

U.S. Department
of Transportation
**United States
Coast Guard**



Training and Education Manual



COMDTINST M1500.10B

U.S. Department
of Transportation

United States
Coast Guard



Commandant (G-PRF)
United States Coast Guard

2100 Second Street, S.W.
Washington, DC 20593-0001
(202) 267-1381

COMDTINST M1500.10B
20 JUN 1988

COMMANDANT INSTRUCTION M1500.10B

Subj: Training and Education Manual

1. **PURPOSE.** This manual publishes training guidance and course information for Coast Guard military and civilian personnel. It represents a systematic approach to integrating training guidance into a single volume.
2. **DIRECTIVES AFFECTED.** COMDTINST M1500.10A is canceled. COMDTINST 1500.15A is canceled; its contents have been incorporated into this manual.
3. **ACTION.** Area and district commanders, commanders of maintenance and logistics commands, unit commanding officers, and Commander, Coast Guard Activities Europe shall ensure adherence to the contents of this manual.
4. **REPORTS AND FORMS:** All reports required and their associated forms are listed in figure 5-1 of this manual.

T. T. MATTESON
Chief, Office of Personnel and Training

(G-PRF-1)

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COMDTNOTE 1500
31 DEC 1992
CANCELLED:
30 JUN 1993

COMMANDANT NOTICE 1500

Subj: CH-1 to the Training and Education Manual, COMDTINST M1500.10B

- A. PURPOSE. This Notice publishes Change 1 to the Training and Education Manual, COMDTINST M1500.10B.
- B. SUMMARY. The major changes are summarized below; however, editorial changes which do not change the meaning are not noted.
1. Article 2.A.2.a - Revision/clarification of "A" School requirements.
 2. Article 2.B.2. - Includes references to COMDTINST 1500.15 (series), United States Coast Guard Chief Petty Officer Academy.
 3. Article 3.B.15.g - Clarification on Aviation Engineering Programs.
 4. Article 3.D. - Clarification of the Tuition Assistance Programs.

Enclosure (6) - Curriculum Outline Job Aid is removed and is being published as a separate manual.

COMDTNOTE 1500
31 DEC 1992

C. ACTION. Remove and insert the following pages.

<u>Remove</u>	<u>Insert</u>
Page 2-5 through 2-28	Page 2-5 through 2-28
Page 2-61 through 2-64	Page 2-61 through 2-64
Page 3-19 through 3-22	Page 3-19 through 3-22
Page 3-45 through 3-50	Page 3-45 through 3-50A
Enclosure (6)	

Area and district commanders, commanders maintenance and logistics commands, commanding officer of Headquarters units, chief of offices and special staff divisions in Headquarters shall ensure compliance with this Notice.

J. M. LOY
Chief, Office of Personnel and Training

Encl: (1) CH-1 to COMDTINST M1500.10B

TRAINING AND EDUCATION MANUAL

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Enclosures (following text):

- (1) Advanced Specialized Training Course Information
- (2) Aviation Unit Course Requirement (Standards)
- (3) Course Requirements for Units With Physical Security Personnel
- (4) Standards for Equal Employment Opportunity (EEO) Training
- (5) for Civilian Supervisors and Managers
- (6) Legal Unit Course Requirements
- (7) Curriculum Outline Job Aid

CHAPTER 1

PURPOSE AND OBJECTIVES

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CHAPTER 1
INTRODUCTION

A. Purpose and Objectives.

1. Purpose. The purpose of training and education within the Coast Guard is to provide personnel, military and civilian, with the capability to better fulfill Coast Guard missions and their necessary support.
2. Objectives. The objectives of training and education are:
 - a. To indoctrinate personnel (individually and as members of groups or units) with an understanding of their assigned duties, to develop the necessary skills, and to develop a sense of responsibility within the Service organization.
 - b. To develop personnel through a balanced program of formal resident and on-the-job training to reasonably insure the safe and competent execution of their assigned tasks.
 - c. To provide personnel with an opportunity to qualify for promotion and advancement.
 - d. To provide career personnel with advanced skills and knowledge to enhance their professional development and to improve the organization and operation of the Service.
 - e. To provide personnel with educational advancement opportunities to assist them in their pursuit of personal educational goals (e.g., high school diploma, baccalaureate degree, etc.) within available resources.

B. General Information.

1. Training vice Education. The term "training" in this publication refers to a course or program of instruction, narrow in scope, designed to develop specific skills and knowledge. It is not to be confused with "education" which is designed to "develop and cultivate" the individual and is broad in scope.
2. Levels of Training. Training as applied in this publication should be viewed as consisting of many interdependent levels including training for individuals, teams, units and multiple units interacting operationally. The two broad categories in which these levels fall are individual and operational training. The definitions for each level are provided in the appropriate section. On-the-job training (OJT) and correspondence course activity are imbedded within the training levels listed below:
 - a. Entry Level including Service Entry and Job Entry.
 - b. Advanced and Specialized Training.
 - c. General Military Training.

- d. Operational Training including Aviation, Afloat and Shore (Cutter operational and team training is not encompassed by this manual).
3. Training-Related Publications and Directives. Listed below are publications which contain training-related information which is often more detailed and specific than found in this publication. Use these publications to augment the information provided here. All references are to a series of publications; consult the current edition.
- a. COMDTINST M1414.8, Enlisted Qualifications Manual, or its successor.
 - b. COMDTINST M16114.9, Boat Crew Training Manual.
 - c. COMDTINST M3710.1, Air Operations Manual.
 - d. CG-336, Auxiliary Instructors Text.
 - e. COMDTPUB P1500.17, Command at Sea Orientation Manual.
 - f. COMDTINST M1001.27, Reserve Administration and Training Manual.
 - g. COMDTINST M09000.6, Naval Engineering Manual.
 - h. COMDTINST M3502.3, Unit Training Manual Afloat.
 - i. CG-AUX-488-5, Visual Aids Manual.
 - j. COMDTINST M16000.6, Marine Safety Manual.
 - k. COMDTINST M6000.3, Syllabus of First Aid & Health Lesson Plans.
 - l. Coast Guard Institute Correspondence Course Manual.
 - m. COMDTINST M3502.4, Cutter Training and Qualification Manual.
 - n. COMDTINST M8000.2, Ordnance Manual.
 - o. COMDTINST M3574.3, Small Arms Training Manual.
 - p. COMDTINST 1550.8, Management of Training Courses and Resources.
 - q. COMDTINST M1414.9, Enlisted Qualification Codes Manual.
 - r. COMDTINST 1550.11, Standard Curriculum Outlines.
 - s. COMDTINST 1571.11, ADT and War and Staff College Courses.
 - t. Other manuals which contain lists of responsibilities related to training include:
 - (1) COMDTINST M5400.7, Coast Guard Organization Manual.
 - (2) COMDTINST M5000.3, Coast Guard Regulations.
 - (3) COMDTINST M16247.1, Maritime Law Enforcement Manual.

C. Terminology.

Accreditation: Recognition of an educational program or course as having met specified standards such that the program or course will qualify the individual for a degree or admission to a specific educational institution. Accepting a course for credit remains the responsibility of the institution concerned.

Advanced Training: Instruction that provides trainees/students with the knowledge necessary to perform tasks and duties related to specific jobs, missions, types of equipment or advanced rates.

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

Basic Educational Enrichment Program (BEEP): A job entry-level program at TRACEN Cape May designed to raise reading and math levels of recruits and non-rated field personnel. BEEP is a combination of classroom, individualized, and PLATO computer-assisted instruction. Courses include Comprehensive Mathematics, Vocabulary Development, Reading Comprehension, Reading Rate Improvement, Word Analysis, Study Skills, Computer Literacy, Coast Guard Career Information and Counseling, and Personal Growth and Development.

Class "A" Course: Minimum essential rating training designed to provide the basic technical knowledge and skills required for job-entry level performance as outlined in the Enlisted Qualifications Manual, COMDTINST M1414.8, or its successor, for the respective rating. The Class "A" course graduate is an apprentice who will initially require on-the-job training under close supervision to carry out duties. Qualifications common to all ratings shall be satisfied by completion of the correspondence course.

Class "C" Course: Short-term training designed to provide advanced/specialized knowledge and skills to perform a task, or group of tasks, required by a specific billet. It is neither Class "A" training, supported by the Tuition Assistance Program, limited to a specific place or course, nor to Headquarters' funded courses.

Continuing Education: Programs or courses taken during off duty hours which are educational in nature and may or may not lead to a degree. These programs or courses tend to be tailored to the needs and interests of the individual rather than the Coast Guard.

Correspondence Course: Training in which the primary medium of exchange between the instructing institution and the learner is the printed page usually delivered by mail. It has the advantage of allowing the learner to work at his/her own pace and to decide when and where the learning will take place.

Course: A sequence of prescribed lessons designed to fulfill a specified purpose, goal, or mission.

Curriculum: The total package of instructional materials pertaining to one specific course. Components are:

Curriculum Outline
Lesson Plans
Supporting Materials

Drills and Exercises: Drills are the repeated performance of a particular evolution in order to indoctrinate and thoroughly familiarize the involved personnel with the functions they must carry out. A drill may emphasize a particular aspect of a given evolution or all of the evolution. Exercises are those evolutions which are realistic and may involve other participants. They usually measure how well a unit can perform a certain function against an established standard.

Education: Course designed to develop and cultivate an individual's general capability and knowledge. Broad in scope.

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

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

External Organization Training: Training/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.

Formal Training and Education: Instruction usually conducted at facilities with classrooms by dedicated resident staffs but also including correspondence courses, on-the-job training following a formal schedule with supporting lesson plans, etc. Training conducted with a maximum of trainees and a minimum of instructors. It lends itself particularly to instruction in those areas where information can be delivered by lectures, demonstrations, films and other types of audio-visual materials. It can be on-duty or after hours.

Functional Training: General service and aviation professional training which provides officer and enlisted personnel with specific skills and knowledge required for the performance of assigned duties.

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.

General Military Training (GMT): Training conducted at all Coast Guard units on common military subjects. Examples are training for advancement and all-hands training (first aid, drug education, etc.)

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

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

Non-Resident Training: Training not normally conducted in a formal classroom setting. Examples include correspondence courses and on-the-job training.

Off-Duty Training and Education: Training and education conducted at locations outside of the normal duty station and outside of normal working hours. Examples are the Off-Duty Education Program, Defense Activity for Non-traditional Education Support (DANTES), correspondence courses, General Education Development (GED) Testing, etc.

Off-Unit Training: Training conducted at facilities or by other groups having particularly valuable or realistic training resources not usually available to the unit (e.g., shipboard firefighting and damage control training, etc.)

On-the-Job Education: Certified education given locally for a group, monitored by an authorized instructor utilizing detailed course material provided by the authorizing school.

On-the-Job Training (OJT): Training normally conducted at the duty station by the supervisor to provide specific knowledge and skills to improve an individual's job performance. It has the advantage of providing first hand experience under normal working conditions. It is a good method for teaching complex operations.

Operational Training: Non-resident or non-classroom training conducted primarily at the duty station to develop or improve individual, group, team, or unit performance in meeting operational readiness requirements.

Pipeline Training: Training an individual should have to function in an assigned billet. This training is obtained between notification of PCS orders and the reporting date at the new unit. It is either mandatory (must be completed before reporting) or suggested (desirable before reporting). Portions of the officer, warrant, and enlisted training allowance are allocated to support these programs.

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

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

Program: An instructional program usually consists of two or more courses (resident and/or non-resident) of instruction on-the-job training and/or a combination of courses and on-the-job training that prepare the trainee/student for specific jobs/billets/etc.

Program Manager: The Staff Officer at Headquarters designated by and responsible to the Program Director for the detailed management of a Coast Guard program.

Programmed Instruction: Training, using a book, manual, or a teaching machine, which delivers subject matter in a highly organized, logical sequence. The learner must continuously respond to questions. This methodology has the advantage of recognizing individual differences in learning ability allowing the trainee to learn at his/her own pace.

Qualification Code: Combination of two characters expressed in numerals or letters or a combination of both to identify enlisted personnel who meet specific eligibility requirements associated with special skills and knowledge. See Enlisted Qualification Codes Manual, COMDTINST M1414.9.

Recruit Training: An instructional program designed to provide enlistees with fundamental skills and knowledge necessary to work in a military environment, also provides a common technical framework to perform work upon graduation.

Reserve Training Definitions: See the Reserve Administration and Training Manual, COMDTINST M1001.27 series.

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

School: A facility where instruction is provided for one or more courses. For example, the staff of the Leadership School at the U. S. Coast Guard Training Center, Petaluma, instructs both the Senior Petty Officer Leadership and Management Class "C" course and the Junior Officer Leadership and Management Class "C" Course.

Self Paced Training and Education: Instruction in which students work at their own pace and at a location and time of their own choosing, for example, a correspondence course.

Service Entry Level Training: Instructional programs designed to provide trainees/students with fundamental skills and knowledge necessary to perform jobs within a military environment and to provide a common technical framework to perform these jobs upon graduation, or to enter more advanced training programs.

Short Term Training: Instruction of less than 20 weeks for military personnel thus not involving a permanent change of station or 120 calendar days or less for civilian personnel.

Standards: The quality and quantity of work which must be minimally performed in a job (and its corresponding duties and tasks). Standards are set by official publications, or as a result of consensus of experience empirically derived in a formal manner such as a board or survey.

Support Allowance: That portion of the General Detail required to maintain assigned billet strength while personnel are in one of the following categories. The Staffing Standards Manual provides for lost time not specifically covered in the Support Allowance.

Delay enroute incidental to PCS: This includes travel, proceed time, leave enroute, compensatory leave and temporary duty (not for training).

Discipline: Lost time due to confinement/disciplinary action which exceeds ninety (90) days.

Medical: Lost time due to medical reasons which exceeds ninety (90) days.

Separation: Lost time at the end of service obligation (other than command approved terminal leave).

Assignment overlap: Personnel ordered to overlap assignments for the expressed purpose of required indoctrination/training not to exceed thirty (30) days.

Overbilleting: Personnel assigned to a unit in excess of allowance. This includes Academy ensigns for the purpose of training, replacement of an enlisted member who is awaiting promotion to warrant, and by request of the program manager or unit.

Support Manager: The staff officer at Headquarters designated by and responsible to the Support Director for the detailed management of the Support Program.

Team Training: The process of molding the individuals of a crew or unit into an effective force capable of performing functions requiring coordinated and interactive behavior.

Terminal Performance Skill and Knowledge Objectives (TPSKO): A specific description of the action the trainee is to exhibit during training to include standards or criteria which must be reached and the conditions under which the action will take place. It is based directly on actual job performance.

Training: Instruction which addresses only essential skill and knowledge areas to the minimum scope and depth required to perform a job satisfactorily.

Training Aid: Material used as an instructional tool. The training aid is not necessarily the physical object of the instruction but a representation of the actual object. For example, a map might be a training aid for instruction on geography if it were used to represent the earth's surface (the physical object of the instruction).

Training Allowance: That portion of the General Detail used to train officers, warrant officers, and enlisted personnel. Components are defined below. Training that is not explicitly covered under these definitions is not a part of the training allowance.

Recruit Training: A Service entry level instructional program designed to provide enlistees with fundamental skills and knowledge to be productive in a military environment. The E-1 training allowance is allocated for this program.

Class "A" School Training: Minimum essential rating training designed to provide the basic skills and knowledge necessary for job-entry level performance within a specific rating. The E-2 and E-3 training allowance is allocated for this purpose.

Class "C" School Training: Short-term training designed to provide advanced/specialized knowledge and skills to perform a task or group of tasks. The Training Allowance accounts for a portion of non-pipeline "C" school training while the Staffing Standards Manual accounts for a portion

(cont'd) of this training within unit staffing allowances. The relative apportionment of these categories depends on both the size of the General Detail and the number of training requirements imposed on the field commands at any given time.

Pipeline Training: Training an individual should have to function in an assigned billet. This training is obtained between notification of PCS orders and the reporting date at the new unit. Portions of the officer, warrant and enlisted training allowance are allocated to support this program.

Post-Graduate and Advanced Specialized Training (including Flight School): Formal training which provides officer and enlisted personnel with the extensive skills and knowledge required to become subject matter experts in various occupational specialities. Portions of the officer, warrant, and enlisted (E-4 to E-9) training allowance are allocated to support these programs.

Academy and OCS Training: Educational programs providing prospective officers with the skills and knowledge needed to serve as junior officers. The cadet training program is a separate portion of the training allowance; the officer candidate program is supported by the E-5 training allowance.

Training Equipment: Installed or non-installed machinery or material, used as objects of instruction. For example, an actual AN/SPS-64(v) radar used in instruction on the AN/SPSS-64(v) is training equipment and not a training aid or representation.

Training Needs: Those solutions to operational problems which can only or best be accomplished via training. These needs can only be determined from review of a detailed problem definition with supporting evidence.

Training Source: The agency responsible for the actual development and/or conduct of training, including Coast Guard, Department of Defense, other Federal agencies, private or public colleges and universities, and commercial and contractor schools.

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

The following acronyms and abbreviations are listed and defined for clarity.

APOS - Automated Personnel Qualification System - A system under development that will automatically update and report the status of qualification codes for all enlisted members.

BCN - Billet Control Number - a unique number assigned to each billet for the purpose of identification. Included on the new PAL and found in PAMIS.

GDMS - General Detail Management System - A system in development designed to track and report the use of billets and personnel within the General Detail.

PAL - Personnel Allowance List - Issued by Commandant (G-CPA). Contains all assigned billets and information related to the billet. New automated format includes BCN's and qualification codes.

PAMIS - Personnel Assignment Management Information System - a partial subset of PMIS that resides on the Office of Personnel's Harris mini-computer. Used to assist in the assignment of personnel to billets.

TAB - Training Allowance Billet - The identification of training allowance billets by type of training and paygrade. A supplemental PAL will list the TAB's and their accompanying BCN's.

CHAPTER 2

TRAINING PROGRAMS

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CHAPTER 2

TRAINING PROGRAMS

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CHAPTER 2 TRAINING PROGRAMS

A. Entry Level Training

1. Service Entry Level. Service Entry Level programs provide a basic foundation of knowledge and skills pertaining to the military way of life for personnel entering the Service for the first time or when advancing from enlisted to officer ranks. The programs also provide a common technical framework allowing performance of basic jobs upon graduation or advanced job entry level training programs or courses. There are four Service Entry Level programs: recruit training, the Coast Guard Academy, Officer Candidate School, and Direct Commission Officer programs.

a. Recruit Training.

(1) Description:

(a) The objectives of recruit training are to:

1. Effectively indoctrinate and motivate recruits.
2. Develop job skills for recruits.

(b) The mission of recruit training in the Coast Guard is:

1. To provide for a smooth and orderly transition from civilian to military life, a non-prior service recruit training program is conducted which is designed to:

- a. Train Coast Guard personnel in the rate of E-1 for designation in the rate of E-2 by requiring satisfactory completion of course Terminal Performance Objectives based on advancement qualification standards for E-2 per the Enlisted Qualifications Manual, COMDTINST M1414.8 (series).

- b. Identify and discharge individuals who cannot meet minimum qualifications for Coast Guard personnel including:

- (1) Medical standards per Chapter 3 of the Medical Manual, COMDTINST M6000.1 (series),
- (2) Physical standards per Paragraph 2.C.3,
- (3) Academic standards articulated in the Commandant-approved course Terminal Performance Objectives,
- (4) Behavior requirements of Chapter 12 of the Personnel Manual, COMDTINST M1000.6 (series).

c. Orient and indoctrinate new personnel by:

- (1) Developing a sense of pride and identification with the U. S. Coast Guard.
- (2) Providing a regimented, demanding (but not demeaning or physically abusive) environment conducive to the development of self-discipline, respect for authority, self-esteem, self-confidence, and acceptable appearance. The environment shall accentuate team work and the impact on the team of incorrect individual or team actions during the initial portion. During the latter portion, the program shall accentuate the impact on the individual of incorrect actions.
- (3) Performing routine service entry administrative functions including issuance of uniforms and ID cards.
- (4) Satisfying orientation and indoctrination objectives of the Commandant which address Coast Guard history and civil rights.

d. Counsel and classify non-prior service personnel by:

- (1) Explaining the use of the Armed Services Vocational Aptitude Battery to determine "A" school eligibility.
- (2) Advising recruits on career opportunities and constraints of the personnel system to allow recruits to make a judicious choice of occupational specialty and first duty assignment.
- (3) Satisfying counseling and classification objectives of the Commandant which address career information, drugs, alcohol, and hygiene.

(2) Duration:

- (a) Classes are usually 8 weeks.
- (b) Classes are approximately 4 weeks for all newly recruited enlisted personnel with prior service in a military branch other than the Coast Guard or Navy.

(3) Location: Coast Guard Training Center Cape May, New Jersey.

- (4) Eligibility: Specified in the Recruiting Manual, COMDTINST M1100.2 (series), Chapter 3 (regular) and Chapter 4 (Reserve).
- b. Officer Candidate School (OCS).
- (1) Description: Prepares officer candidates to serve in the USCG active and Reserve components. The officer candidate program is designed to: (1) develop skills required of an officer, (2) develop those qualities, characteristics, and knowledge necessary for effective leadership; (3) familiarize individuals with the administrative practices, duties, authority, and organization of the USCG; (4) indoctrinate basic military principles, procedures, knowledge, skills, and discipline; (5) teach fundamental nautical and professional skills and knowledge; and (6) to determine suitability for commissioning.
 - (2) Duration: 17 weeks.
 - (3) Location: Reserve Training Center, Yorktown, Virginia.
 - (4) Eligibility: Specified in the Personnel Manual COMDTINST M1000.6 (series), Chapter 1.
- c. Direct Commission Officer Program (Officer Indoctrination Course):
- (1) Description: This course provides direct commissioned officers with basic knowledge of the organization, missions and duties of the USCG; and an introduction to the administrative leadership, and management duties of commissioned officers.
 - (2) Duration: 4 weeks, course scheduled as needed.
 - (3) Location: Reserve Training Center, Yorktown, VA.
 - (4) Eligibility/prerequisites: Specified in the Personnel Manual COMDTINST M1000.6 (series), Chapter 1 and COMDTINST 1001.24 (series) (Aviators), COMDTINST 1120.11 (series) (Federal Maritime Academy graduates), and COMDTINST 1120.12 (series) (Law School graduates).
- d. U. S. Coast Guard Academy:
- (1) Description: The Coast Guard Academy program is designed to train cadets in assuming the duties of junior officers aboard a vessel upon graduation. The Academy provides, by precept and example, an environment which encourages a high sense of honor, loyalty, cooperation, and obedience among cadets. The training objectives include navigation, seamanship, military justice and

(cont'd) law, and activities performed during summer cadet cruises. Educational aspects and the general mission of the Academy are summarized in the Undergraduate section in this manual.

- (2) Location: U. S. Coast Guard Academy, New London, CT. (3) Duration: 4 years.
 - (3) Eligibility/prerequisites: See Personnel Manual COMDTINST M1000.6 (series), Chapter 1, and Section E.
2. Job Entry Level. The Coast Guard basic petty officer service courses are designed to meet the manpower training requirements at the specialty-entry level. The courses are taught in a formal school environment and the curriculums are based solely on the E-4 performance qualifications for a specific rating which are contained in the Enlisted Qualifications Manual COMDTINST M1414.8 (series).
- a. Enlisted Class "A" Courses (Basic Petty Officer Service Courses):
 - (1) Description:
 - (a) Eligibility. The applicant's commanding officer must ensure that the member applying for class "A" school training meets the prerequisites for the school, is motivated to complete the course, and motivated to make use of the training provided. Members must be eligible for transfer in accordance with the Personnel Manual COMDTINST M1000.6 (series). The precepts and objectives of the Coast Guard's Civil Rights/Human Relations Program shall be followed when selecting or recommending personnel for training.
 - (b) Class "A" Courses. List of class "A" Schools, length of courses, locations, qualifying ASVAB/AFCT scores, medical requirements, necessary security clearances, and other miscellaneous requirements are listed in Appendix 3-1.
 - (c) Armed Forces Classification Test (AFCT). The AFCT test is a multiple choice test administered to personnel trying to increase their Department of Defense Armed Services Vocational Aptitude Battery (ASVAB) scores. The ASVAB test is administered only to applicants initially entering the Coast Guard, and any retest taken to increase test scores to qualify for school would be the AFCT test. The AFCT consists of ten sub-tests which are outlined as follows.
 1. General Science (GS)(25 items)-(11 minutes). Measures high school level knowledge of biology, medicine, chemistry and physics.

- (1) Arithmetic Reasoning (AR)(30 items)-(36 minutes). This sub-test, often called "word problems", uses arithmetic skills to solve problems.
 - (2) Word Knowledge (WK)(25 items)-(11 minutes). A vocabulary test where a person is given a word and asked to choose which of four other words is closest in meaning.
 - (3) Paragraph Comprehension (PC)(15 items)-(13 minutes). Measures ability to acquire information from written passages.
 - (4) Numerical Operations (NO)(50 items)-(3 minutes). Arithmetic test which emphasizes speed and accuracy.
 - (5) Coding Speed (CS)(84 items)-(7 minutes). This sub-test, as with the Numerical Operations sub-test, emphasizes speed and accuracy. Code numbers are given for words and the answer sheet is marked accordingly.
 - (6) Auto & Shop Information (AS)(25 items)-(11 minutes). Measures knowledge of tools and terms associated with the repair and maintenance of vehicles.
 - (7) Mathematics Knowledge (MK)(25 items)-(24 minutes). Measures high school level knowledge of algebra, geometry, and trigonometry.
 - (8) Mechanical Comprehension (MC)(25 items)-(19 minutes). Shows pictures related to basic machines (i.e., pulleys, levers, gears, and wedges) and applicant must visualize how the pictured objects would operate.
 - (9) Electronics Information (EI)(20 items)-(9 minutes). Measures familiarity with electrical equipment, knowledge of electronics terminology, and ability to solve simple electrical problems.
- (d) Verbal Ability (VE) Standard Score. This is a combination of two AFCT sub-tests: (1) Word Knowledge (WK) and (2) Paragraph Comprehension (PC). The VE is obtained by adding the two raw scores and converting it to a VE Standard Score using the VE conversion table. This score indicates a persons overall verbal ability.
- (2) The following procedures apply to the AFCT.

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- (a) The AFCT shall be administered to all enlisted applicants for basic petty officer courses or advanced training whose previous test scores are not available or not high enough to qualify member for training.
 - (b) District commanders and commanding officers of Headquarters units who hold the AFCT tests shall make arrangements for administering tests at their units for those under their command and are authorized to approve an initial retest of the AFCT for their personnel who have not previously been retested. A second retest may be requested via the chain of command from Commandant (G-PRJ) and shall state:
 - (1) that at least 6 months have elapsed since last testing,
 - (2) a positive improvement has been shown in educational background, language proficiency or experience, and
 - (3) a positive reason for the retest (i.e., required for entrance to a specific school program and waivers are not allowed).Retests may be for the entire AFCT or for individual sub-tests and scores will be entered in item 45 of the Achievement Sheet, CG-3303. Retest scores take precedence over scores previously entered even if the retest scores are lower than ones previously entered.
 - (c) Commanding officers of Headquarters units who have a need to administer the AFCT on a permanent basis shall forward their requests to Commandant (G-PRJ), stating who will administer the test, detailed justification as to why it is required, and the type of security container to be used.
 - (d) Commanding officers of Headquarters units who wish to administer the AFCT on a one time basis and have no need to hold the tests shall request them from Commandant (G-PRJ). All other units shall request them from their respective district commanders.
 - (e) Scoring of retest answer sheets shall be completed at the units authorized by Commandant (G-PRJ). All retest answer sheets shall be immediately forwarded to Commandant (G-PRJ). To avoid the possibility of compromise of the test, personnel scoring the answer sheets shall be instructed and cautioned against marking them in such a manner that they become a scoring key.
- (3) The following security measures shall be adhered to:
- (a) A commissioned officer shall be charged with the security of all test materials.

- (b) Handling of unwrapped tests, examiner's copies of tests, scoring keys, conversion tables, and completed answer sheets, shall be limited to personnel authorized in writing by the commanding officer to handle these materials. The commanding officer shall ensure that all personnel involved in AFCT testing are thoroughly briefed regarding their security.
- (c) A test log will be maintained at each unit holding and administering tests and the security of this log will be the same as for test booklets. The log will contain the name of the applicant tested, the data of the test, form number of the test, serial number of the test booklet, and name of the test administrator.
- (d) Test administrators shall ensure that the test booklets are page checked before testing and prior to an examinee leaving the room, that the time limits for each test are observed, that outside assistance is not available, that the applicant is adequately instructed, that the test is conducted in a location free from distraction, and the member is supplied with the proper materials.
- (e) All test booklets, scoring keys, and completed answer sheets shall be mailed via certified mail. The completed answer sheets may be mailed via first class mail. All material shall be double-wrapped and the inner envelope plainly marked "TO BE OPENED BY PERSONNEL AUTHORIZED TO HANDLE TEST MATERIALS". A cover letter, listing all material being forwarded, shall accompany the material with a copy stapled to the outside of the inner envelope.
- (f) When not in use, test material shall be stowed in metal cabinets secured by combination-type locks and if feasible, the container should be in a secure room.
- (g) A sight inventory shall be conducted at the end of each working day. Tests and scoring keys shall be inventoried by serial numbers. If a safe has not been opened during the day, this information will be noted in the inventory log and initialed by the custodian. Do not open the safe solely for inventory purposes. A complete inventory shall be conducted upon relief of custodian and a copy of the inventory sent to Commandant (G-PRJ) via the chain of command.
- (h) Test materials, with the exception of answer sheets, shall be used repeatedly. Persons designated to handle test material and one witness shall be responsible for destroying worn or defaced materials, which shall be

(cont'd) destroyed by burning, shredding, or pulverizing. The destruction report shall list serial numbers of material destroyed and signed by the personnel who completed the destruction. A copy of the destruction report shall be forwarded to the cognizant district commander (ap) with a copy to Commandant (G-PRJ). The original destruction report shall be kept by the unit performing the destruction and retained until the test ceases to be effective. Log all destroyed materials in the inventory log.

- (i) In the event that any test materials are lost or compromised, notify Commandant (G-PRJ) immediately by message stating: (1) date and place of loss or compromise, (2) circumstances surrounding loss or compromise, (3) initial determination of possibility of compromise, and (4) action taken to initiate investigation.
- (4) Waiver of ASVAB/AFCT Scores. If the applicant is highly recommended for class "A" school training but does not have the minimum ASVAB qualifying test scores, the commanding officer may waive up to five points of the total of two or more subtests required to be scored in combination to qualify the member. A single qualifying test score cannot be waived by the commanding officer. For example, to qualify for FT "A" school, an individual needs a minimum ASVAB score of MK+EI+GS of 171 but the applicant's ASVAB scores total 166. The commanding officer may waive the 5 points necessary to bring the member's total ASVAB score to 171 which will qualify the applicant for FT School. A single ASVAB score of 52 in AR is also needed to qualify for FT School. If the applicant's minimum ASVAB AR score is 51, the member does not qualify for FT School. The commanding officer cannot waive any part of this single score to qualify the member. Commanding officer's may request additional waivers, by letter, from Commandant (G-PRJ) with full justification and a statement concerning the amount of waiver already granted by the command.
- (5) Security Requirements. Personnel applying for schools that require a security clearance must be eligible for a Final Secret Security Clearance and be a U. S. Citizen. Radioman school applicants must also submit the necessary forms to obtain a Background Investigation. These forms must be attached to their Class "A" School Training Request, CG-5286.

- (6) Aircrewman Physical Examination Requirements. Applicants applying for aviation class "A" schools must pass an aircrewman physical examination. The original and one copy of the completed Report of Medical Examination must be attached to the member's training request. Commandant (G-PRJ) will assign a delay code of "INC-PHY" to these applicants. Personnel assigned OUTCONUS may request assignment to an aviation class "A" school without completing the aircrewman physical but must complete this physical before they will be assigned to "A" school. Applicants in this category will be placed on the "A" school list with a delay code of "NO-PHY" assigned by Commandant (G-PRJ). Commandant (G-PRJ) will remove the delay codes of "INC-PHY" or "NO-PHY" when they are in receipt of the applicant's approved physical from Commandant (G-KOM). Class "A" School orders will not be issued to personnel until the delay codes are removed. The medical examination requirement is waived for those applicants who are changing from one aviation rating to another.
- (7) Pregnancy. Women who are pregnant and in receipt of orders to a Class "A" school must obtain a medical officer's statement, prior to execution of the orders, stating they are physically capable to enter training and that they will not enter their third trimester of pregnancy prior to completion of training. Women, unable to enter training due to pregnancy, will be placed in medical hold status and will receive orders to the first available scheduled class after they return to full duty status.
- (8) Conduct. Members must not have received NJP, courts-martial, or civil convictions for the 6 month period preceding their application to "A" school. The 6 month period starts from the date of conviction or when NJP was awarded. After submission of the application for "A" school and prior to execution of the orders, if the applicant receives a NJP, courts-martial, or civil conviction, Commandant (G-PRJ) shall be notified by message and the applicant's name will be removed from the "A" school list. Applicant may reapply for "A" school when eligible.
- (9) Change in rate. Petty officers, or Seaman/Fireman who have a designator and desire to change rate must submit their request, in letter form via the chain of command, to Commandant (G-PE) for approval. If the member desires to attend "A" school, in lieu of striking, their letter must include a completed copy of their Class "A" School Training Request, CG-5286. Those requesting an aviation class "A" school must also attach a copy of their completed aircrewman physical examination. Commandant (G-PE) will notify the member of approval or disapproval of their request. If their request was approved for "A" school,

(cont'd) the reply will include a signature date. This date will be used to determine member's standing on waiting list. Petty Officers will no longer have priority, but will compete with E3's based on signature date.

- (10) Ineligible applicants. Members rated or designated through a striker program are not eligible for Class "A" schools of the same rating. Personnel who have been promoted to petty officer status or assigned a designator through the striker program will have their names removed from the Class "A" school list. Members in this category who wish to apply for an "A" school for a rating other than the one they were advanced to must follow the procedures established for members requesting a change in rate. Member disenrolled from class "A" school at their own request, for lack of application, or for misconduct, are ineligible to reapply for "A" school until 6 months has elapsed from date of disenrollment. Training commands shall prepare an Administrative Remarks, CG-3307 entry for each student disenrolled stating the reason for the member's disenrollment and whether or not it was member's own fault.
- (11) Obligated service. See Figure 3-1 for obligated service requirement. This period of obligated service will commence on the date of graduation from "A" school. Applicant's not having the necessary active duty obligated service requirement for "A" school remaining on their present contract, must reenlist or sign an Agreement to Extend Enlistment to cover the required period prior to departing their unit for school. Members disenrolled from Class "A" school at their own request, for lack of application, or for misconduct will be required to fulfill their full-obligated service requirement. Personnel disenrolled for academic, humanitarian, or for the good of the Coast Guard may, upon the approval of Commandant (G-PE), have their obligated service requirement rescinded or reduced to cover the period of schooling received.
- (12) Applications.
 - (a) Class "A" School Training Request Forms, CG-5286, are initiated by the member and shall be submitted via the member's chain of command to Commandant (G-PRJ). A copy of the completed request will be filed in the individual's service record.
 - (b) Initial application by E-2's shall not be submitted until they have served a minimum of 4 months at their new duty station. The 4 month period will start from the date they reported aboard. Block 9 of Form CG-5286 must be a minimum of 4 months from the date shown in block 19. Applications received before the waiting period will be

(cont'd) returned. E-3's may apply at any time. If a member desires to change their school choice, a new CG-5286 must be submitted to Commandant (G-PRJ) indicating their new choice. The new choice and signature date will take precedence over any previous request.

- (13) Command Endorsement. Commanding officers shall ensure that Part I, II (with the exception of the Battery Test Scores), and block 31 of the Class "A" School Training Request are completed in their entirety for members requesting assignment to an "A" school, prior to completing and signing Part IV (CO's endorsement). Information regarding approval/disapproval, amount of test score waiver the command has approved, or that the applicant meets the physical requirements for the "A" school should be provided in block 24.
- (a) If the applicant is applying for a classified rating "A" school, the commanding officer's endorsement must state that the applicant is a U. S. Citizen and has a satisfactory National Agency Check completed. Block 24 shall state: "SATISFACTORY NAC COMPLETED ON (DATE)."
- (b) If the Class "A" School Training Request is submitted to notify Commandant (G-PRJ) of an applicant's status change, the Commanding Officer shall ensure that Part I, II (with the exception of the Battery test scores), III, and block 31 are completed in their entirety prior to completing and signing Part IV.
- (14) Quota Allocation. Commandant (G-P) controls the class "A" school quota allocations. Commandant (G-PRJ) has been designated as the responsible division at headquarters to administer and issue quota allocations for the guaranteed school program. Guaranteed school program may be suspended at anytime. Program existence is based on current Service needs.
- (15) Waiting List. Commandant (G-PRJ) maintains the class "A" school list. These waiting lists are forwarded monthly to the Active Duty PERSRU's, Command Enlisted Advisor (CEA) of all districts, MLC's and Headquarters units. The CEA's are responsible for ensuring that these lists are distributed to the appropriate units. Questions and/or corrections shall be directed to the appropriate CEA's who shall notify Commandant (G-PRJ) of any necessary corrections. An applicant's standing on the waiting list is determined as follows:
- (a) Name of personnel enlisted under the Guaranteed Type II school (GUARSCH) program will appear on the waiting list after they have been at their first duty station for over 4 months with a code "GUARSCH". Commanding officers shall notify Commandant (G-PRJ), by message, of the advancement

(cont'd) to E-3 of personnel in this category. Upon receipt of this information, Commandant (G-PRJ) will issue orders to these members for the next available class.

- (b) Applicant's rank determine where they will be placed on the appropriate "A" school waiting list. Personnel will be ranked with all personnel in their pay grade by the date shown in block 9 (signature date) of the applicant's Class "A" School Training Request which is the date the member signs the form. This is the same for aviation school applicants and not the date the aircrew physical was taken. The exception to this rule are those personnel who advance while on the "A" school list and their new placement on the list will be by their date of advancement.
 - (c) Personnel with less than 1 year in pay grade E-2 may apply for Class "A" school, however, if they do not receive orders for school or advance to pay grade E-3 within 1 year from date of advancement pay grade E-2, their names will be removed from the waiting list. Personnel with over 1 year in pay grade E-2 are not eligible to apply for Class "A" school.
 - (d) Issuance of orders to class "A" school automatically removes the applicant's name from an "A" school waiting list. If the applicant requests that these orders be cancelled, they will have to resubmit a new training request for "A" school to be placed on an waiting list. The new signature date will determine the member's position on the list. If the applicant's commanding officer requests a delay in the assignment of the member after the orders have been issued, and the request is approved by Commandant (G-PRJ), the applicant will be returned to the waiting list with their original signature date and will be issued orders to the next available class.
- (16) Codes. The following describes the codes which appear under the "Delay" column on the "A" school waiting list and how they are used.
- (a) Members assigned the following codes on the "A" school waiting list will not be issued orders for Class "A" school until the commanding officer advises Commandant (G-PRJ) that the reason for the delay code no longer exists.

ADMIN - Administrative reason - delay issuance of orders.
MEDICAL - Medical problem preventing attendance at school.
SECURE - Not granted a required security clearance.
REQUEST - Command has requested a delay of orders.

- (b) The following codes which appear on the "A" school waiting list are advisory in nature and will be removed by Commandant (G-PRJ) without input from the member or his/her commanding officer.

CHGRATE - Received approval for change in rating via "A" school.

GUARSCH - Enlisted under Guaranteed (Type II) school program.

INC-PHY - Aircrewman candidate physical received with aviation school application and awaiting approval by Commandant (G-KOM).

NO-PHY - Application for aviation school from member assigned OUTCONUS unit without aircrewman candidate physical.

- (17) Type of orders issued. Upon completion of "A" School, all personnel will be reassigned by Commandant (G-PE).
 - (a) Non-rated personnel ordered to class "A" school immediately following recruit training will be issued orders for Temporary Duty Under Instruction (TEMDUINS). This training is considered a continuance of their basic training and per diem is not authorized.
 - (b) Petty officers/non-rated personnel ordered to a course of instruction from other than recruit training, whose course length is less than 20 weeks, will be issued orders for Temporary Duty Under Instruction (TEMDUINS) (Permanent Change of Station (PCS) for members without dependents, and Temporary Additional Duty (TAD) for members with dependents). Commanding Officers may request, by message, cancellation of TAD TONO and issuance of PCS TONO for members with dependents who have no need to return to the old duty station.
 - (c) Petty officers/non-rated personnel ordered to a course of instruction from other than recruit training, whose course length is 20 weeks or more, will be issued orders for Duty Under Instruction (DUINS) and PCS.
- (18) Commanding Officer's responsibility. Upon receipt of orders for an applicant to attend "A" school, the Commanding Officer shall ensure:
 - (a) The applicant has sufficient obligated service remaining on their enlistment, or extension of enlistment, to meet the minimum obligated service requirement upon graduation from "A" School. Commandant (G-PRJ) message orders will contain the obligated service requirement. Personnel not meeting the minimum obligated service requirement must either sign an Agreement to Extend Enlistment or reenlist to obtain

(cont'd) this active duty obligation prior to departing their unit for "A" School. With the exception of the ET and FT ratings, students who complete their training in less than the scheduled time may have their extension agreement changed to agree with the obligated service requirement for the actual time served under instruction. The obligated active duty service requirement for ET, FT, and GM "A" school students is 36 months. Commanding officers shall notify Commandant (G-PRJ), by message, of those applicants who do not sign an Agreement to Extend Enlistment or reenlistment so that their class "A" school orders can be canceled. Waivers of the obligated service requirement can only be granted by Commandant (G-PE) and will be dictated by the needs of the service.

- (b) The applicant has remained qualified for the training.
 - (c) That pregnant personnel have a medical officer's statement stating they are physically capable to enter training and will not enter their third trimester of pregnancy prior to their graduation date.
 - (d) That Aviation "A" school applicants have their original aircrewman candidate physical filed in their health record.
- (19) Cancellation of orders. Commanding officers shall advise Commandant (G-PRJ) by message, to cancel orders of any member who:
- (a) Is no longer qualified to attend school.
 - (b) No longer desires school.
 - (c) Has been awarded NJP, Courts-Martial or civil conviction since submitting their Class "A" School Training Request to Commandant (G-PRJ).
 - (d) Has disciplinary action pending. (Commanding officers may request applicants in this category be placed in an ADMIN hold status and if cleared, be issued orders to the next available class.)
 - (e) Has medical problems that will not allow attendance at school (including failure to meet weight standards or not fit for duty).
 - (f) Has personal problems preventing attendance at school.
 - (g) Has refused or failed the urinalysis drug test. See Personnel Manual COMDTINST M1000.6 (series), (Chapter 20.

- (h) Will not sign an Agreement to Extend Enlistment or reenlist to meet the minimum obligated service requirement for the "A" School.
 - (i) Is performing below standard.
 - (j) Is pregnant and will be in their third trimester prior to graduation date or physically incapable to enter training.
- (20) Delay of Orders. Commanding officers may request that Commandant (G-PRJ) delay the assignment of a member to class "A" school after orders have been issued if circumstances warrant. If approved, the member will be returned to the "A" School waiting list with their original signature date and should be issued orders to the next available class.
- (21) Medical delay of orders. Commanding officers shall notify Commandant (G-PRJ) and the appropriate training center, by message or telephone, of personnel who receive class "A" School orders and who require medical follow up stating the applicant's current situation, diagnosis, prognosis, and restrictions. Situations are handled on an individual basis since each school has unique requirements that may or may not allow for varying medical conditions. Commandant (G-PRJ) shall be notified immediately to prevent delays or major problems.
- (22) Message cancellation of orders. Message requesting cancellation or amendment of "A" School orders should be sent within five working days after receipt of orders. The following message format should be used:

FROM: MEMBER'S UNIT
TO: COMDT COGARD WASHINGTON DC//G-PRJ//
INFO: DISTRICT COMMANDER (IF APPLICABLE)
REPORTING UNIT (IF APPLICABLE)
APPLICABLE TRACEN
APPLICABLE PERSRU
BT
UNCLAS//NO#####//
SUBJ: (SAME AS REFERENCE A)
A. (ORIGINAL MESSAGE)
1. RATING, NAME, SSN, COURSE, CLCVN DATE, AND TONO OF APPLICANT.
2. REASON FOR CANCELLATION OR AMENDMENT AND JUSTIFICATION FOR RETURN TO WAITING LIST OR FOR AMENDMENT TO ORDERS (I.E. TONO CHANGE).
BT

FIGURE 2-1
 BASIC PETTY OFFICER COURSES (CLASS "A")

Notes in each column refer to notes at the end of Figure 2-1.

