Classification Test
AFQT	Armed Forces Qualification Test
ALCGENL	All Coast Guard Enlisted
ALCOAST	All Coast Guard
AMT	Aviation Maintenance Technician Rating
AQE	Advanced Qualification Exam
AR	Arithmetic Reasoning
AR&SC	Aircraft Repair and Supply Center
AST	Aviation Survival Technician Rating
ASVAB	Armed Services Vocational Aptitude Battery
BCN	Billet Control Numbers
BM	Boatswain's Mate Rating
BS	Bachelor of Science
BSI	Bachelor of Science Intelligence
C4IT	Command, Control, Communications, and Computer Information Technology
CANTRAC	Catalog of Navy Training Courses
CBAP	Cost Benefit Analysis Plan
CCEE	Communications, Computer, and Electrical Engineering
CDR	Commander
CEU	Continuing Education Units
CGI	Coast Guard Institute
CGLO	Coast Guard Liaison Officer
CLAMO	Center for Law and Military Operations (Army)
CLEP	College Level Examination Program
COMDT	Commandant, USCG
COMMS	Communications
<b>CS</b>	<b>Culinary Specialist Rating</b>
CSIR	Center for Strategic Intelligence Research
CSIS	Center for Strategic and International Studies Fellowship
CWO	Chief Warrant Officer
DA	Direct Access
DANTES	Defense Activity for Non-Traditional Education Support
DC	Damage Controlman Rating
DCO	Direct Commission Officer

Enclosure (2) to COMDTINST M1500.10C

Acronym	Abbreviation Meaning (continued)
DLPT	Defense Language Proficiency Test
DoD	Department of Defense
DUINS	Duty Under Instruction
ELC	Engineering Logistics Center
EM	Electrician's Mate Rating
EMPLID	Employee Identification Number
ENS	Ensign
ENV	Environmental
EO	Executive Officer
epm	Enlisted Personnel Management (part of PSC)
EPME	Enlisted Professional Military Education
ESO	Educational Services Officer
<b>ESS</b>	<b>Employee Summary Sheet</b>
ET	Electronics Technician Rating
<b>ETQC</b>	<b>Education and Training Quota Management Command (ETQC).</b>
ETR	Electronic Training Request
FEA	Front End Analysis
FEF	Federal Executive Fellows
for	Force Optimization and Training
FOIA	Freedom of Information Act
FPE	Fire Protection Engineering
FSI	Foreign Service Institute
FSO	Flight Safety Officer
FY	Fiscal Year
GED	General Educational Development
GM	Gunner's Mate Rating
GMAT	Graduate Management Admissions Test
GMP	Graduate Management Project
GPA	Grade Point Average
GRE	Graduate Record Exam
HHG	House Hold Goods
HPT	Human Performance Technology
HS	Health Services Rating
HYT	High Year Tenure
IADT	Initial Active Duty Training
ICAF	Industrial College of the Armed Forces
ICS	Incident Command System
IDP	Individual Development Plan
IDT	Inactive Duty for Training
IIT	Investigations Industry Training
IMO	International Maritime Organization
IS	Intelligence Specialist Rating
ISC	Integrated Support Command
ISD	Instructional Systems Development
IT	Information Systems Technician Rating