The precepts and objectives of the Coast Guard's Civil Rights/Human Relations Program shall be followed when selecting or recommending personnel for training. (See COMDTINST M5350.11 (series)).

Scores listed in the requirement column are either ASVAB or AFCT scores. The ASVAB test is ministered upon initial entry in the Coast Guard and the AFCT test is the retest taken to upgrade ASVAB scores.

Course durations listed below were current when published and are subject to change.

Orders for school will contain the convening date, graduation date, and date for which a member is required to have obligated service.

1. GENERAL SERVICE.

Course	Duration	Location	Requirements
DC - Damage Controlman	13 weeks	RESTRACEN SCORE: Yorktown, VA	VE+MC+AS of 152
EM - Electrician's Mate Perception	14 weeks	RESTRACEN SCORE: Yorktown, VA	MK+EI+GS of 152; (minimum AR of 52); Normal Color SEE NOTE: 7
ET - Electronics Technician Perception	17 weeks	TRACEN SCORE: Petaluma CA	MK+EI+GS of 171 (minimum AR of 52) Normal Color SEE NOTES: 1, 6, 7
FT - Fire Control Technician Perception	22 weeks	SERVSCOLCOM SCORE: Great Lakes IL	MK+EI+GS of 171 (minimum AR of 52) Normal Color SEE NOTES: 3, 6, 7
GM - Gunner's Mate Perception	10 weeks	RESTACEN SCORE: Yorktown VA	AR+MK+EI+GL of 200 Normal color SEE NOTES: 6, 7
HS - Health Services Technician Perception	20 weeks	TRACEN SCORE: Petaluma CA	VE+MK+GS of 154 Normal Color SEE NOTES: 7, 10
CH 1		2-18	

Course	Duration	Location	Requirements
MK - Machinery Technician	11.6 weeks	RESTRACEN SCORE: Yorktown, VA	AR+MC+AS of 150 or VE+AR of 106
MST - Marine Science Technician	9 weeks	RESTRACEN SCORE: Yorktown VA	VE+AR of 115 (minimum MK of 58) HS physics & math desired
PA - Public Affairs Specialist	10 weeks	DINFOS SCORE: FT Benjamin Harrison, IN	VA+AR of 110 (minimum VE of 55) (NO SCORE WAIVER AUTH) Normal Color Perception SEE NOTES: 6, 7, 12

(Applicant's for the PA rating must have clear diction without speech defect, good grammar spelling, type at a minimum of 25 words per minute, and a screening process is required.)

QM - Quartermaster	11 weeks	RESTRACEN SCORE: Yorktown VA	VE+AR OF 108 and (minimum AR of 55) NO+CS of 101 Normal Color Perception SEE NOTES: 6, 7
RD - Radarman	12 weeks	RESTRACEN SCORE: Yorktown VA	VE+AR of 106 (minimum AR of 53) NO+CS of 101 Normal Color Perception SEE NOTE: 6 Vision correctable to 20/20
RM - Radioman	18 weeks	TRACEN SCORE: Petaluma CA	VE+AR of 106 and NO+CS of 101 Normal Hearing (30/30) Background Investigation SEE NOTES: 6, 7, 11
SK - Storekeeper	9 weeks	TRACEN SCORE: Petaluma, CA	VE+AR of 101
SS - Subsistence Specialist	12 weeks	TRACEN SCORE: Petaluma, CA	VE+AR of 106 Cleanliness

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Course	Duration	Location	Requirements
TT - Telephone Technician	19.3 weeks	TRACEN SCORE: Petaluma CA	MK+EI+GS of 171 (minimum AR of 52) Normal Color Perception SEE NOTES: 1, 6, 7
YN - Yeoman	9 weeks	TRACEN SCORE: Petaluma, CA	VE+AR OF 106 and NO+CS of 101 SEE NOTE: 6
2. <u>RESERVE.</u>			
BM - Boatswain's Mate	7 weeks	RESTRACEN SCORE: Yorktown, VA	VE+AR of 101 Normal Color Perception Normal Hearing SEE NOTE: 5, 7
PS - Port Securityman	10 weeks	RESTRACEN SCORE: Yorktown, VA	VE+AR of 101 SEE NOTE 5, 7

3. AVIATION. Applicants must volunteer for aviation duty, have no greater than 20/100 vision correctable to 20/20, normal color perception and normal hearing. NOTES 4, 6 and 7 apply to all aviation "A" schools.

Course	Duration	Location	Requirements
AD - Aviation Machinist's Mate	15 weeks	AVTECHTRACEN SCORE: Elizabeth City NC	AR+MC+AS of 166 (minimum AR of 52) Final SECRET Clearance
AE - Aviation Electrician's Mate	18 weeks	AVTECHTRACEN SCORE: Elizabeth City NC	MK+EI+GS of 171 (minimum AR of 52) Final SECRET Clearance

Course	Duration	Location	Requirements
AM - Aviation Structural Mechanic	19.3 weeks	AVTECHTRACEN SCORE: Elizabeth City NC	AR+MC+AS of 157 (minimum AR of 52) Final SECRET Clearance
ASM - Aviation Survivalman	18 weeks	AVTECHTRACEN SCORE: Elizabeth City NC	VE+MC+AS of 159 (minimum AR of 52) Final SECRET Clearance
AT - Aviation Electronics Technician	22 weeks	AVTECHTRACEN SCORE: Elizabeth City NC	MK+EI+GS of 171 (minimum AR of 52) Final SECRET Clearance

NOTES

1. ET Class "A" school consists of a "core" phase followed by a matrix track module of 1 to 25 weeks' duration. Each track develops the student's skills in specific equipment families, using representative pieces of electronic gear. Assignment to a particular track module is contingent upon the student's anticipated first field assignment as a technician. Obligated active duty service requirement for personnel attending ET "A" school is 36 months.
2. TT Class "A" school consists of an electronics fundamental course followed by a module specializing in the telecommunication area, including: teletype cable splicing, telephone systems, cable land lines, intercommunications systems and switchboards.
3. FT Class "A" School consists of an 8 to 10 week self-paced course on basic electricity/electronics, followed by 26 weeks of technical fire control classroom studies. Obligated active duty service requirement for personnel attending FT "A" school is 36 months.
4. Commanding officers shall ensure that the applicant has completed an aircrewman candidate physical in accordance with Article 3-J-9, USCG Medical Manual COMDTINST M6000.1 (series) prior to application for Aviation Class "A" School. Personnel OUTOONUS may apply for an aviation school without completing the aircrewman candidate physical but must have a completed one on file before they will be selected for training. .
5. The Boatswain Mate and Port Securityman Class "A" Schools, located at CG Reserve Training Center, Yorktown are normally utilized by Reserve personnel and will be scheduled as needed.

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6. Personnel requesting assignment to classified rating school must be eligible for a Final Secret Clearance in accordance with COMDTINST 5520.9 (series). Commandant (G-PRJ) will process Final Secret Clearance request to DON CAF as necessary when orders are issued.
7. Member must meet certain medical requirements, i.e. normal color/depth perception, normal hearing or specific vision requirements as outlined in Chapter 3, USCG Medical Manual COMDTINST M6000.1 (series).
8. Members who have been found guilty of trafficking or using illegal drugs, including marijuana, or who have lost a job, been suspended from school or college, or received treatment for alcohol or drug abuse, are not eligible for assignment to HS Class "A" School. Members must possess and maintain a valid State vehicle operator license to be eligible for assignment as an HS.
9. Applications for Radioman Class "A" School shall include forms necessary to initiate a Special Background Investigation (SBI) as outlined in the Military Security Program Manual COMDTINST M5510.16 (series).
10. PA "A" School applicant screening. All applicants for PA "A" School shall be screened for knowledge of the English Language (usage), basic writing skills, appearance, military bearing, maturity, attitude, awareness of PA duties, assignments, prior Education and Experience, speech clarity, and their motivation for becoming a PA. Screening must be completed prior to member requesting application for PA "A" school. (Forms and instructions for interviews and resumes are available upon request for Commandant (G-CP/P), U. S. Coast Guard, Washington, DC. 20593-0001.)

Personnel seeking assignment to PA "A" School shall be interviewed by their commanding officer, or the nearest public affairs officer, and must complete a school essay and resume form in the presence of the interviewer. These screening packages will be forwarded with the "A" school application. Screening packages will be reviewed by Commandant (G-CP) who will approve or disapprove the member's request. Personnel selected for PA "A" school will be placed on a PA "A" School waiting list.

Personnel not recommended for assignment to PA "A" School will be encouraged to seek corrective training, on their own time, to improve their weak areas. Personnel not recommended may reapply for PA "A" School after a period of 6 months from last submission date.

The Defense Information School administers an English proficiency examination to all incoming students which must be passed for entrance into the school. Personnel who feel they need a refresher English training are encouraged to take an English class before applying for PA Class "A" School.

FIGURE 2-2

OBLIGATED SERVICE AFTER COMPLETION OF CLASS “A” SCHOOL

COURSE DURATION (WEEKS)	REQUIRED SERVICE (MONTHS)
0-12	24
13	25
14	26
15	27
16	28
17	29
18	30
19	31
20	32
21	33
22	34
23	35
Over 23	36

NOTE

ET, FT, and GM Class “A” Schools require 36 months
Of obligated service.

INSTRUCTIONS FOR COMPLETING FORM CG 5286

(TO ENSURE ACKNOWLEDGMENT COPY OF FORM CG-5286 IS RETURNED TO UNIT, ENTER UNIT ADDRESS ON BACK OF APPLICATION HARD COPY).

PART I – INDIVIDUAL INFORMATION

- | | |
|------------------------------|--|
| 1. NAME (Last, Initials) | Complete as indicated. |
| 2. SOCIAL SECURITY NUMBER | Member's social security number
(Read Privacy Act Statement on back of form) |
| 3. PAY GRADE | Check appropriate block. |
| 4. SEX | Check appropriate block |
| 5. SCHOOL REQUEST(s) | Enter desired school in block a.
(Do not fill in blocks b and c) |
| 6. MINORITY CODE DESIGNATION | Check appropriate box |
| 7. STATUS | Check appropriate box. If "YES" checked,
Specify schools attended in block 8. |
| 8. REMARKS | Appropriate remarks |
| 9. DATE | Date applicant signs request. |
| 10. SIGNATURE | Applicant signs. |

PART II AND PART III- UNIT INFORMATION

- | | |
|---------------------------|--|
| 11. UNIT NAME | Enter unit name. |
| 12. OPFAC | Enter unit OPFAC number |
| 13. LOCATION | Check appropriate box |
| 14. UNIT PHONE NO. | Enter unit FTS and Commercial phone no. |
| 15. QUALIFYING SCORES | Leave "BATTERY TEST SCORES" section
Blank. Enter all (11) ASVAB SCORES. |
| 16. WAIVER REQUIRED | Check appropriate box |
| 17. FLIGHT PHYSICAL | Check appropriate box
Non-aviation applicants check "N/A". |
| 18. HQ USE | Leave Blank. |
| 19. DATE REPORTED | Enter date applicant's reported to
Present unit. |
| 20. ENLISTMENT EXPIRATION | Enter date the applicant's current
Enlistment expires. |
| 21. STATUS CHANGE | Do not use for "ADVANCEMENT", "TRANSFER"
OR "DISCHARGED." FOR OTHER REASONS,
EXPLAIN FULLY IN REMARKS. |
| 22. REMARKS | Explanation of item check in 21. |

PART IV – CO ENDORSEMENT

- | | |
|-------------------------|---|
| 23. APPROVED/DISAPPROVE | Check appropriate box |
| 24. REMARKS | CO remarks, statement on NAC,
Etc. (Use block 28 if more
Space required). |

PART IV – CO ENDORSEMENT (con’t)

- 25. DATE Date CO or representative signs form.
- 26. SIGNATURE Add “By direction” if other than CO Signing form.

PART V – DISTRICT ENDORSEMENT (IF REQUIRED BY DISTRICT)

- 27. FORWARD/RETURNED Check appropriate box.
- 28. REMARKS Self explanatory
- 29. DATE Date district representative sign form
- 30. SIGNATURE Signature of district representative

COMPLETED BY UNIT TEOMAN

- 31. UNIT ADDRESS Unit address of applicant

COMPLETED BY HQ PERSONNEL

- 32. DATE RECEIVED AT HQ Completed by Headquarters.
- 33. POSITION ON LIST Not used.

b. Enlisted Rating Correspondence Courses:

(1) Description:

- (a) Enlisted rating courses provide training required for advancement in all Coast Guard ratings and assist the individual in training work skills. The use of rating courses may assist units in meeting their training needs. When advancement to petty officer is not obtained through a Class “A” course, specific correspondence courses and performance qualifications must be completed prior to sitting for and passing sericewide examinations. Correspondence courses available to non-rated personnel include: BM3, DC3, EM3, MK3, PS3, QM3, RD3, SK3, SS3, YN3, FN and SN.
- (b) Correspondence courses require students to complete a course of instruction consisting usually of text material, work assignments in the form of objective type question, and an end-of-course test to complete the course.

- (2) Course Availability. Enlisted rating correspondence courses may be obtained from the Coast Guard Institute, Post Office Substation 18, Oklahoma City, OK 73169.

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c. VACANT

d. Officer Aviation Program:

(1) Flight Training:

(a) Description. 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. (See Enclosure (1)).

(b) Duration. The average duration of training is 15 months.

(c) 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.

(d) Eligibility/Prerequisites:

1. All Coast Guard officers on active duty, except RPA's, are eligible for flight training within the following limitations:

a. Age: an applicant must not have attained age 28 prior to the time of enrollment in flight training.

b. Physical Requirements: an applicant must meet the physical standards as established by Article 3-J-7 of the Medical Manual COMDTINST M6000.1 (series).

c. Aptitude: an applicant must pass the U.S. Navy and Marine Corps Aviation Tests.

2. The following criteria apply to years of commissioned service:

a. Academy graduates may be assigned to flight training after 1 year of commissioned service.

- b. All other officers are eligible for assignment to flight training upon receiving their commissions.
- (e) Application Procedures:
 - 1. Officers may apply at any time; however, actual assignment of flight training will not occur until selected applicants meet all eligibility requirements.
 - a. Academy and OCS graduates may submit applications immediately after commissioning.
 - b. OCS candidates may apply per Chapter 1 of the Personnel Manual COMDTINST M1000.6 (series).
 - 2. Applicants who desire flight training shall arrange, through normal channels, for the administration of the flight physical and the U.S. Navy and Marine Corps Aviation Selection Test. Flight physicals may be conducted at any military installation capable of administering it per Chapter 3, Medical Manual COMDTINST M6000.1 (series). For further information on the test see Section 1-I, Personnel Manual COMDTINST M1000.6 (series).
 - 3. Applicants shall forward letters requesting flight training, in a format similar to that found in Paragraph 3.B.5., to the Commandant (G-PO-3) via the chain of command, with the original and one copy of the flight physical examination. Applicants should ensure completeness of flight physicals (forms SF-88 and SF-93). The most common omission is: Item #60 - cycloplegic refraction.
 - 4. Applicants shall include a positive statement that they understand and accept the minimum service requirement of Subparagraph 2.A.2.d.(1)(f) below.
 - 5. Commanding officers shall endorse applications with an opinion of the officer's suitability for flight training and a specific recommendation. This endorsement weighs heavily in the selection process.

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6. District commanders function as quality control check points by ensuring completeness and correctness of applications (and physicals). Recommendations shall include any information which would affect a decision on the request.
7. TAD orders ordinarily will be issued to all INCONUS, and some OUTCONUS, selectees for a second flight physical at Naval Aeromedical Institute (NAMI), Pensacola, FL.
8. Enrollments in flight training are based upon the needs of the Service.

9. Applications from eligible officers will be kept on file for one year after the initial date of submission, or until the officer is selected, whichever occurs first. An officer not selected during the year must reapply and retake the physical examination.

(f) Obligated Service:

1. Each officer completing flight training shall be obligated to serve on active duty for 5 years from the completion date of flight training, or from the date of completion of all other obligations, whichever is later. The commanding officer of each officer selected for flight school shall ensure the officer signs the appropriate statement from Figure 2-9 prior to executing PCS orders to flight school.

a. For Academy graduates completing flight training, this means five years additional service over and above the initial Academy obligation. Thus time spent in flight training does count toward the five year Academy obligation. The five year flight training obligation does not begin until the first obligation is completed.

b. For Reserve and temporary officers, the five year active duty obligation will be incurred upon completion of flight training and shall be served in addition to any applicable initial contractual active duty period. The five year flight training obligation will not begin until the end of the initial period of obligation.

2. An officer disenrolled from flight training for any cause shall be obligated to serve one month active duty for every month spent in training. This obligation shall be served from date of disenrollment or from date of completion of all other obligations, whichever date is later.

(2) Flight Officer Training:

(a) Description: Student flight officers receive training on complex tactical systems and communications found in the E-2C aircraft. Basic training at NAS Pensacola provides a general overview of tactical aviation, with training in meteorology, air navigation, flight planning, and aircraft safety procedures. Coast Guard student flight officers then receive specialized training in the E-2C aircraft at a Navy Fleet Replacement Squadron. Here the E-2C flight officer learns radar navigation, air intercept control procedures, and battle group tactics. Once designated a Coast Guard flight officer, this training is applied directly to the air interdiction mission.

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- (b) Duration. The average duration of training is 15 months.
 - (c) Location. Basic flight officer training is conducted at NAS Pensacola, FL; E-2C specialized training is at Fleet Replacement Squadrons in Norfolk, VA or San Diego, CA.
 - (d) Eligibility, Application Procedures and Obligated Service. Requirements are identical to those listed for flight training in Section 2.A.2.d.(1).
- (3) Aircraft Maintenance Officer Training Program:
- (a) Description:
 - 1. The Coast Guard aircraft maintenance system is a composite of Air Force and Navy systems, commercial procedures and Coast Guard developed procedures. A combination of on-the-job training and resident training at Air Force, Coast Guard and civilian training facilities is the best means available to provide both the experience and the formal training required to efficiently prepare an officer to manage the engineering section of an air unit.
 - 2. Commanding officers shall assign selected individuals to primary duties within the Aviation Engineering Section. During this period trainees shall not be assigned primary duties outside the Aviation Engineering Section. 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 nonengineering nature, if made, should be minimized. Trainees will be required to perform all of the routine flying and watchstanding duties applicable to the unit of assignment.
 - 3. In the last month of training, the commanding officer shall send a letter report (RCS G-PTE-5136) to the Commandant (G-PO), copy to Commandant (G-EAE) 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 maintenance officer.
 - 4. During the training period, selectees are trained in the areas listed below in Subparagraph (b). Training consists of on-the-job training and short resident courses. The rest of the program is devoted to brief assignments in the various subsections of the Aviation Engineering Section as described in the Air Operations Manual (COMDTINST M3710.1 series).

(b) Duration/Location/Courses (Subjects):

1. Resident Training Courses. The following courses are the nucleus of the formal training. The Commandant (G-PTE) will issue orders for them during the 12 month training period. Training begins in July.

a. Required Courses:

- (1) Aeronautical Engineering Maintenance Management Introctrination Course - Includes orientation sessions at ARSC/ATTC Elizabeth City, NC and a Headquarters staff briefing in Washington; duration, 2 weeks.
- (2) Jet Engine Accident Analysis Course - Location, Chanute AFB, Rantoul, IL; 2 weeks.
- (3) Officer Leadership and Management Course - Location, TRACEN Petaluma, CA; 2 weeks.
- (4) Non-Destructive Inspection (NDI) Theory - Location, various; approximately 1 week.
- (5) Aircraft Corrosion Control Course - Location, various; approximately 1 week.

2. On-The-Job Training. This portion varies with the assigned unit's organizational structure. Selectees should work closely with all facets of the Aviation Engineering Section and become familiar with directives and procedures about the management of personnel, material and unit funds. This training shall include the following:

a. Quality assurance - develop an understanding of:

- (1) The various technical publications and directives on file in the master library.
- (2) Work orders, inspection sheets, logs and records.
- (3) Time Compliance Technical Orders (TCTOs).
- (4) Flight test procedures.
- (5) Requirements for calibration of special equipment.
- (6) Unsatisfactory reports system.
- (7) Aviation Electronics Maintenance Record (Form CG-5071).

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- b. Administration - develop an understanding of:

 - (1) Aeronautical Engineering Maintenance Management Manual (COMDTINST M13020.1 series).
 - (2) Reports required.
 - (3) Training requirements for engineering personnel (both OJT and Class "C" schools).
 - (4) Enlisted Qualifications Manual (COMDTINST M1414.8 series).
 - (5) Requirements for advancement within the enlisted rate and rating structure.
 - (6) Computerized Maintenance System.
- c. Supply - develop an understanding of:

 - (1) Operating Guide 30 procedures.
 - (2) NMCM/NMCS/NMCB accounting procedures.
 - (3) Aircraft inventory procedures.
 - (4) Procurement, custody, issue and supply of general and special tools.
 - (5) Material survey procedures.
 - (6) Plant property records.
 - (7) Screening procedures for Class 265 materials.
 - (8) Closed Loop Aeronautical Supply System (CLASS).
- d. Maintenance - develop an understanding of:

 - (1) Preventive and corrective maintenance procedures for aircraft and ground support equipment.
 - (2) Planning and scheduling of aircraft maintenance.
 - (3) Fuel storage and handling requirements.
 - (4) Survival equipment maintenance.
- e. Avionics - develop an understanding of:

 - (1) Technical instructions, directives and reports required.

- (2) Inspection requirements of avionics equipment and associated test equipment.
 - (3) Safety and security procedures.
 - (4) Avionics equipment supply procedures.
 - (5) "Centralized" repair procedures.
3. Aircraft Maintenance Officer Indoctrination Syllabus. Selectees will use a syllabus in conjunction with the on-the-job training portion. Completion of the syllabus is required prior to designation.
- (c) Eligibility/Prerequisites:
1. The Commandant assigns selected officers to a program of special training to prepare them for the duties of aircraft maintenance officer, according to the needs of the Service. Reserve Officers are not eligible until all prerequisites for integration into the regular Coast Guard have been completed, and integration is anticipated prior to the start of training for the year considered. Special Training Code 10, Aviation Maintenance Training, is assigned to those who successfully complete the course of study.
 2. Officers desiring to follow a full career pattern in aeronautical engineering must understand the overall aircraft maintenance effort at the unit level before proceeding to advanced areas of education. Therefore, this program is a prerequisite for a full career pattern and advanced engineering degrees. However, a need exists for a few junior officers with advanced avionics engineering degrees, and a few aviators may apply directly for Avionics Engineering. A limited number of tours in the avionics specialty can be expected unless officers so trained attain an aircraft maintenance officer designation.
- (d) Application Procedures. Apply by letter to Commandant (G-PTE) via the chain of command before 1 November, to be considered for training commencing in July of the next calendar year. State grade, initial date of commissioning and source, date of rank, degrees/training received, location and dates graduated, statement of reason for the request, statement of career intent, brief description of aircraft qualifications and flight hours by type aircraft, and any additional pertinent information.
- (e) Obligated Service: As outlined in Paragraph

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- (4) Flight Safety Officer Training Program: Coast Guard aviators serve at air stations as Flight Safety Officers. Individuals completing either the USAF Flight Safety Officer Course at the Air Force Inspection and Safety Center, Norton AFB, or the Navy Aviation Safety Officer Course at the Naval Postgraduate School, Monterey, CA, is designated as Flight Safety Officers. They serve as FSOs for one or more tours of duty. Application procedures are detailed in Enclosure (1). Several specialized professional development courses are available to FSOs.
- e. School of Medicine, Uniform Services University of the Health Sciences (USUHS):
- (1) Description:
 - (a) The University provides a unique educational resource to the Department of Defense, the U. S. Public Health Service, and the Coast Guard. It conducts extensive interdisciplinary professional training leading to the appropriate degrees or certification in Dentistry, Nursing, Pharmacy and the Allied Health Professions.
 - (b) While enrolled, students serve on active duty as Reserve commissioned officers (Medical Officer Candidates), pay grade 0-1, in one of the Uniformed Services. Service of assignment is determined as established by the services and the University. Applicant's preferences are honor to the extent possible, consistent with service needs. Students are not counted against any prescribed Service strengths while in school. Individuals admitted to the School of Medicine holding regular commissions must resign their regular appointments to enter the school.
 - (c) Upon satisfactory completion of the medical school program, qualified graduates shall be tendered Regular Medical Corps appointments, unless otherwise prescribed by law.
 - (d) Officers awarded the degree of Doctor of Medicine following the four year program of medical studies are required by law to serve on active duty for seven years. Except as law or service policy otherwise prescribes, this obligation is added to any other active-duty obligation whether incurred prior to matriculation or subsequent to graduation. Students who withdraw voluntarily or are dismissed from the school must perform military duty in an appropriate capacity, as determined by the Secretary of the military department concerned, for a period equal to the period spent in training, but no less than one year. Unless law or service policy requires otherwise, the incurred service obligation for students separated from the school is added to any other prior service commitment.

- (e) If dropped from the school for deficiencies in conduct or studies, or for other reasons, the student is referred for disposition to the appropriate service, which may either:
 - 1. Require fulfillment of the incurred service obligation, as stated in the Uniformed Services Health Professions Revitalization Act of 1972, by performing duty in some appropriate capacity, as determined by the service concerned.
 - 2. Waive the individual's incurred service obligation, if in the best interests of that Service. (Such relief, though, shall not relieve the individual from any other active duty obligation imposed by established law). Individuals whose service obligation is waived may, at the discretion of the service concerned, be required to reimburse the Government for the tuition and other educational costs incurred. However, members of the Program may not be relieved of their Service obligations solely because they are willing and able to reimburse the Government for all educational expenses.
 - (f) Time spent in sponsored graduate medical education shall not count toward satisfying the medical school federal duty obligation.
- (2) Duration: 4 years.
 - (3) Location: USUHS, Bethesda, MD.
 - (4) Eligibility/Prerequisites:
 - (a) General:
 - 1. The School of Medicine, USUHS, will consider application from persons who:
 - a. Are citizens of the United States.
 - b. Will not be more than 28 years of age as of 30 June in the year of matriculation.
 - c. Are not under 18 years of age at time of entry to the first year class.
 - d. Are of good moral character.
 - e. Meet the physical qualifications and security requirements for a regular commission in the Uniformed Services.

- (1) Standards of medical fitness for commissioning in the Uniformed Services are in Chapter 5, Standards of Medical Fitness, AR 40-501, except for eyes and vision which are prescribed in Chapter 1, AR 40-501.
- (2) Security requirements for commissioning in the Military Departments are prescribed in DOD Directive 5210.9, Military Personnel Security Program.
- f. Meet the academic, intellectual, and personal qualifications specified in Subparagraphs 2.A.2.e.(4)(b) and (c) below.
- g. Are motivated to pursue a medical career in the Uniformed Services.
- h. Are not otherwise obligated or committed for service as a result of current or prior participation in programs of study or training sponsored by the Coast Guard. Unless specifically prohibited by law or Coast Guard policy, individuals may be permitted to interrupt sponsored training programs and/or associated service commitments for the purpose of entering the School of Medicine and the discretion of the reviewing authority.
2. In making admissions decisions, the School adheres to the principle of equal educational opportunity. Sex, race, religion, national origin, marital status, and state of residence do not influence the selection process. Applicants are judged strictly on merit, in terms of demonstrated aptitude, motivation and potential for succeeding in medicine, both academically and professionally. Only the best qualified applicants are accepted.
3. For more information, write:

Director of Admissions
Uniformed Services University of the Health Sciences
4301 Jones Bridge Road Bethesda, MD 20814

or call: (301) 295-2123.
4. Applications may be obtained by writing to:

American Medical College Application Service
1776 Massachusetts Avenue, N.W.
Washington, D.C. 20036

- (b) Academic, Intellectual, and Personal Requirements for Admission. Admission is competitive, with selection predicated on: evidence of sound character and high motivation for a military medical career, and evidence of sufficient intellectual ability and preparation to undertake successfully the study of medicine.
1. Academic Requirements. Recognizing that Service medicine needs individuals with a wide variety of interests and talents, the School of Medicine welcomes applications from individuals with a diversity of educational backgrounds. However, there are certain academic requirements:
 - a. College Preparation. All applicants must have attained a baccalaureate degree from an accredited academic institution prior to matriculation.
 - b. Prerequisite Course Work. The college major is not a limiting factor in admission to the school, but a strong foundation in the sciences basic to the study of medicine is required. Minimums are:
 - (1) Chemistry (inorganic or general) - 6 credit hours including laboratory.
 - (2) Organic Chemistry - 6 hours including laboratory.
 - (3) Mathematics - 6 hours.
 - (4) Physics - 6 hours including laboratory.
 - (5) Biology - 6 hours including laboratory.
 - (6) English - 6 hours.
 - c. To be considered, the applicant must have completed the science prerequisites or be completing the last 8 semester hours (or 12 quarter hours) of these courses at time of application.
- (c) Application Procedures:
1. Coast Guard Military:
 - a. Individuals on active duty for one year or more who wish to apply for admission shall first request approval from Commandant (G-P) via the chain of command. If granted, an information copy of the approval letter will be furnished to the School of Medicine, USUHS. The school requires approval from Commandant (G-P) to process applications from Coast Guard members.

- b. Upon acceptance by the School of Medicine, an individual will be discharged from the Coast Guard on the date preceding commissioning as a Reserve Officer (Medical Officer Candidate) in either the Army, Navy, Air Force or Public Health Service.
 - c. Commandant (G-P) will consider a waiver of current obligated service in the Coast Guard as a result of current or prior participation in a program of study or training sponsored by the Coast Guard. Waivers will not normally be granted.
2. Civilian. Civilians seeking admission to the School of Medicine shall apply per instruction published in the school catalog.
3. Selection:
- a. Conditional Selection of Candidates for Admission. The School of Medicine reviews all applications and conditionally selects candidates to fill available class spaces. Those selected will be the best qualified applicants, based on aptitude, intelligence, maturity, personality, emotional stability, interest, diligence, stamina, enthusiasm, motivation, and other relevant factors, consistent with the practices followed by other professional training institutions.
 - b. Notification of Conditional Selection for Admission. The School of Medicine notifies selectees in writing of their conditional admission, subject to review and confirmation by the Service in which selectees are assigned.
 - c. Confirmation of Selectees:
 - (1) The names and relevant credentials of selectees are referred to the military departments.
 - (2) The services determine, within 45 days, whether or not the selected candidates are acceptable for commissioning. Reasons are provided for those found unacceptable. Physical examinations for military personnel, if required, will be performed at the individual's supporting military medical facility and reviewed by the Department of Defense Medical Examination Review Board (DODMERB).

- d. Notification of Acceptance for Admission. As soon as candidates are approved for commissioning by their appropriate components, they will be advised in writing by the School of Medicine that they are unconditionally accepted for admission.

B. ADVANCED AND SPECIALIZED TRAINING.

1. Advanced (Class "C") Training. Advanced programs and courses (including correspondence courses and practical factors) are similar in intent to basic job level training; they prepare officers, enlisted and certain Coast Guard civilian personnel for the performance of specific jobs and duties. However, the jobs and the training for them are more advanced than the jobs and training covered by entry level courses, and often require the conceptual knowledge and skills already acquired in the basic courses.
 - a. Resident (Class "C") Courses:
 - (1) Description:
 - (a) Coast Guard courses are designed to provide instruction and training, which because of the time and facilities required, cannot be obtained on the job.
 - (b) Advanced or specialized courses (Class "C") provide training for a specific rating as well as equipment or program related training for officer, enlisted, and civilian personnel.
 - (c) Professional training is conducted at various Coast Guard, Department of Defense, and commercial/private sector schools. The maintenance of schools at Coast Guard training centers is based upon the needs of the Service and the nonavailability of unique training from other sources. Detailed information concerning course descriptions, prerequisites, durations, locations for Coast Guard and frequently used commercial/private sector courses are contained in Enclosure (1).
 - (d) For information concerning U. S. Coast Guard Reserve Annual Training (AT) courses available to Regular Service personnel, refer to the list of ADT and War and Staff College Courses (COMDTINST 1571.11 series).
 - (e) Information pertaining to the various Department of Defense service courses can be found in the respective service training catalogues.
 - (f) Scheduling and new course information will be promulgated via ALDIST or COMDTNOTE.
 - (g) For information concerning training for the Coast Guard Diving Program, refer to Chapter 2 of COMDTINST M10560.4 (series), Coast Guard Diving Policies and Procedures.

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- (2) Duration: Specific course length information is contained in Enclosure (1), COMDTINST 1540 (series), and Catalog of Navy Training Courses (CANTRAC).
- (3) Location: Advanced training is conducted at various Coast Guard, Department of Defense, and commercial/private sector locations. Specific course locations are given in Enclosure (1) and COMDTINST 1540 series.
- (4) Eligibility/Prerequisites (General):
 - (a) Enlisted personnel assigned to advanced training of greater than 2 weeks and less than 20 weeks must have, as of the completion date of the class, at least one year of service remaining on their current enlistment or period of active service.
 - (b) Enlisted personnel assigned to advanced training of 20 or more weeks duration must have, as of the completion date of the class, at least two years of service remaining on their current enlistment or period of active service or 2 weeks service remaining for each week of training (two times the duration of the course), whichever is greater.
 - (c) There is no minimum service requirement for personnel assigned to advanced training of 2 weeks or less.
 - (d) Enlisted personnel not having the required minimum service remaining may qualify by agreeing to extend their enlistments in accordance with Article 1-G-31, Personnel Manual, COMDTINST M1000.6 (series).
 - (e) Requests for waivers of the minimum service requirement will be considered by Commandant (G-PTE) based on needs of the Service.
 - (f) Additional requirements for specific schools are indicated in Enclosure (1).
- (5) Application Procedures:
 - (a) Since the object of short-term general service and aviation training is to fulfill unit needs for skilled personnel, requests for training should normally be originated by the unit commanding officer. An individual may request training through the command, but the needs of the Service will take priority over the individual's desires in all training matters.
 - (b) Requests for general service training funded by the Commandant shall be submitted via chain of command to Commandant (G-PTE-2) using the following procedures:
 1. Submit a separate CG-5223 for each course requested, using the instructions at the end of this section.

2. Attach a separate sheet or course literature (e.g., brochures, extracts from training manuals, etc.) when considered appropriate to justify course attendance.
 3. For courses contained in Enclosure (1) and COMDTINST 3502.4 (series) or prescribed by directive (e.g., COMDTINST 1540.6 series), justify by stating in Item 18 of CG-5223 the present level of training on board and any expected personnel changes which will affect that level in the near future.
 4. All requests should indicate in Item 18 of CG-5223 whether personnel selected meet the general enrollment requirements and any specific course prerequisites.
 5. Where quota control is not specifically reserved for the Commandant, quotas may be obtained by the commanding officer, district, or area commander on a tentative basis pending approval of funding at the appropriate level.
 6. Requests should be received by the action office at least twelve weeks prior to the desired course convening data to allow for proper quota acquisition and order issuance.
 7. All routine requests forwarded to the Commandant (G-PTE-2) for action shall be on form CG-5223. Message requests are only appropriate when time is of the essence. Prepare requests per format and guidelines provided in Subparagraph 2.B.1.a.(11).
- (c) Requests submitted to Commandant (G-PTE-2) shall be coded with one of the following training priority definitions:
1. Essential to mission accomplishment or program objectives, which, if training is not provided, will suffer a major adverse impact.
 2. Directly relates to mission accomplishment or program objectives and should result in improved performance, but which, if training is not provided, will not suffer significant adverse impact.
 3. Indirectly relates to mission accomplishment or program objectives, such as to enhance the overall ability of Coast Guard personnel to perform better in subsequent assignments.
- (d) Submit requests for aviation short-term training per Enclosure (2). Changes in unit requirements or requests for specific quotas should be submitted by Rapidraft Letter when appropriate.

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- (e) Applications for short-term resident training in conjunction with PCS orders should be submitted to Commandant (G-PE/G-PO) as early as possible to allow sufficient time for scheduling and coordination.
- (f) The Commandant (G-PTE) will respond to requests as follows:
 - 1. The acknowledgement portion (Part 5) of CG-5223 will be returned upon receipt. Complete the reverse of Part 5 with your unit's return address.
 - 2. Personnel selected for courses listed in Enclosure (1) and COMDTINST 1540 series will be issued orders four to six weeks prior to class convening date.
 - 3. Other courses for which funding is available, as soon as quotas and/or arrangements can be finalized.
- (g) The Short-term Resident Training Request Form (CG-5223) may be ordered from the Supply Center Brooklyn, using the following stock number:

<u>Form</u>	<u>Stock No.</u>	<u>Description</u>	<u>Unit of Issue</u>
CG-5223 Short-term Training Request	7530-01-GF2-9200	5 PT Set	Set

- (6) Selection Procedures:
 - (a) For courses listed in Enclosure (1), quotas will be distributed equitably based on indicated levels of training at each unit compared against published training standards, if available. For all solicited courses, including those listed in Enclosure (1), coordination with program/support managers, commanders of maintenance and logistics commands, and/or district commanders (p) is utilized to insure that the limited quotas available are allocated in the best interest of the Service.
 - (b) The precepts and objectives of the Coast Guard's Civil Rights/Human Relations Program shall be followed when selecting or recommending personnel for training (see COMDTINST M5354.11 series).
- (7) Quota Information:
 - (a) The Commandant (G-PTE) will schedule and control the distribution of quotas for all civilian and military personnel for the following:
 - 1. All courses conducted at Coast Guard training centers for active duty and civilian personnel.

2. Courses conducted at commercial schools for Coast Guard personnel.
 3. Navy courses normally controlled by Chief of Naval Technical Training (CNTT).
- (b) Commanding Officers of cutters should refer to COMDTINST M3502.4 (series) to find quota control responsibility.
 - (c) Commandant (G-PC) will schedule and control the distribution of quotas for Office of Personnel Management seminars, Federal Executive Institute programs, DOT Office of the Secretary and other civilian training.
 - (d) If for any reason an assigned quota cannot be used or a need for that training no longer exists, the Commandant (G-PTE or G-PC as appropriate) shall be notified immediately and at least 45 days before program/course is scheduled to begin.
 - (e) District commanders (p), commanders of maintenance and logistics commands and unit commanding officers are encouraged to seek training sources within their geographic areas.
- (8) Funding Policy:
- (a) The commandant will fund all courses listed in Enclosure (1), COMDTINST 1540 series, and any other appropriate training requested, subject to the availability of funds and the following criteria:
 1. Training in excess of 2 weeks.
 2. Training in conjunction with PCS orders directing personnel outside of present district.
 3. Training in conjunction with precommissioning activities of cutters.
 4. Other appropriate training not falling within the categories listed in Subparagraph (b) below.
 - (b) Commanders of maintenance and logistics commands and district commanders shall normally coordinate and fund training for units under their control, which does not come from other services or sources with which the Commandant interacts.
 - (c) If funds are not available to support local needs, submit a request to the Commandant (G-PTE) for the necessary training.
 - (d) Funds given to commands for specific training will not be diverted for other use except with the approval of the

(cont'd) Commandant (G-CCS). The MLCs will be the primary administrator of civilian training funds for district offices and other units under their control. All other Headquarters units will administer civilian training funds locally.

- (e) Commanding Officers of cutters should refer to COMDTINST M3502.4 (series) to determine quota funding responsibility for cutter requirements.
- (9) Resident (Class "C") Course Information: Advanced courses are listed in Enclosure (1). Cutter Class "C" course requirements are contained in COMDTINST M3502.4 (series).
- (10) Resident (Class "C") Course Standards:
 - (a) Military. Training standards for the utilization of short term courses by units are established by the respective Headquarters Program/Support Managers. These standards for the number of graduates per course per unit are considered ideal levels of required training for efficient, effective and safe operations of units. Although units may be unable to attain all goals, they should attempt to achieve as many as possible within the limits of their operating schedules and resources. Units are encouraged to submit recommendations for changes to the standards and comments on course quality, via the chain of command, to the appropriate Program/Support Manager (except cutters, which should submit to their respective Area commander (Ar/Pr) per COMDTINST M3502.4 series). Determination of the priority on which the standards are attained is at the discretion of the command. See Paragraph 5.A.1.
 - (b) Military/Civilian. Equal Employment Opportunity (EEO) standards for Supervisors and Managers of civilian personnel are provided in Enclosure (5).
- (11) Detailed Instructions for submitting Short-term Resident Training Requests: (Sample forms for individual and message requests appear as Figures 2-4, and 2-5 respectively.)
 - Block 1. Enter date request prepared.
 - Block 2. Check appropriate request status block.
 - Block 3. Utilize SSN for individual requests. Refer to Privacy Act Statement on the reverse side of Part 3.
 - Block 4. Complete as indicated. Requests must specify a particular individual. Select and direct is no longer acceptable.

Block 5. Officers use rank (LT, CDR, etc.). Enlisted members use SN, MK3, etc., as applicable. Civilians use GS-11, WG-09, etc., as applicable.

Block 6. Specify the estimated month and year normal tour would terminate.

Block 7. Provide complete course title and number (example: CMS/A-4C-0014). Commonly used abbreviations are acceptable. It is the unit's responsibility to ensure proper training course is requested. District training officers should verify that this information is correct.

Block 8. Enter Command Title as listed in SDL (with hull number for ships). Standard service acronyms are authorized.

Block 9. Enter unit operating facility identifier.

Block 10. Enter Name/Rank of individual to contact for follow-up action.

Block 11. Provide FTS number if available. If only commercial service is available, provide complete area code and number.

Block 12. Enter Command/Agency/Commercial source where training is desired. A complete address and telephone number is required; requests without this information will not be processed.

Block 13. Enter tuition, registration and other appropriate fees that apply to the training desired. Optional course literature (e.g., books) is to be identified in the request and justification provided in Item 18.

Block 14. Complete when applicable.

Block 15. Use priority code 1, 2, or 3, as defined in Subparagraph 2.B.1.a.(5)(c).

Block 16. Complete as indicated, (e.g., EMT "C" Course in 2 weeks 3 days).

Block 17. Complete choices as indicated. Desired class convening dates must be included. See COMDTINST 1540 series for class convening schedules. If a specific convening is critical, explain in Item 22. Requests at least 3 months in advance of preferred convening are strongly suggested. Quotas at Navy and other DOD schools are often very difficult to obtain.

Block 18. List prerequisite qualification codes, if any.

Block 19. Complete as indicated.

Block 20. Insert expiration of enlistment date.

Block 21. Complete as indicated.

Block 22. This block should be used to provide any pertinent information affecting the training request; for example, to describe course, where appropriate. If early notification (greater than 4 to 6 weeks before convening) is essential, provide reason.

Block 23. For command endorsement.

Blocks 24/25. For HQ/Area/District use only.

Part 4 - The Fiscal/Spare copy may be used for processing functional training requests that involve registration and tuition fees.

Part 5 - Reverse side. Self-address the franked card in the space provided, using your SDL address, to insure that your acknowledgement will be returned.

b. Non-Resident (Correspondence) Courses:

- (1) General: Correspondence courses (rating, general service and aviation) for enlisted and officer, Regular and Reserve personnel are available from the Coast Guard and various other services. Course information is provided in publications available from the sources below.
- (2) Course Availability:
 - (a) Coast Guard Institute Non-Resident Training Manual information will be published, in a change, as an additional chapter of this Instruction.
 - (b) NAVEDTRA 10061 series published by the Naval Education and Training Program Development Center, Pensacola, FL 32509.
 - (c) ECI Catalog (and ECI Form 23) published by the Air Force Extension Course Institute, Gunter Air Force Base, AL 26118.
 - (d) Marine Corps Institute Handbook MC 10P1550 (and application form MCI-R29), published by the Marine Corps Institute, Marine Barracks, Box 1775, Washington, D.C. 20013.