Acronym	Abbreviation Meaning (continued)
IT	Industry Training
ITM	Information Technology Management
JD	Juris Doctor or Doctor of Jurisprudence
JQR	Job Qualification Requirement
JTA	Job Task Analysis
LAMS	Leadership and Management School
LMS	Learning Management System
LC	Unit Learning Center
LCDR	Lieutenant Commander
LLM	Master of Laws
LNG	Liquid Natural Gas (Specialty carriers)
LSAT	Law School Admission Test
LT	Lieutenant
LTJG	Lieutenant, Junior Grade
MA	Master of Arts
MAT	Miller Analogy Test
MBA	Master of Business Administration
MCI	Marine Corps Institute
MCNE	Microsoft Certified Network Engineer
MCWAR	Marine Corps War College
ME	Maritime Enforcement Specialist Rating
MED	Medical
MEPIT	Marine Environmental Protection Industry Training
MEPS	Military Entrance Processing Station
MHA	Master of Health Administration
M/I	Motivational Incentive
MIO	Marine Inspection Office
MIT	Massachusetts Institute of Technology
MIT-SDM	Massachusetts Institute of Technology System Design and Management
MK	Machinery Technician Rating
MPA	Masters of Public Administration
MPP	Master of Public Policy
MSE	Master of Science in Engineering
MS	Master of Science
MSAA	Master of Science in Aviation Administration
MSC	Marine Safety Center
MSCE	Master of Science in Civil Engineering
MSIA	Master of Science in Industrial Administration
MSO	Marine Safety Officer
MSP	Master Training Spending Plan
MSSI	Master of Science in Strategic Intelligence
MSSS	Master of Science in Safety Science
MST	Marine Science Technician Rating
MT	Mandated Training
MTL	Master Training List
NA	Needs Assessment
NAS	Naval Air Station
NCCPA	National Commission on Certification of Physician Assistants

Acronym	Abbreviation Meaning (continued)
NDIC	National Defense Intelligence College
NE	Naval Engineering
NET	Naval Engineering Technology
NETPDTC	Naval Education and Training Professional Development Technology Center
NJP	Non-Judicial Punishment
NSA	National Security Agency
OA	Occupational Analysis
OBTT	On Board Training Team
OCS	Officer Candidate School
OER	Officer Evaluation Report
OJT	On-the-Job Training
OPM	Office of Personnel Management
opm	Officer Personnel Management (part of PSC)
OS	Operations Specialist Rating
PA	Public Affairs Rating
PAL	Personnel Allowance List
PCN	Position Control Number
PCS	Permanent Change of Station
PDS	Professional Development Supervisor
PM	Program Manager
PQG	Performance Qualification Guide
PQS	Personnel Qualification Standard
PRG	Peer Review Group
PSIT	Port Safety/Security Industry Training
PSC	Personnel Service Center
PSTP	Prior Service Training Program
PTC	Performance Technology Center
<b>RAT</b>	<b>Rating Assessment Test</b>
R&D	Research and Development
REAP	Reserve Educational Assistance Program
REBI	Reserve Enlisted Basic Indoctrination
RFMC	Rating Force Master Chief
RFO	Request for Orders
RPA	Reserve Program Administrator
RPAL	Reserve Personnel Allowance List
RPM	Reserve Policy Manual
rpm	Reserve Personnel Management (part of PSC)
SCI	Sensitive Compartmentalized Information
SECCEN	Security Center
SELRES	Selected Reserve
SES	Senior Executive Service
<b>SFLC</b>	<b>Surface Forces Logistics Center</b>
<b>RPQ</b>	<b>Rating Performance Qualifications</b>
SK	Storekeeper Rating
SOC	Servicemember Opportunity College
SOCOAST	Servicemember Opportunity Colleges Coast Guard
SOP	Standard Operating Procedure
SPO	Servicing Personnel Office

Acronym	Abbreviation Meaning (continued)
TA	Tuition Assistance
TCT	Team Coordination Training
TDY	Temporary Duty assignment
TEMDUINS	Temporary Duty Under Instruction
TMT	Training Management Tool
TONO	Travel Order Number
TPO	Training Petty Officer
TRACEN	Training Center
TS	Top Secret
TS/SCI	Top Secret/Sensitive Compartmentalized Information
UCMJ	Uniform Code of Military Justice
UCLA	University of California at Los Angeles
ULDPA	Unit Leadership Development Program
USAF	United States Air Force
USPHS	US Public Health Service
<b>UTO</b>	<b>Unit Training Officer</b>
VRA	Veterans' Re-employment Act
WQSB	Watch Quarter Station Bill
YN	Yeoman Rating

## ENCLOSURE (3): RATING REQUIREMENTS

<b>“A” SCHOOL</b>	<b>DURATION</b>	<b>LOCATION</b>	<b>AFCT SCORES</b>	<b>ADDITIONAL REQUIREMENTS</b>
AET – Avionics Electrical Technician	20 Weeks	Aviation Technical Training Center, Elizabeth City, NC	MK + EI + GS = 172 and minimum AR of 52 or AFQT of 65	Normal Color Perception Security Clearance Aircrew Candidate Flight Physical Completion of Airman Program
AMT – Aviation Maintenance Technician	20 Weeks	Aviation Technical Training Center, Elizabeth City, NC	AR + MC + AS + EI = 220 and minimum AR or 52 or AFQT = 65	Normal Color Perception Security Clearance Aircrew Candidate Flight Physical Completion of Airman Program
AST – Aviation Survival Technician	17 Weeks	Aviation Technical Training Center, Elizabeth City, NC	VE + MC + AS = 162 with a minimum AR of 52 or an AFQT = 65	Normal Color Perception Security Clearance Aircrew Candidate Flight Physical Completion of Airman Program Normal Hearing
BM – Boatswain’s Mate*	11 Weeks	Training Center Yorktown, VA	AR + VE = 100	Normal Color Perception Normal Hearing
DC – Damage Controlman*	13 Weeks	Training Center, Yorktown, VA	VE + MC + AS = 155	
EM – Electrician’s Mate	19 Weeks	Training Center, Yorktown, VA	MK + EI + GS = 153 with a minimum AR of 52	Normal Color Perception
ET – Electronics Technician	22 Weeks	Training Center, Petaluma, CA	MK + EI + GS = 172 and a minimum AR of 52 or an AFQT = 65	Normal Color Perception Security Clearance
FS-Food Service Specialist*	12 Weeks	Training Center, Petaluma, CA	VE + AR = 105	
GM – Gunner’s Mate	10 Weeks	Training Center, Yorktown, VA	AR + MK + EI + GS = 209	Normal Color Perception Security Clearance
HS – Health Services Technician	20 Weeks	Training Center, Petaluma, CA	VE + MK + GS + AR = 207 with a minimum AR of 50	Normal Color Perception
IS – Intelligence Specialist	13 Weeks	Training Center, Yorktown, VA	VE + AR = 109	Normal Color Perception Security Clearance Normal Hearing

"A" SCHOOL	DURATION	LOCATION	AFCT SCORES	ADDITIONAL REQUIREMENTS
IT – Information Systems Technician	26 Weeks	Training Center, Petaluma, CA	MK + EI + GS = 172 with a minimum AR of 52 or an AFQT = 65	Normal Color Perception Security Clearance
IV – Investigator**	2 Weeks	Federal Law Enforcement Training Center, Glynco, GA	None	Active, sworn federal, state or local law enforcement officer at time of application
MK – Machinery Technician*	12 Weeks	Training Center, Yorktown, VA	AR + MC + AS = 154 or VE + AR = 105	Normal Color Perception Secret Security Clearance
ME – Maritime Enforcement Specialist	TBD	MLEA, Charleston, SC	VE + AR = 100	Normal Color Perception Secret Security Clearance
MST – Marine Science Technician	9 Weeks	Training Center, Yorktown, VA	VE + AR = 114 with a minimum MK of 56	
OS – Operations Specialist	17 Weeks	Training Center, Petaluma, CA	VE + AR = 105	Normal Color Perception Security Clearance Normal Hearing
PA – Public Affairs Specialist	12 Weeks	Ft. Meade, MD	VE + AR = 109 with a minimum VE of 54	Security Clearance
PS – Port Securityman**	33 days	Training Center, Yorktown, VA	VE + AR = 100	Normal Color Perception
SK – Storekeeper*	7 Weeks	Training Center, Petaluma, CA	VE + AR = 105 with a minimum VE of 51	
YN – Yeoman*	6 Weeks	Training Center, Petaluma, CA	VE + AR = 105	
* Rating is part of the Striker Program (see Chapter 7). ** Reserve Only rating				