FIGURE 2-4

TRAINING REQUEST-INDIVIDUAL

DEPARTMENT OF TRANSPORTATION U.S. COAST GUARD CG-8223 Rev. 8-84		SHORT-TERM RESIDENT TRAINING REQUEST <i>(Information on this form are Privacy Act Protected 5 USC 552(a))</i>			1 DATE	
					2. REQUEST STATUS (Check one)	
3 SERVICE NUMBER		4 NAME (Last initials)			5 RANK, RATE	
7 COURSE TITLE NUMBER		8 UNIT			9. OPFAC NUMBER	
12 TRAINING SOURCE, LOCATION		14 BILLING ADDRESS (When applicable)			11. TELEPHONE NUMBER	
13 TUITION AND FEES (When applicable)					15 PRIORITY (Code)	
17 COURSE CONVENING PREFERENCE		16 COURSE DURATION			11. TELEPHONE NUMBER	
					16 COURSE DURATION	
18 QUALIFICATION CODES OF APPLICANT		19 MEETS COURSE PREREQUISITES <i>(e.g. Prior courses taken)</i> <i>(Check applicable box)</i>			20 EXPIRATION OF ENLISTMENT DATE	
21 TRAINING NEEDS ANALYSIS		19 MEETS COURSE PREREQUISITES			20 EXPIRATION OF ENLISTMENT DATE	
A. FIRST CHOICE		B. SECOND CHOICE			C. THIRD CHOICE	
YEAR	MONTH	DAY	YEAR	MONTH	DAY	YEAR
A. NO PERSONNEL UNIT REQUIRED TRAINED IN COURSE		B. NO. PERSONNEL WITH TRAINING O B		C. NO PERSONNEL ORDERED IN WITH TRAINING		D. NO. PERSONNEL ORDERED OUT WITH TRAINING
22. SUPPORTING REMARKS AND COURSE DESCRIPTION (Attach course literature for commercial sources)						
23 FIRST ENDORSEMENT FORWARDED		UNIT, ACTIVITY			DATE	
A. <input type="checkbox"/> APPROVED		C. REMARKS			E. SIGNATURE	
B. <input type="checkbox"/> DISAPPROVED (Remarks required)		D. TITLE			E. SIGNATURE	
24. SECOND ENDORSEMENT FORWARDED		DIST./NO UNIT			DATE	
A. <input type="checkbox"/> APPROVED		C. REMARKS			E. SIGNATURE	
B. <input type="checkbox"/> DISAPPROVED (Remarks required)		D. TITLE			E. SIGNATURE	
25 QUOTA STATUS (Action office use only)						
A. QUOTA REQUIRED		B. QUOTA REQUESTED		C. QUOTA GRANTED		REASON NOT GRANTED
<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO		

PREVIOUS EDITION IS OBSOLETE

PART 1. ACTION COPY

SN 7229-01-012-8220

COMDTINST M1500.10B

FIGURE 2-5
TRAINING REQUEST - MESSAGE FORMAT EXAMPLE

TO COMDT COGARD WASHINGTON DC//G-PTE//

SUBJ: TRAINING REQUEST

1. REQUEST STATUS: Item 2. See Note (1).
2. SSN, NAME, RANK, ROTATION DATE, Items 3,4,5,6.
3. COURSE TITLE/NUMBER; Item 7.
4. OPFAC NUMBER: Item 9.
5. POINT OF CONTACT, TELEPHONE NUMBER; Items 10, 11. See Note (2).
6. TRAINING SOURCE/LOCATION; TUITION AND FEES. Items 12, 13.
7. BILLING ADDRESS; Item 14.
8. PRIORITY, COURSE DURATION; Items 15, 16.
9. COURSE CONVENING PREFERENCE, List choices; Item 17.
10. QUAL CODES; Item 18.
11. MEETS PREREQS; Item 19.
12. ENL EXP; Item 20.
13. NEEDS ANALYSIS; Item 21.
14. SUPPORTING REMARKS; Item 22 (optional).

Notes:

- (1) All Item numbers refer to the Short-Term Resident Training Request, Form CG-5223 (Rev. 6-84).
- (2) For follow-up action.

- (e) DANTES Independent Study Catalog (DOD 1322.8 series) civilian correspondence courses. Because of costs involved and availability of similar correspondence courses through government agencies, application for civilian correspondence courses except those listed in DANTES will not be approved.
 - (3) Enrollment Costs. Personnel enrolled in correspondence courses above that may involve course costs may be eligible for tuition assistance for off-duty education as described in Paragraph 3.D.1.
- c. Specialized Training - Military:
- (1) Description:
 - (a) The Coast Guard Specialized Training Program is designed to qualify officers and enlisted personnel, through the acquisition of specialized training, for the occupancy of specific military billets.
 - (b) The courses of instruction within this program are those 20 weeks or greater in duration.
 - (c) Individuals enrolled in the programs because of duration of instruction, are identified as occupying training allowance billets within the general detail. The number of individuals enrolled in the program is restricted to the number of authorized training allowance billets. The number of individuals assigned to each course of instruction is predicated upon the needs of the Service.
 - (2) Programs Available:
 - (a) Information regarding specific curricula, courses, length of instruction, eligibility requirements and military billets for program graduates is contained in section 2.B.1.c.(12).
 - (b) Schools will be selected based upon the needs of the program sponsor for that particular curriculum. Selection factors include cost, perceived program quality, and proximity to the individual's present or projected duty station. In this manner, it is often possible for individuals selected for specialized training to complete prerequisite or follow on course work at the school utilized for duty under instruction. Each request will be considered on an individual basis after notification of assignment to specialized training is received.
 - (3) Duration: See section 2.B.1.c.(12).
 - (4) Location: See section 2.B.1.c.(12).

(5) Eligibility/Prerequisites:

- (a) In order to be eligible for enrollment in the various curricula, an officer must have had a minimum of 3 years' commissioned service as of date of enrollment. See also requirements for particular programs listed in section 2.B.1.c.(12).
- (b) Regular and Reserve commissioned officers on active duty are eligible for any curriculum. Reserve officers are required to agree to the same term of obligated service as Regular officers, as prescribed in Subparagraph (8). Prior to enrollment, the Reserve officer (other than a designated Reserve Program Administrator) must satisfy all prerequisites for integration into the Regular Coast Guard.

(6) Application Procedures:

- (a) Applications for specialized training are considered annually according to the following schedule:
 - 1. 1 January - Original or renewed applications will be received at Headquarters.
 - 2. 15 May - Deadline for receipt of original or renewed applications at Headquarters.
 - 3. After 15 May - Boards convene at Headquarters to select applicants for possible enrollment in the various curricula. After the selection boards have adjourned, and selectees have been notified, applications on hand are discarded. Renewals must be submitted annually between the periods of 1 January and 15 May.
 - 4. The endorsements are reviewed by the Commandant and selection boards. These endorsements shall contain a considered opinion of the applicant's interests, ability and potential value to the Service relating to the curricula requested.

(7) Selection Procedures:

- (a) Commandant (G-PTE) will acknowledge receipt of each application and review it for correctness and completeness. Improperly completed applications will be returned.
- (b) Boards will be convened at Headquarters after 15 May each year to select applicants for the various curricula. The criteria for selection include:
 - 1. Performance of duty as reflected in officer fitness reports.

2. Eligible grade and year group.
 3. Class standing (academic achievement if not Academy graduate).
 4. Application forwarding endorsements.
 5. Participation in off-duty education programs.
- (c) The names of persons selected by the boards will be placed into the pool of personnel to be assigned to advanced training. An individual in this pool is eligible for assignment to training programs for a 3 year period commencing 1 January of the calendar year after selection. The assignment pool concept allows a selectee to be assigned to training normally after completing a standard tour of duty in his or her present assignment.
- (d) Prior to assignment, all officers' fitness files will be reviewed to determine that their performance has remained at a level to warrant their assignment to a training program.
- (e) The individuals selected will be notified by Commandant (G-PTE). Additionally a summary of selections will be placed in the Commandant's Bulletin.
- (f) Applicants who were not selected will be notified.
- (g) Selectees will be advised concerning the application procedures for the particular program for which selected. All completed applications should be forwarded to Commandant (G-PTE). The Commandant will determine which program best meets the Coast Guard's needs. Requests from individuals to attend programs other than those selected by the Commandant will be considered on an individual basis as described in Section 2.B.1.c.(2).
- (h) Selection by the Board does not guarantee attendance at a specific specialized program. Every reasonable effort will be made to enroll a selectee, but if this effort is unsuccessful, the selectee's name will be removed from the list of those selected for specialized training. In such a case the individual will be advised of the reasons for his or her failure to be accepted by the various programs and counseled by Commandant (G-PTE) concerning means of improvement or application for other curricula deemed more suitable.
- (8) Obligated Service:
- (a) Graduates of the curricula described in this Section are obligated to serve 2 months for every month enrolled in a program of instruction. A program of instruction is defined as any training undergone pursuant to duty under instruction orders.

- (b) Obligated service will be based on the total time from initial enrollment until graduation or detachment, whichever comes first. Obligated service is incurred on the date of enrollment and commences on the date of graduation or the termination of previous obligated service, whichever is the later. This period of obligated service is in addition to such other obligated service as may have been incurred.
 - (c) Applicants for all curricula must agree not to request resignation during the course of instruction and to accept the period of obligated service.
- (9) Disenrollments:
- (a) The Commandant may disenroll any individual from a course of instruction when that individual fails to maintain the academic standards required by the institution in which enrolled or fails to maintain those standards of performance, conduct and appearance expected of Coast Guard personnel.
 - (b) The obligated service stated in Section 2.B.1.c.(8), applies to officers disenrolled from any course of instruction and commences with the date of disenrollment or the termination of previous obligated service, whichever is the later.
 - (c) Figure 2-2 applies in the case of enlisted personnel.
- (10) Administrative Procedures:
- (a) Individuals enrolled in the courses of instruction contained in this Section are under the administrative control of the organization indicated in the orders directing the individuals to training. There are three general categories:
 - 1. The military commands which operate the school.
 - 2. A proximal Coast Guard unit.
 - 3. Coast Guard Headquarters (Commandant (G-CAS)).
 - (b) Officers enrolled in institutions of category 1. above are subject to the rules and regulations established by the military command concerned.
 - (c) Officers enrolled in courses of instruction in the Washington, D.C. area will be under the administrative control of the Commandant.
 - (d) Individuals enrolled in institutions of all categories shall, through the appropriate chain of command, and in consonance with the guidance of their respective curriculum advisors:

1. Discuss their proposed selection of all courses and electives for each semester or other academic period with their respective program support managers at Headquarters. Proposals shall be made sufficiently in advance to provide opportunity for review prior to convening dates of classes.
2. When a thesis is required, submit thesis topics to Commandant (G-PTE) for approval. Along with the topic submission, provide an estimate of costs associated with the thesis so that funds may be obligated. Students are encouraged to select thesis topics related to Coast Guard functions.
3. Submit to Commandant (G-PTE) proposals for summer sessions including thesis preparation, research activities, field trips, and projects.
4. Submit to Commandant (G-PTE) two copies of completed thesis for inclusion in the Department of Transportation Library.
5. Submit to Commandant (G-PTE) current address information for period of full-time training.
6. Upon completion of DUINS, submit a copy of the final transcript (with date degree was awarded) to Commandant (G-PTE).

(11) Academic Proficiency:

- (a) The enrollment of individuals in the various curricula of the Specialized Training Program is the culmination of a highly selective process.
- (b) It is the Commandant's desire that all individuals enrolled in the various programs reflect the high academic standards of the Coast Guard.
- (c) All students will carry at least 12 credit hours.

(12) Specific Programs:

(a) Marine Safety Training Program:

1. Description:

- a. Categories. The two categories of Marine Safety training are: Field unit training (MSO, COTP, and MIO) and Marine Safety technical services training (Marine Safety Center and Headquarters (G-MTH)). Field unit training consists of an indoctrination course and a qualification process of on-the-job training. Marine Safety technical services training consists of the

(cont'd) familiarization of postgraduate trained officers (in the marine engineering and chemical engineering disciplines) with federal standards and commercial marine practices. Marine Safety training billets are designated by officer billets codes bearing a fourth digit numeral, "9". For information on other, non-entry level Marine Safety training, see section 3.B.15., particularly subparagraphs 1., r., s., z., and ee., and short courses in subject areas such as nondestructive testing, marine investigation, executive management, boiler automation, etc. Further information on available courses is found in the Marine Safety Manual (COMDTINST M16000.3 series).

b. Formal Marine Safety Training Course:

- (1) Officers enter their initial tour in Marine Safety training billets after indoctrination at the Marine Safety School, RTC Yorktown, VA. (See Enclosure (1)).
- (2) Though it is desirable for a senior officer to have varied experience in the Major Marine Safety Programs, it is expected that the entire first tour of a junior officer will be spent either in Port Safety and Security or as a Marine Inspector. This is to develop a depth of expertise in either program. Breadth of experience across programs can come with subsequent tours but is not desirable in the first tour as it is usually gained at the expense of a solid foundation in a given program.

c. Marine Safety Technical Services Postgraduate Training. See the Marine Safety Manual (COMDTINST M16000.3 series).

d. Field Unit Officer Qualification Program: See Marine Safety Manual, COMDTINST M16000.6 series, Vol. I, Chap. 7.

(b) Merchant Marine Industry Training Program:

1. Description:

a. General: See Marine Safety Manual, COMDTINST M16000.6 series, Vol. I, Chapter 7

b. Administration of Program:

- (1) Continuing TAD travel orders necessary to carry out the approved curriculum will be

(cont'd) issued by the Commandant (G-PTE). Administrative matters such as leave, pay, medical attention, reimbursement for travel and expenses associated thereto, and the shipment of household goods are handled through the district to which administratively assigned. Trainees should acquaint themselves with that district's organization, regulations, and policies.

- (2) Leave records will be maintained by, and all leave processed through, the district office. Due to limited time and the scope of the material to be covered, trainees are encouraged to take but limited leave during the training period. In this regard regular leave in excess of 30 days for the 12 month trainee and 15 days for the 6 month trainee will not normally be granted.
- (3) Health records will be kept by the district commander or the trainee as prescribed by the district commander. Physical examinations will be arranged according to current regulations.
- (4) Trainees will submit Officer Evaluation Reports as required by Chapter 10, Personnel Manual (COMDTINST M1000.6 series), directly to Commandant (G-M).
- (5) All planned travel to foreign ports should be reported to Commandant (G-M) not less than 30 days prior to the commencement of the travel. Passports may be desirable and, if necessary, may be obtained "for official use" through district facilities.

c. Work Statements:

- (1) At intervals of approximately 3 months, the trainee will submit work statements to the Commandant (G-M), via the sponsor. These work statements should be objective in nature, and should include a summation of the trainee's experience as well as any problems or subjects of particular significance which have been encountered. While the format and length of all work statements will vary with the individual, brevity consistent with completeness is desired.

- (2) The final work statement shall include, as an enclosure, the development of a subject related to the marine industry and of interest to the sponsor and the Coast Guard. The final work statement may also include as another separate enclosure any constructive recommendations the trainee might have toward improving the Industry Training Program.
- (3) All work statements and correspondence concerning the program will be routed via the sponsor, and via the district commander if desired by that office. Information contained in the work statements will be For Official Use Only and will not be reprinted without the express approval of the sponsor, the trainee, and the Commandant (G-MP).

d. Trainee Relations With Industry:

- (1) The trainee will be considered to be on loan to the company as an employee without pay, although not as a replacement for any employee. This training is considered to be on the junior executive level. It is desirable that the trainee study company operations to the extent offered by the sponsor, although methods of training and extent of information offered are at the discretion of the sponsoring company.
- (2) While undergoing training, the officer will be exposed to various industry problems, including labor-management relations. Attendance at labor-management meetings should be made only if participants indicate that presence is acceptable and after identity of trainee and status is fully explained and understood. The trainee will not disclose privileged information.
- (3) Participants should always be aware that, as a Coast Guard officer, his or her department while attached to industry will reflect upon the Service. Civilian clothing will normally be worn while on such assignment. If a uniform must be worn, that prescribed for the district to which the trainee is administratively assigned will be appropriate.

- (4) Industry at times requires certain signed releases. No legal impediment exists to the signing of liability releases for the purpose of granting pass privileges or other reasons. Any formal instrument which may be required to be signed by the trainee which concerns possible legal actions or obligations or any other questionable form should be forwarded to Commandant (G-M). There is no requirement that Coast Guard officer trainees embarked on vessels under the auspices of an industry training sponsor, hold Specially Validated U. S. Merchant Mariner's Documents and be "signed on" and "off" as crew members. Such officers will normally be considered as "persons in addition to the crew."
2. Duration: 4 to 12 months.
3. Location: Shipping lines, various associations and councils.
4. Eligibility/Prerequisites: Officers requesting assignment to this program must apply as outlined in Subparagraph 3.B.5. Undergraduate transcripts and GRE/GMAT/LSAT scores need not be submitted.
5. Assignment:
- a. After selection for the industry training program, the officer will be assigned by the Commandant to a particular field of the marine industry for training. It is important the trainee understand that once selected for industry training, the assignment to a training area will be determined solely by the needs of the Service.
- b. Trainees are normally assigned to the Office of Marine Safety, Security and Environmental Protection at Headquarters for a short period of temporary additional duty prior to reporting to their sponsor. During this period they are briefed on the goals of the program as well as on certain aspects of marine safety activities with which they are not familiar.
- c. Subsequently, officers are assigned for administrative purposes to the district having jurisdiction of the area in which the training is to be conducted. En route to their sponsor, trainees will report to the cognizant district commander for a brief period of indoctrination. It is planned that upon completion of this

(cont'd) program, trainees will be assigned to commercial vessel safety duties in the port where training was obtained.

(c) Port Safety Industry Training:

1. Description:

a. General:

- (1) The objective of the Port Safety Industry Training Program is to provide an avenue by which Coast Guard officers may gain an understanding of the complexities involved in operating a port and how regulatory decisions made by the Coast Guard and other regulatory agencies impact upon that industry.
- (2) The port safety industry training program, 6 months in duration, is geared primarily toward officers who will be responsible for the development, administration, interpretation and enforcement of port safety regulations.

b. Program of Study. Each trainee is responsible, in coordination with the port sponsor, for arranging an individualized training program reflecting the port's makeup. Although no two ports or port authorities are exactly alike, the following outline of suggested study areas should be used as guidelines to standardize the programs as much as possible while still allowing for individual port personalities:

- (1) General introductory meetings with port management staff, organization of the port, relationship of port administration with other government agencies and maritime industries, status report on the port commission authority, and responsibility.
- (2) Port financial management - funding, budgeting, accounting, and purchasing.
- (3) Fees - demurrage, wharfage, tug fees, progressive rate structures, pilotage, lay day rates, etc.
- (4) Marine terminal operations - cargo handling, marine terminal administration and management regarding care, custody and control of cargo, port services and layout and equipment.

- (5) Vessel operations - pilots' association, barge operation, steamship operation, ferry services, towboat services, vessel navigation (VTS procedures) and ship riding (tank, container and break bulk vessels and tank barge).
- (6) Inspections - cargo, Coast Guard MIO and U. S. Customs.
- (7) Trade development - transportation rates and schedules, maritime exchange operations, shipping companies, and customer services.
- (8) The role of agents, freight forwarders, jobbers, and brokers.
- (9) Custom brokers - freight rates, bookings, marine insurance, export declarations, commercial letters of credit and charter operations.
- (10) Public relations, community relations, and publicity.
- (11) Port planning - facilities, research activities, implementation of plans and engineering.
- (12) Legislation and the port - review of Federal, State and local laws, and regulations as they affect port planning and operations.
- (13) Port security - port police, cargo theft security, and enforcement of tariffs.
- (14) Port safety - safety officer, OSHA, fire departments, and local disaster preparedness agencies.
- (15) Environmental affairs - pollution cleanup contractors, marine pollution control, and Federal and State agencies on pollution and ecology.
- (16) Computer applications.
- (17) Labor relations - labor unions, their relationship and effect upon management, organization, rates, control, etc.
- (18) Associated agencies - stevedoring companies, oil companies, and business development.

(19) Visits to other ports.

c. Trainee Relations With Industry:

- (1) The trainee will be considered to be on loan to the Port Authority as an employee without pay, although not as a replacement for any employee. This training is considered to be on the junior executive level.
- (2) While undergoing training, the officer will be exposed to various industry problems, including labor-management relations. The trainee should attend labor-management meetings only if participants indicate that presence is acceptable, and after identity of trainee and status is fully explained and understood. Privileged information revealed to the trainee will not be disclosed.
- (3) Civilian clothing will normally be worn while on such assignment. If uniform must be worn, that prescribed for the district to which the officer is administratively assigned will be appropriate.
- (4) Industry at times requires certain signed releases. No legal impediment exists to the signing of liability releases for the purposes of granting pass privileges or other reasons. Any document which may be required to be signed by the trainee which concerns possible legal actions or obligations or any other questionable form should be forwarded to Commandant (G-MPS).

d. Program Administration:

- (1) Administrative matters, such as leave, pay, medical attention, reimbursement for travel and expenses associated thereto, and the shipment of household goods, are handled through the district to which administratively assigned. Trainees should acquaint themselves with that district's organization, regulations, and policies.
- (2) Leave records will be maintained by, and all leave processed through, the district office. Due to limited time and the scope of the material to be covered, trainees are encouraged to take limited leave during the training period. In this regard regular

(cont'd) leave in excess of 15 days during the 6 month training period will not normally be granted.

- (3) Health records will be kept by the district commander or the trainee as prescribed by the district commander. Physical examinations will be arranged for as prescribed by current regulations.
- (4) Trainees will submit reports as required by the Officer Evaluation System (OES), directly to Commandant (G-MPS)

e. Training Reports:

- (1) Midway through and upon completion of assignment, the trainee will submit training reports directly to Commandant (G-MPS). These should be objective in nature and should include a summary of the trainee's experience as well as problems or subjects of particular significance encountered. While the format and length will vary with the individual, brevity consistent with completeness is desired.
- (2) The final training report should include constructive recommendations the trainee might have for improving the Industry Training Program, comments on major lessons learned, and feedback on industry perspectives of the PSS and MER programs.
- (3) Information contained in the training report is For Official Use Only and will not be reprinted without the approval of sponsor, trainee, and Commandant (G-MPS).
- (4) Trainees will submit a research paper on a topic pertinent to the PSS Program. The paper will normally be submitted with the final training report. Use of a diary approach for record keeping will assist the student and provide a convenient reference for the training reports.

2. Duration: 6 months.

3. Location: Port authorities in 9 Atlantic, Pacific and Gulf ports.
 4. Eligibility/Prerequisites: Selection will be from LT and LCDR applicants with background in, or interest in assignment to, port safety and related billets. Apply per paragraph 3.B.5.
 5. Assignments:
 - a. Trainees are assigned in various ports. Prior to reporting, trainees will be assigned TAD to Commandant (G-MPS) for a briefing on the goals of the program and its relationship with other Coast Guard programs.
 - b. Officers are assigned for administrative purposes to the Coast Guard district having jurisdiction in the area in which the training is to be conducted. Insofar as possible, trainees will be assigned to port safety duty in the port area in which trained, or at a port of similar marine activity to the one where training was obtained.
 - c. Travel orders for TAD during training may be funded by Commandant (G-PRF).
 - d. Specialized Training - Civilian: Information regarding specific programs, schools, courses, durations, eligibility requirements, prerequisites is given in Section 3.C.
2. Chief Petty Officer's Academy.
 - a. The Chief Petty Officer (CPO) Academy is the premier Coast Guard leadership and management training program available to enlisted personnel in pay grades E-7 through E-9. It provides Coast Guard Chief Petty Officers, Regular and Reserve, with a thorough understanding of their role as leaders, managers, advisors, and educators as directed by Public Law 85-422 of 1958. This law established the senior enlisted pay grades E-8 and E-9 in the Armed Forces. It outlines the roles of Master and Senior Chief Petty Officers as senior enlisted technical or specialty administrators and mandates responsibilities in organizing, directing, and coordinating various Coast Guard programs within their ratings.
 - b. Additional information on the Chief Petty Officer's Academy can be found in COMDTINST 1500.15 (series) and from the program manager, Commandant (G-PRF).

INTENTIONALLY LEFT BLANK

C. General Training.

1. General Military Training is that training conducted at the unit level on common subject of importance to the military life style and the physical safety and well being of personnel. Such training is conducted during regularly scheduled training periods. Subjects include but are not limited to: First Aid, UCMJ, Drug Education, Life Saving, CPR, etc. Each unit should develop a check off list of permanent training items including General Military Training.
 - a. First Aid and Health. Requirements for conducting first aid training are stated in the Medical Manual, COMDTINST M6000.1 (series), Section 9-A-4. Information and lesson plans are presented in the Syllabus of First Aid & Health Lesson Plans, COMDTINST M6000.3 (series).
 - b. Drug and Alcohol. Contact Commandant (G-KOM) for further information.
 - c. Code of Conduct for Members of the Armed Forces of the United States:
 - (1) The President, by Executive Order 10631 of 17 August 1955, as amended (shown in Figure 2-6), prescribed a Code of Conduct which applies to each member of the Armed Forces of the United States who may be exposed to capture or become a prisoner of war. The President directed that they be instructed in its salient features. In signing the order, the President states: "No American prisoner of war will be forgotten by the United States. Every available means will be employed by our Government to establish contact with, to support and to obtain the release of all our prisoners of war. Furthermore, the laws of the United States provide for the support and care of dependents of members of the Armed Forces including those who become prisoners of war. I assure dependents of such prisoners that those laws will continue to provide for their welfare."
 - (2) All officers and enlisted personnel shall become fully acquainted with the Code and its meaning. Commanding officers and officers in charge will institute training programs designed to clearly present a realization to the service member that the full and loyal observance of the spirit and letter of the Code is in the best interest of the country, the Coast Guard, his or her shipmates, and the member. Instruction in the Code must be emphasized by commands training personnel upon original entry into the Service or having personnel entering zones of combat.

- (3) An appropriate entry shall be made in each individual service record attesting that this course of instruction has been given. For enlisted personnel this entry shall be made on page 7 of the Enlisted Service Record. For officers a signed statement to this effect shall be forwarded by each officer to the Commandant (G-PO) for incorporation into the officer's record.
- d. Articles 79-82, Geneva Convention, 1949 (see Figure 2-8).
2. Small Arms Training:
 - a. General:
 - (1) Small Arms Training programs are largely prescribed in the Ordnance Manual (COMDTINST M8000.2 series), Section 6300. Most training is conducted at level III, which includes training of:
 - (a) New Service entrants.
 - (b) Follow-on training for intelligence investigators.
 - (c) Air crew survival (POPDIV).
 - (d) Small arms instructors.
 - (e) Unit security forces.
 - (f) Personnel providing internal security for combat and combat support units.
 - (g) Law enforcement personnel.
 - (h) Port security personnel when required to be armed.
 - (i) Reservists.
 - (j) Others chosen by district commanders with Commandant's approval.
 - (2) Goals with respect to follow-on training are:
 - (a) To provide more effective/realistic training to level III personnel, thus improving overall capability.
 - (b) To expand training provided to embrace moral and judgemental issues involved in the use of force.
 - (c) To minimize time away from unit and in a travel status.
 - (d) To maximize use of existing civilian/military ranges. Prerequisites for the practical pistol course are at the discretion of the Range Officer, based on the individual shooter's familiarization and expertise with the weapon.

FIGURE 2-6

EXECUTIVE ORDER 10631 OF 17 AUGUST 1955, AS AMENDED

CODE OF CONDUCT FOR MEMBERS OF THE
ARMED FORCES OF THE UNITED STATES

By the virtue of the authority vested in me as President of the United States, and as Commander in Chief of the Armed Forces of the United States, I hereby prescribe the Code of Conduct for members of the Armed Forces United States which is attached to this order and hereby made a part thereof.

Every member of the Armed Forces of the United States is expected to measure up to the standards embodied in this Code of Conduct while he is in combat or in captivity. To insure achievement of these standards, each member of the Armed Forces liable to capture shall be provided with all specific training and instruction designed to better equip him to counter and withstand all enemy efforts against him, and shall be fully instructed as to the behavior and obligations expected of him during combat or captivity.

The Secretary of Defense (and the Secretary of Transportation with respect to the Coast Guard except when it is serving as part of the Navy) shall take such action as is deemed necessary to implement this Order and to disseminate and make the said Code known to all members of the Armed Forces of the United States.

THE WHITE HOUSE
August 17, 1955

THE CODE OF CONDUCT

I

I AM AN AMERICAN FIGHTING MAN. I SERVE IN THE FORCES WHICH GUARD MY COUNTRY AND OUR WAY OF LIFE. I AM PREPARED TO GIVE MY LIFE IN THEIR DEFENSE.

A member of the Armed Forces is always a fighting man. As such, it is his duty to oppose the enemies of the United States regardless of the circumstances in which he may find himself, whether in active participation in combat, or as a prisoner of war.

II

I WILL NEVER SURRENDER OF MY OWN FREE WILL. IF IN COMMAND I WILL NEVER SURRENDER MY MEN WHILE THEY STILL HAVE THE MEANS TO RESIST.

As an individual, a member of the Armed Forces may never voluntarily surrender himself. When isolated and he can no longer inflict casualties on the enemy, it is his duty to evade capture and rejoin the nearest friendly forces.

The responsibility and authority of a commander never extends to the surrender of his command to the enemy while it has the power to resist or evade. When isolated, cut off, or surrounded, a unit must continue to fight until relieved, or able to rejoin friendly forces, by breaking out or by evading the enemy.

Figure 2-6 (cont'd)

III

IF I AM CAPTURED I WILL CONTINUE TO RESIST BY ALL MEANS AVAILABLE. I WILL MAKE EVERY EFFORT TO ESCAPE AND AID OTHERS TO ESCAPE. I WILL ACCEPT NEITHER PAROLE NOR SPECIAL FAVORS FROM THE ENEMY.

The duty of a member of the Armed Forces to continue resistance by all means at his disposal is not lessened by the misfortune of capture. Article 82 of the Geneva Convention pertains and must be explained. He will escape if able to do so, and will assist others to escape. Parole agreements are promises given the captor by a prisoner of war upon his faith and honor, to fulfill stated conditions, such as not to bear arms or not to escape, in consideration of special privileges, usually release from captivity or a lessened restraint. He will never sign or enter into a parole agreement.

IV

IF I BECOME A PRISONER OF WAR, I WILL KEEP FAITH WITH MY FELLOW PRISONERS. I WILL GIVE NO INFORMATION OR TAKE PART IN ANY ACTION WHICH MIGHT BE HARMFUL TO MY COMRADES. IF I AM SENIOR, I WILL TAKE COMMAND. IF NOT I WILL OBEY THE LAWFUL ORDERS OF THOSE APPOINTED OVER ME AND WILL BACK THEM UP IN EVERY WAY.

Information or any other action to the detriment of a fellow prisoner is despicable and is expressly forbidden. Prisoners of war must avoid helping the enemy identify fellow prisoners who may have knowledge of particular value to the enemy, and may therefore be made to suffer coercive interrogation.

Strong leadership is essential to discipline. Without discipline, camp organization, resistance, and even survival may be impossible. Personal hygiene, camp sanitation, and care of sick and wounded are imperative. Officers and noncommissioned officers of the United States will continue to carry out their responsibilities and exercise their authority subsequent to capture. The senior line officer or noncommissioned officer within the prisoner of war camp or group of prisoners will assume command according to rank (or precedence) without regard to Service. This responsibility and accountability may not be evaded. If the senior officer or noncommissioned officer is incapacitated or unable to act for any reason, command will be assumed by the next senior. If the foregoing organization cannot be effected, an organization of elected representatives, as provided for in Articles 79-81 Geneva Convention Relative to Treatment of Prisoners of War, or a covert organization, or both, will be formed.

V

WHEN QUESTIONED, SHOULD I BECOME A PRISONER OF WAR, I AM TO GIVE ONLY NAME, RANK, SERVICE NUMBER, AND DATE OF BIRTH. I WILL EVADE ANSWERING FURTHER QUESTIONS TO THE UTMOST OF MY ABILITY. I WILL MAKE NO ORAL OR WRITTEN STATEMENTS DISLOYAL TO MY COUNTRY AND ITS ALLIES OR HARMFUL TO THEIR CAUSE.

When questioned, a prisoner of war is required by the Geneva Convention and permitted by this Code to disclose his name, rank, service number, and date of birth. A prisoner of war may also communicate with the enemy regarding his individual health or welfare as a prisoner of war and when appropriate, on routine matters of camp administration. Oral or written confessions true or false, questionnaires, personal history statements, propaganda recordings and

Figure 2-6 (cont'd)

broadcasts, appeals to other prisoners of, signatures to peace or surrender appeals, self criticisms or any other oral or written communication on behalf of the enemy or critical or harmful to the United States, its allies, the Armed Forces or other prisoners are forbidden.

It is a violation of the Geneva Convention to place a prisoner of war under physical or mental torture or any other form of coercion to secure from him information of any kind. If, however, a prisoner is subjected to such treatment, he will endeavor to avoid by every means the disclosure of any information or the making of any statement or the performance of any action harmful to the interests of the United States or its allies or which will provide aid or comfort to the enemy.

Under Communist Bloc reservations to the Geneva Convention, the signing of a confession or the making of a statement by a prisoner is likely to be used to convict him as a war criminal under the laws of his captors. This conviction has the effect of removing him from the prisoner of war status and according to this Communist Bloc device denying him any protection under terms of the Geneva Convention and repatriation until a prison sentence is served.

VI

I WILL NEVER FORGET THAT I AM AN AMERICAN FIGHTING MAN, RESPONSIBLE FOR MY ACTIONS, AND DEDICATED TO THE PRINCIPLES WHICH MADE MY COUNTRY FREE. I WILL TRUST IN MY GOD AND IN THE UNITED STATES OF AMERICA.

The provisions of the Uniform Code of Military Justice, whenever appropriate, continue to apply to members of the Armed Forces while prisoners of war. Upon repatriation, the conduct of prisoners will be examined as to the circumstances of capture and through the period of detention with due regard for the rights of the individual and consideration for the conditions of captivity. A member of the Armed Forces who becomes a prisoner of war has a continuing obligation to remain loyal to his country, his Service and his unit. The life of a prisoner of war is hard. He must never give up hope. He must resist enemy indoctrination. Prisoners of war who stand firm and united against the enemy will aid one another in surviving this ordeal.

FIGURE 2-7

ARTICLES 79-82, GENEVA CONVENTION, 1949

ARTICLE 79

In all places where there are prisoners of war, except in those where there are officers, the prisoners shall freely elect by secret ballot, every six months, and also in case of vacancies, prisoners' representatives entrusted with representing them before the military authorities, the Protecting Powers, the International Committee of the Red Cross and any other organization which may assist them. These prisoners' representatives shall be eligible for re-election.

In camps for officers and persons of equivalent status or in mixed camps, the senior officer among the prisoners of war shall be recognized as the camp prisoner's representative. In camps for officers, he shall be assisted by one or more advisers chosen by the officers; in mixed camps, his assistants shall be chosen from among the prisoners of war who are not officers and shall be elected by them.

Officer prisoners of war of the same nationality shall be stationed in labor camps for prisoners of war, for the purpose of carrying out the camp administration duties for which the prisoners of war are responsible. These officers may be elected as prisoners' representatives under the first paragraph of this Article. In such a case the assistants to the prisoner's representatives shall be chosen from among those prisoners of war who are not officers.

Every representative elected must be approved by the Detaining Powers before he has the right to commence his duties. Where the Detaining Power refuses to approve a prisoner of war elected by his fellow prisoners of war, it must inform the Protecting Power of the reason for such refusal.

In all cases the prisoner's representative must have the same nationality, language and customs as the prisoners of war whom he represents. Thus, prisoners of war distributed in different sections of a camp, according to their nationality, language or customs, shall have for each section their own prisoners' representative, in accordance with the foregoing paragraphs.

ARTICLE 80

Prisoners' representatives shall further the physical, spiritual and intellectual well-being of prisoners of war.

In particular, where the prisoners decide to organize amongst themselves a system of mutual assistance, this organization will be within the province of the prisoners' representative, in addition to the special duties entrusted to him by other provisions of the present convention.

Prisoners' representatives shall not be held responsible, simply by reason of their duties, for any offenses committed by prisoners of war.

Figure 2-7 (cont'd)

ARTICLE 81

Prisoners' representatives shall not be required to perform any other work, if the accomplishment of their duties is thereby made more difficult.

Prisoners' representatives may appoint from amongst the prisoners such assistants as they may require. All material facilities shall be granted them, particularly a certain freedom of movement necessary for the accomplishment of their duties (inspection of labor detachments, receipt of supplies, etc.).

Prisoners' representatives shall be permitted to visit premises where prisoners of war are detained and every prisoner of war shall have the right to consult freely his prisoners' representative.

All facilities shall likewise be accorded to the prisoners' representatives for communication by post and telegraph with the detaining authorities, the Protecting Powers, the International Committee of the Red Cross and their delegates, the Mixed Medical Commissions and the bodies which give assistance to prisoners of war. Prisoners' representatives of labor detachments shall enjoy the same facilities for communication with the prisoners' representatives of the principal camp. Such communications shall not be restricted, nor considered as forming a part of the quota mentioned in Article 71.

Prisoners' representatives who are transferred shall be allowed a reasonable time to acquaint their successors with current affairs.

In case of dismissal, the reasons therefore shall be communicated to the Protecting Power.

ARTICLE 82

A prisoner of war shall be subjected to the laws, regulations and orders in force in the armed forces of the Detaining Power; the Detaining Power shall be justified in taking judicial or disciplinary measures in respect of any offense committed by a prisoner of war against such laws, regulations or orders. However, no proceedings or punishments contrary to the provisions of this Chapter shall be allowed.

If any law, regulation or order of the Detaining Power shall declare acts committed by a prisoner of war to be punishable, whereas the same acts would not be punishable if committed by a member of the Detaining Power, such acts shall entail disciplinary punishments only.

b. Responsibilities:

- (1) Superintendent, CG Academy; and commanding officers of Training Center Cape may and Reserve Training Center Yorktown, as applicable, will conduct the standard program for new entrants.
- (2) The Commanding Officer of Reserve Training Center Yorktown will conduct Reserve Small Arms training.
- (3) District commanders, commanders of maintenance and logistics commands, and commanding officers of other Headquarters units:
 - (a) Identify the Level III population to be trained.
 - (b) Identify facilities to be utilized.
 - (c) Determine funds required to accomplish training.
 - (d) Identify problem areas.
 - (e) Advise Commandant (G-ODO) by 15 July of each year for the following fiscal year:
 1. Number to be trained.
 2. Funds.
 3. Problems requiring Headquarters action to resolve.
- (4) Commandant will fund the training, making adjustments as required to remain within the limits of available resources. Adjustments will be made to CG-4144's as required.
- (5) Upon completion of small arms training firing, the officer in charge of firing shall submit reports in accordance with Chapter 6, Ordnance Manual (COMDTINST M8000.2 series).

3. Physical Fitness Program:

- a. General. The objective of the Coast Guard physical fitness program is to promote that level of health and physical conditioning among Coast Guard military personnel, which is necessary for efficient and alert execution of assigned military tasks, without undue fatigue and with ample energy to meet unforeseen emergencies.

b. Responsibilities:

- (1) Physical fitness is an individual and personal responsibility. It is, therefore, incumbent upon each military member of the Coast Guard to maintain minimum personal physical fitness at the level required for retention by the Service and for the particular requirements of his or her assigned duties.

COMDTINST M1500.10B

- (a) Actions required to maintain personal health/fitness may be accomplished through any accepted form(s) of regular physical activity (group sports, individual exercise programs, etc.).
 - (b) One method by which personnel can accurately monitor their general health and physical fitness is through the use of the "aerobics" exercise regimen developed by Dr. Kenneth H. Cooper for the Air force. The aerobics point system set forth in Commandant Instruction M6110.3 series provides a convenient uniform standard for measuring medical benefits derived from physical exercise in a variety of activities.
- (2) It is the responsibility of the unit commanding officer to identify, through observation, those individuals considered to be not physically fit to perform any duties that may be required. The commanding officer may then direct whatever action is deemed necessary: physical examination, individual exercise program and/or appropriate action to initiate discharge from the Coast Guard.
 - (3) Commanding officers may make time available, as operations permit, to allow personnel to participate in the physical activity of their choice. Commanding officers are further encouraged to provide facilities and equipment for such activities, within their command's capabilities.
- c. Standards:
- (1) The maintenance of minimum physical fitness shall be a personal responsibility carried out in accordance with the standards prescribed in Chapter 3, Coast Guard Medical Manual (COMDTINST M6000.1), as applicable.
 - (2) Entry Level Personnel:
 - (a) Figure 2-8 contains the minimum physical achievements required for all Coast Guard military personnel entering active duty, including initial active duty for training, under 40 years of age.
 - (b) In order that new personnel develop a proficiency in swimming, specific commands shall include in their program minimum standards of swimming and/or lifesaving. All personnel who are unable to swim at least 100 meters unassisted and remain afloat for five minutes must wear a life preserver in a sail boat or small boat and when topside on any training vessel, except EAGLE, that is underway. Swimming requirements shall be as follows:
 - 1. The Superintendent, Coast Guard Academy, shall require all cadets prior to graduation to:

- a. Swim at least 100 meters unassisted and
 - b. Pass the intermediate swimming requirements of the American National Red Cross.
 2. The Commanding Officer, Coast Guard Reserve Training Center, shall require all officer candidates to:
 - a. Swim at least 100 meters unassisted and
 - b. Pass the beginner swimming requirements of the American National Red Cross.
 3. The Commanding Officer, Training Center Cape May, shall require all recruits, both Regular and Reserve, to pass the swimming terminal performance objectives established in the Recruit Training Curriculum Outline.
- (c) Disposition of new personnel who fail to pass the minimum required physical fitness or swimming standards shall be as follows:
 1. The Superintendent, Coast Guard Academy, shall disenroll cadets who, after appropriate remedial training, remain deficient in physical fitness after the preliminary term.
 2. The Commanding Officer, Coast Guard Reserve Training Center, shall refer officer candidates who are deficient in physical fitness or swimming to a remedial program. If after the eighth week of remedial training, the officer candidate still is unable to meet the minimum standards, he/she will be discharged/disenrolled.
 3. The Commanding Officer Training Center Cape May, shall refer recruits who are deficient in physical fitness or swimming to a remedial program, not to exceed four weeks. If after this time period, the recruit is still unable to meet minimum standards, the recruit will be discharged.
4. Foreign National Training. The Coast Guard is authorized to utilize its personnel and facilities to assist, when requested by the Department of State's Agency of International Development (AID) or the DOD's Security Assistance Program (FMS, IMET, and MAP), in providing selected foreign nationals with training in areas of Coast Guard expertise. In addition, training is provided to specific countries that have entered into "Host Nation Agreements" with the Coast Guard. For more information concerning this program contact Commandant (G-CPI).

FIGURE 2-8

PHYSICAL FITNESS STANDARDS

I.	Arm and Shoulder Strength (one event only required)		
a.	Men		
	Push ups or	20	
	Pull ups	4	
b.	Women		
	Flexed Arm Hang	30 seconds	
II.	Abdominal and Trunk Strength		
	Men and Women		
	Bent Knee Sit Ups	40 in two minutes	
III.	Explosive Leg Power (one event only required)		
a.	Men		
	Jump and Reach or	15"	
	Standing Long Jump	6'8"	
b.	Women		
	Jump and Reach or	12"	
	Standing Long Jump	5'6"	
IV.	Agility		
a.	Men		
	300 Yard Shuttle Run		
	(25 Yard interval)	65 seconds	
b.	Women		
	300 Yard Shuttle Run		
	(25 Yard interval)	74 seconds	
V.	Endurance (Optional at Recruit Training)		
a.	Men	Less than or	
	1 1/2 mile run	equal to	12:00 minutes
b.	Women	Less than or	
	1 1/2 mile run	equal to	13:00 minutes

FIGURE 2-9

FLIGHT SCHOOL OBLIGATION LETTERS

A. Regular Coast Guard Officers

From: _____, USCG
To: Commandant (G-PO-2)
Via:

SUBJ: OBLIGATED SERVICE FOR FLIGHT SCHOOL

Ref: (a) Training and Education Manual, COMDTINST M1500.10B, para. 2.A.2.d.(1)(f)

1. Pursuant to reference (a), I understand that I incur 5 years of obligated service upon completion of flight school. This obligation is in addition to any other obligated service which I may have incurred.

B. Reserve and Temporary Officers

From: _____, USCG (or USCGR, as applicable)
To: Commandant (G-PO-2)
Via:

SUBJ: OBLIGATED SERVICE FOR FLIGHT SCHOOL

Ref: (a) Training and Education Manual, COMDTINST M1500.10B, para. 2.A.2.d.(1)(f)
(b) Title 10, U.S. Code, Section 672
(c) Title 10, U.S. Code, Section 680

1. Pursuant to references (a) and (b), I understand that I incur 5 years of obligated service upon completion of flight school. This obligation is with my consent and is in addition to any contractual agreement under which I may be serving. Further, I will be released from active duty at the end of all my obligated service unless I have integrated into the Regular Coast Guard.
2. I intend to execute an active duty agreement for 5 years upon expiration of my current contract. I understand that failure to execute that agreement does not change my obligated service, but that I would lose the entitlements specified in reference (b) for involuntary release from active duty.

CHAPTER 3

EDUCATION PROGRAMS

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CHAPTER 3
EDUCATION PROGRAMS

A. Undergraduate Education.

1. U. S. Coast Guard Academy.

- a. In the broadest sense the objectives of the Coast Guard Academy are best stated in the traditional mission:

"To graduate young men and women with sound bodies, stout hearts, and alert minds, with a liking for the sea and its lore, and with that high sense of honor, loyalty and obedience which goes with trained initiative and leadership; well-grounded in seamanship, the sciences, and the humanities, and strong in the resolve to be worthy of the traditions of commissioned officers in the United States Coast Guard in the service of their country and humanity."

- b. The 4-year academic program leads to a degree of Bachelor of Science and a commission as an ensign in the U. S. Coast Guard. The following major areas of study are offered:

Marine Engineering	Electrical Engineering
Civil Engineering	Mathematical and Computer Science
Applied Science	Management
Government	

- c. Eligibility requirements, prerequisites, application procedures and additional information can be found in Section 1-E of the Personnel Manual (COMDTINST M1000.6 series) and the U. S. Coast Guard Academy Bulletin of Information, published annually by the Director of Admissions, U. S. Coast Guard Academy, New London, CT 06320.

2. Naval Academy Preparatory School (NAPS).

- a. The NAPS program is designed to provide qualified enlisted personnel with the educational skills required to compete effectively for appointments to the Coast Guard Academy. NAPS is specifically aimed at personnel who may have been educationally or culturally deprived but who have demonstrated in the Coast Guard environment that they possess the potential to become Coast Guard officers.
- b. The program at NAPS is academically, physically, and mentally demanding. The daily routine strongly emphasizes academic study, military leadership, and athletic preparation. Although a subsequent appointment to the Academy is not guaranteed, students will have the opportunity to improve their scholastic background, Aptitude test (SAT or ACT), and adaptability to military discipline and leadership.
- c. Enlisted personnel who apply for an Academy appointment but who are not selected are automatically considered for NAPS. In addition, enlisted personnel may apply directly for the NAPS program. An applicant may be rated or non-rated and must meet the following criteria:

COMDTINST M1500.10B

- (1) Have scored a minimum of 800 (combined math and verbal) on the Scholastic Aptitude Test (SAT) or a 19 verbal/19 math on the American College Testing Assessment (ACT);
- (2) Be a U.S. citizen or in the process of acquiring citizenship by 1 July of the year the program begins;
- (3) Be under the age of 21 by July 1 of the year the program begins;
- (4) Be unmarried and have no legal obligations from a previous marriage;
- (5) Be a high school graduate or be within range of a GED Equivalency Certificate;
- (6) Have no serious UCMJ or civil convictions;
- (7) Be eligible for a confidential clearance;
- (8) Meet the medical requirements of Section 1-E., Personnel Manual (COMDTINST M1000.6 series);
- (9) And have, or agree to extend for, two years of active obligated service, as of 15 June of the year the program begins.

d. Interested and qualified individuals should write or call:

Director of Admissions
U.S. Coast Guard Academy (t)
New London, CT 06320-4195
FTS 642-8504

B. Postgraduate and Advanced Specialized Training (Military).

1. Description. The Coast Guard Postgraduate and Advanced Specialized Training Program is designed to qualify officers and enlisted personnel for specific military billets. The courses of instruction within this program are those of 20 or more weeks in length. Individuals enrolled in the program, because of the duration of instruction, are identified as occupying billets within the training allowance of the general detail. The number of individuals actually attending school is restricted to the number of authorized training billets. The number of individuals assigned to each course of instruction depends on needs of the Service. The program provides specific lengths of time for advanced education. Generally speaking, a well qualified participant will be able to earn an advanced degree during the allotted time; however, no guarantee of an advanced degree is made or implied. Requests for extension of programs for the purpose of completing degree requirements are discouraged.

2. Programs Available. Information on specific curricula, schools, length of instruction, eligibility requirements, and billets for program graduates is contained in program synopses (Paragraph 3.B.15). Some synopses list approved schools. The actual school attended is an assignment decision, and alternate schools are authorized primarily when the school is near the individual's present or projected duty station, or when the tuition costs or program lengths are less than the approved schools. This may also allow individuals selected for postgraduate/advanced training to complete prerequisite or follow-on course work at the school attended for duty under instruction. Each request for approval of a school not listed in the synopses will be considered by Commandant (G-PTE).
3. Eligibility/Prerequisites. Although applications can be submitted, an officer is not eligible for enrollment prior to two years of commissioned service. The term "eligibility" as used in this chapter indicates the grade and occupational qualifications that an officer must attain prior to enrollment. Exception to these criteria will be made only when the needs of the Service dictate. The following eligibility conditions and academic prerequisites are applicable for enrollment in the various curricula:
 - a. Reserve officers are required to agree to the same term of obligated service as Regular officers, as prescribed in Subparagraph 3.B.10.a. Prior to enrollment, the Reserve officer (other than a designated Reserve Program Administrator) must satisfy all prerequisites for integration into the Regular Coast Guard.
 - b. Aviators will be considered for the following programs: Aeronautical Engineering, Aviation Engineering Administration, Avionics, Operations Research, Administrative Science (Management), Public Administration, Naval War College (Command and Staff), and the Armed Forces Staff College. Aviator input to the latter six programs will be made at a rate of no more than one or two per year.
 - c. Engineering Schools, Naval Postgraduate School Monterey: equivalent of a Bachelor of Science degree including mathematics through differential equations and integral calculus; one year of college-level physics; engineering mechanics course desired.
 - d. All engineering curricula at civilian institutions: Bachelor of Science degree.
 - e. All others leading to an advanced degree: Baccalaureate degree.
 - f. Generally speaking, all graduate schools require that the applicant have a minimum of a 2.5 undergraduate grade point average (on a 4.0 scale). Further, programs used by the Coast Guard require a strong quantitative background. Professional performance should not be considered a compensating factor for low undergraduate grades. Officers not meeting these criteria should not expect to be selected for a postgraduate program unless they have successfully completed appropriate college courses off-duty subsequent to acquiring their baccalaureate degrees.

- g. SAT scores for associate degrees and GRE scores for masters degrees are required as part of the application. LSAT scores are required for law applicants. GMAT are required for financial management and administrative science (management) applicants. Scores older than five years are acceptable for Coast Guard panels but may have to be updated for school applications. SAT scores are not required for applicants possessing a baccalaureate.
4. Application Schedule. Applications for advanced education are considered annually.
- a. Applications will be accepted according to the following schedule:
 - (1) U.S. Coast Guard Academy and Naval Academy Preparatory School (NAPS): between 15 December and 15 March.
 - (2) Army Sergeant Major Academy: Between 1 January and 1 April.
 - (3) Physician's Assistant: Between 1 September and 1 December.
 - (4) SLOAN Fellow Program: Between 1 January and September.
 - (5) All other programs: Between 1 January and 15 May.
 - b. Panels will convene at Headquarters after the application deadline to select applicants. The exact timing of selection panels varies due to conflicting schedules of members. Personnel selected will be notified by letter and an announcement published in the Commandant's Bulletin. Non-selectees will be notified by letter, but applications will not be returned. It is important that all personnel realize that applications must be submitted and renewed annually.
 - c. All forwarding endorsements are reviewed by selection panels. These endorsements shall contain a considered opinion of the applicant's interests, ability, and potential value to the Service relating to the curricula requested.
5. Postgraduate Application Procedure: Individuals who wish to apply for postgraduate instruction must indicate one or two choices from the curricula listed in Paragraph 3.B.15. Third and subsequent choices will not be considered unless prior authorization from Commandant (G-PTE-1) is received. Officers must submit applications in the following format:

Unit Address
Telephone Number

From: LTJG A. B. Cee, 000 00 0000, USCG(R)
To: Commandant (G-PTE-1)
Via: (1) Commanding Officer, (your unit)
Commander, (your) Coast Guard District (p) (if appropriate)

Subj: APPLICATION FOR POSTGRADUATE INSTRUCTION

Ref. (a) Chapter 3, Training and Education Manual, COMDTINST M1500.10 (series)

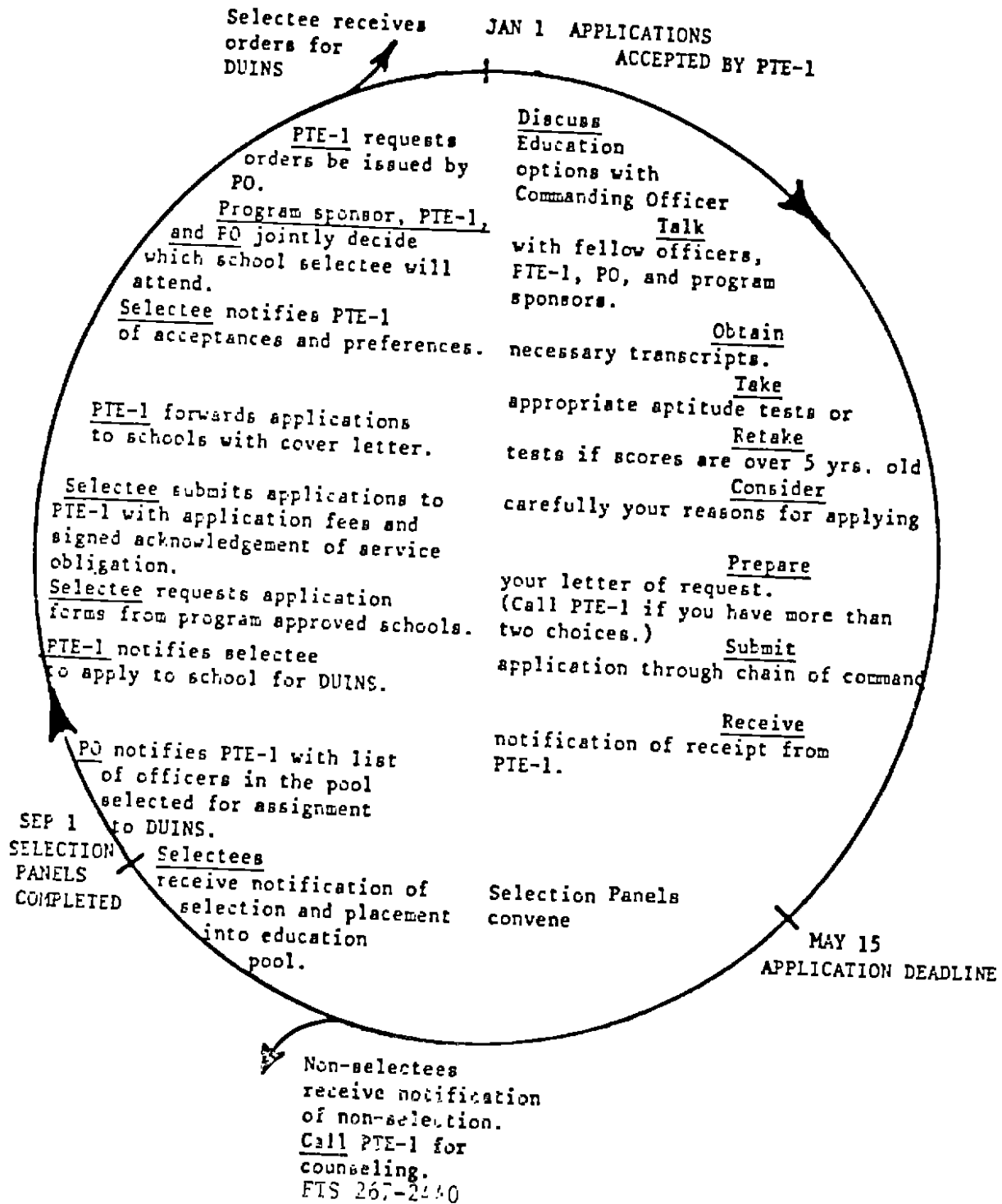
1. I request consideration for postgraduate instruction. My curriculum choices are:
 - a. First Choice: _____
 - b. Second Choice: _____ (second choice is optional)
2. I certify my eligibility as follows:
 - a. Grade _____.
 - b. Present OPFAC _____.
 - c. Date reported present unit _____.
 - d. Expected rotation date _____.
 - e. Original date of commission _____.
 - f. Experience indicator _____.
 - g. Status indicator _____.
 - h. I have a (level of degree) in (major field) awarded by (institution) in (year). (If no degree is held, state level of academic background).
 - i. I fulfill mathematics and physics requirements as defined in reference (a) (if applicable).
3. My transcript(s) of college work completed is/are enclosed. (In the past, Commandant (G-PTE) maintained an active file of CG Academy transcripts. This is no longer being done. Copies of Academy transcripts and college transcripts for OCS graduates are now part of your HQ service record. Transcripts of additional college work must be attached.)
4. My GRE/GMAT/ENG/LSAT/SAT scores (as appropriate) are attached. (Scores from tests taken at the Academy are not available to the boards. You must obtain and attach these scores.)
5. My state of legal residence is _____.
6. I understand the extended service obligation I incur upon reporting for postgraduate education or specialized training. I agree not to request resignation during the course of instruction.
7. I understand that actual assignment to a postgraduate education program, if selected, depends on my admission to an approved school.
8. (Curriculum) is my first choice because (give reasons for first and second choice as appropriate. Thoughtful preparation of this section is recommended, as the selection panels find this part helpful in their search for motivated individuals serious about their careers in the Coast Guard).

A. B. CEE

- Encl
- (1) Academic Transcript (if applicable)
 - (2) GRE/GMAT/ENG/LSAT/SAT scores
 - (3) (Recommendations from officers or professors or other supporting material as may be necessary)

FIGURE 3-1

ADVANCED EDUCATION CYCLE



6. Selection Procedures. Commandant (G-PTE) acknowledges receipt of applications and reviews them. Improperly completed applications will be returned. Every effort, however, will be made to contact the individual to obtain missing information, so a current unit telephone number in the application is a necessity. Selection criteria include:
 - a. Eligible grade, year group, and assignment prerequisites (if applicable);
 - b. Performance of duty as reflected in Officer Evaluation Reports;
 - c. Academic achievements;
 - d. Commanding officer's endorsements;
 - e. Personal statement providing rationale for preferred curricula;
 - f. Additional endorsements and letters of recommendation;
 - g. Participation in off-duty education programs;
 - h. Fulfillment of mathematics and physics requirements (if applicable);
 - i. Appropriate graduate aptitude examinations (GRE, GMAT, LSAT, etc.);
 - j. Rotation date.
7. Postgraduate Selectee Pool. Those chosen by the selection panels are placed into the pool of personnel for assignment to postgraduate instruction. An individual in this pool is eligible for assignment to school for a three year period commencing 1 January of the calendar year after selection. Periodically, before assignment to school, all Officer Evaluation Reports will be reviewed to assure that performance remains at a level warranting assignment to school. A significant decline in performance may cause removal from the postgraduate pool. A decision to accept other orders after a definite school entry date is determined may also result in removal from the postgraduate pool.
8. Application for Matriculation. Commandant (G-PTE) will work with the assignment branches and program managers to determine which officers in the pool may be eligible for assignment to DUINS, and will notify those eligible by letter to begin application procedures. Realize that the assignment process is dynamic, and that changes may occur as needs of the Service dictate. the Service dictate. The final decision to assign an individual to school rests with the assignment branches, Commandant (G-PO) or (G-PE).
 - a. Except for programs at NPG Monterey, applicants are responsible for applying to schools, including paying for application fees. All completed applications should be forwarded to Commandant (G-PTE-1). A cover letter identifying the individual as an active duty student sponsored by the Coast Guard for full time study will be placed with the application, and the package forwarded to the school.

- b. Selection by the panel does not guarantee attendance at graduate school. Competition for advanced education in the civilian community is keen. Every reasonable effort will be made to enroll a selectee, but if this effort is unsuccessful, the selectee's name will be removed from the list of those selected for advanced education. In such a case, the individual will be advised of the reasons for his or her failure to be accepted by the various schools and counseled by Commandant (G-PTE) concerning means of improvement or application for other curricula deemed more suitable.
9. Preparation for Enrollment. Resident refresher courses are not normally required for enrollment in any of the curricula, and individuals will usually be excluded from assignment to such preparatory courses. Applicants may enhance their status in selection for postgraduate education by enrolling in related off-duty education programs.
10. Obligated Service.
 - a. Officers. Officers are obligated to serve two months for every month enrolled in a course of instruction. The only exceptions to this policy are aviation and law. Within the aviation program, the significant investment of training resources requires a 5 year obligation. Because of the varying lengths of law programs, a 5 year obligation is required. Obligated service begins with the class convening date and commences on the date of transfer to a new duty station following graduation, disenrollment, or the termination of previous obligated service, whichever is later. This period of obligated service is in addition to such other obligated service as may have been incurred. Applicants for all curricula must agree not to request resignation during the course of instruction and must accept the period of obligated service.
 - b. Enlisted Personnel. Enlisted personnel requesting training described in this section must have obligated service as required by the applicable program. Enlisted personnel assigned to the Physician's Assistant Program will assume the obligated service requirement required by subparagraph 3.B.10.a. above upon completion of the program and appointment to the warrant grade of Physician's Assistant.
11. Disenrollment. The Commandant may disenroll any individual from a course of instruction when that person fails to maintain the academic standards required by the institution in which enrolled or fails to maintain those standards of performance, conduct, and appearance expected of Coast Guard personnel. The obligated service stated in Subparagraph 3.B.10.a. applies to officers disenrolled from any course of instruction and commences with the date of disenrollment or the termination of previous obligated service, whichever is later. Subparagraph 3.B.10.b. applies in the case of enlisted personnel.

12. Administrative Procedures.

- a. Individuals enrolled in the courses of instruction contained in this Section are under the administrative control of the organization indicated in the orders directing the individual to training. There are four general categories:
 - (1) The military commands which operate the school.
 - (2) The commanding officer of the USNROTC Unit assigned to civilian institutions.
 - (3) The Coast Guard district commander within whose jurisdiction are located civilian institutions not maintaining a USNROTC Unit.
 - (4) Commandant (G-CAS) for the Washington, D.C. area.
- b. Officers enrolled in institutions of category (1) above are subject to the rules and regulations established by the military command concerned.
- c. Officers enrolled in institutions of category (2) report to the commanding officer of the USNROTC Unit for duty. Administrative assistance provided includes:
 - (1) Processing of orders directing Coast Guard officers to report to the commanding officer, NROTC Unit, for assignment to duty under instruction;
 - (2) Assistance in academic enrollment;
 - (3) Preparation of forwarding endorsements on official correspondence by postgraduate school officer students; submission of letter reports to the Commandant, relating to date of completion of courses and the reporting, registering, and convening dates for the next academic year;
 - (4) Administration of temporary duty orders for field trips; and
 - (5) Administration of leave and hospitalization during the course of instruction.
- d. Individuals enrolled in institutions of all categories shall, through the appropriate chain of command, and in consonance with the guidance of their respective curriculum advisors:
 - (1) Discuss the proposed selection of all courses, electives, and theses with the respective program/support managers at Headquarters. Proposals shall be made sufficiently in advance to allow review prior to convening dates of classes.
 - (2) When a thesis is required, submit thesis topics to Commandant (G-PTE). Along with the topic submission, provide an estimate of costs associated with the thesis so that funds

(cont'd) may be obligated. Normally these funds are limited to cover the cost of typing, copying, and binding. Officers are encouraged to select thesis topics related to Coast Guard functions.

- (3) Submit to the Commandant (G-PTE) proposals for summer sessions including thesis preparation, research activities, field trips, and projects.
 - (4) Submit to Commandant (G-PTE) two copies of completed thesis for inclusion in the Department of Transportation library.
 - (5) Submit to Commandant (G-PTE) current address and telephone number and inclusive dates for period of full-time training.
- e. For individuals attending law school in a full-time resident status who desire to take the local bar examination, funding policy shall be as follows:
- (1) The cost of one bar examination review course and one bar examination will be funded by the Commandant. Funding will be provided to the bar review school upon request or reimbursement for such expenses may be obtained by submitting an original canceled check or appropriate receipt to Commandant (G-PTE). In cases where the bar examination site is in excess of 30 miles from the school, TAD orders may be requested from Commandant (G-PTE).
 - (2) All costs for additional review courses and/or any bar examination retests are the responsibility of the individual.
13. Academic Proficiency. Enrollment in the various curricula of the postgraduate education program is the culmination of a highly selective process. It is the Commandant's desire that all individuals enrolled in the various schools, colleges, and universities of this program reflect creditably the high academic standards of the Coast Guard.
- a. Where the course of instruction leads to the granting of a degree, it is expected the individual enrolled will attain that degree.
 - b. Postgraduate students shall carry at least 12 credit hours. Undergraduates shall carry at least 15 credit hours. Waivers of these minimums must be approved in advance by Commandant (G-PTE).
14. Submission of OERs. Officers assigned to DUINS will submit an OER directly to their Headquarters program manager, who will act as both supervisor and reporting officer. See FIG. 3-2. Commandant (G-PTE) will act as reviewing authority. Additional information on OER submissions is sent to all officers prior to their entry into school.
- a. The nature of a duty under instruction assignment makes it difficult to adhere to the OER exactly. No numerical marks will be assigned except in extraordinary circumstances. The Not Observed block will be marked for every dimension. OERs will be

FIGURE 3-2

OER PAGE 1

TRANSPORTATION U.S. COAST GUARD CG-5313 (Page 1) (Rev. 6-84)		LIEUTENANT OFFICER EVALUATION REPORT (OER)																			
THE REPORTED-ON OFFICER WILL COMPLETE SECTION 1, ADMINISTRATIVE DATA																					
a NAME (Last, First, Middle Initial) SMITH, John James		b SSN 123 45 6789		c GRADE 03		d DAY SE															
e UNIT NAME University of Michigan		f DIST 09	g OFFICER 71236	h OBC 539922	i STATUS INDICATOR 110221																
j DATE REPORTED PRESENT UNIT 27 06 88		k TYPE REPORT <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Special <input type="checkbox"/> Concurrent		l OCCASION FOR REPORT <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Department of Reporting Officer <input type="checkbox"/> Detachment of Officer																	
m PERIOD OF REPORT 8-10 88 TO 8-31 88		n DAYS NOT OBSERVED PUS TAD LV OTHER		o REPORTED ON OFFICER SIGNATURE																	
<p>THE SUPERVISOR WILL COMPLETE SECTIONS 2-7 In Section 2 describe the officer's job including primary and collateral duties, resources available and Coast Guard standards. Then, for each of the rating scales in Sections 3-6 compare the officer's performance during the reporting period against the standards shown at the end of each scale in the area following each section. Describe the basis for the marks given, citing specifics where possible. Use only allotted space. Complete Section 2.</p> <p>2. DESCRIPTION OF DUTIES</p> <p style="text-align: center;">DUINS: University of Michigan Master of Science, Marine Engineering</p> <p><input type="checkbox"/> Documentation Reference</p>																					
<p>3. PERFORMANCE OF DUTIES Measures an officer's ability to get things done</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 25%;">a. BEING PREPARED</th> <th style="width: 25%;">b. USING RESOURCES</th> <th style="width: 25%;">c. GETTING RESULTS</th> <th style="width: 25%;">d. RESPONSIVENESS</th> </tr> <tr> <td> <p>Describes how well the officer is able to plan, organize, and execute his or her duties. Includes ability to anticipate, plan, and execute. Includes ability to anticipate, plan, and execute. Includes ability to anticipate, plan, and execute.</p> </td> <td> <p>Describes how well the officer is able to use resources. Includes ability to use resources. Includes ability to use resources. Includes ability to use resources.</p> </td> <td> <p>Describes how well the officer is able to get results. Includes ability to get results. Includes ability to get results. Includes ability to get results.</p> </td> <td> <p>Describes how well the officer is able to respond. Includes ability to respond. Includes ability to respond. Includes ability to respond.</p> </td> </tr> <tr> <td style="text-align: center;">(1)</td> <td style="text-align: center;">(1)</td> <td style="text-align: center;">(1)</td> <td style="text-align: center;">(1)</td> </tr> </table>							a. BEING PREPARED	b. USING RESOURCES	c. GETTING RESULTS	d. RESPONSIVENESS	<p>Describes how well the officer is able to plan, organize, and execute his or her duties. Includes ability to anticipate, plan, and execute. Includes ability to anticipate, plan, and execute. Includes ability to anticipate, plan, and execute.</p>	<p>Describes how well the officer is able to use resources. Includes ability to use resources. Includes ability to use resources. Includes ability to use resources.</p>	<p>Describes how well the officer is able to get results. Includes ability to get results. Includes ability to get results. Includes ability to get results.</p>	<p>Describes how well the officer is able to respond. Includes ability to respond. Includes ability to respond. Includes ability to respond.</p>	(1)	(1)	(1)	(1)			
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(1)	(1)	(1)	(1)																		
<p>4. COMMENTS (Performance of Duties)</p> <p style="text-align: center;">LT Smith received the following grades during Fall and Winter 1987-88 quarters:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"><u>Fall 1987</u></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> </tr> <tr> <td>MA 216</td> <td>Intro. to Differential Equations</td> <td style="text-align: right;">A</td> </tr> <tr> <td>ME 211</td> <td>Intro. to Solid Mechanics</td> <td style="text-align: right;">A</td> </tr> <tr> <td>ME 235</td> <td>Thermodynamics I</td> <td style="text-align: right;">B</td> </tr> <tr> <td>ME 240</td> <td>Intro to Dynamics</td> <td style="text-align: right;">B</td> </tr> </table>							<u>Fall 1987</u>			MA 216	Intro. to Differential Equations	A	ME 211	Intro. to Solid Mechanics	A	ME 235	Thermodynamics I	B	ME 240	Intro to Dynamics	B
<u>Fall 1987</u>																					
MA 216	Intro. to Differential Equations	A																			
ME 211	Intro. to Solid Mechanics	A																			
ME 235	Thermodynamics I	B																			
ME 240	Intro to Dynamics	B																			

FIGURE 3-2

OER PAGE 2

<p>1 COMMENTS (Performance of Duties continued)</p> <p>Winter 1987-88 ME 334 Fluid Mechanics NA 201 Form Calculations And Stability NA 210 Ship Strength I NA 320 Ship Propulsion I</p> <p>LI Smith earned a 3.5 and 4.0 average for Fall and Winter quarters on a 4.0 scale.</p>					
<p>4 INTERPERSONAL RELATIONS Measures how an officer affects or is affected by others</p>					
<p>a WORKING WITH OTHERS</p> <p>Describes how an officer works with others in the performance of his or her duties.</p>	<p>Some persons are in the same steering position as the subject. He or she should be able to work with them in a professional manner.</p>	<p>Some persons are in the same steering position as the subject. He or she should be able to work with them in a professional manner.</p>	<p>Some persons are in the same steering position as the subject. He or she should be able to work with them in a professional manner.</p>	<p>Some persons are in the same steering position as the subject. He or she should be able to work with them in a professional manner.</p>	<p>Some persons are in the same steering position as the subject. He or she should be able to work with them in a professional manner.</p>
<p>b HUMAN FEELING</p> <p>The degree to which an officer shows concern for the feelings and needs of others in the performance of his or her duties.</p>	<p>Some persons are in the same steering position as the subject. He or she should be able to work with them in a professional manner.</p>	<p>Some persons are in the same steering position as the subject. He or she should be able to work with them in a professional manner.</p>	<p>Some persons are in the same steering position as the subject. He or she should be able to work with them in a professional manner.</p>	<p>Some persons are in the same steering position as the subject. He or she should be able to work with them in a professional manner.</p>	<p>Some persons are in the same steering position as the subject. He or she should be able to work with them in a professional manner.</p>
<p>5 COMMENTS (Interpersonal Relations)</p>					
<p>5 LEADERSHIP SKILLS Measures an officer's ability to guide, direct, develop, influence, and support others in the performance of work</p>					
<p>a LEADING BY EXAMPLE</p> <p>The officer sets an example for others in the performance of his or her duties.</p>	<p>Some persons are in the same steering position as the subject. He or she should be able to work with them in a professional manner.</p>	<p>Some persons are in the same steering position as the subject. He or she should be able to work with them in a professional manner.</p>	<p>Some persons are in the same steering position as the subject. He or she should be able to work with them in a professional manner.</p>	<p>Some persons are in the same steering position as the subject. He or she should be able to work with them in a professional manner.</p>	<p>Some persons are in the same steering position as the subject. He or she should be able to work with them in a professional manner.</p>
<p>b COORDINATING SUBORDINATES</p> <p>The officer works with others in the performance of his or her duties.</p>	<p>Some persons are in the same steering position as the subject. He or she should be able to work with them in a professional manner.</p>	<p>Some persons are in the same steering position as the subject. He or she should be able to work with them in a professional manner.</p>	<p>Some persons are in the same steering position as the subject. He or she should be able to work with them in a professional manner.</p>	<p>Some persons are in the same steering position as the subject. He or she should be able to work with them in a professional manner.</p>	<p>Some persons are in the same steering position as the subject. He or she should be able to work with them in a professional manner.</p>
<p>c DIRECTING OTHERS</p> <p>The officer directs others in the performance of his or her duties.</p>	<p>Some persons are in the same steering position as the subject. He or she should be able to work with them in a professional manner.</p>	<p>Some persons are in the same steering position as the subject. He or she should be able to work with them in a professional manner.</p>	<p>Some persons are in the same steering position as the subject. He or she should be able to work with them in a professional manner.</p>	<p>Some persons are in the same steering position as the subject. He or she should be able to work with them in a professional manner.</p>	<p>Some persons are in the same steering position as the subject. He or she should be able to work with them in a professional manner.</p>
<p>d EVALUATING SUBORDINATES</p> <p>The officer evaluates the performance of others in the performance of his or her duties.</p>	<p>Some persons are in the same steering position as the subject. He or she should be able to work with them in a professional manner.</p>	<p>Some persons are in the same steering position as the subject. He or she should be able to work with them in a professional manner.</p>	<p>Some persons are in the same steering position as the subject. He or she should be able to work with them in a professional manner.</p>	<p>Some persons are in the same steering position as the subject. He or she should be able to work with them in a professional manner.</p>	<p>Some persons are in the same steering position as the subject. He or she should be able to work with them in a professional manner.</p>
<p>6 COMMENTS (Leadership Skills)</p>					

- a. The nature of a duty under instruction assignment makes it difficult to adhere to the OER exactly. No numerical marks will be assigned except in extraordinary circumstances. The Not Observed block will be marked for every dimension. OERs will be submitted semi-annually reflecting the combined summer/fall terms and the spring term. Normally this will be in late January and again in June regardless of rank.
 - b. Officers in school shall maintain a close liaison with their program manager, either written or via phone conversations. This enables the student to keep up with changes within the Coast Guard, modify their curriculum, discuss their course selections, and design a thesis that may apply directly to their specialty.
15. Program Descriptions. The following narratives describe the postgraduate education and advanced training programs. Included are primary schools, program duration, major topics of study, eligibility, and probable assignments after school. Decisions made at this time often determine specialty assignments for the balance of a career. Direct questions to the relevant program manager and Commandant (G-PO) or (G-PE).
- a. Academy Instructor. There are about 66 rotating military faculty billets at the Academy plus several military administrative billets. Officers wishing to teach engineering, law, communications, or general operations may list a teaching assignment on the assignment data card.
 - (1) Officers who desire to teach math, physical science, management, computer science, or humanities may request postgraduate education in those fields. If an officer already holds the necessary academic credentials to teach in these fields, a letter in the same format as for postgraduate instruction must be submitted for consideration by the Academy instructor selection panel: physical science, specify chemistry or physics; humanities, specify English/literature, human behavior, or history/government.
 - (2) The primary school for math and computer science is Rensselaer; for management, various schools are used. Preparation for the remaining programs is primarily the M.A. in Liberal Studies program at Wesleyan or M.S. at the University of Connecticut.
 - (3) Previously, instructors were eligible for another postgraduate program after teaching at the Academy. Because this is expensive and often disrupts career plans, officers may suggest alternative programs which also prepare them for other Coast Guard programs which sponsor postgraduate education. For example, an officer who has been selected to teach humanities who has an interest in public administration, might receive approval to seek that degree during an 18-month period of DUINS. Contact the relevant program manager and Commandant (G-PO).

- b. Advanced Computer and Electronics Technology Program. The ACET program prepares skilled technicians in selected administrative/operational ratings for greater responsibilities in electronics/computer systems maintenance and management. The goal is to provide 2 years of undergraduate advanced computer science or electronics technology training. Participants start their education where they left off; usually, they earn either an Associate or a Bachelor of Science degree in a computer science or electronics technology program. If a bachelor's degree has been obtained, the student can expect to be reassigned. The training is offered to junior officers, chief warrant officers (ELC and COMMS), and senior petty officers (E-6 or above in the ET, TT, RM, ST, FT, EM, AT, or AE ratings). Note: only junior officers who are prior enlisted or Warrant to LT without a formal baccalaureate degree are eligible to apply. Selectees must agree to reenlist or extend their enlistment to meet the minimum service requirements of 6 years as of the convening date of classes. Officers follow the obligated service guidelines in paragraph 3.B.10. The regional schools for the Electronics Technology program are:

Oregon Institute of Technology
Klamath Falls, OR 96601

Milwaukee School of Engineering
Milwaukee, WI 53201

Southern Technical Institute
Marietta, GA 30060

Capitol College
(formerly Capitol Inst. Of Technology)
Laurel, MD 20708

- (1) Alternate schools may be approved on an individual basis as discussed in paragraph 3.B.2. Most junior colleges and state university systems offer an electronics or computer science program that will meet the Coast Guard's needs. Contact the program manager about curriculum matters.
- (2) Applications should be formatted per paragraph 3.B.5. The subject line must be ADVANCED TRAINING, and the first paragraph should request the Advanced Computer Electronics Technology (ACET) program.
- (3) Applicants without an associates degree in a science or technical related field must submit current SAT results.
- (4) The panel selects about 20 enlisted, 3 warrants and 5 commissioned officers annually. IMPORTANT: A petty officer who is selected for the ACET program and is also selected and accepts appointment to warrant grade or OCS before assignment to DUINS, must re compete for the officer ACET program. A petty officer accepting warrant grade or OCS while assigned to DUINS, is subject to immediate transfer from DUINS by Commandant (G-PO) if needed in the officer's specialty.
- (5) For more information on the Advanced Computer and Electronics Technology Program contact Commandant (G-TPP/HRP).

- c. Advanced General Practice Dental Residency. A 2 year program for USPHS dental officers detailed to the Service. The first year entails a residency program followed by an intensive academic year leading to a MS degree. Applicants must have a minimum of 2 years service and will incur a 4 year obligation from completion date of training. Additional information can be obtained from the program manager, Commandant (G-KOM).
- d. Advanced Practice and Medical Residency Training. A 2 year program for USPHS physicians. Primary emphasis is in family practice, but training in general internal medicine, occupational medicine and aerospace medicine can be requested. Applicants must also have applied to the residency programs of their choice and must meet the program requirements (including participation in the match program, if applicable) before requesting residency training. Applicants should have a minimum of 2 years service. Physicians accepted for the program must agree to serve a minimum of 4 years in the Coast Guard Health Services Program upon completion of the training. Selection will be limited to those physicians who have not completed an initial medical residency. Additional information can be obtained from Commandant (G-KOM).
- e. Armed Forces Staff College. The Armed Forces Staff College at Norfolk, VA. provides 5 months of education to meet 2 objectives. First, to graduate students trained as joint staff officers who understand the intricacies of joint/combined operational planning and who understand the organization, operations, and responsibilities of the Joint Chiefs of Staff, unified, specified, and combined commands of the U. S. Armed Forces. Concurrently, development of a better understanding and closer working relationship among the officers of the U. S. Military Services, Allied officers from other nations, civilians from selected U. S. government agencies, and their families. Classes convene in August and February. Lieutenant Commanders interested in subsequent assignments in operations or readiness staff at Headquarters, area or district offices, or in military liaison assignments should consider this program. The panel selects approximately four officers per year. Interested applicants should contact the program manager, Commandant (G-PO).
- f. United States Army Sergeants Major Academy. The Sergeants Major Academy offers to outstanding E-8's and E-9's a demanding 22 week course of instruction at Fort Bliss, TX, in military/world studies, leadership, and resource

(cont'd) management which prepares professional noncommissioned officers to assume positions of increasing responsibility in their services. The curriculum has electives and work/study options allowing students to work towards an Associate of Arts Degree. Applicants must have a minimum of 15 years service and all E-8 applicants must have completed at least 1 year time in grade. A secret clearance is required upon entry into the course. Assignment to the Sergeants Major Academy will be PCS with Government housing available and provided if necessary. Classes convene in January and August.

- (1) Applications should be in letter form to Commandant (G-PRF). The letter shall include, in the applicant's own words, the reasons for requesting the appointment. It shall also include the salient features of the applicant's career described in detail. If there is a preference between the two classes, it should be noted. A recent full length, side view, black-and-white photograph of the applicant is also required. Most applications will be from two to four pages in length. Command endorsements shall specifically address the applicant's suitability, keeping in mind that the selectee will be an important and highly visible representative of the Coast Guard. A selection panel, which shall include the MCPO-OG as a permanent member, will convene annually and may select two candidates for the subsequent year's sessions.
- g. Aviation Engineering Programs. Advanced education for engineering personnel in the aeronautical engineering discipline is divided into three programs. Normally, postgraduate work is accomplished at Purdue University, but other schools are occasionally used. Completion of the Aircraft Maintenance Officer Training Program (see Chapter 2) is a prerequisite for selection to the below listed Aviation Engineering Programs.
- (1) Aviation Engineering Administration. Study leading to Master of Science in Industrial Administration (MSIA) (12 months). This program, offered by the Department of Management of the Krannert Graduate School is designed to exploit the specialized knowledge and skills acquired by students earning degrees in undergraduate programs such as engineering and science. It provides an opportunity for the student to begin to understand and develop useful managerial skills in each of the major functional areas of management such as accounting, financial management, management problem reports, labor relations, operations management, and

(cont'd) strategic planning. One of the major purposes of each course is to help the student form the habit of examining problems from an overall administrative point of view. One or two officers are selected annually.

- (2) Aeronautical Engineering. Study leading to a Master of Science in Aeronautics and Astronautics (MSAA) (24 months). The graduate programs of study in the School of Aeronautics and Astronautics are designed to provide the student with a fundamental knowledge of scientific principles and techniques and their application to the solution of engineering problems. The areas of emphasis include structure and materials (elasticity, fracture mechanics, waves, dynamics, finite elements, material properties, experimental mechanics, and composite materials), and propulsion engineering (basic structural engineering program with emphasis in engine design, high temperature metallurgy, and performance). One officer is selected annually.
- (3) Avionics Engineering. Study leading to a Master of Science in Electronics Engineering (MSEE). Graduate program involving study in the areas of optimum control theory, digital process control, decision and control under uncertainty, artificial intelligence, biomedical engineering, active networks, non-linear system theory, digital filters, linear graphs, computer-aided circuit design, statistical communications theory, analog and digital communications systems, information theory, computer circuits and microprocessor systems, formal languages, pattern recognition, electromagnetic field theory, microwaves, antennas and propagation, quantum electronics, semiconductor materials and devices, integrated solid state devices, microwave acoustics, electromechanical systems, energy conservation, transportation systems, remote sensing, human factors engineering, and aeronautical systems. A Bachelor of Science in Electronics Engineering (BSEE) (24 months) program is also available for those students who do not already possess a BS degree. One or two officers are selected annually.
- (4) All advanced degree (MSIA, MSAA, MSEE) holders are considered Aircraft Maintenance Specialists as well as experts in their postgraduate field. In general, they can expect tours at AR&SC, Commandant (G-EAE) and at an Air Station as EO or Assistant EO in some sequence following degree attainment. It is desirable to have the operational tour fall between the two staff assignments. Additional information can be obtained from the program manager, Commandant (G-EAE).

- h. Civil Engineering. A program located at the University of Illinois at Champaign-Urbana. The program consists of three full semesters plus one summer term (totaling about 17 months) and normally leads to a MS in Civil Engineering. The program provides an opportunity for limited specialized study, enables the graduate to become registered as a Professional Engineer, and enhances related general engineering and managerial skills. Billets for civil engineers are currently available in MLCs, in facilities engineering branches at fifteen major shore commands, two regional Facilities Design and Construction Centers, and Headquarters. Duties involve the full range of problem solving, planning, and management required to design, construct, and maintain the Coast Guard's shore facilities. Primary selection emphasis will be in the ENS through LT grades. The panel selects approximately nine officers per year. A few Civil Engineering ENS/LTJG billets are available to officers before they attend postgraduate school. To be consider for them, send an updated Assignment Data Card (ADC) to Commandant (G-PO). For information contact Commandant (G-ECV).
- i. Engineering Physics. Students are trained at the Naval Postgraduate School in Monterey, California for 24 months in the areas of optics, acoustics, and electrical engineering, leading to the award of a Degree in Physics. The program allows any specialization within the Physics Department. Graduates can expect a career with such diverse assignments as Headquarters (G-ECV or NSR), district (oan), MLCs, and the R&D Center. Rotational tours are available at all grades. Primary selection emphasis will be in the LTJG and LT grades. At least one officer is chosen annually. The program manager is Commandant (G-ECV).
- j. Environmental Management. The growing complexity of the Coast Guard's marine environment and port safety programs necessitates a postgraduate training program which provides skill in natural resource policy analysis and program planning. The education offered through the Environmental Management program is intended to meet these needs. The primary school for this program is the University of Michigan. The 16-month program leads to a Master of Science in Natural Resources with a specialization in natural resources policy and administration of a related area. Areas of study include economics, quantitative methods, policy and administration, natural resource management, statistics, and related environmental courses. Various schools will be considered; selection of a school may be based on geographic location, taking into consideration such factors as PCS, tuition costs, and subsequent assignment. Graduates of the Environmental Management program can expect future billets in Headquarters (G-M) and district officers (m), coupled with field tours at MSOs. Primary selection emphasis will be in the LT grades (LTJGs and LCDRs will be considered) with at least one tour in the M (or old W) program. Approximately three officers are selected annually. For additional information, contact Commandant (G-MSP-3).