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Command/Unit Title

Street Address  
City, State, Zip Code  
Staff Symbol:  
Phone:  
Fax:  
Email: I

1500

## MEMORANDUM

From: Signature  
First Initial, Middle Initial, Last Name  
UNIT SHORT TITLE

Reply to:  
Attn of:

To: CGPC-opm-1G

Subj: ADVANCED TRAINING OBLIGATION – NAME OF PROGRAM

Ref: (a) Coast Guard Advanced Education Program, COMDTINST M1524.1  
(b) Coast Guard Training and Education Manual, COMDTINST M1500.10 (series),  
(c) Coast Guard Weight and Body Fat Standards Program Manual, COMDTINST M1020.8 (series)

1. I accept appointment to the \_\_\_\_\_ (name of program) \_\_\_\_\_ Advanced Education Program.
2. I understand the obligation for extended service I assume as set forth by reference (b). I also understand that this obligation is in addition to any other service obligations I may have incurred and does not run concurrently.
3. I understand that I must maintain the academic standards required by the institution in which enrolled and those standards of performance, conduct, and appearance expected of Coast Guard personnel in accordance with reference (c).

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## ENCLOSURE (5) EDUCATION SERVICE OFFICER (ESO) RESPONSIBILITIES

This Enclosure lists the responsibilities of full time ESO's and those personnel for whom ESO is a collateral duty.

### Full Time ESO

- A. Conduct annual needs assessment to determine what educational programs are desired by unit personnel.
- B. Administer the end-user aspects of the Coast Guard Non-Resident Training program including as applicable, but not limited to:
  - 1. order PQGs and course materials,
  - 2. order end of course tests (EOCTs) or maintain a library of EOCTs,
  - 3. proctor EOCTs,
  - 4. inventory EOCTs monthly,
  - 5. return EOCTs to the Institute,
  - 6. investigate lost/compromised EOCTs, and
  - 7. destroy obsolete EOCTs.
- C. Administer the end-user aspects of the Servicewide Examination (SWE) process, including:
  - 1. log in and inventory SWEs as received from PSC and other units,
  - 2. notify personnel that SWEs have arrived,
  - 3. prepare for shipment and ship SWEs to other units,
  - 4. administer SWEs,
  - 5. annotate SWE shipping list(s),
  - 6. prepare for shipment and ship SWEs to PSC,
  - 7. investigate lost/compromised SWEs, and
  - 8. destroy SWEs.
- D. Ensure personnel document military learning experiences.
- E. Maintain a library of local college information, distance learning college information, financial aid information, study guides, and explanatory videos.
- F. Counsel personnel with respect to ASVAB/AFCT, including:
  - 1. obtaining their current scores,
  - 2. understanding their current scores,
  - 3. understanding Coast Guard policy regarding re-testing,
  - 4. developing a strategy for improving current scores (including which test(s) to re-take, how many questions they must get right to sufficiently improve their scores, how to study for the test), and
  - 5. where to go to re-take one or more tests.

Enclosure (5) to COMDTINST M1500.10C

Assist unit personnel pursue higher education, including:

6. Answer questions regarding terminology, how to start toward a college degree, costs, prerequisites, and resident tuition,
7. Explain the importance of regional or national accreditation,
8. Explain steps for:
  - a. obtaining college-related Coast Guard Institute services (assessment of earned college credit, degree plans, and transcripts of earned college credit),
  - b. deciding which level degree to work toward,
  - c. picking a major,
  - d. picking a college,
  - e. enrolling in college, and
  - f. registering for classes.
9. Describe SOCCOAST, explaining its benefits, and explaining how to use it, and
10. Inform personnel about advanced education opportunities provided by the Coast Guard.