- k. Financial Management. The financial management postgraduate program is an 18 month curriculum with core courses in financial and managerial accounting, statistics, quantitative methods, micro-economics, macro-economics, finance, management, and computer applications. The financial management program is designed to provide a cross section of expertise by sending applicants either to the Naval Postgraduate School, Monterey or to an accredited civilian institution. Graduates of the finance program will be assigned initial tours as budget and review branch chiefs at the district level, supply officers at Headquarters units and large support centers, as contracting or NAFA officers, and as staff officers in financial management positions at Headquarters. Officers will split subsequent assignments between rotational and Financial Management tours. Primary selection emphasis will be in the LTJG and LT grades. Submission of current GMAT results is required for consideration by the selection panel. Approximately nine officers are selected each year. The program manager is Commandant (G-FP).
- l. Hazardous Materials (formerly known as Chemical Engineering). As a career pattern, assignment as a hazardous materials specialist offers unique opportunities for junior officers to hold positions of responsibility within the Coast Guard. There are 14 officer billets which require a graduate of the hazardous materials program, ranging in grade from LT to CDR. There are also 6 instructor billets at the Coast Guard Academy which are often staffed by graduates of the hazardous materials program, on their second tour out of graduate school. Officers graduating from this program are specialists in all aspects of transportation of hazardous materials from the ship structure to the safety and health of the crew. They review the physical, reactive, combustion, and toxicological properties of chemicals proposed for shipment and then specify the proper operational and containment systems for each, and develop safety standards for personnel working with chemicals. The graduate education for hazardous materials is an 18 to 24 month program in one of two academic fields: Chemical Engineering or Environmental Health (Industrial Hygiene). Various schools are used. Most recently, chemical engineers have attended the University of Michigan, and Johns Hopkins. Industrial Hygienists normally attend the University of North Carolina, Johns Hopkins or the University of Cincinnati. Other schools for both academic fields will be considered on a case by case basis in consultation with the officer and Commandant (G-MTH and G-PTE). In the past, officers have attended Princeton, Purdue, Houston, Georgia Tech, Wisconsin and UCLA. The course of study pursued will be dictated by individual interests, the requirements of the university, and the approval of Commandant (G-MTH). The primary selection emphasis is placed on the LTJG and LT grades with a tour in marine safety highly desirable. The panel normally selects four officers per year. Those without previous marine safety experience are recommended for reassignment to a major Marine Safety Office prior to attending graduate school. Selection for this graduate program is usually an officer's commitment to a marine safety career path. The program manager is Commandant (G-MTH).

- m. Health Care Administration. This program provides undergraduate level education in health care organization and management. Officers completing it will serve at Headquarters units, district offices, Coast Guard medical treatment facilities, or Headquarters. The selectee attends a 15 month program at the Medical College of Virginia, Richmond, VA and other institutions. To be eligible, an officer must be a LT or Commissioned Warrant Officer, engaged in patient administration or health care facility administration for a minimum of two years; and have completed at least 45 hours of prior undergraduate work with a 2.5 GPA on a 4.0 scale; have completed all five of the CLEP general examinations; and have completed 6 semester hours of economics and accounting prior to application. Applications for this program shall include a statement regarding the applicant's status with regard to the eligibility requirements. Transcripts to substantiate satisfactory completion of the economics and accounting course requirements must be included. A panel of officers will be convened by the Commandant to select those applicants considered best qualified and acceptable to the schools. The criteria for selection shall include commanding officer's recommendation, performance of duty, SAT scores, prior education/training, and maturity. One officer is selected annually. For further information, contact Commandant (G-KOM-5).

- n. Industrial Management. The Industrial Management postgraduate program prepares officers for billets at nine industrial facilities located at the Coast Guard Yard, Support Centers Boston, New York, and Portsmouth, and Bases Miami Beach, New Orleans, Honolulu, Ketchikan, and Terminal Island, as well as at Maintenance and Logistics Commands. The postgraduate program at Purdue University provides the training needed for the industrial management of the support centers and bases. Purdue grants an MS in Industrial Administration after a comprehensive 11 month program requiring the completion of 52 credit hours. Selectees may request approval for an equivalent program at another university. After postgraduate school, officers can expect two to four industrial assignments in their career. Primary selection emphasis is in the LTJG grade. There will be approximately one selectee per year. Further information on the graduate program can be obtained by requesting a catalog from the Krannert School of Management, Purdue University, West Lafayette, Indiana 47907. Officers interested in Industrial Management should contact the program manager, Commandant (G-Es).

- o. Information Technology. The Coast Guard is becoming a heavy user of information technology at all levels from the smallest operational unit to the Commandant's office. As used here, the term "information resources" is very broad: it encompasses virtually all Coast Guard computer, information, communications, and electronic systems. Selectees of this program will take a basic core of computer systems subjects, including the structure of digital machines, programming techniques, and information systems topics. From there, the student may branch out to a designated track: Computer Systems Management/Science, Communications Management/Engineering, or Electronics Engineering.

(cont'd) Study should emphasize application of digital and computer techniques. Though many "crossovers" will occur between OBC's in general, the subspecialty postgraduate programs lead to OBC's as shown:

<u>Programs</u>	<u>Primary OBC</u>	<u>Secondary OBC</u>
Computer Systems Management	22	26*
Computer Science	22	--
Communications Management	74	26*
Communications Engineering	74	58
Electronics Engineering	58	26*

*Information Resource Management

Applicants should prioritize their choices among the three subspecialties. Program manager is Commandant (G-TPP).

Annual quotas are as follows:

Communication Engineering/Management	4
Computer Science/System Management	5
Electronics Engineering	9

- (1) **Communications Engineering Management:** The Coast Guard advanced degree programs in communications are pursued primarily at the Naval Postgraduate School (NPGS) in Monterey, CA. NPGS conducts academics on a quarterly basis (12 week quarters). The standard program for Coast Guard students is eight quarters (2 years). Upon reporting to NPGS, selectees in the communications program choose between two degree programs. The MS in Telecommunications Management program is a unique combination of management, computer processing, and electrical engineering courses. It covers a variety of management areas including operations research, financial and general management. This degree program also provides the student with background in the technical aspects of communications systems. The Master of Science in Electrical Engineering (M.S.E.E.) degree program is an engineering curriculum which, in part, consists of required electrical engineering courses pertaining directly to communications. NPGS offers a full undergraduate program thereby making EE background courses available. A research thesis is required in either degree program. Program graduates can expect assignment to a telecommunications management staff in a district, area, MLC, or at Headquarters. Telecommunications staff duties include management of data communications, telephone systems, message networks, and radio communications. Assignment to research and development staff or to a COMMSTA as CO or XO are also possibilities.
- (2) **Computer Systems Management/Science:** This 18 month Naval Postgraduate School curriculum leads to the MS in Computer Systems Management. This program provides the practical

(cont'd) understanding of information technology and management techniques to manage, implement, and utilize computer-based information systems or facilities; translate operational requirements into systems specifications; and to perform economic analyses to optimize cost and benefits. Core courses are drawn from mathematics, finance and economics, information technology, and management. Based on individual desires, an emphasis area is picked from Computer Center and Network Operations, Tactical Systems, Management Planning and Control, and Information Systems. Following graduation there will be assignments to a variety of positions at Headquarters (G-T, M, P, O), Atlantic Area (Operational Computer Center), district offices (dt), and various Headquarters units.

- (3) **Electronics Engineering:** Graduates of the 24 month Electronics Engineering Program will work in the challenging areas of design, fabrication, maintenance, and management of electronics systems. In selecting a computerized approach, graduates will solve problems associated with such projects as the command, communication, and control systems for the WMEC 270 and the station control systems for the LORAN-C. The Electronics Engineering Postgraduate Program is currently offered at: M.I.T., University of Michigan, Naval Postgraduate School in Monterey, and Purdue. These institutions offer the MS in Electrical Engineering. Usually the sequence of prerequisites is important and limited offerings each semester may require early planning. Courses include FORTRAN programming, electromagnetic theory, semiconductor devices, integrated circuits, microprocessors, control system analysis information theory, linear systems, microwave and transmission lines (LAB), digital communications, and antennas. Graduates can expect assignments to MLCs, Electronics Engineering Center Wildwood, NJ, Electronics Engineering Laboratory at Coast Guard Station Alexandria, VA, or other research and development duties.

- p. **Instructional Technology.** The Instructional Technology program is an 18 month curriculum leading to an MS degree in Instructional Technology or Systems. It provides the mid-grade officer with the skills needed to apply the Systematic Approach to Training (i.e., training analysis, design, development, implementation and evaluation) to CG training programs. Approved universities are Florida State and Indiana. Other universities with comparable curricula may be considered by the program manager on a case-by-case basis. Graduates can expect initial assignment at Headquarters (Training and Education Division), the Institute (Course and Exam Development Division), or as training officer, assistant training officer, school chief or instructional technologist at a resident training center (Cape May, New York, Petaluma, Yorktown). Primary selection emphasis will be in the grades of LT and LTJG. Approximately two officers are selected each year. Contact the program manager, Commandant (G-PTE-4), for additional information.

- q. Law. Juris Doctor (JD). Any accredited law school that is either located within normal commuting distance to Headquarters or a district office or holds classes on a year-round basis and confers a degree following thirty months of continuous training is acceptable to the program. While attending law school, the officer will be expected to take a broad range of substantive and procedural legal courses. As a general rule, a law student will not specialize in any particular area of law, but rather try to achieve a well-rounded legal education. The officer's course of study should not only include such classic legal courses as contracts, torts, property, evidence, criminal law, and civil procedure, but should also include courses in admiralty law, environmental law, commercial business transactions, and legal ethics. As a general rule, there is stiff competition for admission to law schools. The Coast Guard does not, and cannot, guarantee admission of an applicant accepted for this program to any law school. Law schools generally rely on the applicant's undergraduate grades and LSAT scores to determine who will be admitted. Upon graduation from an approved law school, the officer will be expected to take and pass the bar examination of one of the fifty states or the District of Columbia. The officer's initial assignment will be as an attorney at an MLC, on the staff of the Chief Counsel at Coast Guard Headquarters or on the staff of a district legal officer. Future assignments may include tours of duty at MLCs, district legal offices, at Coast Guard Headquarters in the Office of the Chief Counsel, as base legal officers, law instructors at the Coast Guard Academy, duties as full-time military judges, or detail to the Department of Justice. Coast Guard lawyers will also be expected to serve periodic out-of-specialty rotational tours. The nature of tour will be dependent upon the desires of the individuals and the needs of the Service at the time the officer rotates out of specialty. Because law school is three years in length, selection emphasis will be at the senior LTJG and LT level. Submission of current LSAT results is required for consideration by the selection panel. Because of the competition for law school admission, LSAT scores of 34 or above (or 600 or above on the old scoring scale) should normally be achieved. The panel selects approximately five to eight officers annually. The program manager is Commandant (G-LLA).
- r. Marine Engineering. This is the largest postgraduate training program in the Coast Guard. Eighteen selectees annually attend the 24 month program at the University of Michigan, Massachusetts Institute of Technology, the Naval Postgraduate School, or other institutions which confer an MS degree in Engineering. Building on undergraduate engineering and other quantitative backgrounds, the basic curriculum includes course work in structures, power plants, systems automation and controls, and computer applications. The program provides a well founded education in Naval Architecture and Marine Engineering. The majority of the marine engineering specialty billets are in the Naval Engineering or Marine Inspection programs. Some billets are at the Academy or within the Research and Development Program. Roughly half of the postgraduates receive assignments to a technical billet in the

(cont'd) Marine Inspection program. This program encompasses the Coast Guard mission of developing and insuring compliance with standards for the design and construction of merchant vessels and marine facilities. Inherent in any Marine Technical assignment is daily involvement in application of current naval architectural and marine engineering concepts. After postgraduate training, initial assignment within the Marine Safety Center is probable. Officers with prior field MMT experience may be assigned to Headquarters. Subsequent assignments within the MI program, including marine inspection units and other marine safety related activities, can be expected. Officers assigned to Naval Engineering can expect assignment to Headquarters, Maintenance and Logistics Commands, Naval Engineering Support Units, resident inspector staffs, engineering officer afloat or the Coast Guard Yard. Daily work is wide ranging and challenging involving planning, design, construction, outfitting, maintenance, repair, and alteration of all cutters and boats. Officers work closely with commercial naval architects and shipyard personnel. In-specialty tour rotations (e.g. between Marine Inspection and Naval Engineering) and out-of-specialty tours (e.g. XO-afloat) are possible. Primary selection emphasis is in the LTJG and LT grades. A BS in marine engineering or allied engineering specialty is highly desirable. For further information contact Commandant (G-ENE) or Commandant (G-MTH).

- s. Merchant Marine Industry Training. The Industry Training Program provides hands-on training with the major merchant marine operators in the U. S. Primary selection emphasis will be in the LT through LCDR grades. The program manager is Commandant (G-MP). Five types of sponsors from Industry are involved in this program:
- (1) American Waterway Operators (Towing Industry--Western Rivers and coastal). Annually 1-3 persons are assigned for 4 months.
 - (2) National Association of Passenger Vessel Owners. Two officers are assigned each year for four months each.
 - (3) Lake Carrier Association. One officer a year is assigned for six months.
 - (4) Ocean Shipping Company. One officer per year is assigned to this year-long program. The officer is rotated between general carriers, tankship operations, and occasionally specialty (LNG) carriers. The trainee usually follows the company management trainee program.
 - (5) Offshore Drilling Company. One officer per year.
- t. Naval Engineering Technology (NET). The two year program leads to an Associate of Science degree in one of the following: Electrical Power Engineering, Fluid Power Engineering, Industrial Engineering, Internal Combustion Engineering, Mechanical Engineering, or Advanced Electronics. After completion of training, officers may expect to be assigned to Headquarters staff

(cont'd) duty, Maintenance and Logistics Commands, Ship Repair Detachments, the Yard Resident Inspector's offices, as engineering officers afloat, to the Institute, or the MK, EM, or DC school. Various schools are used for the NET program. Chief warrant officers (naval engineering and material maintenance) and commissioned officers, ENS through LCDR not having baccalaureate degrees, are eligible. Warrant officers must have less than 10 years of commissioned service as of 1 July of the application year. At least one, but as many as six choices shall be drawn from the options listed above. All applicants shall forward SAT scores with their application. For further information, contact the program manager, Commandant (G-ENE).

- u. Naval War College (Command and Staff). The Naval War College, located in Newport, RI, is the oldest such institution in continuous existence in the world. Founded in 1884, it was established to provide military officers with a chance to study their profession of arms in mid-career. The mission of the Naval War College is to enhance the professional capabilities of its students to make sound decisions in both command and management positions, and to conduct research leading to the development of advanced strategic and tactical concepts for the future employment of naval forces. Coast Guard students in the grade of LCDR attend the College of Naval Command and Staff. Senior LT's and LCDR selectees are eligible to apply. The Coast Guard sends four students to classes convening in August of each year. The curriculum is divided into four parts: three core courses (Strategy and Policy, Defense Economics and Decision Making, and Naval Operations), and a broad electives area. This curriculum is designed to provide students with a variety of intellectual tools to enhance their understanding of national and naval defense strategies, to improve students ability to make high level decisions on broad national security issues, and to ensure students familiarity with total U. S. and allied forces available for national security objectives. For more information, contact Commandant (G-PO).

- v. Ocean Engineering. Postgraduate training at the University of Rhode Island or MIT in a 16-24 month curriculum leads to an MS Ocean Engineering degree. The curriculum applies a basic engineering background to the ocean environment through courses in oceanography, applied engineering, mathematics, hydrodynamics, wave mechanics, underwater acoustics, submarine soil mechanics, and corrosion. Thesis work or additional electives provide specialization in areas of interest to the Coast Guard. Specialty billets exist for LT through CAPT with all of the senior positions being at Headquarters (G-ECV). Junior officer billets are located in Shore Maintenance Detachments, at the National Data Buoy Office (Bay St. Louis, MS), R&D Center, Groton, CT, as well as Headquarters (G-ECV and G-ER). All billets support the aids to navigation or environmental protection programs. Out of specialty tours depend on needs of the service and individual preference; recent examples include Strike Teams, MSOs, MECs, HECs, and WLBs. Primary selection is two annually in the LTJG and LT grades. The program manager is Commandant (G-ECV).

- w. Oceanography. The Marine Science Activities Program sponsors a 24 month program leading to an MS in Physical Oceanography. There are three schools approved for the program: Florida State, Oregon State, and Naval Postgraduate School in Monterey. Others may be considered on a case by case basis upon the written request of the student applicant. The training program emphasizes physical oceanography and electives in related areas are encouraged. These may include marine geology, marine biology, chemistry, meteorology, computer programming, management, instrumentation and electronics. Graduates of the master's program may be assigned initially to the Coast Guard Academy (instructor), Headquarters, or Atlantic Area. Officers who complete the MS program may work on sea current studies, oil drift forecasting, liferaft/boat leeway, iceberg drift, and other projects solving operational problems. Classical physical oceanography is applied where appropriate; but, innovative techniques and equipment are developed to meet Coast Guard mission requirements which pose unique questions. Headquarters duty may involve marine science activities program management or R&D project management. Not more than one selection will be made each year. For further information contact Commandant (G-OIO).
- x. Public Affairs Specialist Program. This ten month program prepares senior petty officers for duties as senior public affairs specialists. One student will be assigned to DUINS per year. For information, contact the program manager, Commandant (G-BPA). Personnel who complete this training will be assigned to a district staff or to independent public affairs liaison duty. All students will attend Syracuse University. Effectiveness as a petty officer, supervisor, and a technical expertise in photography and an understanding of the elements of journalism and journalistic techniques are requirements for successful completion of this instruction. Each applicant must be a public affairs specialist in pay grade E-5 through E-7 at the time of application with less than fourteen years of service as of 1 June of the year in which the application is made; be a high school graduate or equivalent; be obligated for 48 months service from class convening date, or agree to extend; and be able to type. Applications must be received by Commandant (G-PTE) no later than 15 May; selectees are placed in a pool and assigned to school when appropriate. The application should include:
- (1) A certification by an officer that the photographs and feature layout outlined in paragraph 3.B.15.x.(3) below are the original work of the applicant.
 - (2) A command endorsement addressing the applicant's marks during current enlistment, the applicant's overall performance, and potential as a petty officer and public affairs specialist.
 - (3) A package with a portfolio, a feature story, and a photofeature layout. The portfolio will have 12 of the applicant's recent photographs, individually mounted and suitably captioned on unbound 11x14" boards. The feature story will have at least 500 words, typed, double-spaced on

(cont'd) separate paper. The three-panel photo-feature layout will consist of 11x14" boards hinged for easy display. This is to be a true layout, with photographs printed in the size and shape denoting their importance in the story. The prints are to be arranged to enhance the layout's appeal and storytelling ability. Affix at least 500 words to represent the submitted feature story to the boards as an integral part of the photofeature layout. The words on the layout need not be the actual feature story itself but may represent the copy as a visual element of the layout. Portfolios are judged on: originality, imagination, technical quality, presentation and emotion-evoking ability; they will be returned.

- y. Physician's Assistant Program. The 2 year program includes 9 months of elementary scientific principles, terminology, and basic medical science and 15 months of clinical training. Upon successful completion, graduates are certified as PAs and offered direct commissions per Articles 1-D-18, Personnel Manual (COMDTINST M1000.6 series), provided the eligibility requirements are met. Duke University is the primary school used. Applications shall be made in letter format and shall include a statement of the applicant's status with regard to the eligibility requirements. Letters shall also indicate the name and location of the high school and any colleges attended by the applicant. Included must be transcripts to substantiate satisfactory completion of the chemistry and biology course requirements. Enclose a completed Duke University application form with the letter. The forms may be obtained from the Director of Admissions, Physician's Associate Program, P.O. Box 2914, Duke University Medical Center, Durham, NC 27710, Phone (919) 684-6134. The CO's endorsement should include: a copy of the applicant's marks during the current enlistment, a warrant officer evaluation, and a recommendation of approval or disapproval with an opinion of the individual's qualifications for this training. The endorsement shall also include the command evaluation of the individual's potential for service as a CWO-2 (PYA) upon completion. The district commander's endorsement should include a definite recommendation for approval or disapproval. Not more than one student is selected annually. For further information, contact Commandant (G-KOM-5). Eligibility requirements are:
- (1) Be a Health Services Technician, in pay grade E-5 or above, serving in second or subsequent enlistment.
 - (2) Be a high school graduate or its equivalent, having completed at least two courses each in chemistry and biology with a grade of C or better from an accredited college. Completion of correspondence courses will not satisfy this requirement.
 - (3) Have taken the Allied Health examination. The test results must be included in the individual's application.

- z. Port Safety Industry Training. The Port Safety Industry Training Program is a six month program for officers who will be responsible for the development, administration, interpretation, and enforcement of port safety regulations. Selection is from LT and LCDR applicants with backgrounds in port safety and related billets. Six officers are selected annually. A trainee is assigned to the port authority and considered to be on loan from the Coast Guard, although the trainee will not replace an employee. Training will be in such areas as: port financial management; fees; terminal operations; vessel operations; inspections; trade development; roles of agents, forwarders, jobbers, and brokers; custom brokers; public relations; port planning; legislation; port security; port safety; environmental affairs; computer applications; labor relations; associated agencies; and visits to other ports. Ports involved in the PSIT Program are Baltimore, Boston, Hampton Roads, Houston, Jacksonville, Los Angeles/Long Beach, New Orleans, San Francisco and Seattle. The program manager is Commandant (G-MPS).

- aa. Public Administration and Management. The difference between some administration and management programs has been a matter of electives or desired rank of the student. To simplify the situation several programs have been collected under one heading of Public Administration and Management. The primary coordinator of this program is Commandant (G-PO-2). Officers in grades LTJG, LT, and LCDR are eligible to apply for the program. Make first or second choices on their application from the list of subcategories and fully explain choices. Additional information can be obtained from program managers listed for the following subcategories:

- Administrative Science Management
- Aviator Opportunities
- Health Care Administration
- Information Systems Management
- Operations Analysis
- Personnel Administration
- Public Administration
- Public Affairs
- Strategic Intelligence

- (1) Administrative Science Management: The Administrative Science Management program is a 12-18 month curriculum culminating in an MS in Management Science. The primary schools are the Naval Postgraduate School at Monterey, Purdue University, and George Washington University. At NPS, students follow the 817 Administrative Science curriculum, which is a quantitative 4-track program. During each of the six quarters of the course, the student takes courses in four areas: quantitative, organization, resource allocation, and financial management. Within the course requirements there is room to meet individual interests. Other civilian schools may be selected in cases where tuition, PCS costs, program length, and course content are compatible with Coast Guard needs. Officers completing the

(cont'd) curriculum can expect an assignment to a Coast Guard Headquarters staff or to a district staff billet. Typically several billet choices may be available. Officers with a background in Administrative Science Management can also anticipate a career in the operational aspects of the Service, as well as repeated tours in billets requiring expertise in the management disciplines in the Office of Operations, Personnel, or Chief of Staff. Primary selection emphasis is in the LT and LCDR grades. The panel selects about 5 officers per year. The program manager to contact for additional information is Commandant (G-PO-2).

- (2) Aviator Opportunities: There is a limited need for aviators trained in Administrative Science, Public Administration, Information Systems Management, and Operations Analysis, for assignment to Commandant (G-OAV), (G-OP), and (G-CCS). Aviators are eligible only for the four subcategories stated above, plus aviation engineering programs. They will compete against other aviators for this education. The panel selects two to three aviators per year in the grade of LT and LCDR. For more information contact Commandant (G-PO-2).
- (3) Health Care Administration: Completion of this program will provide officers with the knowledge of theories and practices of health care administration, enabling them to manage the Coast Guard health care delivery system at Headquarters units and MLCs. The 12-18 month curriculum includes health service electives in a public administration program at Harvard, George Washington University, or other accredited health care administration programs. Applications are desired from officers in grades LTJG, LT, and LCDR. Approximately one person per year will be selected. For more information contact Commandant (G-KOM-5).
- (4) Information Systems Management: There is an occasional need for officers trained in Information Systems Management beyond the core courses for public administration and management. The scope of a student's curriculum could range from a concentration of electives to a designated degree in management of information systems. This program trains managers for complex systems which depend heavily on computer support. As these systems become more common it will become more important for managers to be fully aware of the complex issues involved in utilizing computer support efficiently and effectively. This program provides computer literate managers for these systems. The major difference between this program and Computer Systems Management is in emphasis. This program's emphasis is on implementing new technology and managing its impact on the organization versus developing new technology. Primary courses include: information systems management, implementing technological change, organizational design for implementing high technology support systems, and job design. One officer is

(cont'd) chosen annually for this 12-18 month program. For information contact Commandant (G-P-1/5).

- (5) Operations Analysis: An MS degree in Operations Analysis requires completion of a 24 month program at the Naval Postgraduate School in Monterey, CA. The student can expect to devote 1-2 quarters in an undergraduate curriculum composed primarily of math and computer science courses. The student will then advance to graduate level courses in economics, statistics, simulation, human factors, systems analysis, and math modeling. By the fifth quarter, the student will select one of the four options available in the Operations Analysis curriculum: human factors, systems analysis, advance modeling, and naval surface warfare. Other civilian schools may be selected in cases where tuition, PCS costs, program length, and course content are compatible with Coast Guard needs. Completion of a thesis is a prerequisite for attaining a MS Degree in Operations Analysis. For Coast Guard officers, selection of the option field and of a thesis topic is best determined by the interests of the student with concurrence of the faculty advisor. Graduates of the Operations Analysis program are normally assigned from school directly into a billet on a Headquarters or MLC planning staff, or to the Coast Guard Academy as a math instructor. Some billets are available at various program staffs in Headquarters. Primary selection emphasis is in the LTJG and LT grades. The panel selects 1-2 officers annually. Information is available from Commandant (G-PO).
- (6) Personnel Administration: Officers interested in the training, recruitment, placement, counseling, development, evaluation and promotion of personnel might be interested in the 18 month postgraduate program and subsequent assignments. The primary school is Naval Postgraduate School at Monterey. Civilian schools may be selected where tuition, PCS costs, program length, and course content suit Coast Guard needs. Graduates can expect assignments at Headquarters (G-P) and training commands. Primary selection emphasis is in the LT grade. The panel selects 1-2 officers per year. The program contact is Commandant (G-PO).
- (7) Public Administration: The 12-18 month Public Administration program provides opportunities for Coast Guard officers to qualify for a broad range of management assignments both at Headquarters and on district staffs. MPA graduates may expect assignment to a management billet in Headquarters in a wide variety of fields in the operation and support programs as well as in the Office of the Chief of Staff in planning, programming, and budgeting. Some planning assignments as well as other analytical and management oriented positions on district staffs and at headquarters units are also available to MPA degree holders. Officers can expect assignment to challenging and demanding staff positions while still remaining eligible for other

(cont'd) operational assignments. Management and administrative ability in all future assignments is enhanced by the MPA experience. MPA programs vary widely in content among universities, but all seek to prepare graduates for effective participation in public affairs as managers, analysts, and policy makers. American University and George Washington University are the primary schools for the Coast Guard MPA program, but attendance at other universities may be approved, provided they have an appropriate curriculum and are cost compatible. Primary selection emphasis will be at the LT and LCDR level. The panel selects approximately three officers annually. The program manager is Commandant (G-CMA).

- (8) Public Affairs: The 18 month Public Affairs degree program meets long-term Coast Guard needs for middle and senior level officers with expertise in mass communications and public relations as they relate to the activities of government agencies. This postgraduate program leads to a Master of Arts degree in Mass Communications or Public Relations. Contact Commandant (G-BPA) for a list of preferred schools; other schools meeting the criteria for curriculum and duration will be considered by the program manager after submission of university and course information. A typical career pattern includes a number of general duty assignments interspersed with primary duty assignments in public affairs. Such primary duties could include: district PAO as a LT, area PAO or Headquarters Public Affairs Staff as a LCDR, Headquarters PA staff or Hollywood liaison as a LCDR/CDR, and Headquarters Public Affairs Division Chief as a CAPT. Primary selection emphasis will be in the senior LTJG and LT grades. The panel selects one person per year. For further information contact Commandant (G-BPA).
- (9) Strategic Intelligence (Master of Science MSSSI): Graduates of this program at Defense Intelligence College, Washington, DC, can expect assignment to Commandant (G-OIS), the Intelligence Coordination Center (ICC), Washington, DC, area intelligence staff, or district intelligence and law enforcement staffs. The MSSSI gives a thorough overview of the intelligence community, the concept and phases of intelligence (collection, analysis, production, and dissemination), national systems limits and capabilities, intelligence management, and world area studies. The program takes 12 months for completion. The first nine months are spent in classroom study five days a week, and the last 3 months are used to complete research for a Master's Master's thesis on an intelligence topic applicable to Coast Guard operations. Applicants must have a Baccalaureate degree with at least a "B" average or have a graduate degree. A score of 600 Verbal and 1100 combined verbal/quantitative score on the Graduate Record Examination (GRE), or a score of 60 on the Miller Analogy Test (MAT) may be accepted in lieu of a "B" undergraduate grade average.

(cont'd) Applicants should be eligible for a Top Secret clearance with access to Sensitive Compartmented Information (SCI). The panel selects 1-2 officers per year. Officers in the grade of LTJG and LT may apply. For more information contact Commandant (G-OIS-3).

- bb. Reserve Program Administrator (RPA). Advanced educational opportunities are available for RPA's primarily in management, specializing in personnel, financial, computer systems, business administration, and public administration. Determination of a specialty is based on the individual's interest, qualifications, and the needs of the program at the time of assignment. Various schools are used. Applicants should be either LT or LCDR. Upon completion of study a Headquarters or District staff assignment can be expected. Normally, one RPA is selected each year. RPA's interested in any other advanced education program, particularly Armed Forces Staff College, will compete against Active Duty Promotion List (ADPL) applicants for selection. For further information contact Commandant (G-RSP).
- cc. Senior Service Schools. Senior Service Schools is a term used to collectively describe the schools listed below. All prepare senior military and civilian personnel for executive positions and present an excellent opportunity to broaden an officer's professional base. They also offer the senior officer a sabbatical period from the demands of a military career to assimilate their professional experience into broad national and international goals and policy. Each school differs in specific subject matter and area of concentration and student population.

(1) Description:

- (a) National War College. This is one of two colleges within the National Defense University located at Ft. McNair in Washington, DC. Curriculum emphasis is on national security policy formulation and future policy directions. Graduates are prepared for high level command and staff functions in the planning and implementation of national strategy. Two officers are selected annually.
- (b) Industrial College of the Armed Forces (ICAF). As the other college within the National Defense University, ICAF offers a course of study in resource management for national security. It focuses on the role of the executive within the national security structure, resource allocation and management, analytical techniques, global resource issues and the national economy. Two officers are chosen for this program.
- (c) Senior Seminar. Conducted by the Foreign Service Institute (FSI), Department of State, this program covers American political, economic, social, regional and cultural issues and trends. The curriculum is designed to demonstrate how domestic interests

(cont'd) influence foreign policy and national defense strategy. One officer is selected for this program annually.

- (d) Naval War College. The senior college, the College of Naval Warfare, has three major curriculum areas: strategy and policy, defense economics and decision making, and selection and application of forces. The emphasis is on naval and maritime strategies and the understanding of the relationship between military force and national political aims. Two officers are selected.
 - (e) Army War College. The focus of this college is on national security policy, strategy and the nature and application of the entire spectrum of power, from military assistance to operational maneuvers of large combat formations. One officer is selected.
 - (f) Air War College. The emphasis is on the application of aerospace power. This includes the in-depth study of U.S. and Allied capabilities as they may be applied to current strategy and the development of alternative future strategies. The selectee must be an aviator.
- (2) Selection Process. The Senior Service Schools are open to four year groups consisting of the three senior Commander year groups and the junior Captain year group. This is divided into a 2-year junior window and a 2-year senior window. Officers in the junior window will be considered for the Naval, Army and Air War Colleges. Officers in the senior window may also be selected for these, but they are primarily considered for ICAF, National War College, and the Senior Seminar at the FSI. Officers in the junior window, who have been selected for Captain, will be eligible for all schools. All programs require a Top Secret clearance with access to Sensitive Compartmented Information (SCI). A special Background Investigation (SBI) completed within the preceding five years is required for SCI access. If selected, submit completed SBI forms to Commandant (G-OIS). Applications for Senior Service Schools are not accepted, but rather all eligible officers are screened by a panel of graduates of the various Senior Service Schools. Officers interested in a particular school should indicate their preference on their Assignment Data Card. The panel will contact selectees to confirm acceptance after its annual meeting on the first Tuesday after Labor Day. Questions should be directed to the Administrative Assignment Officer at Commandant (G-PO). For those within the four-year window, the panel will:
- (a) Screen only those officers who have at least 2 years in their current billet by the next transfer season.

- (b) Screen each officer twice, once in the junior window and once in the senior window.
 - (c) Select those officers with a strong record of past performance and the best potential for future senior leadership within the Coast Guard.
- dd. Sloan Fellows Program. One selectee is nominated to this rigorous 10-12 month program leading to a Master of Science in Management. It prepares outstanding, but typically specialized, young executives for more general and senior management duties. The focus is on broad executive development more than the specific academic requirements for the Master of Science degree. Therefore, even those with previous academic backgrounds in management can profit immeasurably from the program. The Sloan Program is committed to educating those at mid-career who have the will to manage and to risk, who can deal with complex systems, who have insight into themselves as well as others, who are interested in the total environment in which they live, and who continue to learn. It seeks to provide students with a solid grounding in the academic disciplines relevant to management, economics, mathematics, and the behavioral sciences; and to develop their awareness of the multiple facets that characterize important management problems, from technical data to human and environmental factors. The Sloan Fellows Program is available to Coast Guard officers at the Sloan School of Management, Massachusetts Institute of Technology, Cambridge, MA 02139. It encourages and develops top management perspective in mid-level managers in anticipation of promotion to the higher decision-making positions. Coast Guard applicants should display qualities indicating a potential for promotion. Most graduates of the Sloan program will eventually be assigned to positions of significant management responsibility where they may apply their education. However, as this is intended to be education and not pipeline training, and due to the nature of our promotional system, assignment to what the Sloan Fellow graduate might consider a significant management position may require patience. Additionally, an appropriate operational or specialty assignment may be considered for the individual's career development, followed by subsequent tours in management or special interest assignments. Applicants must be career officers with between 13 and 17 years commissioned service at time of application, be willing to meet obligated service requirements, have a pattern of outstanding job performance, and have demonstrated an ability to perform well academically at the graduate level. Apply to Commandant (G-PTE-1) by letter. College transcripts of recent study or any other records which attest to academic ability must be attached. When forwarding applications, commanding officers shall make full endorsements keeping in mind that they are now recommending the individual to represent the Coast Guard in a highly demanding course of study. Endorsement shall include statements on the applicant's dedication, character, initiative, and significant achievements.

- ee. Transportation Management. One LCDR is selected annually for a 16-18 month marine affairs program at the University of Washington or similar schools which focus on policy and administration. One other officer at the LT level is normally selected to attend a more quantitative 16-18 month transportation management program emphasizing computer systems and information management. A recommended school is M.I.T. Applicants should have experience in the Merchant Marine Safety program with at least one tour at an MSO/MIO. Graduates can expect to be assigned to Headquarters staff positions. For more information, contact Commandant (G-MP).

- ff. Warrant Education in Retail Management. Current billet requirements for career-oriented warrant officers in this specialty demand formal education to complement practical experience. Officers selected will be assigned to a college or university for 24 months for study normally leading to an Associate Degree or beyond. One CWO (F&S) may be selected annually. Graduates can expect assignment to Headquarters, district offices, MILPAYCEN or NAFA facilities. Actual assignment will reflect individual curriculum and needs of the Service. To be eligible, CWO's must have 12 years of service and at least one year of commissioned service, be a high school graduate or possess a high school equivalency diploma (GED), submit recent SAT results (unless candidate has a baccalaureate degree), submit transcripts of prior college work (if applicable), and results of related service schools. Contact Commandant (G-FRS).

- gg. Lucius N. Littauer Master of Public Administration Program at Harvard University. An intensive, 11 month course leading to a Master of Public Administration (MPA) degree. The curriculum is flexible, allowing students to tailor the study in one of several areas of concentration and to choose courses from all of Harvard's graduate and professional schools. The Littauer program selects those with substantial experience in public service or public interest organizations, who are committed to careers in these fields, and who are likely to achieve major leadership positions in government and other public interest organizations. The Coast Guard nominates 1-2 highly qualified officers each year to this rigorous program. Graduates can expect assignments to challenging and demanding staff positions in Headquarters, area, and district offices while remaining eligible for operational assignments. An officer who attends the Littauer program remains eligible for the MIT Sloan Fellows Program later. Applicants must be career officers in the grade of LCDR or selected for LCDR. Applications must include answers to a set of essay questions similar to those in the Harvard application package. Label each answer on a separate sheet of paper. The selection panel considers answers to these questions as a gauge of interest, motivation, and concise, effective writing. The questions are: (1) Describe your most substantial professional contribution and why you see it as such. (2) Select a policy problem requiring analytic techniques on which you have worked; explain its importance and describe your role in

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(cont'd) its resolution. (3) In no more than 750 words, explain your reasons for applying to the Mid-Career MPA program. Describe how you expect to use the experience and knowledge gained to further organizational and personal goals.

C. Civilian Education Opportunities.

1. General. As descriptive materials relating to various courses or programs are received from sponsoring organizations, they will be disseminated to eligible employees with appropriate instructions. Questions about training courses, programs or procedures should be directed to the servicing civilian personnel office. The long-term training programs for civilians are designed to train select civilian employees to better perform their jobs. All programs are over 120 calendar days. See specific program listing in paragraph 3.C.6.
2. Application Procedures. For the programs listed in paragraph 3.C.6., submit Form SF-182 via the chain of command to Commandant (G-PC). For other programs apply on Form SF-182 to the commanding officer of the nominating activity for approval and funding.
3. Selection Procedures. Nominating activities should ensure that information on long-term training is given to all eligible employees. Funding requests should be approved on a competitive basis given constraints on resources. Consider long-term training during non-duty hours (e.g., night or weekend classes) where possible. Selection of students should be based on the following information:
 - a. Relationship of proposed training (what new knowledge and skills are needed by employee) and present or future work assignments.
 - b. Sufficient work experience within a Coast Guard activity for management to assess the employee's capabilities and potential.
 - c. Demonstrated interest in a career within the Coast Guard.
 - d. Evidence of the employee's willingness and ability to complete successfully the comprehensive (long-term) training program.
 - e. Employee's record of previous training and self-development.
 - f. Each employee's Career Development Plan must be submitted with a request for long-term training.
 - g. Selection of training will be based on the following priorities:
 - (1) Coast Guard conducted or sponsored.
 - (2) Other government facilities.
 - (3) Non-government facilities. Priority should be given to local institutions except where the exceptional nature of the program justifies the additional expense of travel and per diem.

4. Obligated Service (Employment). Civilian personnel scheduled to receive training in a non-government facility at Coast Guard expense in accordance with the Federal Personnel Manual, Chapter 410, shall be required to sign an Agreement to Continue in Service (contained on SF-182). Prior to the start of the training, the individual must agree to continue in the service of the agency for at least three times the length of the of training except for training that does not exceed 80 hours in a single program. The original signed agreement shall be placed on the right side of the employee's Official Personnel Folder (SF-66) to indicate the employee has fulfilled the terms of the Agreement to Continue in Service.
5. Administrative Procedures. Long term training funding can include all costs of training: tuition, travel, per diem and other necessary related expenses, except employee's salaries. Expenses related solely to degree requirements will not be paid. All expenses for long-term training will be borne by the nominating activity. Training in excess of one year will be funded following approval on a year-to-year basis.
6. Specific Programs. Long-term training programs other than those listed below may also be funded if: they support organizational needs, and funds are available at the nominating activity. In extraordinary cases, Commandant (G-PC) may fund programs within budget constraints. Send applications to Commandant (G-PC) as far in advance as possible, i.e., 6-12 months prior to the start of the training program, in order to adhere to the fiscal year budgeting system.
 - a. Alfred P. Sloan Program.
 - (1) Description. Designed for executives whose performance on the job indicates senior management potential; Sloan Fellows spend 12 months with MIT faculty and with policy makers in industry and government to study the theory and practice of effective and responsible management decisions in a rapidly changing society. The course work is arranged to meet the requirements for the degree of Master of Science in Industrial Management, although participants are not required to work towards the degree.
 - (2) Duration. 1 year.
 - (3) Location. Massachusetts Institute of Technology (MIT).
 - (4) Eligibility/Prerequisites. There is no rigid requirement of a particular educational or industrial background for participation. Individuals with both technical and nontechnical backgrounds may apply. Principal factors in considering applications will be:
 - (a) Minimum grade is GS-14.
 - (b) Substantial record of accomplishment in the candidate's own field or specialty.

- (c) Evidence of effective performance in the management components of past and present assignments.
 - (d) Personal qualities appropriate to high level management responsibilities.
 - (e) Evidence of recognition of responsibility to the candidate's associates, to the organization, and to the broader community.
 - (f) Evidence of intellectual capacity, vigor, and curiosity.
 - (g) Assurance that the applicant will have opportunities to reach positions of senior responsibility in which the experience in the program will be of special significance.
 - (h) Attainment of a bachelor's degree in an accredited college or university. Academic experience and record must be of a quality that indicates ability to profit from study and discussion at an advanced level.
 - (i) Should have from 10 to 15 years of experience after completing college.
- b. Maxwell Mid-Career Development Programs.
- (1) Description.
 - (a) A program designed to improve the managerial knowledge, skills, and performance of experienced government officials with potential for advancement to greater managerial and executive responsibility, and to aid each student in designing a program for continuing development, which may lead to a graduate degree.
 - (b) Participants in the program enroll for either one or two semesters in residence at Syracuse University. Two courses are required each semester, normally three or four additional courses will be selected on the basis of personal or agency interests. Course selections will not be limited to the Maxwell School but may be chosen from other colleges whose offerings are relevant to the program. Participants are also encouraged to enroll in one or both of two three-week modules at the beginning or the end of the academic year.
 - (c) Credit may be earned for a special project applying analytical or cognitive skills to a managerial problem.
 - (d) Admission to graduate school is not required for entry into the Program; participants may apply the semester's work toward a Master's degree in Public Administration (MPA). In that event, the participant must be admitted to graduate school. This procedure may be initiated

(cont'd) during the semester in residence in the program. An MPA requires 39 credits of an approved graduate program, at least 24 of which must be Syracuse University credits and at least one semester in residence.

- (2) Duration. One academic year.
 - (3) Location. Syracuse University.
 - (4) Eligibility/Prerequisites. Personnel eligible include:
 - (a) Grade GS-13 through GS-15 (exceptional GS-12's may be considered).
 - (b) Government managers or specialists who will soon assume managerial responsibilities.
- c. Naval War College.
- (1) Description. A program that provides advanced education in the science of naval and national strategy and related subjects in order to improve the participant's professional competency for higher responsibilities.
 - (2) Duration. 10 months, convenes in August each year.
 - (3) Location. Newport, Rhode Island.
 - (4) Eligibility/Prerequisites.
 - (a) Grade GS-14, or above, or otherwise hold a position equivalent to a Navy commander or captain with 16 to 20 year's experience.
 - (b) Demonstrated potential for advancement in the Coast Guard.
 - (c) Educational background (bachelor's degree or equivalent), maturity, and poise to meet other students on an equal footing.
 - (d) Sign a three year training agreement.
 - (e) Must have or be able to obtain a clearance for access to Top Secret information.
- d. Stanford Sloan Program.
- (1) Description.
 - (a) A program to give exceptionally able executives an opportunity to make an intensive study of new concepts and developments in business, to develop a top management perspective, and to broaden their intellectual horizons.

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- (b) The course of study is built around the basic process of management, planning, organizing, coordinating, motivating and controlling. The program features: individual study and development, management seminars, research experience, small group seminars, and field trips. The program leads to the degree of Master of Science in Management upon satisfactory completion.
- (2) Duration. 1 year.
- (3) Location. Stanford University.
- (4) Eligibility/Prerequisites:
 - (a) Grade GS-14, or equivalent.
 - (b) Full endorsement of top management of the activity.
 - (c) Two additional recommendations, preferably from individuals within the sponsoring organization.
 - (d) Eight or more years of work experience.
 - (e) Graduate Management Admissions Test.
- e. Industrial College of the Armed Forces (ICAF).
 - (1) Description. A program for senior level employees, especially those in positions which require an in-depth understanding of the principles, policies, operations, and organizations involved in national, and international security affairs.
 - (2) Duration. Ten-month resident program convening in mid-August.
 - (3) Location. Fort McNair, Washington, D.C.
 - (4) Eligibility/Prerequisites:
 - (a) Candidate must be GS-15 (in a few instances a GS-14 having outstanding qualifications may be considered).
 - (b) An appointment without time limitation, and competitive status if employed in the competitive service.
 - (c) Must have or be able to obtain TOP SECRET clearance.
 - (d) Should have the education, maturity and poise to meet, on an equal footing, military students at the O-6 level.
 - (e) Educational background (bachelor's degree, or its equivalent) and potential to serve in increasingly responsible positions.

f. Commerce Science and Technology Fellowship Program:(1) Description:

- (a) This program is offered by the Department of Commerce for executive career development. It broadens the policy making and managerial experience of selected scientific staff. It also encourages participation by a few persons in nonscientific and technical areas who are executives or have demonstrated executive level potential.
- (b) Fellows are assembled for a study of issues related to the development and application of science and technology and the role of scientific endeavor in world events. Fellows are detailed to selected assignments to expose them to program management at the highest government level. Typical are assignments to staff positions in policy development groups of major executive or congressional agencies or staffs. Fellows assemble regularly for special programs and half day seminars held on a weekly basis. Seminars may also take short tours of industries or facilities near Washington. Two major field trips are planned to visit government facilities and private industries in other areas of the country. Also included are a week of meetings with members of Congress and staff on Capitol Hill and attendance at the Brookings Institution Public Policy Conference in Williamsburg, VA.

(2) Duration: 10 months(3) Location: U.S. Department of Commerce.(4) Eligibility/Prerequisites:

- (a) Grade GS-14 and above (exceptional GS-13's may be considered).
- (b) Fellows are selected through agency recommendation procedures, based on technical and managerial skills, and potential for participation in the management of technical policies of the future.

1. Coast Guard Tuition Assistance Program.

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- a. Description. The Coast Guard tuition assistance program is designed to assist military personnel in broadening their academic or technical background by providing funding for their off-duty independent education. Personnel may enroll in off duty courses at educational institutions that are accredited both by the Department of Education and by an agency approved by the Council on Post-secondary Accreditation (COPA). Accredited high school courses leading to a high school diploma may only be taken by personnel who do not have a high school diploma or its equivalent. The only correspondence courses eligible for funding under this program are those listed in the DANTES Independent Study Catalog (DISC).
- b. Eligibility. All Regular Coast Guard personnel and Reserve Coast Guard personnel on active duty (other than active duty for training) who meet the minimum obligated active duty service obligation requirement are eligible to participate in the program.
- c. Application. Prior to making application for tuition assistance, individuals should confer with their Education Service Officer (ESO) concerning a program suited to their needs, interests, and abilities and which would allow them to attain their personal or professional goals.
 - (1) Once an individual decides on a course of study, they must make application to the institution they wish to attend and be accepted into the desired course of study.
 - (2) Where semester or quarter hours are not established for a course, consult with officials of the institution for an estimated equivalent. Credit for post-secondary work must be equated to semester or quarter hours. Tuition Assistance cannot be granted for work measured in Continuing Education Unit's (CEU's).
 - (3) Application for Off-duty Tuition Assistance, CG-4147 must be forwarded via the chain of command to the approving authority with sufficient copies so that an original and two copies reach the approving official.
 - (4) Commanding officer's endorsement must contain a recommendation for approval or disapproval of the request, stating whether the applicant has the

(cont'd) capabilities or does not have the capabilities to complete the course, and that the applicant's duty assignments will not prevent them from attending the course.

- (5) Applications must be submitted well in advance to allow sufficient time for processing and for return by the approving authority prior to the date of registration to permit issuance of purchase order. Funds will be charged against the fiscal year in which the application was approved. The approving authority shall notify the applicants of their decision to approve or disapprove their request prior to the class start date so that if funding is not available the member may drop the class without penalty. Approval of tuition assistance does not guarantee that a member will remain at a given duty station until the course has been completed.
 - (6) Personnel assigned to the Academy, Training Center Petaluma, Training Center Cape May, Reserve Training Center Yorktown, Institute, Supply Center, Aviation Training Center Mobile, Aviation Technical Training Center Elizabeth City, Electronics Engineering Center, Aircraft Repair and Supply Center, Pay and Personnel Center, the Yard, Information Systems Center Alexandria, Activities Europe, Facilities Design and Construction Centers, and Maintenance Logistics Commands shall submit their applications directly to their commanding officer for approval. Personnel assigned to Headquarters, Air Station Washington, Marine Safety Center or the Pollution Control Fund Center shall submit their applications to Commandant (G-CAS) for approval. All other Headquarter units or CG Representatives assigned to units outside the Coast Guard shall submit their applications to the district commander in which they are located for approval. All other units shall submit their applications requests via their chain of command direct to their district commander.
- d. Active Duty Service Obligation. Personnel using this program must have a minimum of 12 months remaining on their active duty contract from the start date of the class. Enlisted applicant's not meeting this requirement must execute an Agreement to Extend Enlistment or reenlist to ensure they meet the minimum obligated active duty service requirement prior to approval of their request. A copy of the Agreement to Extend Enlistment or reenlistment contract

(cont'd) must accompany the applicant's request for tuition assistance. Officers can meet this requirement by stating in a letter that if their request is approved, they will not request release from active duty until they have met the minimum obligated active duty service requirement. The letter shall be addressed via the chain of command to Commandant (G-PO) and shall accompany their request for tuition assistance. The 12 month obligated active duty service requirement for personnel taking a correspondence course through DAN TES will be computed from the date of course application.

- e. Tuition. Maximum amount of tuition assistance payable to an individual is 100 percent of the costs incurred for a non- high school graduate enrolled in an off-duty high school completion programs and 75 percent of the total tuition cost for all other programs. The maximum allowable tuition assistance available to any one individual in a fiscal year may not exceed 100 percent of the tuition costs for the most expensive 9 credit hours of graduate level work within district geographic limits. It is the responsibility of those units administering the program to keep abreast of changes in tuition rates within their boundaries. Tuition assistance shall not be provided for more than six semester hours or nine quarter hours taken concurrently in a semester, or for any course longer than 18 weeks at any one time. The cost of books and fees will not be funded. Tuition assistance for correspondence courses listed in the DAN TES Independent Study Catalog (DISC) may only be paid upon successful completion of the correspondence course. Payment for correspondence courses cannot be guaranteed and will depend upon the availability of funds at the time of course completion. Payment for cost of correspondence courses can only be paid if the individual is on active duty at the time of course completion. Applicant's must immediately notify the approving authority, with full explanation, if they fail to enroll in the course, withdraw from the course, enroll in a course which has not been approved by the authorizing official, or receive an academic failing grade. The approving authority will determine if reimbursement will be required and will take the necessary action to recoup the funds.

- f. Priority of Funding. Since AFC-56 funding is usually not large enough to cover all requests received, the following priority of funding shall be adhered to: (1) adult education courses leading to a high school diploma, (2) college level courses or technical training which contribute

(cont'd) to the professional/technical capabilities of the individual and/or benefit the Coast Guard, (3) college level resident courses which lead to an associate, baccalaureate, or higher degree (with priority given to associate and baccalaureate program courses). Those administering the program are encouraged to contact Commandant (G-PRF) if questions arise.

- g. Purchase Orders. Approving authority shall issue a Request, Authorization, Agreement and Certification of Training, SF-182, charged to their AFC-56 funds for their portion of the tuition cost of the approved training. Information and instructions to the payees and students about payments, proper certifications, acknowledgments, acceptances, requests for student progress reports, certification of student upon completion, withdrawal, transfer, etc., must be fully covered in the purchase orders. Students must retain their copies of the purchase order until completion of or withdrawal from training, and then complete and return them to the approving authority. To alleviate the hardship of paying tuition up front, applications for tuition assistance shall be approved/disapproved prior to start of class. Unit AFC-56 managers should develop agreements with the schools finance offices to accept a SF-182 for tuition payment. The schools must furnish an invoice for the course(s) with a copy of an approved SF-182 to the Finance Center as shown in item 25 of the SF-182. The SF-182 document number must appear on the school invoice. The Finance Center will make payment to the school which eliminate the hardship of a member paying up front and waiting for reimbursement.
- h. Thesis/dissertation Research. Tuition assistance for thesis or dissertation research shall be limited to 75 per cent of the tuition cost charged by the institution for the course.
- i. Correspondence courses. An individual must apply for the DANTES Independent Study Catalog (DISC) course on Form DD-2004, which must be signed by the individual's Education Services Officer. A copy of the application should be retained by the individual and must accompany any request for reimbursement, evidence of payment for the course and course completion. Request for reimbursement for a completed independent study course should be made by submitting an Application for Off-Duty Tuition Assistance, CG-4147, and a Claim for Reimbursement for Expenditures on Official Business, SF-1164. Courses must be completed within 1 year from the date of enrollment or the institution's time limit, whichever is less. Application for reimbursement must be made within 90 days of course completion.

- j. Withdrawal/Disenrollment. An individual who withdraws or is disenrolled from an approved course shall submit a letter via his/her commanding officer to the approving authority explaining the situation. Individuals who withdraw or disenroll from approved courses after registration normally shall repay all costs incurred by the Coast Guard. This may not be required if the reason for withdrawal is due to hospitalization, PCS, TDY, or a change in military duties or assignments. When the withdrawal requires reimbursement to the government, the individual shall be so advised by letter and provided instructions for transmitting repayment to the designated collection clerk. A copy of the letter will be furnished to the accounting office of the district or Headquarters unit to establish a refund receivable for the amount due from the individual. Refunds received will be deposited in the U.S. Treasury for credit to the Coast Guard operating expenses appropriation and the subhead allotment which financed the training authorization.
 - k. Discharge. An individual who is discharged prior to completing the approved course and/or prior to completing the 1 year service obligation shall repay all costs incurred by the Coast Guard with the exception of those individuals who: are involuntarily discharged for reason of Convenience of the Government in connection with a reduction in force; 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 receive a hardship discharge.
 - l. Dual Benefits. Those individuals entitled to VA education assistance may use Coast Guard tuition assistance concurrently. Specifically, Coast Guard tuition assistance may be used to defray the tuition for one course and VA benefits to defray the cost for another course in the same semester/quarter. Under no circumstances, however, may both tuition assistance and VA education assistance be used for the same course.
2. Servicemember's Opportunity College (SOC).
- a. Description.
 - (1) The Servicemember's Opportunity College (SOC) consortium is comprised of a flexible network of colleges and universities each of which has a tailor- made product designed to meet the uncommon needs of service members.

- (2) SOC's member institutions across the country and overseas have recognized and responded to the expectations of service members for adult continuing education. In return, the student service member is helping these institutions to understand the expectations of a growing adult constituency across the country. Together the student service member and institutions of higher education are working to open the doors of education in new and better ways.
- (3) SOC is a growing network. More and more institutions are seeking to provide effective education to adults. More are

(cont'd) joining the SOC network to provide education to service members and learning new ways to participate in lifelong education with their other adult constituencies from their SOC experience.

- (4) SOC is a new door to education. It is also a renewed invitation from post-secondary institutions to take part. For service members seeking continued education, this invitation provides a strong foundation on which to build.
 - (5) SOC guides may be requested by having the unit ESO/TCO request a copy, on CG letterhead, from DANTESS, Pensacola FL 32509-7400. Headquarters units may also order the guides for further distribution to their respective commands and units.
 - (6) The SOC guide further explains this new educational concept and lists the status and requirements of all presently participating colleges and universities.
 - (7) It is the responsibility of each unit Education Services Officer (ESO) to become familiar with the SOC guide and to perform liaison between a prospective SOC participant and a college/university of interest.
 - (8) Of particular importance to the student and Educational Services Officer is the "Contract for Degree" concept which may be available at designated institutions. The SOC institution will designate an advisor for each contracting student. The advisor will assist the service member in negotiating his or her degree contract.
 - (9) It is the responsibility of each student to pay for courses taken at an SOC institution. Funding for courses in support of the SOC program may be available through the Coast Guard's off-duty tuition assistance program and the Veterans Administration in-service benefits.
- b. Criteria. A Servicemember's Opportunity College will:
- (1) Have liberal entrance requirements.
 - (2) Provide opportunities for service members to pursue educational program goals through courses on base, in the evenings, on weekends, and at other non-traditional times.
 - (3) Allow a service member to complete courses through special means or optional non-traditional modes when his or her education is interrupted by military obligations.
 - (4) Provide special academic assistance to students in need of it.
 - (5) Offer maximum credit for educational experiences obtained in the Armed Forces.
 - (6) Have residency requirements that are adaptable to the mobility and special needs of service members.

- (7) Have a transfer policy that broadly recognizes traditional and nontraditional learning obtained at other institutions.
- (8) Provide for a representative local advisory council to the institution in meeting its responsibilities to service members.
- (9) Publicize and promote SOC policies by inserting them in its college catalog and by other appropriate means.
- (10) Maintain its commitments to service member students currently enrolled if for any reason it discontinues its status as a Servicemember's Opportunity College.

3. Veterans Administration Education Benefit Program.

- a. Personnel Originally Enlisted or Commissioned On or Before 31 January 1955. Educational benefits expired in 1966 for personnel who initially entered active duty on or before 31 January 1955, and were discharged or released from active duty on or before that date. Those personnel whose active duty continued at least 181 days beyond 31 January 1955 are eligible for benefits as specified in subparagraph 3.D.3.b. below.
- b. Personnel Originally Enlisted or Commissioned After 31 January 1955 and Before 1 January 1977 or Who Contracted with the Armed Services before January 1977 under the Delayed Enlistment Program and Entered Active Duty before 2 January 1978.

(1) Description.

- (a) Chapter 34, Title 38, U. S. Code extends certain education benefits to veterans of the Armed Forces. Included in this law is educational assistance to military personnel on active duty. An active duty recipient may not use VA funds for any course(s) for which he or she may be receiving any educational assistance under any other federal government tuition assistance program. This restriction applies specifically to the Coast Guard tuition assistance program as discussed in paragraph 3.D.1.
- (b) Course Assistance. Educational assistance will be provided for state approved courses of a college, vocational, technical, business, high, elementary, or correspondence school. The VA will decide propriety of educational assistance based upon state recommendation and the applicant's educational objective.
- (c) Financial Assistance. Payments by the Veterans Administration to the student for in-service educational assistance are computed at the rate of the established charges for tuition and fees or the current monthly rate established by law, whichever is

(cont'd) less. It may be to an individual's financial advantage to use VA in-service educational benefits rather than Coast Guard tuition assistance. Details on post-discharge benefits are available at any VA Regional Office.

- (d) **Counseling.** The VA Regional Offices provide counseling services. If desired, individuals should seek counseling before entering an educational program for which VA educational assistance may be sought. Individuals may seek counseling from the VA to change an educational program for which VA educational assistance is being provided.
 - (e) **Registration.** Applicants for VA educational assistance must register for courses with the offering institution. The applicant must agree to pay for tuition and fees charged by the school on registration. The benefits received from the VA help to meet these obligated payments.
 - (f) **Payments by the VA.** Approved applicants receive a lump sum check from the VA while enrolled in the educational program for which educational assistance has been requested. The VA pays the student, not the school.
 - (g) **In-Service Educational Assistance Charged Against Veterans Benefits.** VA educational assistance received in-service is deducted from the total 45 months of benefits earned under this program except for personnel enrolled in a high school completion program not including high school courses by correspondence. Conversely, the VA program does not require obligated service upon accepting educational assistance.
- (2) **Maximum Coverage.** A maximum of 45 months' educational assistance can be earned under Chapter 34, Title 38, U. S. Code. A maximum of 48 months of educational assistance may be used under any combination of VA-funded programs. An eligible veteran must use the entitlement within 10 years of the member's discharge or release from active duty or by 31 December 1989, whichever is earlier, unless eligible to convert benefits under Chapter 30, Title 38, U.S. Code.
- (3) **Eligibility.** For in-service benefits, a member of the Armed Forces must have served on active duty for at least 181 days. Commissioning or enlistment must have been after 31 January 1955 and prior to 1 January 1977 or by contracting with the Armed Services before 1 January 1977 under the Delayed Enlistment Program and entered active duty before 2 January 1978. Active duty for training is not creditable service under this program. All benefits and entitlements for this program expire on 31 December 1989, unless eligibility has been established to convert benefits remaining as of

(cont'd) 31 December 1989 to "enhanced" benefits under the Montgomery GI Bill (Active Duty), Chapter 30, Title 38, U.S. Code. The conversion of such benefits would be effective 1 January 1990. Criteria for establishment of eligibility for such benefits are listed in paragraph 3.D.3.d. Although the VA program offers educational assistance for coursework to personnel on active duty, members of the Coast Guard will be available only for schooling after normal working hours, off-duty.

(4) Application Procedures.

- (a) Military members shall apply to the local VA Regional Office presenting an Application for Education Benefits (VA Form 22-1990). This form, available from all VA Regional Offices through unit educational services officers, is to be prepared in triplicate with the assistance of the individual's commanding officer; original to VA, copy to unit file, copy to individual. The VA Form 22-1990 should be submitted within 15 days of enrollment or at the earliest possible time to obtain eligibility status with the Veterans Administration. The instructions on the form should be read carefully and followed exactly to ensure timely receipt of benefits.
- (b) To change educational program or institution, submit a Request for Change of Program or Change of Place of Training (VA Form 22-1995, available from the VA), to the VA regional office which serves the home campus of the school in which the new program is located.
- (c) Military members overseas desiring to enroll in educational programs offered by foreign colleges or institutions shall apply to the Veterans' Benefit Office, Washington, DC 20421, using the appropriate forms noted in the preceding paragraphs.
- (d) Commanding officer shall ensure that no individual requests concurrent VA and Coast Guard tuition assistance for the same course(s). Certified unit copies of Form CG-4147 and VA Form 22-1990 should assist in complying with this requirement. Unit copies of VA Forms 22-1990 should be transferred with individual service records upon reassignment or discharge.

c. Personnel Originally Enlisted or Commissioned Between 1 January 1977 and 30 June 1985.

- (1) Description. Chapter 32, Title 38, U.S. Code, provides for educational assistance to those who initially enter the Armed Forces between 1 January 1977 and 30 June 1985. Eligibility for assistance is contingent upon the service member's participation in contributory educational benefit fund administered jointly by the Coast Guard and the VA.

(2) Contributory Program.

- (a) Any eligible Coast Guard member must have initially enrolled prior to 31 March 1987. Once enrolled, a person must contribute for at least 12 consecutive months before disenrolling or suspending participation.
- (b) Contributions to the program may be by monthly deductions from military pay or by a lump sum contribution. Each deduction shall be between \$25 and \$100 (in multiples of \$5). The maximum contribution shall not exceed \$2700. The number of contributing months to reach the maximum contribution can vary between 108 (108 mo. x \$25 per mo. = \$2700) and 27 (27 mo. x \$100=\$2700).
- (c) The VA will match funds on a \$2 for each \$1 contributed basis; the maximum educational account amount is \$8100.

(3) Entitlements.

- (a) While actually enrolled in and pursuing a VA approved program of education, a participant is entitled to a maximum of 36 monthly full time benefit payments (or their equivalent in the event of part time benefit payments). These payments will be made by the VA to the individual upon proper application and need not be made consecutively. The amount of the monthly payment to which an individual participant is entitled is determined by the following formula: dollar amount of participant's contribution x 3 divided by number of months contributed (no more than 36).
 - (b) The duration and amount of benefits is directly related to your contribution schedule. For example, if you contribute the maximum amount of \$100 per month (\$2700), your entitlement would be \$300 per month for 27 months. If, on the other hand, you contribute \$75 per month (an identical \$2700), your entitlement would be \$225 per month for 36 months while attending school full time.
 - (c) A participant may be eligible for VA educational loans while pursuing a course of study under this program.
 - (d) Details of entitlements are available from VA regional offices.
- (4) Duration. Eligible veterans must use the entitlement within 10 years of discharge or release from active duty. If all entitlements have not been used by the end of the 10 year period the veteran is automatically disenrolled and notified of such, and any contributions remaining in the fund shall be refunded if the veteran applies for such refund.

- (5) Enrollment Eligibility. Personnel who initially enter active duty between 1 January 1977 and 30 June 1985 are eligible for participating in the Veterans' Educational Assistance Program (VEAP) if they enrolled on or before 31 March 1987. No new enrollments after that date are permitted.
- (a) Active duty does not include any period during which an individual is assigned:
1. Full time by the Armed Forces to a civilian institution for a course of education which is substantially the same as an established course offered to civilians.
 2. As a cadet at the Coast Guard Academy.
 3. In the Coast Guard Reserve in an active duty for training status, per 10 U.S.C. 511(d).
- (b) Members who enlisted prior to 1 January 1977 under the provisions of the Delayed Entry Program and whose active duty commenced on or after that date are not eligible for the VEAP but are eligible for the Vietnam-Era G.I. Bill education benefit program as described in Subparagraph 3.D.3.b. provided active duty commenced prior to 2 January 1978.
- (6) Benefit Eligibility. An individual must meet the requirements of Subparagraph c.(5) above, must be discharged or released under conditions other than dishonorable, and have served a period of active duty of more than 180 days duration. A member is also eligible to receive benefits at any time if the criteria of Subparagraph (5) above are met and the member is discharged or released from active duty due to a service-connected disability.
- (a) The requirement of discharge or release from active duty prescribed above is waived in the case of any participant who has completed his or her first obligated period of active duty (which began after 31 December 1976), or six years of active duty (which began after 31 December 1976), whichever period is less.
- (b) Any participant who is discharged or released from active duty under dishonorable conditions is automatically disenrolled and is not eligible for any benefits. A refund of contributions paid by the participant shall be made by the Veterans' Administration.
- (7) Suspension and Disenrollment.
- (a) A service member may suspend contributing or disenroll at the end of any 12 consecutive months of participation. The requirement of 12 consecutive months of participation does not apply if the member disenrolls or suspends

(cont'd) contributing due to personal hardship of a financial nature (defined in Subparagraph (8) below) or by reason of discharge or release from active duty.

- (b) When a member suspends participation, the contributory allotment is stopped until such time that the member wishes to resume contributing and that the member remains on active duty. A refund is not paid to a member that suspends participation. Benefit eligibility is retained up to the amount accumulated in the educational account prior to suspension.
 - (c) When a member requests disenrollment, a refund of all funds previously contributed by that individual will be made by the VA (see Subparagraph (9) below). Disenrollment procedures are contained in Commandant Instruction 7220.29 (series). A member who requests disenrollment and refund forfeits entitlement to any benefits under the program. However, reenrollment and resulting benefit eligibility in the future is possible if the member continues on or returns to active duty and is otherwise eligible. A new 12 month contributory period begins at the time of reenrollment. Lump sum contributions to establish a retroactive date of enrollment are authorized.
 - (d) When at any time a participant requests suspension or disenrollment, the individual's command will ensure that the member is fully counseled as to the results of such action.
- (8) Hardship.
- (a) Hardship is defined as personal hardship of a financial nature such that suspension or disenrollment from the program would serve to substantially alleviate the hardship.
 - (b) A hardship determination will be made by the member's commanding officer or officer-in-charge and an appropriate command endorsement will be attached to the member's written request for disenrollment/refund or suspension. A positive endorsement will serve as sufficient authorization for the finance office to process the request.
- (9) Refund.
- (a) Refunds will be made within 60 days after receipt by the VA of a disenrollment/refund request (VA Form 4-5281, Notice of Disenrollment and Application for Funds Deposited in Post-Vietnam Veterans' Educational Assistance Program).

- (b) If a participant dies, the amount of his or her unused contributions shall be paid to the member's beneficiary or beneficiaries as designated by the participant under Serviceman's Group Life Insurance. If no beneficiary has been stated or if the participant is not insured under the Serviceman's Group Life Insurance program, the refund shall be paid to the participant's estate.
 - (c) A refund will also be made as prescribed in Subparagraph (b) above if a participant dies after being discharged or released from active duty and before having used any or all of his or her contribution.
- d. Personnel Originally Enlisted or Commissioned During the Period 1 July 1985 or Later/Chapter 34 Eligibles On Continuous Active Duty During the Period 19 October 1984 through 30 June 1988, or from 19 October 1984 through 30 June 1987 Followed By 4 Years in the Selected Reserve.
- (1) Description.
 - (a) Chapter 30, Title 38, U.S. Code, provides for educational assistance to those men and women who initially enter the Armed Forces during the period 1 July 1985 or later. Eligibility for assistance is contingent upon the servicemember's participation in the contributory educational benefit fund administered jointly by the Coast Guard and the VA.
 - (b) The program also provides educational entitlements to those eligible for Chapter 34 benefits who serve on active duty commencing during the period from 19 October 1984 through 30 June 1988, or from 19 October 1984 through 30 June 1987 followed by 4 years in the Selected Reserve. The provision allows these individuals to convert the Chapter 34 benefits (not to exceed 36 months) remaining as of 31 December 1989 to the Montgomery GI Bill on 1 January 1990, after benefits available under Chapter 34 expire. No monetary contribution is required of those in this category.
 - (2) Contributory Program.
 - (a) Coast Guard members initially entering active duty on or after 1 July 1985 are automatically enrolled in the program unless they disenroll during the first two weeks of active duty. The decision to disenroll is irrevocable.
 - (b) \$100.00 per month will be deducted by allotment from the participant's military pay for 12 months. The \$1200.00 is not refundable should the member decide not to take advantage of the program at a later date.
 - (3) Entitlements.
 - (a) For Those Initially Entering Active Duty On 1 July 1985 or Later.

1. A participant enrolled in and pursuing a VA approved program of instruction is entitled to a maximum of 36 monthly full-time benefit payments of \$300.00 per month (or their equivalent in the event of part-time benefit payments) for a total of \$10,800 if the participant's initial period of obligated service is three or more years, or two years followed by at least four years in the Selected Reserve. If the initial period of obligated service is two years with no Selected Reserve obligation, benefits are \$250.00 a month for a maximum total of \$9600.00. The dollar amount quoted for the benefits is applicable for out-of-service use only.
 2. If used in-service, the benefit is limited to tuition and fees only, not to exceed a specified dollar amount.
 3. Benefits may be used in-service after the servicemember has completed two consecutive years on active duty. If the benefits are to be used out of service, the veteran must have received a high school diploma or equivalent and have an honorable discharge.
- (b) Chapter 34 Eligibles Who Serve On Active Duty During the Period 19 October 1984 to 30 June 1988.
1. Those in this category are eligible to earn benefits under this program if they serve on active duty during the period 19 October 1984 through 30 June 1988.
 2. Benefits accrued consist of being able to convert remaining Chapter 34 benefits (not to exceed 36 months as of 31 December 1989) to an "enhanced" rate of subsidy which consists of \$300.00 per month plus one-half of the dollar value of the Chapter 34 stipend in effect as of 31 December 1989. These amounts apply when benefits are used out of service. When used in-service, the amount is limited to payment of tuition and fees only, not to exceed a specified dollar amount. These benefits will be payable for 36 months or the number of benefits remaining under Chapter 34, whichever is less.
 3. Persons in this category may also be able to accrue basic benefits under Chapter 30 if the "enhanced" and basic Chapter 30 benefits do not exceed 36 months. Total benefits for both Chapter 34 and Chapter 30 programs cannot exceed 48 months.
 4. Benefits will be available 1 January 1990, after Chapter 34 benefits expire.

(4) Eligibility Prerequisites:

- (a) In order to utilize benefits under Chapter 30, eligibles who are non-high school graduates must earn a secondary school diploma or equivalent prior to completing their initial period of active duty. For Chapter 34 eligibles converting benefits to Chapter 30, non-high school graduates must have a secondary school diploma or equivalent prior to 30 June 88 or prior to separation from the service if separated for hardship, service-connected disability, or convenience of the government if discharged prior to 30 Jun 88.
- (b) An individual must be discharged from active duty with an "honorable" discharge to be eligible for basic educational assistance.

(5) Those Ineligible for Benefits Under Chapter 30:

- (a) Those who received commissions after 31 December 1976 as graduates of service academies.
- (b) Those who completed a program of educational assistance under a ROTC scholarship program after 31 December 1976.
- (c) Those with Veterans Educational Assistance Program (VEAP) eligibility (entered active duty between 1 January 1977 -30 June 1985).

(6) Duration. Chapter 30 entitlement may be used for ten years and one day from the date of last discharge or ten years and one day from the date the individual becomes eligible for benefits, whichever is later.

4. Non-traditional Education typically refers to an educational experience that does not take place in a formal classroom environment. Non-traditional education has become a major factor in American education, and the military services have long played a leadership role in this area. Examples of non-traditional education which may be evaluated for possible college credit include:

- a. Departmental Challenge Examinations: A college or university may allow an individual to take the final examination for a particular course if that individual feels he/she already has mastered the subject matter covered in that course through means other than enrolling in the class itself. If the individual scores at a level acceptable to the college or university, he/she may be awarded the college credit for the course.
- b. Educational Experiences in the Armed Services: includes service schools, military correspondence courses, Coast Guard ratings. Experiences of this nature have been evaluated for possible credit by the American Council on Education (ACE) and appear in the "Guide to the Evaluation of Educational Experiences in the Armed Services", published biannually by the American Council on Education, and/or in periodic supplements to that publication.

- c. Credit by Examination: Several examination programs are available at no cost to the military through the Defense Activity for Non-Traditional Education Support (DANTES) testing sites. The exams are designed to earn college credit for the individual who successfully passes them. The amount of credit awarded depends entirely on the individual policies of specific colleges or universities with regard to credit-by-examination. Examination programs include:
- (1) The College Level Examination Program (CLEP): The CLEP General Examinations consist of five tests: English Composition, Mathematics, Natural Sciences, Social Sciences, and Humanities. They cover material usually taught in most college freshman and sophomore courses. It is possible to earn as much as 30 hours of college credit by successfully passing the general examinations.
 - (2) CLEP Subject Examinations: comparable to the final or end-of-course examinations in particular undergraduate courses. There are 49 CLEP Subject Examinations, with a possible three semester hours of college credit for each if passed successfully.
 - (3) American College Test-Proficiency Examination Program (ACT/PEP): some examinations cover content typically taught in college level introductory courses, others are at more advanced levels, and still others cover a number of levels simultaneously. The examinations are credit bearing, the amount of which is entirely dependent upon an individual institution's policy.
 - (4) DANTES Subject Standardized Tests (DSST's): an extensive series of examinations in college and technical subjects for which examinees may earn college credit. See Paragraph 3.D.5 for a description of DANTES and procedures.
- d. Independent Study Programs:
- (1) Courses in this category include correspondence courses, in which the primary interaction between student and instructor is through the mail. Independent study courses are available which cover vocational/technical subject areas as well as high school level work, and college level undergraduate and graduate levels.
 - (2) Independent study can consist of instruction provided on television, radio, computers, or by recordings, which replace the physical presence of an instructor.
- e. Experiential Learning Assessment (ELA): a process used by many colleges and universities to evaluate college-equivalent prior learning attained by students outside the classroom. Servicemembers acquire this learning through work experience, training, travel, collateral military duties, reading, private study, volunteer work, or activity in community organizations.

(cont'd) Participants describe and document their college- equivalent learning in a portfolio (notebook) during a college course that is usually called a portfolio development seminar or an ELA seminar. During the term after the seminar, faculty members evaluate the achieved learning with the aid of the portfolios and award appropriate credit.

5. Defense Activity for Non-Traditional Educational Support (DANTES) and American Council on Education (ACE):

a. Description.

- (1) The Defense Activity for Non-Traditional Educational Support (DANTES) sponsors a voluntary educational testing program for the military services. The DANTES testing programs help active duty military personnel, Army and Air Force National Guard, Army, Navy, Air Force, Marine, and Coast Guard Reserve personnel to (1) gain admission to colleges or advanced degree programs, (2) obtain academic credit or professional certification, (3) obtain recognition of high school equivalency, and (4) determine interests and aptitudes. The type of examinations offered are as follows: High School diploma and equivalency; College Admissions; College Credit; Graduate Admissions; Professional Certification; Career and Academic guidance.
- (2) The primary mission of DANTES, as it applies to the needs of the Coast Guard, is to manage examinations and independent study programs. Examination program responsibilities include continuing the reporting of scores from the USAFI Student Record files for entries made prior to 30 June 1974.

b. References. The DANTES Examination Program Handbook (DOD 1322.8 H) is the source of information concerning the testing program. All testing sections should hold the DANTES Examination Program Handbook (DOD1322.8-H). A replacement copy may be obtained directly from DANTES, Pensacola, FL 32509.

c. Testing Regulations. The regulations provided in the DANTES Examination Program Handbook and this article shall be strictly adhered to by Coast Guard test control officers. Security and accountability of the testing materials are of the utmost importance. All DANTES sponsored exams are "controlled" items.

d. Procedures for Ordering Independent Study Courses.

- (1) Coast Guard tuition assistance for courses listed in the DANTES Independent Study Catalog (DISC) may be paid only upon successful completion of the correspondence course, depending on the availability of funds for reimbursement.
- (2) Personnel who request DANTES courses should be counseled to determine that the proposed course is appropriate for the individual's plan of study, or that the individual's preparation and background suggest a reasonable likelihood of being able to complete the course.

- (3) All information called for on the Independent Study Application Form, DD Form 2004, must be complete and accurate. Be sure to include the DANTES testing section identification.
 - (4) Educational Services Officers shall order independent study courses by consulting the DANTES Independent Study Catalog, and completing DD Form 2004. After completion, give a copy to the applicant and retain one copy for unit records if desired.
 - (5) The DANTES copy of the DD Form 2004 will be used to make appropriate entries into the DANTES student tracking system. The DANTES Independent Study Tracking System reports on enrollments, submission of lessons each quarter, and completion or withdrawal. It can be used to facilitate management of tuition assistance, and to urge students to progress in their chosen course. Upon receipt of the quarterly report, the responsible education officer should:
 - (a) Reconcile the case of any student for which no information has been received by the selected school.
 - (b) Send DANTES a change of address for any student who has been reassigned.
 - (c) Follow up with any student who has submitted no assignments during the quarter reported.
- e. Units Authorized to Administer Test.
- (1) Units throughout the Coast Guard have been selected to provide testing services to their own unit and nearby commands who are not authorized testing facilities. For materials necessary to administer the duties of TCO, contact DANTES. A comprehensive listing of Authorized DANTES testing sites is found in Figure 3-3.
 - (2) In order to be established or disestablished as a DANTES testing center, a request may be made via the chain of command to Commandant (G-PTE-4).
- f. Test Control Officers:
- (1) A test control officer (TCO), and an alternate, must be designated, in writing, by each unit listed in Figure 3-3 for the administration of the program. A sample format for this designation is provided below. Copies of the TCO's designation letter will be forwarded to DANTES with an information copy to Commandant (G-PTE-4). No examinations will be released until these documents are forwarded to DANTES.

Sample Letter Format

From: Commanding Officer, USCGC NEVERSINK (WHEC-000)
 To: ENS A. B. CEE, 000 00 0000, USCG

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Subj: DESIGNATION OF DANTES TEST CONTROL OFFICER

Ref: (a) COMDTINST M1500.10B, Section 3.D.
(b) DANTES Examination Program Handbook (DOD 1322.8 series)

1. You are hereby appointed as the Defense Activity for Non-Traditional Educational Support (DANTES) Test Control Officer (TCO) for this command.
2. In carrying out these orders, you shall acquaint yourself with references (a), (b) and all associated directives promulgated by the Director, Defense Activity for Non-Traditional Education Support (DANTES), and abide by the provisions of these directives in letter and in spirit.
3. In assuming this official additional duty, you shall execute the required documents, enclosures (1) and (2).
4. Use this unit's full address and testing section identification number when corresponding with DANTES, and the DANTES contractors.

A. R. LEAD

Encl: (1) Signature Cards (DD Form 577)
(2) Test Inventory Report (DD Form 417)

Copy: Commandant (G-PTE-4)
DANTES Pensacola with two copies each of completed DD Form 577 and DD Form 417.

(NOTE: If the test control officer is a civilian, civil service grade and title must be included in the above "To:" line.)

- (2) Upon relief of a TCO, a Test Inventory Report (DD Form 417) must be executed and sent to DANTES with the appointment documents.
- (3) Prior to appointment, both the prospective TCO and the alternate TCO must complete the Examination for DANTES Testing Personnel. This examination may be taken in an "open-book" manner, and is provided to each testing section by DANTES. The examination may be reproduced locally. **THE COMPLETED ANSWER SHEET MUST BE FORWARDED TO DANTES WITH THE LETTER OF APPOINTMENT.**
- (4) Prospective TCOs and their alternates must attain a raw score of 45 out of 50 prior to final appointment as TCO. The command will be formally notified by DANTES if an officer does not pass the examination. When a unit test control officer is on extended temporary duty or leave, an alternate test control officer will be appointed. DANTES will be furnished with a copy of the letter of designation as contained in Subparagraph (1) above and the anticipated length of time that the alternate test control officer will be acting.

- (5) Any requests for waivers of the requirements for TCO's (i.e. requirement of a baccalaureate degree) will be made to Commandant (G-PTE-4).

g. Ordering Tests and Test Results:

- (1) Procedures for ordering of test materials are detailed in the DANTES Examination Program Handbook, DOD 13228-H.
- (2) Requests for transcripts of results for any former USAFI supported tests taken before 30 June 1974 may be obtained from:

DANTES Contractor Representative (Transcripts)
ETS
P.O. Box 2879
Princeton, NJ 08541

NOTE: Side 1 of DD Form 1571 or memo may be used for USAFI transcripts.

h. Test Administration and Regulations:

- (1) The procedures of the DANTES Examination Program Handbook have been established for handling, stowing and accounting for testing materials (both as a routine matter and in the event of compromise). These procedures shall be followed verbatim in the administration of the DANTES program.
- (2) In addition, the following procedures will be used at each authorized test unit:
 - (a) If the regularly assigned TCO is not available, testing material will either be given to the alternate test control officer, or returned to DANTES. In no case will controlled items be transferred directly to another Coast Guard command.
 - (b) All related exams shall be accounted for by serial numbers.
 - (c) Tests shall be administered within the stipulated time period (30 days inside CONUS, 60 days outside CONUS including Alaska and Hawaii) and returned to the appropriate exam agency (ETS, ACT, GEDTS or certification agency). This regulation is commonly and needlessly violated; adequate precaution should be taken to prevent such occurrences. If, in some justified circumstances, an extension of time is desired, permission should be requested from DANTES before the normal limit expires.
 - (d) Test Control Officers shall log all controlled items in and out by serial number and shall transfer them by CERTIFIED mail.

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- (e) Controlled items will not be destroyed in the field.
- (3) Information Sources. Any problem concerning routine test administration not resolved should be referred to DANTES.
- i. Loss or Compromise of Controlled Items:
 - (1) If a DANTES examination is lost or otherwise placed in danger of compromise the following procedure shall be followed:
 - (a) Report the loss or compromise of the test(s) to DANTES, with copy to Commandant (G-PTE-4).
 - (b) Stop testing with other tests of the same identity and impound all test material on hand.
 - (c) Conduct an investigation to determine the extent of compromise and fix responsibility; report the findings to Commandant (G-L), copy to Commandant (G-PTE-4), within 30 days from discovery. This report is to include any disciplinary action taken, if deemed necessary, and the corrective action taken to prevent recurrences.
 - (2) Commanding officers will resume testing when authorized by Commandant (G-PTE-4) and DANTES.
 - (3) If an irregularity is first reported by DANTES, Commandant (G-PTE-4) will alert the commanding officer concerned, who will then follow the procedure in subparagraphs (1) and (2) above.
 - (4) Any problem concerning routine test administration not resolved should be referred to DANTES.
- j. Completion Reporting:
 - (1) Commanding officers shall insure that entry is made on the Achievement Sheet, Page 3 and Personnel Action (Form CG-3312A) of the enlisted service record for every course completed by an enlisted member under the off-duty training and education program, including diplomas and degrees awarded.
 - (2) Personnel receiving degrees through the off-duty education program shall notify the Commandant (G-PTE-4). A final, official transcript shall be included with this notification for subsequent inclusion in the individual's service record.
 - (3) Personnel may find it advantageous to have the off-duty training and education program under this program evaluated in terms of standard units of high school or college credit. This would be useful for such purpose as applying for a high school diploma or certificate of equivalency, or applying for admission or advanced standing in an educational institution. Educational Services Officers should be aware that such accreditation is available as described in Section 3.E. and counsel personnel at their units accordingly.

k. Funding:

- (1) Administration of the GED, SAT, ACT, CLEP, DSST, and ACT/DEP examinations are funded by DANTES. Graduate Admissions and Proficiency Certification exams are paid for by the individual.
- (2) Any travel expense incident to participating in these testing programs shall be borne by the individual. Commands are encouraged to permit use of government vehicles when available.
- (3) Independent study activity outlined by the DANTES Independent Study Catalog may be funded through the off-duty tuition assistance program, in accordance with paragraph 3.D.1.

- l. Required Forms. The below listed forms are required for administering the DANTES program. Units listed in Figure 3-3 may requisition these forms from Supply Center, Brooklyn. Forms should be ordered on a "need only" basis and not for stocking purpose.

Form Number	Stock Number	Unit of Issue
=====	=====	=====
Signature Card (DD Form 577)	0102-LF-006-1000	Card (4 to sheet) (perforated)
Test Document Receipt (DD Form 815)	0102-LF-000-8151	PD
Request for Test Reporting (DD Form 1571)	0102-LF-001-5711	PD
Test Log (DD Form 1572)	0102-LF-001-5721	PD
Test Inventory Report (DD Form 417)	7530-01-GF2-5510	Sheet
Independent Study Course Application Form (DD Form 2004)	0102-LF-002-0040	4-pt Set

- m. Testing Sites. Figure 3-3, at the end of this chapter, lists the current approved DANTES testing units. For assistance, contact the nearest unit.

E. ACCREDITATION

1. General. The Office of Educational Credit (OEC) of the American Council on Education (ACE) assists civilian educational institutions by offering recommendations for evaluating educational programs of the Armed Forces, using the General Educational Development (GED) tests, and evaluating the General Examinations of the College-Level Examination Program (CLEP). The recommendations are based upon

(cont'd) evaluations of the test and courses by civilian educators, acting as consultants, who are experts in the areas concerned. Each educational institution and state department of education, however, determines its own policies for granting credit.

2. In-Service Accreditation.

- a. OEC Recommendations for Accreditation. Successful completion prior to 30 June 1974, of United States Armed Forces Institute (USAFI) courses and tests and, commencing 1 July 1974, of the American Council on Education (ACE) and the Defense Activity for Non-Traditional Educational Support (DANTES) tests are accepted for all Coast Guard enlisted and most officer programs as follows:
- (1) USAFI/ACE GED Tests, High School Level - Equivalent to high school graduation.
 - (2) USAFI/ACE GED Tests, College Level - Equivalent to completion of first year of college (not administered after 30 June 1965).
 - (3) USAFI/DANTES General Examinations of CLEP - If the examinee achieves a score of 25th percentile in each of the five tests, six semester hours of credit or the amount the particular institution normally allows in areas covered by the tests will be granted. The total amount of credit granted for all five tests will not exceed 30 semester hours of credit or the equivalent of one traditional academic year. For in-service purposes only, an equivalent to 2 years may be granted provided all parts of the tests are passed based on the norms for 2 year college students.
 - (4) USAFI Educational Qualification Test 2CX (administered prior to 1 January 1954) - Equivalent to completion of the second year of a standard college course.
 - (5) USAFI End-of-Course Test - Generally equivalent to completion of the course from an accredited high school or college. Recommendations are made on an individual test basis.
 - (6) USAFI Subject Examinations and Subject Standardized Tests (SST's) - Generally equivalent to completion of a corresponding course from an accredited high school or college. Recommendations are made on an individual test basis.
 - (7) DANTES Subject Standardized Tests (SST's) - Generally equivalent to completion of a corresponding course from an accredited high school or college. Recommendations are made on an individual test basis.
- b. Minimum Scores.

- (1) High School Level GED Test (5 parts) - Either an average standard score of 45 on the 5 tests in the battery or a standard score of 35 on each of the tests in the battery.
- (2) College Level GED Test (4 parts) - Test I-55, Test II-60, Test III-61, Test IV-57 (not administered after 30 June 1965).
- (3) General Examinations of CLEP (5 parts) - Score at or above 25 percentile.
- (4) USAFI Educational Qualification Test 2CX (not administered after 1 January 1954) - Passing as reported by USAFI. The score is not disclosed.
- (5) End-of-Course Test - Score of satisfactory.
- (6) SST's - Percentile rank of 20.