G. Assist personnel in locating and obtaining financial aid.

1. Tuition Assistance
  - a. completing the application
  - b. reporting grades after completing course
  - c. resolving difficulties
2. Grants
  - a. Coast Guard Mutual Assistance
  - b. Coast Guard Foundation
3. Scholarships
4. Loans
5. GI Bill education benefit
  - a. Activating
  - b. Increasing benefit

H. Counsel personnel about non-traditional education programs

1. credit by examination programs to include preparation materials
  - a. College Level Examination Program (CLEP) tests
  - b. DAN TES Subject Standardized Tests (DSSTs)
  - c. Excelsior College Exams (ECEs)
2. distance learning programs
3. high school completion programs and the General Educational Development (GED) exam

I. Counsel personnel about available vocational opportunities

1. certification programs available through DAN TES
2. USMAP
3. SkillSoft

J. Administer, arrange the administration of, or arrange reimbursement for

1. CLEP tests
2. DSSTs

3. ECEs
  4. distance learning tests from colleges and universities
  5. AFCT (ASVAB retests)
  6. ASTB (Aviation Selection Test Battery)
  7. SAT
  8. ACT
  9. GRE
  10. LSAT
  11. GMAT
  12. Guidance materials and interest inventories
- K. Publicize educational opportunities through briefings, workshops, articles in unit publications, mass e-mailings, education fairs, creating and distributing literature (brochures, flyers, etc.).
- L. Develop effective partnerships with:
1. senior enlisted personnel at unit,
  2. Career Development Advisor,
  3. local colleges and universities,
  4. the Coast Guard Institute,
  5. organizations affecting the delivery of educational programs to the ESO's unit
  6. Collateral duty ESOs
- M. Provide proper security for tests, answer keys, and completed or partially completed answer sheets.
- N. Understand applicable directives and SOPs promulgated by Coast Guard Headquarters, Coast Guard Institute, DANTES, and DoD.
- O. Assist personnel to understand and apply for officer accession programs.
- P. Establish Officer Accession Interview Boards.

## Collateral duty ESO

- A. Administer the end-user aspects of the Coast Guard Non-Resident Training program including as applicable, but not limited to:
  - 1. ordering PQGs and course materials,
  - 2. ordering end of course tests (EOCT) or maintaining a library of end-of-course tests,
  - 3. proctoring EOCTs,
  - 4. inventorying EOCTs monthly, and
  - 5. returning EOCTs to the Institute.
  
- B. Administer the end-user aspects of the Servicewide Examination (SWE) process
  - 1. log in and inventory SWEs as received from PSC and other units,
  - 2. notify personnel that SWEs have arrived,
  - 3. prepare for shipment and shipping SWEs to other units,
  - 4. administer SWEs,
  - 5. annotate SWE shipping list(s), and
  - 6. preparing for shipment and shipping SWEs to PSC.
  
- C. Describe SOCCOAST, explaining (in general) its benefits, and advising where to get more information.
  
- D. Informing personnel about advanced education opportunities provided by the Coast Guard
  
- E. Assist personnel locate and obtain financial aid.
  - 1. Tuition Assistance
    - a. filling out application
    - b. reporting grades after completing course
    - c. Resolving difficulties
  - 2. Grants
    - a. Coast Guard Mutual Assistance
    - b. Coast Guard Foundation
  
- F. Counsel personnel with respect to ASVAB/AFCT, including:
  - 1. obtaining their current scores,
  - 2. understanding their current scores,
  - 3. understanding Coast Guard policy regarding re-testing,
  - 4. developing a strategy for improving current scores (including which test(s) to re-take, how many questions they must get right to sufficiently improve their scores, how to study for the test), and
  - 5. where to go to re-take one or more tests.