3. Civilian Accreditation.

- a. Civilian schools and employers may recognize in-service educational experiences (USAFI courses and tests, ACE and DANTES tests and formal service school training programs) per local accrediting policies. Granting academic credit is solely the prerogative of the civilian educational institution or agency concerned; policies vary. Differences exist among state departments of education in different states and among high schools within a given state. At the college level, even greater variations exist. College accreditation depends on institutional policies, the course of study, and the individual.
- b. There is no standard procedure by which one seeks credit nor is there any rule on the credit that will be granted an individual. To seek credit a procedure similar to the following is recommended:
 - (1) Write or visit the school. Ideally, the Coast Guard member desiring academic credit for course work or recognition of achievement on the GED or other tests should visit the high school principal or the admissions officer of the college and discuss the matter. If this is impractical, the member should write to the principal, the state department of education, or the institution of higher learning, stating the problem and seeking advice. Furnish the following information:
 - (a) A statement that the member is on active duty with the Coast Guard and is sincerely interested in obtaining a high school diploma or certificate of equivalency.
 - (b) A list of present educational qualifications including age (indicate date of birth), permanent residence, names and locations of schools attended with dates of attendance, names of service schools attended with dates, USAFI academic courses and tests, ACE and DANTES tests or others completed while in the Service, and a statement as to whether official records have been requested, or sent to the school or state department of education.

- (c) An expression of willingness to complete future study if necessary and a request for information about what courses to take.
- (2) Take any recommended courses and/or tests. While awaiting a reply, take a course or test that seems likely to be required.
- (3) Application for the Evaluation of Educational Experiences During Military Service (DD Form 295) should be completed per instructions on the form to include as much information as possible on in-service educational experiences.
- (4) Upon receipt of this information, the accreditation officer of the civilian educational institution will evaluate the members' educational experience and notify the individual of the evaluation results.

FIGURE 3-3: APPROVED DANTE'S TESTING UNITSVESSELS

CGC INGHAM (WHEC 35)	CGC UNIMAK (WHEC 379)
CGC CHASE (WHEC 718)	CGC MACKINAW (WAGB 83)
CGC NORTHWIND (WAGB 282)	CGC POLAR SEA (WAGB 11)
CGC WESTWIND (WAGB 281)	CGC POLAR STAR (WAGB 10)
CGC VIGILANT (WMEC 617)	CGC DEPENDABLE (WMEC 626)
CGC ESCANABA (WMEC 907)	CGC SENECA (WMEC 906)
CGC ACACIA (WLB 406)	CGC BRAMBLE (WLB 392)
CGC SEDGE (WLB 402)	CGC SUNDEW (WLB 404)
CGC BASSWOOD (WLB 388)	CGC SPAR (WLB 403)
CGC SWEETBRIAR (WLB 405)	

DISTRICT OFFICES

Second coast Guard District	Fifth Coast Guard District
Ninth Coast Guard District	Thirteenth Coast Guard
Seventeenth Coast Guard District	District

HEADQUARTERS UNITS/MLCs

USCG Academy	USCG Institute
Aviation Tech. TRACEN Eliz. City, NC	Training Center Cape May, NJ
Aviation Training Center Mobile, AL	Headquarters
Reserve Training Center Yorktown, VA	Training Center Petaluma, CA
Electronics Eng. Center, Wildwood, NJ	MLC (East), New York

AIR STATIONS

Air Station Cape Cod	Air Station Traverse City
Air Station Sitka	Air Station Miami
Air Station Clearwater	Air Station Borinquen

PORT & MARINE SAFETY UNITS

MSO Port Arthur	MSO Toledo
MSO Portland	MSO Valdez
MIO Houston	PSS Houston

COMMUNICATIONS & LORAN STATIONS

Loran Station Port Clarence	Loran Station Sellia Marina
Loran Station Hokkaido	Loran Station Attu
Loran Station Marcus Island	Loran Station St. Paul
Loran Station Kure Island	

Figure 3-3 (cont'd)

GROUPS/BASES/SUPPORT CENTERS

Group Portland, ME
Group Woods Hole
Group Astoria
Group Ketchikan
Group Cape May
Group Moriches
Group New York
Group Buffalo
Base St. Louis
Support Center Seattle

Group North Bend
Group Humboldt Bay
Group Sault Ste. Marie
Group Upper Mississippi River
Group Muskegon
Group Milwaukee
Group Mobile
Group Port Angeles
Base Galveston
Support Center Kodiak

CHAPTER 4

INDIVIDUAL CAREER TRAINING AND DEVELOPMENT PLANS
AND UNIT TRAINING PLANS

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CHAPTER 4
INDIVIDUAL CAREER TRAINING & DEVELOPMENT PLANS & UNIT TRAINING PLANS

A. Individual Personnel Plans.

1. General.

- a. Career planning is required of all military and civilian personnel in the Coast Guard. These plans accomplish two objectives:
 - (1) Provide information to improve the management effectiveness necessary to fulfill mission responsibilities of each segment of the Coast Guard.
 - (2) Increase job satisfaction for individuals by providing an opportunity to tailor training and assignments they receive to best support their personal and career goals.
- b. Presently military personnel furnish part of this information on Assignment Data Form CG-3698A. Civilian personnel provide similar information in the Training Plan Form (Chapter 5). Periodically or whenever a person is reassigned to a new job or to a new location the Career assignment/form/plan should be revised and updated.

2. Military.

a. Officer.

- (1) Set own short and long term career/mission goals and engage in self development efforts.
- (2) Communicate with the Coast Guard Institute, Oklahoma City, OK, concerning questions about correspondence courses, tests, or servicewide examinations.
- (3) Individual officers should inform Commandant (G-PO-4) by 1 August of each year of recently acquired training or education on form CG-4082.

b. Enlisted.

- (1) Enlisted Qualifications Manual (COMDTINST M1414.8 series). This manual forms the basis for training (course development, publications, programs), advancement (examinations, career patterns), and assignment of enlisted personnel. It sets forth the enlisted rating structure of the Coast Guard and the concepts and principles upon which it is based. It establishes the minimum standards as expressed in Practical and Knowledge Factors, which enlisted personnel must acquire for advancement.
- (2) Enlisted Qualification Codes Manual (COMDTINST M1414.9 series). This manual identifies, through qualification codes, the requirements, resources, skills, and knowledge not otherwise identified by rate or rating, but of importance to every Coast Guard member.

(3) Basic Test Battery and Special Test for Enlisted Personnel.

- (a) These tests are the basis on which enlisted personnel are eligible for particular ratings; thus they shape careers.
- (b) The following tests are authorized for enlisted personnel:

<u>Basic Test Battery</u>	<u>Abbreviation</u>
General Classification Test:	GCT
Arithmetic Test:	ARI
Mechanical Test:	MECH
Clerical Aptitude Test:	CLER
<u>Special Test</u>	
Electronics Technician Selection Test:	ETST

These tests are identified by form number, NAVPERS number, and the answer sheets by CG/BUPERS numbers. (Refer to Catalog of Forms, COMDTINST M5213.6 series).

- (c) Scores on the Basic Test Battery (GCT, ARI, MECH, and CLER) and Special Test (ETST) are used primarily in the selection of personnel for assignment to petty officer training. Minimum test scores required for assignment to petty officer schools are listed in Chapter 2, Figure 1.
1. General Classification Test (GCT) measures ability to understand words and the relationships between words.
 2. Arithmetic Test (ARI) measures ability to use numbers and apply mathematical reasoning in practical problems. Arithmetic ability requires both an understanding of the processes required in solution of problems and also speed and accuracy in fundamental operations.
 3. Mechanical Test (MECH) measures some aspects of mechanical and electrical knowledge in addition to the ability to understand mechanical principles.
 4. Clerical Test (CLER) measures ability to observe rapidly and accurately. This test is a speed test. It is used to test aptitude for ratings such as yeoman, quartermaster, or marine science technician.
 5. The Electronics Technician Selection Test (ETST) determines abilities specifically related to successful completion of electronics type training.

(cont'd) The test consists of subtests of mathematics, physics, shop practice, electricity, and radio. The test score on the basic battery and special tests are expressed in standard scores. The Navy Standard Scores have a mean or average of 50 and a standard deviation of 10. One advantage of using standard scores is that the scores on all tests (regardless of the number and difficulty of the items making up the test) are on the same numerical scale and can be readily compared.

(d) Tests shall be administered as follows:

1. Basic Battery (GCT, ARI, MECH and CLER).

a. To all incoming recruits, Regular and Reserve on active duty, at the recruit training centers.

b. To all reserve enlisted personnel reporting for active duty whose scores on previous tests are not available in current or former personnel records.

c. To all applicants for basic petty officer or advanced training whose scores on previous tests are not available in current or former personnel records.

2. Special Tests (ETST)

a. To all applicants for specialized training as required by the current directive on enlisted personnel training.

b. To applicants for enlistment in the Reserve in certain petty officer ratings above pay grade E-3.

3. The Basic Battery (GCT,ARI,MECH,and CLER) and/or Special Tests (ETST) are not authorized to be administered to Regular or Reserve commissioned, chief warrant officers on active or inactive duty.

(e) Retests may be authorized as follows:

1. District commanders and commanding officers of Headquarters units may approve a retest of the basic battery provided the following criteria are all met and personnel have not previously been retested:

a. Positive improvement in educational background, language proficiency or experience.

b. At least 6 months since initial testing.

- c. A positive reason for retest. For example, required for entrance to a specific school or program, and waivers are not allowed.
 - 2. Retests may be authorized for the entire Basic Battery or individual portions thereof. The date, form number and scores will be entered in the service record and become official even if lower than the original scores.
 - 3. An alternate form of the test shall be utilized when a retest is authorized.
 - 4. Commanding officers of Headquarters units that do not hold the tests shall request them from Commandant (G-PMR). All other units shall request them from their respective district commanders.
- (f) District commanders and commanding officers holding the tests shall make necessary arrangements for administering tests at their units for those under their command.
- (g) The following security measures shall be adhered to:
- 1. A commissioned officer shall be charged with the security of test materials and proper security shall be maintained at all times.
 - 2. Handling of unwrapped tests, examiner's copies of tests, scoring keys, conversion tables, and completed answer sheets after test administration shall be limited to those authorized to handle personnel test material. Such personnel shall be designated by written order of the commanding officer at the unit where the test material is used, who shall insure that all personnel having custody of tests are thoroughly advised regarding their security.
 - 3. All test booklets and scoring keys shall be mailed via registered mail. Test material shall be double wrapped and the inner envelope plainly marked "TO BE OPENED BY PERSONNEL AUTHORIZED TO HANDLE TEST MATERIAL."
 - 4. Completed answer sheets shall be double wrapped and the inner envelope plainly marked "TO BE OPENED BY PERSONNEL AUTHORIZED TO HANDLE PERSONNEL TEST MATERIALS."
 - 5. All test booklets and related test material, including completed answer sheets, shall have a cover letter listing enclosures with a copy stapled to the outside of the inner envelope.

6. When not in use, all test material shall be stowed in metal cabinets secured by combination-type locks. (Where feasible cabinets should be in a secure room.)
 7. Test administrators shall ensure that time limits for tests are observed and outside help is unavailable.
 8. Test administrators shall insure that the applicant is adequately instructed and has the proper materials and that the test location is free from distraction.
 9. Upon discovery of loss or compromise of test material, notify Commandant (G-PMR) immediately by message via the chain of command, with the following information:
 - a. Date and place of loss or compromise.
 - b. Circumstances surrounding loss or compromise.
 - c. Initial determination of possibility of compromise.
 - d. Action taken to initiate investigation.
- (h) Record test scores in service records on the Achievement Sheet (Form CG-3303), item 4, showing form number, and using the abbreviation shown in paragraph 4.A.2.b.(3)(b). All scores based on a retest shall be indicated.
- (i) Test scores are reported to Commandant (G-PMR).
- c. Reserve.
- (1) Career plans for reservists differ from those of regular service personnel. This results primarily from training for mobilization. Reservist plans must take into account:
 - (a) Mobilization billet and team(s) to which assigned.
 - (b) Rate-rating; grade-rank.
 - (c) Special or assigned organizational duties; special designators.
 - (d) General military and Coast Guard (HQ/District/Unit) training requirements.
 - (2) Mobilization and reserve training are usually formal classroom and on-the-job augmentation during both inactive duty for training (IDT) and active-duty-for-training (ADT) periods. Correspondence course activity and Practical Factor check-off lists are major components of the training program for enlisted reservists (See the Enlisted Qualifications Manual, COMDTINST M1414.8A).

- (3) Reserve Career Planning and Development program is discussed in the Reserve Administration and Training Manual, COMDTINST M1001.27 series, chapter 15.

3. Civilian.

a. General.

- (1) Set own personal short and long-range career goals and engage in self-development efforts.
- (2) Inform civilian personnel office or designated official responsible for civilian training of any non-Coast Guard sponsored training attended, so that it can be reflected on the individual's record or qualifications.
- (3) Complete a Training Plan Form and request training on Form SF-182 in accordance with Subparagraphs 5.B.2(b)(1) and (2).

b. Intern Trainee Program.

- (1) On the administrative level, GS-5 or GS-7 are the usual entry levels. Training of these interns or trainees is done by OST and DOT operating elements at the operating personnel level (as part of the overall Career Plan per COMDTINST 12420.1 series). Before promotion to the full performance level, interns must successfully complete basic formal training courses lasting not less than two weeks in each function listed below. Comparable proficiency can be gained through six months or more of on-the-job training in each area. A certification of competence in the related skills, knowledges and abilities listed below is required for OJT to qualify as a substitute for formal training:
 - (a) Position classification.
 - (b) Staffing and/or placement.
 - (c) Labor/management relations.
 - (d) Employee development.
- (2) Intern trainees will be evaluated at quarterly intervals and at the end of a rotational assignment. Evaluation procedures must be of such nature as to support retention, reassignment to another (non-personnel/training) position, or separation, as appropriate, should the intern fail to achieve the expected level of development. The evaluation must be documented, discussed with the trainee, and include the following:
 - (a) Skills, knowledge and abilities to be mastered in each functional area as prescribed by the Personnel Council.
 - (b) Personal attributes and potential essential to success at the full performance level.

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- (c) Understanding of relationships among the various functional areas of personnel management (for interns who have completed two or more functional assignments).
 - (d) Degree to which required formal training is being accomplished in the four areas listed in subparagraph 4.A.3.b.(1) above.
- (3) Additional Information. The Career Management for Civilian Personnel Manual (CG-437) contains additional information concerning career plans for civilian personnel administration.

B. Unit/Command Training Plans.

1. General.

- a. Planning is an important element in the management of Coast Guard training programs and activities. All levels, from operational and support units to Headquarters offices and divisions, must prepare training plans.
- b. Plans are prepared annually within a fiscal year framework and with sufficient lead time to allow all cognizant levels suitable opportunity to review and evaluate the plans.
- c. Planning should provide some contingency for changes in programs, procedures, personnel, etc., that cannot always be anticipated.
- d. The management of training programs and activities in the Coast Guard is interactive; however, milestones are established to insure that events occur in a step-wise systematic manner.
 - (1) Program/Support Managers establish training standards for units to meet Coast Guard wide mission responsibilities. Program Managers also interact with personnel and district staffs to coordinate the assignment of personnel to meet service needs and to fulfill training requirements.
 - (2) The Commandant has established a recurring OG-56 budget based on availability of funds, historical use, and district/MLC/HQ unit strength. Based on submitted training plans and available funding, the training officer will then determine priorities. Reclamas, with specific justification, will be entertained.
 - (3) Planning Process.
 - (a) Individual units identify applicable standards and determine how they will meet them, including preliminary identification of suitable students and alternates.

- (b) Additional training needs or quotas, other than those stated in the standards, should also be identified.
 - (c) Plans developed at the unit/staff level are submitted through the chain of command to the district/MLC/HQ unit training officer.
 - (d) The training officer then summarizes the needs of appropriate units and staffs.
 - e. When modifications representing marked departures from the plans must be made after the training plans have been approved, justification should be provided by the command making the changes via the chain of command to the appropriate higher level.
2. Reporting Training Completed. District/Area/Headquarters units and MLC's. In order to evaluate the success of training plans and to ensure that needs are being met, follow up summaries of training actually completed must be made. Training reports are listed in Chapter 5, Figure 5-1.

CHAPTER 5

TRAINING ADMINISTRATION MANAGEMENT RESPONSIBILITIES

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CHAPTER 5
TRAINING ADMINISTRATION MANAGEMENT RESPONSIBILITIES

A. Responsibilities.

1. Military:

a. Commanding Officer:

- (1) Unit commanding officers have a responsibility to ensure that their unit and its assigned personnel obtain the necessary training to fulfill unit missions and goals. Commanding officers or their designated representatives must determine the unit's operational needs, as well as the needs of individuals assigned to the unit. Units must interact closely with district training personnel in order to successfully pursue and utilize operational and individual training opportunities. Commanding officers must continually evaluate the efficiency and effectiveness of the individuals and teams under their command, taking timely and appropriate action when training is necessary to correct deficiencies or to acquire new knowledge and skills to carry out assigned missions of the unit. This may include the development and conduct of training within the unit itself, particularly to meet short term needs.
- (2) Commanding officers are also responsible for dissemination of information related to training and educational opportunities available for their personnel, for counselling personnel on career development, and for the utilization of training and educational opportunities to meet stated goals.
- (3) Unit commanding officers are responsible for developing short and long range training plans (see Paragraph 4.B.1) to coordinate and oversee training and planning. A Planning Board for Training should be established by the commanding officer at all but the smaller units (smaller units include those with an allowance of 10 personnel or less). The Planning Board should consist of the Executive Officer, Training Officer, Educational Services Officer and Department Heads. The Board should first establish training policies and priorities, define the unit's needs and specify training objectives to meet mission responsibilities. The Board also supervises and controls training and periodically reviews and modifies training policies and programs to adapt to changing needs and conditions.
- (4) Additional training responsibilities for commanding officers may be prescribed in the Coast Guard Organization Manual, COMDTINST M5400.7 (series) and Coast Guard Regulations, COMDTINST M5000.3 (series). Special requirements for commanding officers of aviation units are specified in the Air Operations Manual, COMDTINST M3710.1 (series) as are requirements for Reserve Group Commanders and Unit Commanding Officers in the Reserve Administration and Training Manual,

(cont'd) COMDTINST M1001.27 (series). Special requirements for commanding officers of cutters are contained in the Unit Training Manual Afloat, COMDTINST M3502.3 (series) and Cutter Training and Qualification Manual, COMDTINST M3502.4 (series).

- b. Other Unit Officers: The Executive Officer, Training Officer, Educational Services Officer, and department heads are all members of the Unit Planning Board for Training and each has certain other training related tasks. These tasks are generally outlined in the above listed publications. In addition a detailed list of responsibilities for Educational Services Officer is given in the Non-Resident Training Manual. Essentially, the:
- (1) Executive Officer: supervises the administration of the training program, coordinates and approves activities, acts as liaison between the Board and the Commanding Officer and is the Chairman of the Training Board.
 - (2) Training Officer: coordinates inter-departmental, unit training, maintains training and educational information for individuals, maintains unit records and training equipment and aids, evaluates all training, and prepares short and long range plans.
 - (3) Department Heads: are responsible for individual and team training in the department.
 - (4) Educational Services Officer: assists the Executive Officer in administering the educational programs by encouraging, counseling, helping, administering, providing guidance, and testing personnel in obtaining and completing educational programs and courses.
2. Civilian:
- a. Officials responsible for Civilian Employee training programs shall:
 - (1) Establish and publicize civilian training program activities.
 - (2) Review and approve the annual training plan.
 - (3) Authorize and approve training and the payment of training expenses.
 - b. Personnel Specialists shall:
 - (1) Maintain training source information.
 - (2) Provide technical information and advice to supervisors on meeting identified training needs.
 - (3) Compile activity training plan.
 - (4) Process form SF-182.

- (5) Monitor the training plan and expenditure of training funds.
- (6) Evaluate training courses.
- (7) Request quotas from Commandant (G-PTE).
- (8) Keep records of training.
- (9) Submit annual training report.

c. Supervisors shall:

- (1) Counsel employees on career development and training to improve performance.
- (2) Identify employee and organizational training needs.
- (3) Nominate employees for training using the Training Plan Form in Paragraph 5.B.2.b.(2).
- (4) Certify completion of training.
- (5) Evaluate training in terms of performance improvement.

B. Training Reports and Records

1. General. The reports and records pertaining to training or education, addressed in this manual that must be submitted or maintained are listed by title in Figure 5-1. They are grouped by the personnel covered, either military or civilian. Additionally, Personnel Reporting Units have the responsibility of reporting training/education program completion in accordance with the PMIS Manual (COMDTINST M1080.5 series).

2. Specific Training Reports and Records. The following is a list of reports and records:

a. Military:

(1) Deck Officer Training Report:

- (a) RCS Number: None
- (b) Stock Number: None
- (c) Form: Letter
- (d) Preparer: CO's of cutters with personnel in training
- (e) Submit to: Commandant (G-PO), copy to individual
- (f) Remarks: See COMDTINST M3502.4 (series)

(2) Formal Resident Technical Training Report For Aviation Units

- (a) RCS Number: RCS-G-PTE-5135

- (b) Stock Number: None
 - (c) Form: None
 - (d) Frequency: Annually
 - (e) Preparer: CO's of aviation units
 - (f) Submit to: Commandant (G-PTE)
 - (g) Remarks: This is a replacement for COMDTINST 1500.5A
 - (h) Instructions:
 - 1. Determine training quotas required for the next fiscal year and submit the report required by 01 May of the current fiscal year.
 - 2. Enclosure (2) lists course requirements (standards) to be used in determining training quotas required.
 - (i) Report courses required to Commandant (G-PTE-2) in priority order utilizing a format similar to that listed in Enclosure (2).
- (3) Officer Educational Record:
- (a) RCS Number: RCS-G-PTE-5074
 - (b) Stock Number: 7530-01-GF2-6640
 - (c) Form: CG-4082
 - (d) Frequency: Annually by 1 August for the previous year.
 - (e) Preparer: Officers reporting educational achievement.
 - (f) Submit to: Commandant (G-PO-4).
 - (g) Remarks: All officers are encouraged to report, on a voluntary basis, the following types and sources of education and training:
 - 1. Off-duty resident courses at accredited colleges.
 - 2. Resident courses of instruction - postgraduate or short term.
 - 3. Indoctrination courses - e.g., Shipboard Student Engineering or Commercial Vessel Safety Training Programs.
 - 4. Correspondence courses. These may be obtained from the Coast Guard Institute, the Naval Correspondence Course Center, the Defense Activity for Non-

(cont'd) Traditional Education Support (DANTES), and other appropriate sources.

5. Reading of professional and technical books and publications.

6. Preparing research papers and writing articles for publication in service or professional periodicals; or preparing lectures for presentation to professional societies.

(h) Instructions: Included on Form CG-4082

(4) Annual Training Report

(a) RCS Number: RCS-G-PTE-5064

(b) Stock Number: None

(c) Form: CG-3695

(d) Frequency: Annual

(e) Preparer: CO, Resident Training Commands

(f) Submit to: Commandant (G-PTE-3)

(g) Remarks: None

(h) Instructions: Listed on form

(5) Reserve Activities Report:

(a) RCS Number: RCS-G-RSP-7015

(b) Stock Number: None

(c) Form: Specific format which can be reproduced locally.

(d) Frequency: Quarterly

(e) Preparer: District Commanders

(f) Submit to: Commandant (G-RSP)

(g) Remarks: For instructions see Reserve Administration and Training Manual (COMDTINST M1001.27 series).

(6) Reserve Training Appropriation Ledger Sheet:

(a) RCS Number: RCS-G-RP-7024

(b) Stock Number: None

(c) Form: Prescribed electronic (C3) format

- (d) Frequency: Quarterly; due 15 days from end of each quarter
 - (e) Preparer: District Commanders
 - (f) Submit to: Commandant (G-RSP)
 - (g) Remarks: See COMDTINST M7100.3 (series)
 - (h) Instructions: See COMDTINST M7100.3 (series)
- (7) Cutter Engineering Training Report:
- (a) RCS Number: None
 - (b) Stock Number: 7530-F-00-F01-6660; 6670
 - (c) Form: CG-4256; 4256A
 - (d) Preparer: CO's of vessels with personnel in training
 - (e) Submit to: Commandant (G-PO), copy to individual
 - (f) Remarks: See COMDTINST M3502.4 (series)
- (8) Small Arms Target Practice:
- (a) RCS Number: None
 - (b) Stock Number: 7530-00-F01-2650
 - (c) Form: CG-3029
 - (d) Frequency: After completion of firing.
 - (e) Preparer: Range Officer
 - (f) Submit to: District units to District Commander (or), Headquarters Units to the Commanding Officer of the particular Headquarters unit. Copy to the individual's service record.
 - (g) Remarks: See Paragraph 2.C.2. of this manual and the Ordnance Manual (COMDTINST M8000.2 series).
- (9) Small Arms Training Report:
- (a) RCS Number: RCS-G-ODO-2131
 - (b) Stock Number: None. Reproduce locally from COMDTINST M3574.3 (series).
 - (c) Form: CG-5349A

- (d) Frequency: Semiannual, due 15 November for the preceeding period, 1 April to 30 September; and 15 May for the preceeding period, 1 October to 31 March.
 - (e) Preparer: District Commanders and commanding officers of Headquarters units.
 - (f) Submit to: Commandant (G-ODO)
 - (g) Remarks: See COMDTINST M3574.3 (series)
- (10) Student Aircraft Maintenance Officer Evaluation:
- (a) RCS Number: RCS-G-PTE-5136
 - (b) Stock Number: None
 - (c) Form: Letter
 - (d) Frequency: Annual
 - (e) Preparer: CO's of aviation units with students
 - (f) Submit to: Commandant (G-PO) and a copy to (G-EAE)
 - (g) Remarks: See Subparagraph 2.A.2.d.
 - (h) Instructions: Information to be included:
 - 1. Anticipated date training will be completed.
 - 2. Estimate of student's overall capabilities.
 - 3. Estimate of student's aptitude for designation and assignment as an Aviation Maintenance Officer.
- (11) OG-56 Quarterly Expenditure Report:
- (a) RCS Number: None
 - (b) Stock Number: None
 - (c) Form: None. Locally reproduce Figure 5-2
 - (d) Frequency: Quarterly. Submit 15 days after the end of each fiscal quarter
 - (e) Preparer: Administrative Target Units (ATUs)
 - (f) Submit to: Commandant (G-PTE)
 - (g) Remarks: This report insures that Commandant (G-PTE) has uniform information for all ATUs receiving OG-56 funds. It will be required until improvements in the accounting system have been implemented to provide this information.

(h) Procedures:

1. Using the object codes provided as a guide, list travel (includes per diem) and tuition expenditures for the preceding quarter. Include obligations as expenditures.
2. The expenditure FY-to-date includes all prior quarters.
3. If transfers affect your OG-56 account, show the total in the comments section.

b. Civilian.(1) Request for Training:

(a) RCS Number: RCS G-PC-5103

(b) Stock Number:

1. 1 Part Set - 7540-01-008-3899
2. 5 Part Set - 7540-01-008-3900
3. 10 Part Set - 7540-01-008-3901

(c) Form: SF-182

(d) Frequency: Quarterly submission of Copy 2

(e) Preparer: Civilian Employee

(f) Submit to: Commandant (G-PC-3)

(g) Remarks:

1. The SF-182 is used for all civilian training over 8 hours. It is available in three versions, a ten part version for use in interagency training (provided by one agency for use by more than one agency), a five part version used for Coast Guard conducted training, and a single sheet for use as a worksheet for Civilian Personnel Data File corrections and resubmissions and such other appropriate purposes. Copies of the ten part form are designed for use as follows: (the five-part version will not have those parts identified in the ten-part version, copies 3 through 7).
2. Copy 1 of either the 5-part or the 10-part form is filed in employee's Official Personnel Folder (SF-66).

3. Copy 2 of either the 5-or the 10-part forms is the input document to the automated training system. (CPDF Copy)
4. Copy 3 of the 10-part form only goes to the vendor (activity providing the training) as their file copy.
5. Copy 4 of the 10-part form only goes to the vendor as the Coast Guard obligation to pay all approved costs.
6. Copy 5 of the 10-part form only to be provided the vendor for completion of Section H and returned to Civilian Personnel. Civilian Personnel mailing address must be stamped on item 33 of this copy. (May be typed if caution is exercised by removing carbon).
7. Copy 6 of the 10-part form only to be provided the vendor for completion of Section H and return to the nominee. The mailing address of the employee will be typed on a mailing label and affixed to item 33 of this copy. (May be typed if caution is exercised by removing carbon).
8. Copy 7 for use as the organization's obligation copy.
9. Copy 8 of the 10-part form or Copy 3 of the 5-part form for use as the organization's procurement copy or such other use as may be appropriate.
10. Copy 9 of the 10-part form or Copy 4 of the 5-part form for training course evaluation purposes.
11. Copy 10 of the 10-part form or Copy 5 of the 5-part form are for certification of completion (by Civilian Personnel Officer) and forwarding to the Comptroller.
12. Instructions for the SF-182 are on the reverse of copy 10. The nominating official should complete the SF-182 except for those items noted in these instructions. All shaded areas of the form must be clearly and fully completed. Many instructions are very general in nature, thus permitting flexible internal procedures to meet our own needs. The following procedures are established for completion of the SF-182.
13. Item 5 may be omitted at employee's request.
14. Item 6 definition:
 - a. Non-Supervisor: an employee who does not meet the definition below.

- b. Supervisor: employee with authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other employees, or responsibility to direct them or evaluate performance or to adjust their grievance or effectively to recommend such action, if in connection with the foregoing the exercise of authority is not of a merely routine or clerical nature but requires use of independent judgment.
 - c. Manager: an employee in grades GS-13-15 who has been identified in a management position, i.e., one that is responsible for program management and policy setting.
 - d. Executive: an employee at GS-16 and above or a member of the Senior Executive Service (SES).
15. Item 9 may be omitted except when training is to be given by or through a non-Government facility (to be filled out by Civilian Personnel Office).
16. Item 10 same as Item 9.
17. Item 14 is omitted.
18. Item 20 - see definitions.
19. Items 21 and 22 are to be filled out by the originator or the Civilian Personnel Office.
20. Routine reporting requests are met by sending the second copy of the SF-182 to the Commandant (G-PC-3) by the fifth calendar day following the end of a quarter, for all training completed during the quarter. The copies of the SF-182 should be carefully reviewed before submission to assure that the shaded portions of the form are properly filled out. Only the second copy of the ten or five part sets is to be submitted or the one sheet SF-182 designated for CPDF is to be submitted. Do not send reproduced copies of the SF-182.
- (2) Training Plan Form (Civilian):
- (a) RCS Number: None
 - (b) Stock Number: None
 - (c) Form: None
 - (d) Frequency: Annually
 - (e) Preparer: Civilian Supervisors/Commandant (G-PC)

- (f) Submit to: Civilian Supervisors/Commandant (G-PTE) and Commandant (G-CBU) attached to Form CG-4144
- (g) Remarks: See Chapter 410-2, Federal Personnel Manual.
- (h) Instructions: Items 1 through 11 should be completed by authorized supervisors.
 - 1. Name of Trainee, Title, Series/Grade: If training will be required when a vacancy is filled, list "Vacancy, Title, Series and Grade."
 - 2. Course, Program or Training Element: Enter the title of the training course or program (if known) that will meet the identified training need. If a need has been identified but a specific course has not, list the knowledge, skill or ability that must be acquired and skip items 3-10.
 - 3. Training Source: List the agency or facility providing the training, i.e., Office of Personnel Management, Coast Guard, DOT, etc.
 - 4. Location: List the city and state where the course will be given.
 - 5. Date: List actual dates, if known. If unknown, list the quarter in which the training should be completed.
 - 6. Number of Training Hours: List the total on-duty and off-duty hours, i.e., a five day course is 40 training hours.
 - 7. Tuition: List the cost of the course.
 - 8. Travel: List costs (estimate if necessary).
 - 9. Per diem: List costs (estimate if necessary).
 - 10. Total: Total of tuition, travel and per diem.
 - 11. Training Priority: Identify priority I, II, or III. Items 12 thru 18 should be completed by Civilian Personnel as a monitoring and evaluation report.
 - 12. If quotas are required, enter date quota was requested from Commandant (G-PTE).
 - 13. Enter date the training source accepted the nomination.
 - 14. If there are any prerequisites for attendance at the course such as attendance at previous courses, grade level restrictions, etc., check. If trainee does

(cont'd) not meet the requirements, notify supervisor that, until the prerequisites are met, the training cannot be approved.

15. Enter funding source - district, COMDT, etc.
16. Check only when training is completed.
17. List actual costs of training, travel and per diem.
18. Comments such as reasons for disapproval, noncompletion of training (course cancelled, employee withdrew, etc.).

c. Evaluations of Training:

(1) Military - Individual Unit:

- (a) Approximately six months after a graduate completes a course and returns/reports aboard a unit the Training Site may send a set of evaluation sheets (questionnaires, etc.) that are to be filled out by the graduate and the graduate's immediate supervisor. The completion and return of these forms is crucial to the course evaluation process; the greater number returned, the better the analysis of a particular course. The results of the analyses of all the returned material will be used to revise the courses, methods of instruction, etc. The evaluations also can be used to determine whether the course met its objectives and whether the training was relevant to the graduate and the unit.
- (b) The responsibility for constructive feedback as to the effectiveness of the Service's training is incumbent upon the student/trainee. Feedback is obtained through comments from the individuals, operating units, or questionnaires. Unit commanding officers and individuals are encouraged to submit comments to the appropriate Coast Guard training command, with a copy to Commandant (G-PTE) or Commandant (G-RST), as appropriate. Feedback concerning cutter training programs should be directed via the chain of command to respective area commander (Ar/Pr) in accordance with COMDTINST M3502.4 (series). For training not conducted at Coast Guard facilities, comments should be submitted directly to Commandant (G-PTE).

(2) Civilian:

- (a) The evaluation of training is essential to the analysis of the effectiveness of training in meeting organizational mission requirements and personnel development and training needs. Commands or offices at Headquarters who have participants in training programs

(cont'd) shall conduct evaluations to ensure that such programs contribute directly to the achievement of mission requirements. These evaluations will also provide data needed to assess whether or not the training represents a sound alternative to other personnel management efforts such as short courses, on-the-job training, or rotational assignments. The evaluation should occur approximately two weeks following completion of training and include:

1. Information about the participant (name, job title, series, grade, organizational unit, and a brief summary of duties/responsibilities), a description of the program of study, and the relevancy of the training to present and/or future work assignments. This information will be recorded at the time of assignment to the long-term training and retained by the trainee's organizational unit. This information will be forwarded to the Commandant (G-PC) for review and retention.
2. Supervisors must also assess the employee's training assignment in relation to the written plan outlining how work assignments will be made utilizing the knowledge and skills acquired during training. This assessment will also be forwarded to the Commandant (G-PC) for review, analysis and retention.
3. Submission of SF-182:
 - a. Section C of copy 4 (Termination and Evaluation Data) of SF-182 should be answered frankly and accurately. An employee's immediate supervisor shall discuss the course with the employee and its application to the job. The supervisor shall discuss the evaluation with the employee and identify precisely those aspects of the training which led the employee to judge the training to be excellent, adequate or poor. The supervisor shall then complete Section D of copy 4. The supervisor should especially note the outstanding features of the course as they relate to the objectives for which the training was arranged and note those features which detracted from the training. The evaluation should then be reviewed by higher levels of supervision and management, as appropriate.
 - b. Copy 4 of SF-182 should be routed to the Civilian Personnel Office for review by the person responsible for employee development. It is essential that the trainee's comments be noted, particularly those that indicate characteristics which made the training either very good or very poor. Based on this appraisal, the employee

(cont'd) development specialist may be able to determine whether or not further use of this training is justified and, if so, the circumstances in which it would be most beneficial.

- c. The training evaluation should be filed by training category by the Civilian Personnel Office and retained for a minimum period of one year during which time the evaluations should be used to check the appropriateness of a training source before a quota is requested or an employee is assigned to the course.
- d. Approximately 90 days after the employee returns from training, supervisors should review and confirm the study program content and its value to the Office's missions and the employee's work assignments.

d. Reporting for Training Procedures:

- (1) Students reporting to a training center or other site of training will find helpful the information published in Commandant Instruction 1320.4 (series). The information provided includes: where to report, addresses, phone numbers, and operational hours of the command, transportation and fare costs, and any additional special arrangements that might have to be made. Information is provided by District, Training Center, Area, overseas locations and Headquarters units.
- (2) Uniform regulations and grooming standards for reporting individuals are covered in the Uniform Regulations, COMDTINST M1020.6 (series).
- (3) Personnel reporting to Air Force bases for training should expect to pay approximately \$2.00 - \$4.00 per day for quarters to be reimbursed upon completion of the training.

FIGURE 5-1

TRAINING REPORTS AND RECORDS

<u>TITLE</u>	<u>FREQUENCY</u>	<u>SUBMITTED BY</u>	<u>SUBMITTED TO</u>
OG-56 Quarterly Expenditure Report	Quarterly	ATUs	G-PTE
Deck Watch Officer Training Officer	Upon Completion	Cutter CO's	G-PO, Copy to
Formal Resident Technical Training Report for Aviation Units	Annual	CO's Aviation Units	G-PTE
Officer Educational Record	Annual	Officers	G-PTE
Annual Training Report	Annual	CO's Resident Training Schools	G-PTE
Reserve Activities Report	Quarterly	District Commander	G-RSP
Reserve Training Appropriation Ledger Sheet	Quarterly	District Commander	G-RSP
Cutter Engineering Training Report Officer	Upon Completion	Cutter CO's	G-PO Copy to
Small Arms Target Practice Report units; Copy to SR	Upon Completion	Range Officer	District/ COs of HQ
Small Arms Training Practice Report copy: Area	Semi-Annually	MLC & Dist. Comdrs., CO of HQ Units	G-ODO; Districts
Student Aircraft Maint. Officer Eval.	Annually	CO's Aviation Units	G-PTE
<u>Civilian</u>			
Quarterly Report of Participation In Monthly Enrollee Program & Monthly Report on Veterans Request for Training	Quarterly	HQ Units District Commanders MLC Commanders	G-PC-1
Training Plan Form	Annually	Civilian Employee	G-PC-3
		Civilian Supervisor	Varies

06-56 QUARTERLY EXPENDITURE REPORT

Figure 5-2

DISTRICT/UNIT: _____
 QUARTER: _____

Category	Object Codes	Expenditures for quarter			Expenditures FY-to-date
		Travel (including per diem)	Tuition	Total Quarter	
Class C Officer	2131, 2141, 2538, 2541, 2544, 2547				
Class C Enlisted	2132, 2141, 2539, 2542, 2545, 2548				
Class C Civilian	2134, 2141, 2540, 2543, 2546, 2549				
Off Duty Tuition Officer	2534				
Off Duty Tuition Enlisted	2535				
Off Duty Tuition Civilian	2536				
Auxiliary Training	2135, 2633				
Other (Describe below)	2400/1/2, 2556, 2656 2631/2				

Comments:

Total transferred into 06-56 from other operating guides for training:
 Total transferred from 06-56 to other operating guides:
 Round all figures to the nearest dollar.
 *For the purpose of this report, expenditures include obligations.

\$ _____
 \$ _____

TRAINING AND EDUCATION MANUAL

ENCLOSURE (1)

ADVANCED SPECIALIZED TRAINING COURSE INFORMATION

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A. AIDS TO NAVIGATION: All courses are at RESTRACEN, Yorktown, VA.

1. Automated Aids to Navigation Lighthouse Technician (ANC-LT):

- (a) Description: Trains in the theory of operation, system troubleshooting and preventive maintenance for a standard automated lighthouse.
- (b) Duration: 3 weeks.
- (c) Eligibility: EM's or ET's E-4 and above enlisted, officer, and civilian employees with a working knowledge of electricity and electronics, who will be involved in the maintenance and repair of standard automated lighthouses.

2. Advanced Minor Aids to Navigation (ANC-AM):

- (a) Description: Trains installation, troubleshooting, operation and maintenance of 12vdc minor aids to navigation, test equipment, safety procedures and related administrative procedures.
- (b) Duration: 2 weeks.
- (c) Eligibility: Supervisory enlisted E-5 thru E-9 and civilians, who have A to N maintenance duties and prior A to N training.

3. Aid Control Monitor System (ANC-ACMS):

- (a) Description: Trains technicians to maintain and repair the Aid Control Monitor System (ACMS) used in unstaffed lighthouses.
- (b) Duration: 1 week.
- (c) Eligibility: E-4 through E-9 and civilians who maintain and operate ACMS; must have basic understanding of electricity, electronics and oscilloscope operation.

4. Officer Basic Aids to Navigation (ANC-OB):

- (a) Description: Provides basic A to N system management, statutory and legal requirements, basic system maintenance, seamanship, safety, and aid positioning.
- (b) Duration: 2 weeks.
- (c) Eligibility: Junior officers, civilian administrative and professional engineering personnel and CPO's; administrative or supervisory A to N billet.

5. Officer Advanced Aids to Navigation (ANC-OA):

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- (a) Description: Provides theoretical and practical training in the design, administration and supervision of the Coast Guard's aids to navigation mission; bridges the gap between performance of the A to N mission and the more senior assignments which are primarily administrative and supervisory.
 - (b) Duration: 2 weeks.
 - (c) Eligibility: Officers and civilians serving in administrative or supervisory positions, and completion of ANC-OB course or equivalent experience.
6. Large Navigational Buoys (ANC-LNB):
- (a) Description: Provides practical training in the troubleshooting of Large Navigational Buoys and associated equipment.
 - (b) Duration: 1 week and 3 days.
 - (c) Eligibility: ET's and EM's, E-5 and above and civilians of the same skill level assigned to LNB maintenance duties.
7. Videotex B Fog Detector/Nautel NX Series Radiobeacon (ANC-FD RB):
- (a) Description: Trains personnel to operate, install, troubleshoot and repair circuit boards at the chassis component level.
 - (b) Duration: 1 week and 3 days.
 - (c) Eligibility: E-4 or above EM or ET, or civilian employee GS-8-12 or WG-9-10 in billets involving the maintenance of subject equipment.
8. Buoy Deck Supervisor (ANC-BDS):
- (a) Description: Provide technical training on the operational buoy deck procedures for deploying and retrieving buoys and the operation and maintenance of associated equipment.
 - (b) Duration: 1 week.
 - (c) Eligibility: Deck supervisors E-6 to E-9 and warrant officers. E-4 and E-5 at discretion of COMDT (G-NSR) and NATON School.
9. Aids to Navigation Positioning (ANC-AP):
- (a) Description: Provides technical training necessary for the accurate positioning of fixed and floating aids to navigation.
 - (b) Duration: 1 week.
 - (c) Eligibility: E-4 through E-9 responsible for the positioning of aids to navigation.

10. Training Team (ANC-TT):

- (a) Description: Provides technical updates on A to N hardware, changes to procedures and philosophies, overviews of training techniques and practical training in the maintenance of new aids to navigation systems.
- (b) Duration: 1 week.
- (c) Eligibility: E-4 and above assigned/ordered to a TRATEAM.

11. Lister Diesel Overhaul & Power System Maintenance (ANC-M):

- (a) Description: Provides technical training necessary for preventive maintenance, troubleshooting and repair of the standard LAMP power equipment used on lighthouses and LNBs.
- (b) Duration: 1 week.
- (c) Eligibility: MK3 and above or journeyman level wage grade employees, with Lister diesel maintenance responsibility.

12. Construction Tender (ANC-C):

- (a) Description: Provides technical training on the construction of single and multiple pile aids to navigation structures, safety and maintenance and use of construction equipment.
- (b) Duration: 1 week.
- (c) Eligibility: BMs and DCs assigned to WLICs or WLIC type desks, with supervisory responsibility.

13. Construction Tender Equipment for MK's (ANC-C-MK):

- (a) Description: Provides technical training on the troubleshooting and maintenance of equipment peculiar to WLICs.
- (b) Duration: 1 week.
- (c) Eligibility: MKs assigned to WLIC's or type desks.

B. AVIATION:

1. Air Controlman:

- (a) Description: Training related to those subjects and basic simulated operations concerned with air traffic control including: FAA Certification, Base Operations, Control Tower Operations and Terminal Radar Operations.
- (b) Duration: 14 weeks.
- (c) Location: NATTC, Memphis, Millington, TN.

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- (d) Eligibility/Prerequisites: Any aviation rating, E-4 and above e assigned or under orders to a Coast Guard Air Station requiring Coast Guard Personnel to serve as air controllers. BTB - GCT + ARI or ASVAB - VE + AR of 110 and found physically qualified as set forth in the Navy Manual of the Medical Department to control air traffic within four months of entering the course.
2. Aircraft Accident Investigation:
- (a) Description: Provides instruction and field training in the investigation of aircraft accidents.
 - (b) Duration: 2 weeks.
 - (c) Location: University of Southern California, Los Angeles, CA.
 - (d) Eligibility/Prerequisites: Flight Safety Officer or Engineering Officer.
3. Aircraft Accident Prevention:
- 1. Description: Teaches the concepts of accident prevention.
 - 2. Duration: 2 weeks.
 - 3. Location: University of Southern California, Los Angeles, CA.
 - 4. Eligibility/Prerequisites: Flight Safety Officer, Engineering Officer.
4. LTS-101 Engine Maintenance:
- 1. Description: Teaches maintenance and repair of the LTS-101 engine.
 - 2. Duration: 3 weeks and 3 days.
 - 3. Location: ATTC, Elizabeth City, NC.
 - 4. Eligibility: AD's who have completed HH-65A Airframe/Powertrain.
5. Aeronautical Engineering Maintenance Management/Rotary Wing Maintenance Officer:
- 1. Description: Provides classroom training for aircraft maintenance officers, and provides initial indoctrination to students undergoing the aircraft maintenance officer program.
 - 2. Duration: 5-6 weeks.
 - 3. Location: AVTECHTRACEN, Elizabeth City, NC, and Coast Guard Headquarters (G-EAE), Washington, D.C.
 - 4. Eligibility/Prerequisites: Officers selected for or assigned to Aircraft Maintenance Officer training.

6. Aviation Command Safety:

1. Description: Provides commanding officers of aviation units with indoctrination in the duties and responsibilities of the Flight Safety Officer.
2. Duration: 1 week.
3. Location: NAVPGSCOL, Monterey, CA.
4. Eligibility/Prerequisites: Commanding officer or prospective commanding officer of aviation unit.

7. Aviation Supply Procedures:

1. Description: Provides indoctrination in unit administration of the aviation supply system. Familiarizes students with Aircraft Repair and Supply Center procedures.
2. Duration: 3 days.
3. Location: AR & SC, Elizabeth City, NC.
4. Eligibility/Prerequisites: Aircraft maintenance officer trainees, aviation material officers and selected storekeepers assigned aviation supply responsibilities.

8. A-32H-4A Dual Rail System:

1. Description: Provides maintenance training in C-130 dual rail system.
2. Duration: 3 days.
3. Location: Various USAF facilities.
4. Eligibility/Prerequisites: AM/ASM, any rate.

9. AN/APN-147/ASN-35:

1. Description: Provides classroom and practical training for unit level maintenance and repair.
2. Duration: 3 weeks.
3. Location: Various USAF facilities.
4. Eligibility/Prerequisites: AT any rate.

10. AN/APX-72 (AIMS):

- (a) Description: Provides classroom and practical training for unit level maintenance and repair.

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- (b) Duration: 2-4 weeks.
- (c) Location: Various USN & USAF training facilities.
- (d) Eligibility/Prerequisites: AT any rate.

11. AN/ARN-118(V) TACAN:

- 1. Description: Provides training in the maintenance of the AN/ARN-118(V) TACAN.
- 2. Duration: 4 weeks.
- 3. Location: ATTC, Elizabeth City, NC.
- 4. Eligibility: AT's assigned to repair subject units.

12. ARC-51(A)/ARC 94 UHF:

- 1. Description: Provides classroom and practical training for unit level maintenance and repair.
- 2. Duration: 4 weeks.
- 3. Location: ATTC, Elizabeth City, NC.
- 4. Eligibility/Prerequisites: AT any rate.

13. C-12 Compass Systems:

- 1. Description: Provides classroom and practical training to the intermediate maintenance and repair level.
- 2. Duration: 1 week.
- 3. Location: Various USAF facilities.
- 4. Eligibility/Prerequisites: AE any rate at C-130 E/H units.

14. C-130 Electrical Repair Technician:

- (a) Description: Provides classroom and practical training for unit level maintenance and repair.
- (b) Duration: 2 weeks.
- (c) Location: Various USAF facilities.
- (d) Eligibility/Prerequisites: AE any rate.

15. C-130 Flight Engineer:

- (a) Description: Provides classroom, simulator and flight training in C-130 flight engineer duties.

- (b) Duration: Approximately 10 weeks.
 - (c) Location: Various USAF facilities.
 - (d) Eligibility/Prerequisites: AE/AD/AM any rate.
16. C-130 Fuel Cell Repair:
- (a) Description: Provides classroom and practical training in C-130 fuel cell repair.
 - (b) Duration: 1 week.
 - (c) Location: Lockheed Aircraft Corp., Marietta, GA.
 - (d) Eligibility/Prerequisites: AM any rate.
17. C-130 Ground-Turbine Compressor:
- (a) Description: Provides classroom and practical training on the operation, maintenance and repair of the GTCP-85 series gas turbine compressor.
 - (b) Duration: 1 week.
 - (c) Location: Various USAF facilities.
 - (d) Eligibility/Prerequisites: AD/AE/AM any rate.
18. C-130 Instrument Repair Technician:
- (a) Description: Provides classroom and practical training in C-130 instrument repair.
 - (b) Duration: 2 weeks.
 - (c) Location: Various USAF facilities.
 - (d) Eligibility/Prerequisites: AE any rate.
19. C-130 Loadmaster:
- (a) Description: Provides classroom and practical training for unit level maintenance and repair.
 - (b) Duration: Approximately 2 weeks.
 - (c) Location: Various USAF facilities.
 - (d) Eligibility/Prerequisites: AD/ASM/AM any rate.
20. C-130 Maintenance Technician:
- (a) Description: Provides classroom and practical training for unit level maintenance and repair.

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- (b) Duration: 3 weeks.
- (c) Location: Various USAF facilities.
- (d) Eligibility/Prerequisites: AD/AE/AM any rate.

21. C-130 Pilot Qualification/Transition:

- (a) Description: Provides training to qualify pilots in C-130 aircraft, including ground training, flight simulator and Phase I flight training. Similar transition training permits aviators currently qualified in another aircraft to become C-130 qualified.
- (b) Duration: 7 weeks.
- (c) Location: Little Rock AFB, Little Rock, AR.
- (d) Eligibility/Prerequisites: Designated Coast Guard aviators currently qualified in a Coast Guard aircraft must forward a written request for transition training to Commandant (G-PO). The request must include a statement indicating agreement to undertake a 4-year service obligation upon completion of training.
- (e) Obligated Service Requirement. The obligated service requirement incurred by aviators who request and receive aircraft transition training is 4 years. This obligated service will be applied in addition to all other obligated service. The 4-year obligated service is incurred by aviators who request and receive aircraft transition training except:
 - (1) Flight students receiving their initial qualification.
 - (2) Direct commissioned aviators initially assigned to a Coast Guard air station.
 - (3) Direct commissioned aviators who, initially assigned to flight instructor duty, are reassigned to a Coast Guard air station and maintain aviation experience exclusive to one type of aircraft, i.e., fixed-wing prior experience, fixed-wing flight instructor, fixed-wing Coast Guard assignment.
 - (4) Aviators who receive transition training as a result of service direction, i.e., transfer to a unit that does not have an aircraft in which the aviator is currently qualified.

22. C-130 Pneudraulics Technician:

- (a) Description: Provides classroom and practical training for unit level maintenance and repair.
- (b) Duration: 2 weeks.

- (c) Location: Various USAF facilities.
 - (d) Eligibility/Prerequisites: AD/AE/AM any rate.
23. C-130 Propeller:
- (a) Description: Provide classroom and practical training in C-130 propeller maintenance.
 - (b) Duration: 2 weeks.
 - (c) Location: Hamilton Standard, On-site training.
 - (d) Eligibility/Prerequisites: AD any rate.
24. Corrosion Control:
- (a) Description: Provides classroom and practical training in aircraft corrosion control techniques.
 - (b) Duration: 2 weeks.
 - (c) Location: Sheppard AFB, Wichita Falls, TX.
 - (d) Eligibility/Prerequisites: Aviation engineering officers and AM E-6 or above.
25. Crash Survivor Investigators School:
- (a) Description: Provides aviation personnel with training in the theory and practical application of crash safety concepts.
 - (b) Duration: 2 weeks.
 - (c) Location: Arizona State University, Tempe, AZ.
 - (d) Eligibility/Prerequisites: Flight safety officers, aviation engineers, flight surgeons; letter of request sent to COMDT (G-PTE).
26. Dart Engine Maintenance:
- (a) Description: Provides training in knowledge and skills necessary to perform maintenance on the DART Engine.
 - (b) Duration: 2 weeks.
 - (c) Location: Rolls Royce, Montreal, Canada.
 - (d) Eligibility/Prerequisites: AD assigned to Elizabeth City Air Station with the VC-4.
27. E-4 Autopilot:
- (a) Description: Provides classroom and practical training for unit level maintenance and repair.

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- (b) Duration: 2 weeks.
- (c) Location: Various USAF facilities.
- (d) Eligibility/Prerequisites: AE any rate.

28. Flight Safety Officer:

- (a) Description: The flight safety officer training course provides qualified aviators with knowledge of aircraft accident prevention and investigation techniques. The training prepares the officer to manage a unit safety program. Motivation and communication techniques necessary to serve as a Flight Safety Officer.
- (b) Duration: 6 - 8 weeks.
- (c) Location: Norton AFB, San Bernardino, CA., NAVPGSCOL, Monterey, CA.
- (d) Eligibility/Prerequisites:
 - (1) Available to career oriented aviators based on the needs of the service. Applicants should be a qualified aircraft commander, exhibit excellent aviation abilities, demonstrate the best qualities of interpersonal relations, have above average evaluation reports, and possess strong motivation toward safety. Selections are made based on the above information and the commanding officer's endorsement. The selection board consists of members of the flight safety programs staff with input from the aviation assignments officer.
 - (2) Individuals desiring to be considered for this training should submit letter requests to the Commandant (G-PTE) with a copy to Commandant (G-CSP) via the chain of command. Applications should include the following information:
 - 1. Year of commission.
 - 2. Commission source.
 - 3. Previous education and degree(s) held.
 - 4. Aircraft qualifications, date of qualification, total flight time (RW/FW).
 - 5. Date reported present unit and expected date of transfer.
 - 6. Reason for requesting flight safety training.
 - 7. Career Intentions.
 - 8. Any additional information to be considered.

- (3) Duties of Flight Safety Officers and detailed information on the flight safety program are contained in Chapter 8 of the Safety and Occupational Health Manual (COMDTINST M5100.29 series) which should be consulted prior to submitting applications.

29. Flight Surgeon:

- (a) Description: Provides classroom and practical training for medical officers assigned to flight surgeon duties.
- (b) Duration: 7 weeks.
- (c) Location: Ft. Rucker, AL and other DOD facilities.
- (d) Eligibility/Prerequisites: Selected medical officers.

30. Fuel System Technician:

- (a) Description: Provides classroom and practical training for personnel assigned as Fuel Farm Operators.
- (b) Duration: 3 weeks.
- (c) Location: Chanute AFB, Rantoul, IL.
- (d) Eligibility/Prerequisites: AD/AM.

31. Ground Safety Officer:

- (a) Description: Provides safety personnel with training in reporting procedures and accurate determination of all causes of a ground accident.
- (b) Duration: 3 weeks.
- (c) Location: Arizona State University, Tempe, AZ.
- (d) Eligibility/Prerequisites: Officer applicants considered on an individual basis. Letter request sent to COMDT (G-PTE).

32. Heli-Arc Welding:

- (a) Description: Provides on-the-job training for qualification in stainless steel and aluminum or magnesium welding.
- (b) Duration: 6 weeks.
- (c) Location: Various USN NAVAIRESWORKFAC.
- (d) Eligibility/Prerequisites: AM any rate.

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33. Helicopter Accident Investigation:

- (a) Description: Provides classroom and practical training in analysis of helicopter accident investigation.
- (b) Duration: 2 weeks.
- (c) Location: University of Southern California, Los Angeles, CA.
- (d) Eligibility/Prerequisites: Aviation engineering and flight safety officers; letter of request to COMDT (G-PTE).

34. HH-3F Helicopter Technician:

- (a) Description: Provides classroom and practical training in HH-3F airframe/powertrain maintenance and repair.
- (b) Duration: 5 weeks.
- (c) Location: Various USAF training facilities.
- (d) Eligibility/Prerequisites: AD/AM any rate.

35. HH-3F Automatic Flight Control System/Electrical, AYN-2:

- (a) Description: Provides classroom and practical training for unit level maintenance and repair.
- (b) Duration: 27 days.
- (c) Location: AVTECHTRACEN, Elizabeth City, NC.
- (d) Eligibility/Prerequisites: AE any rate.

36. HH-3F Proficiency:

- (a) Description: Provides annual instrument check and emergency procedures review in HH-3F helicopter simulator. (b) Duration: 1 week.
- (b) Location: ATC Mobile, AL.
- (c) Eligibility/Prerequisites: On flight status and qualified for flight duty as required by Commandant Instruction M3710.1 (series).

37. HH-3F Requalification:

- (a) Description: Provides training including flight and simulator, to aviators who were previously qualified in HH-3F helicopters.
- (b) Duration: 3 weeks.
- (c) Location: ATC Mobile, AL.

- (d) Eligibility/Prerequisites: On flight status and qualified for flight duty, previously qualified on the HH-3F.
38. HH-3F Pilot Qualification/Transition:
- (a) Description: Provides HH-3F transition training, including flight and simulator, to previously designated pilots.
 - (b) Duration: 7 weeks.
 - (c) Location: ATC Mobile, AL.
 - (d) Eligibility/Obligated Service Requirement: Identical to requirements for the C-130 listed in paragraphs B.21 (d) and (e).
39. ADL-81 LORAN Receiver:
- (a) Description: Provides specialized training in the maintenance of the ADL-81 LORAN "C" Receiver.
 - (b) Duration: 4 weeks.
 - (c) Location: ATTC, Elizabeth City, NC.
 - (d) Eligibility: AT's assigned to maintain subject units.
40. AN/APS-127 Radar:
- (a) Description: Provides selected AT's with specialized training in the maintenance of the AN/APS-127 radar.
 - (b) Duration: 4 weeks.
 - (c) Location: ATTC, Elizabeth City, NC.
 - (d) Eligibility: AT's assigned to maintain AN/APS-127 units.
41. AN/ARC-84 VHF-AM Transceiver:
- (a) Description: Provides training in unit level maintenance.
 - (b) Duration: 2 weeks.
 - (c) Location: ATTC, Elizabeth City, NC.
 - (d) Eligibility: AT's assigned to maintain AN/ARC-84 units.
42. AN/APN-171 Radar Altimeter:
- (a) Description: Provides training in unit level maintenance.
 - (b) Duration: 2 weeks.
 - (c) Location: ATTC, Elizabeth City, NC.

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- (d) Eligibility: AT's assigned to maintain subject units.
43. 618M-3 VHF-AM Transceiver:
- (a) Description: Trains AT's to maintain the 618M-3 Transceiver.
 - (b) Duration: 2 weeks.
 - (c) Location: ATTC, Elizabeth City, NC.
 - (d) Eligibility: AT's assigned to maintain subject units.
44. Hobart Ground Power Unit:
- (a) Description: Provides classroom and preventive maintenance training on Hobart Ground Power Unit. Electrical system only.
 - (b) Duration: 1 week.
 - (c) Location: Hobart Brothers Co., Troy, OH.
 - (d) Eligibility/Prerequisites: AE any rate.
45. Jet Engine Accident Investigation:
- (a) Description: Provides classroom and practical training in analysis of jet engine failures.
 - (b) Duration: 2 weeks.
 - (c) Location: Chanute AFB, Rantoul, IL.
 - (d) Eligibility/Prerequisites: Aviation engineering and flight safety officers. Designated maintenance officer trainees, maintenance officers.
46. LTN-72:
- (a) Description: Provides familiarization with LTN-72 system, operation and troubleshooting of major component.
 - (b) Duration: 2 days.
 - (c) Location: Litton Aero Products, Calabasas, CA.
 - (d) Eligibility/Prerequisites: AT any rate, selected CWO's (ELC).
47. LTN-211:
- (a) Description: Provides familiarization with LTN-211 system, operation, and troubleshooting of major component.
 - (b) Duration: 2 days.
 - (c) Location: Litton Aero Products, Calabasas, CA.

(d) Eligibility/Prerequisites: AT any rate, selected CWO's (ELC).

48. Micro-Miniature Component Repair:

(a) Description: Provides classroom and practical training for unit level repair of micro-miniature circuit boards.

(b) Duration: 4 weeks.

(c) Location: Various USN Training facilities.

(d) Eligibility/Prerequisites: AT/AE (one per unit), graduate of Miniature Component Repair course.

49. Miniature Component Repair:

(a) Description: Provides classroom and practical training for unit level repair of miniature and LSI circuit boards.

(b) Duration: 2-3 weeks.

(c) Location: Various USN facilities.

(d) Eligibility/Prerequisites: AT/AE any rate (one per unit).

50. NI-CAD Battery:

(a) Description: Provides on-site training.

(b) Duration: 1 week.

(c) Location: Various USAF facilities.

(d) Eligibility/Prerequisites: AE any rate.

51. Non-Destructive Inspection (Theory):

(a) Description: Provides training in the principles and applications of non-destructive inspection methods.

(b) Duration: 2 weeks.

(c) Location: Chanute AFB, Rantoul, IL.

(d) Eligibility/Prerequisites: Aviation engineering officers, CWO's (AVI) and enlisted AM, E-6 or above.

52. Sewing Machine Maintenance:

(a) Description: Provides classroom and practical maintenance and repair training for sewing machines utilized by military.

(b) Duration: 2 weeks.

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(c) Location: Chanute AFB, Rantoul, IL and various other USAF training facilities.

(d) Eligibility/Prerequisites: ASM any rate (one per unit).

53. SPEY Engine Maintenance:

(a) Description: Provides training in knowledge and skills necessary to perform maintenance on the SPEY engine.

(b) Duration: 2 weeks.

(c) Location: Rolls Royce, Montreal, Canada.

(d) Eligibility/Prerequisites: AD assigned to Washington Air Station with the VC-11.

54. T-56-A-7 or 15 Engine Electrical:

(a) Description: Provides classroom and practical training in the T-56 engine electrical system.

(b) Duration: 3 weeks.

(c) Location: Allison Corporation, Indianapolis, IN.

(d) Eligibility/Prerequisites: AD any rate, engineering and assistant engineering officers.

55. T-56-A-7 or 15 Engine Maintenance:

(a) Description: Provides unit level maintenance and repair training in T-56-A-7 or 15 engine.

(b) Duration: 3 weeks.

(c) Location: Allison Corporation, Indianapolis, IN.

(d) Eligibility/Prerequisites: AD any rate, engineering and assistant engineering officers.

56. T-58-5 Engine:

(a) Description: Provides classroom and practical training for unit level maintenance and repair.

(b) Duration: 3 weeks.

(c) Location: AVTECHTRACEN, Elizabeth City, NC.

(d) Eligibility/Prerequisites: AD any rate.

57. T-58-8B Engine:

(a) Description: Provides classroom and practical training for unit level in maintenance and repair.

- (b) Duration: 3 weeks.
- (c) Location: AVTECHTRACEN, Elizabeth City, NC.
- (d) Eligibility/Prerequisites: AD any rate.

58. VC-4 Initial Pilot Qualification:

- (a) Description: Provides training to qualify pilots in VC-4 aircraft including ground training and simulator.
- (b) Duration: 2 weeks.
- (c) Location: Flight Safety International, Savannah, GA.
- (d) Eligibility/Prerequisites: On flight status, assignment to Air Station Elizabeth City, NC.

59. VC-4 Maintenance (Initial):

- (a) Description: Provides training on the systems operation and maintenance for the VC-4 aircraft.
- (b) Duration: 4 weeks.
- (c) Location: Flight Safety International, Savannah, GA.
- (d) Eligibility/Prerequisites: AD/AM/AE assigned to Air Station Elizabeth City, NC.

60. VC-4 Maintenance (Refresher):

- (a) Description: Provides refresher training on systems operation and maintenance for the VC-4 aircraft.
- (b) Duration: 1 week.
- (c) Location: Flight Safety International, Savannah, GA.
- (d) Eligibility/Prerequisites: AD/AM/AE at AIRSTA Elizabeth City, NC.

61. VC-4 Pilot Refresher:

- (a) Description: Provides refresher training in emergency duties and procedures in VC-4 aircraft including ground training and simulator.
- (b) Duration: 1 week.
- (c) Location: Flight Safety International, Savannah, GA.
- (d) Eligibility/Prerequisites: On flight status at Elizabeth City, NC.

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62. VC-11 Initial Pilot Qualification:

- (a) Description: Trains pilots in VC-11, including ground training and simulator.
- (b) Duration: 2 weeks.
- (c) Location: Flight Safety International, Savannah, GA.
- (d) Eligibility/Prerequisites: Flight status at Air Station Washington, DC.

63. VC-11 Maintenance (Initial):

- (a) Description: Provides training on the systems operation and maintenance for the VC-11 aircraft.
- (b) Duration: 5 weeks.
- (c) Location: Flight Safety International, Savannah, GA.
- (d) Eligibility/Prerequisites: AD/AM/AE assigned to Air Station Washington, DC.

64. VC-11 Maintenance (Refresher):

- (a) Description: Provides refresher training on systems operation and maintenance for the VC-11 aircraft.
- (b) Duration: 1 week.
- (c) Location: Flight Safety International, Savannah, GA.
- (d) Eligibility/Prerequisites: AD/AM/AE assigned to Air Station Washington, DC.

65. VC-11 Pilot Refresher:

- (a) Description: Provides refresher training in emergency duties and procedures in VC-11 aircraft including ground training and simulator.
- (b) Duration: 1 week.
- (c) Location: Flight Safety International, Savannah, GA.
- (d) Eligibility/Prerequisites: On flight status, assignment to Air Station Washington, D.C.

66. HU-25A Electrical:

- (a) Description: Trains AE's to maintain and repair HU-25A electrical systems at the unit and/or intermediate level.
- (b) Duration: 4 weeks.

- (c) Location: ATTC, Elizabeth City, NC.
- (d) Eligibility: AE's with at least six months experience around HU-25A's.

67. HH-65A Pilot Qualification/Transition:

- (a) Description: Provides HH-65A transition training, including flight and simulator, to previously designated helicopter pilots.
- (b) Duration: 4 weeks.
- (c) Location: ATC Mobile, AL.
- (d) Eligibility/Obligated Service Requirement: Identical to requirements for the C-130 listed in paragraph B.21.

68. HU-25A Airframe:

- (a) Description: Trains in the configuration, operation, inspection and repair of the HU-25A airframe at the organizational and intermediate levels.
- (b) Duration: 2 weeks and 2 days.
- (c) Location: ATTC, Elizabeth City, NC.
- (d) Eligibility: AD's and AM's with at least six months of air station experience.

69. HU-25A Avionics:

- (a) Description: Trains for inspection, maintenance, troubleshooting and repair of HU-25A avionics at the organizational level.
- (b) Duration: 4 weeks.
- (c) Location: ATTC, Elizabeth City, NC.
- (d) Eligibility: AT's with at least six months experience at a unit with HU-25A's.

70. HH-65A Electrical/AFCS/Flight Director:

- (a) Description: Teaches inspection, testing, maintenance and repair of selected HH-65A electrical components and aircraft subsystems.
- (b) Duration: 5 weeks and 3 days.
- (c) Location: ATTC, Elizabeth City, NC.
- (d) Eligibility: AE's with six months field experience at an operational HH-65A aviation unit.

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71. HH-65A Avionics:

- (a) Description: Teaches inspection, testing, maintenance and repair of selected HH-65A avionics components and aircraft subsystems.
- (b) Duration: 5 weeks and 2 days.
- (c) Location: ATTC, Elizabeth City, NC.
- (d) Eligibility: AT's with at least six months experience at an operational HH-65A unit.

72. HH-65A Airframe/Power Train:

- (a) Description: Provides training in the maintenance of selected HH-65A systems.
- (b) Duration: 5 weeks.
- (c) Location: ATTC, Elizabeth City, NC.
- (d) Eligibility: AM's and AD's with at least six months experience at an operational HH-65A unit.

73. HH-65A Proficiency:

- (a) Description: Provides annual instrument check and emergency procedures review in HH-65A helicopter simulator.
- (b) Duration: 1 week.
- (c) Location: ATC Mobile, AL.
- (d) Eligibility/Prerequisites: On flight status and qualified for flight duty as required by Commandant Instruction M3710.1 (series).

74. HU-25A Pilot Qualification/Transition:

- (a) Description: Provides HU-25A transition training, including flight and simulator, to previously designated fixed-wing pilots.
- (b) Duration: 6 weeks.
- (c) Location: ATC Mobile, AL.
- (d) Eligibility/Obligated Service Requirement: Identical to requirements for the C-130 listed in paragraph B.21.

75. HU-25A Proficiency:

- (a) Description: Provides annual instrument check and emergency procedures review in HU-25A simulator.
- (b) Duration: 1 week.

- (c) Location: ATC, Mobile, AL.
- (d) Eligibility/Prerequisites: On flight status and qualified for flight duty as required by Commandant Instruction M3710.1 (series).

76. HU-25A Requalification:

- (a) Description: Provides training including flight and simulator, to aviators who were previously qualified in HU-25A aircraft.
- (b) Duration: 3 weeks.
- (c) Location: ATC Mobile, AL.
- (d) Eligibility/Prerequisites: On flight status and qualified for flight duty, previously qualified in the HU-25A.

77. HH-65A Requalification:

- (a) Description: Provides training including flight and simulator, to aviators who were previously qualified in HH-65A aircraft.
- (b) Duration: 3 weeks.
- (c) Location: ATC Mobile, AL.
- (d) Eligibility/Prerequisites: On flight status and qualified for flight duty, previously qualified in the HH-65A.

78. Aviation Electrician's Mate (AE):

- (a) Description: Training in aircraft electrical and instrument systems and material management procedures.
- (b) Duration: 17 weeks.
- (c) Location: NATTC, NAS Memphis, Millington, TN.
- (d) Eligibility/Prerequisites: AE2 or above and career oriented. Selected based on best qualified and availability for transfer.

79. Aviation Electronics Technician (AT):

- (a) Description: Training in electronics theory, circuitry, analysis, avionics systems, maintenance procedures and application of test equipment for personnel having maintenance, training or supervisory responsibilities.
- (b) Duration: 28 weeks.
- (c) Location: NATTC, NAS Memphis, Millington, TN.
- (d) Eligibility/Prerequisites: AT2 or above and career oriented. Selected based on best qualified, availability for transfer.

80. Other Courses (Air Force): For further information on these courses, contact Commandant (G-EAE) or (G-PTE-2). Courses include Jet Test Cell, Ultrasonic Eddy/Current, Inert Welding, Liquid Fuel Systems, Fire Rescueman, Aircraft Maintenance Officer, Quality Assurance, USAF Technical Publications, Logistics of Hazardous Cargo, Environmental Technician, T-56 Engine, Field Level Engine and Propeller, Cargo Rail Repair, General Aircraft Maintenance Technician, Advanced Composites, Micro Miniature Soldering, and PACE repair.

C. CIVILIAN ADVANCED TRAINING COURSES:

1. Civilian Personnel Procedures for Supervisors:

- (a) Description: This course is designed to provide the basic skills and knowledge for supervisors to carry out their basic responsibilities. The topics in the area of CG civilian personnel management include: Organization for Personnel Management; Position Classification; Position Management; Staffing, Leave and Absences, Discipline, Grievances and Appeals; Other Employee Relations Programs; Performance Evaluation; Labor Relations and Employee Development and Training.
- (b) Duration: 40 hours.
- (c) Location: Various.
- (d) Eligibility/Prerequisites: All supervisors of civilians.

2. Civilian Personnel Management Training Course for Senior Officers:

- (a) Description: This course addresses the roles and responsibilities of senior officers in administering the various civilian personnel programs. It is intended to acquaint managers with the Federal personnel system with particular attention to its operation within the Coast Guard. Emphasis is placed on the legislative framework, regulatory authorities and the laws and regulations governing the employment of civilians. Topics include staffing and placement, position classification, labor and employee relations, and budgetary and ceiling controls.
- (b) Duration: 1 week.
- (c) Location: Various.
- (d) Eligibility/Prerequisites: Participants should normally be O-5's or O-6's and be assigned or scheduled for assignment to positions with managerial responsibility for civilians. Deputy office chiefs in Headquarters, district chiefs of staff and chiefs of personnel divisions, commanding officers, and executive officers are ideal candidates.

3. Civilian Personnel Programs for Supervisors:

- (a) Description: This is the second of two 40 hour courses and meets OPM, DOT and USCG requirements of 80 hours of civilian personnel

(cont'd) management training for all supervisors. The course concentrates on specific CG personnel programs and major issues impacting on CG supervisors.

- (b) Duration: 40 hours.
- (c) Location: Various.
- (d) Eligibility/Prerequisite: All supervisors of civilians who have completed the course "Civilian Personnel Procedures for Supervisors" in the past 12 - 24 months.

D. COMMUNICATIONS SERVICES:

1. CMS Custodian (A-4C-0014):

- (a) Description: Train personnel to assume the duties of CMS related billets.
- (b) Duration: 5 days.
- (c) Location: Various.
- (d) Eligibility/Prerequisites: Must be E-6 or above. Personnel in/or ordered to CMS related billets. Must possess a SECRET security clearance.

2. Communications Officer (Fleet) (A-4C-0010):

- (a) Description: To provide basic training in communications for Junior Officers.
- (b) Duration: 42 days.
- (c) Location: Various.
- (d) Eligibility/Prerequisites: Junior Officers in/or ordered to communication billets afloat. Must possess a SECRET clearance.

3. Communications Officer (Ashore) (A-4C-0016):

- (a) Description: To provide training in communication equipment, systems and procedures.
- (b) Duration: 40 days.
- (c) Location: NETC Newport, RI.
- (d) Eligibility/Prerequisites: Junior Officers in/or ordered to communication billets ashore. Must possess a SECRET clearance.

4. Communications Procedures (Advanced) (J-201-0807):

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- (a) Description: To train communications personnel in advanced communication procedures at a level to promote more efficient accomplishment of their duties in supervisory or operational situations.
 - (b) Duration: 05 days.
 - (c) Location: Fleet Training Center, Norfolk, Va.
 - (d) Eligibility/Prerequisites: Graduate of RM "A" school or equivalent. Paygrade E-4 or above and possess CONFIDENTIAL clearance.
5. Communications System Operator (A-260-0063):
- (a) Description: Provide training of personnel in operating procedures of various communication equipment and systems.
 - (b) Duration: 40 days.
 - (c) Location: Fleet Training Center, Norfolk, VA.
 - (d) Eligibility/Prerequisites: Graduate of RM "A" school or equivalent. Paygrade E-4 or above.
6. Communications Systems Technician (A-202-0013):
- (a) Description: Provides technical control instruction in communications procedures.
 - (b) Duration: 79 days.
 - (c) Location: Service Schools Command, NTC, San Diego, CA.
 - (d) Eligibility/Prerequisites: RM2 or above, career oriented, graduate of RM Class C course, and hold a confidential security clearance.
7. NAVMACS System Operator: (A-260-0033):
- (a) Description: Provides classroom and practical training for unit level operation.
 - (b) Duration: 12 days.
 - (c) Location: Fleet Training Center Norfolk, Va. and San Diego, Ca.
 - (d) Eligibility/Prerequisites: Graduate of RM "A" school or equivalent.
8. Radioman C-7 (A-202-0033):
- (a) Description: To provide the operational, technical, and managerial knowledge and skills to maintain communications at a level of optimum performance.

- (b) Duration: 78 days.
 - (c) Location: Service Schools Command, NTC, San Diego, CA.
 - (d) Eligibility/Prerequisites: RM3 or above, career oriented, and hold a SECRET security clearance.
9. Shipboard VISUAL TEMPEST Inspection (Field Technical Authority Certification):
- (a) Description: Provides training of personnel involved with planning, design, installation or inspection of shipboard Secure Electrical Information Processing Systems (SEIPS).
 - (b) Duration: 5 days.
 - (c) Location: USCG Yard, Baltimore, Md.
 - (d) Eligibility/Prerequisites: Must be an engineer or technician E-6 or above involved with shipboard SEIPS, or be assigned duties involving design, planning or installation of shipboard SEIPS. Must possess a SECRET security clearance.
10. Tempest Fundamentals (L30ZR4934-000):
- (a) Description: Provides training in the tasks and knowledges required for entry level positions in the TEMPEST community.
 - (b) Duration: 5 days.
 - (c) Location: Lackland AFB, TX. (USAF).
 - (d) Eligibility/Prerequisites: Must be U.S. CITIZEN and possess a SECRET clearance.
11. Tempest Criteria for System/Facility Design (L30ZR4934-001):
- (a) Description: Provides training in physical security measures as applied to TEMPEST, assessment of shielded enclosures and facilities, and how TEMPEST factors influence designing a system/facility.
 - (b) Duration: 15 days.
 - (c) Location: Lackland AFB, TX. (USAF).
 - (d) Eligibility/Prerequisites: Completion of Tempest Fundamentals course or equivalent knowledge. Experience in designing and/or engineering electronic communications and secure systems is desirable. Must be U.S. Citizen and possess a SECRET clearance.
12. Tempest Criteria for System/Facility Installation (L3AZR0691-001):

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- (a) Description: Provides training of personnel who have a need to know the TEMPEST criteria applicable to national security information processing system/facility installation.
- (b) Duration: 5 days.
- (c) Location: Lackland AFB, TX. (USAF).
- (d) Eligibility/Prerequisites: Must be assigned or scheduled to be assigned to duties involving installation, quality control inspection, engineering, or maintenance supervision of information system/facility installations. Must be a U.S. Citizen and possess a SECRET clearance.

13. Tempest Criteria for System/Facility Design "ON SITE" (L30ZR4934-001):

- (a) Description: Provides training in physical security measures as applied to TEMPEST, assessment of shielded enclosures and facilities, and how TEMPEST factors influence designing a system/facility.
- (b) Duration: 15 days.
- (c) Location: ON SITE.
- (d) Eligibility/Prerequisites: Completion of Tempest Fundamentals course or equivalent knowledge. Experience in designing and/or engineering electronic communications and secure systems is desirable. Must be U.S. Citizen and possess a SECRET clearance.

E. ELECTRONICS ENGINEERING:

1. AN/SPS-66/66A Surface Search Radar (NAV 01):

- (a) Description: Students operate, align, maintain and troubleshoot the AN/SPS-66/66A radar.
- (b) Duration: 09 days.
- (c) Location: TRACEN Governors Island, NY.
- (d) Eligibility/Prerequisites: ET "A" School graduate or equivalent.

2. AN/SPS-64/(V1)/(V2)/(V3) (NAV 02):

- (a) Description: Students operate, align, maintain and troubleshoot the AN/SPS-64 (V) radar.
- (b) Duration: 17 days.
- (c) Location: TRACEN Governors Island, NY.
- (d) Eligibility/Prerequisites: ET "A" School graduate or equivalent.

3. AN/SPS-64 (V4) (NAV 03):
 - (a) Description: Students operate, align, maintain and troubleshoot the AN/SPS-64 (V) radar.
 - (b) Duration: 8 days.
 - (c) Location: TRACEN Governors Island, NY.
 - (d) Eligibility/Prerequisites: NAV 02.
4. AN/WSC-3(V6), UHF AM XCVR (COM 01):
 - (a) Description: Students operate, align, maintain and troubleshoot the AN/WSC-3 transceiver.
 - (b) Duration: 5 days.
 - (c) Location: TRACEN Governors Island, NY.
 - (d) Eligibility/Prerequisites: Graduate of ET "A" school or equivalent.
5. HF-80 System High Power Transmitter (COM 02):
 - (a) Description: Students operate, align, maintain and troubleshoot the HF-80 high power (10KW) equipment, designated the COL-HF-8150A transmitter system.
 - (b) Duration: 12 days.
 - (c) Location: TRACEN Governors Island, NY.
 - (d) Eligibility/Prerequisites: Graduate of ET "A" school or equivalent.
6. HF-80 System Low Power Transmitter (COM 03):
 - (a) Description: Students operate, align, maintain and troubleshoot the HF-80 low power (1KW) equipment, designated the COL-HF-8135A transmitter system.
 - (b) Duration: 15 days.
 - (c) Location: TRACEN Governors Island, NY.
 - (d) Eligibility/Prerequisites: Graduate of ET "A" school or equivalent.
7. AN/SRC-21 and AN/URC-9 (COM 04):
 - (a) Description: Students operate, align, maintain and troubleshoot the AN/URC-9 transceiver.

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- (b) Duration: 10 days.
 - (c) Location: TRACEN Governors Island, NY.
 - (d) Eligibility/Prerequisites: Graduate of ET "A" school or equivalent.
8. LORAN-C Systems (LOR 01):
- (a) Description: Students learn the principles of Loran-C operation and are introduced to Loran-C equipment configurations.
 - (b) Duration: 3 days.
 - (c) Location: TRACEN Governors Island, NY.
 - (d) Eligibility/Prerequisites: Graduate of ET "A" school or equivalent.
9. LORAN-C Timing and Control Equipment (LOR 02):
- (a) Description: Students operate, align, maintain and troubleshoot the AN/FPN-54A Timer Set and associated equipment.
 - (b) Duration: 14 days.
 - (c) Location: TRACEN Governors Island, NY.
 - (d) Eligibility/Prerequisites: Graduate of ET "A" school or equivalent.
10. AN/FPN-39 (LOR 03):
- (a) Description: Students operate, align, maintain and troubleshoot the AN/FPN-39 Loran-C transmitter.
 - (b) Duration: 6 days.
 - (c) Location: TRACEN Governors Island, NY.
 - (d) Eligibility/Prerequisites: Graduate of ET "A" school or equivalent.
11. AN/FPN-42 (LOR 04):
- (a) Description: Students operate, align, maintain and troubleshoot the AN/FPN-42 Loran-C transmitter.

- (b) Duration: 6 days.
 - (c) Location: TRACEN Governors Island, NY.
 - (d) Eligibility/Prerequisites: Graduate of ET "A" school or equivalent.
12. AN/FPN-44/45 High Power LORAN-C Transmitter (LOR 05):
- (a) Description: Students operate, align, maintain and troubleshoot the AN/FPN-44A Loran-C transmitter.
 - (b) Duration: 7 days.
 - (c) Location: TRACEN Governors Island, NY.
 - (d) Eligibility/Prerequisites: Graduate of ET "A" school or equivalent.
13. AN/FPN-64 Solid State LORAN-C Transmitter (LOR 06):
- (a) Description: Students perform preventive and corrective maintenance, operate, align, maintain, troubleshoot and repair the AN/FPN-64 Loran-C transmitter.
 - (b) Duration: 9 days.
 - (c) Location: EECEN Wildwood, NJ.
 - (d) Eligibility/Prerequisites: Graduate of ET "A" school or equivalent.
14. Austron 5000 Primary Chain Monitor Set (LOR 07):
- (a) Description: Students operate the Primary Chain Monitor Set (PCMS), program the PDP-8/5000 computer and troubleshoot the PCMS system using diagnostic tapes and test equipment.
 - (b) Duration: 11 days.
 - (c) Location: TRACEN Governors Island, NY.
 - (d) Eligibility/Prerequisites: Graduate of ET "A" school or equivalent.
15. Control Station Operation (LOR 08):
- (a) Description: Students learn to control Loran-C baselines using the remote PCMS signal data, CALOC and AN/GGC-59(V).

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- (b) Duration: 10 days.
- (c) Location: TRACEN Governors Island, NY.
- (d) Eligibility/Prerequisites: Graduate of ET "A" school or equivalent.

16. Primary Chain Monitor Set Short Course (LOR 09):

- (a) Description: Provide training for senior Electronic Technicians and engineers who have support responsibility for the Primary Chain Monitor Set.
- (b) Duration: 03 days.
- (c) Location: TRACEN Governors Island, NY.
- (d) Eligibility/Prerequisites: Advanced Electronics Training (ACET) or equivalent.

17. Cable Splicing and Fault Location (TEL 01):

- (a) Description: Students learn the standard telephone cable color code, various test equipment usage and cable testing methods.
- (b) Duration: 07 days.
- (c) Location: TRACEN Governors Island, NY.
- (d) Eligibility/Prerequisites: Graduate of ET "A" school or equivalent.

18. Telephony (TEL 02):

- (a) Description: Students learn basic telephone instrument operation and repair.
- (b) Duration: 07 days.
- (c) Location: TRACEN Governors Island, NY.
- (d) Eligibility/Prerequisites: Graduate of ET "A" school or equivalent.

19. Key Telephone Systems (1A2) (TEL 03):

- (a) Description: Students learn the operation of the 1A2 key telephone system.
- (b) Duration: 07 days.

- (c) Location: TRACEN Governors Island, NY.
 - (d) Eligibility/Prerequisites: Graduate of ET "A" school or equivalent.
20. Mitel SX-10/20 Telephone System (TEL 04):
- (a) Description: Students learn basic telephone switchboard operation.
 - (b) Duration: 07 days.
 - (c) Location: TRACEN Governors Island, NY.
 - (d) Eligibility/Prerequisites: Graduate of ET "A" school or equivalent.
21. Carrier Systems (TEL 05):
- (a) Description: Students learn the basic concepts and operation of telephone carrier systems.
 - (b) Duration: 07 days.
 - (c) Location: TRACEN Governors Island, NY.
 - (d) Eligibility/Prerequisites: Graduate of ET "A" school or equivalent.
22. Introduction to Data Communications (TEL 06):
- (a) Description: Students learn the basic operation of data communications systems.
 - (b) Duration: 03 days.
 - (c) Location: TRACEN Governors Island, NY.
 - (d) Eligibility/Prerequisites: Graduate of ET "A" school or equivalent.
23. AN/GGC-65(V) Tempest Model 40 Teletype (TEL 07):
- (a) Description: Students learn the operation of data and teletype terminal equipment.
 - (b) Duration: 14 days.
 - (c) Location: TRACEN Governors Island, NY.
 - (d) Eligibility/Prerequisites: Graduate of ET "A" school or equivalent.

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24. Intercom/Public Address Systems (TEL 08):

- (a) Description: Students learn the operation and use of common Coast Guard shore and shipboard intercommunication and public address systems.
- (b) Duration: 5 days.
- (c) Location: TRACEN Governors Island, NY.
- (d) Eligibility/Prerequisites: Graduate of ET "A" school or equivalent.

25. Mitel SX-100/200 Telephone System (TEL 10):

- (a) Description: Students learn the operation of the Mitel SX-100/200 Generic 217 electronic private automatic branch exchange.
- (b) Duration: 10 days.
- (c) Location: TRACEN Governors Island, NY.
- (d) Eligibility/Prerequisites: Graduate of TT "A" school or equivalent.

26. AN/GGC-65(V) Tempest Model 40 Teletype Organizational Level Repair (TEL 11):

- (a) Description: Students learn the operation and repair of the Tempest Model 40 teletypewriter.
- (b) Duration: 5 days.
- (c) Location: TRACEN Governors Island, NY.
- (d) Eligibility/Prerequisites: Graduate of ET "A" school or equivalent.

27. Mitel SX-10/20 Telephone System (TEL 12):

- (a) Description: Students learn the operation of the Mitel SX-10/20 electronic private automatic branch exchange.
- (b) Duration: 7 days.
- (c) Location: TRACEN Governors Island, NY.
- (d) Eligibility/Prerequisites: Graduate of TT "A" school or equivalent.

28. CDXC-SG1/1A Pulse 120 Telephone System (TEL 14):

- (a) Description: Students learn the operation and troubleshooting of the CDXC-SG1/1A Pulse 120 electronic private automatic brance exchange.

- (b) Duration: 7 days.
 - (c) Location: TRACEN Governors Island, NY.
 - (d) Eligibility/Prerequisites: Graduate of TT "A" school or equivalent.
29. AN/GGC-65(V) Tempest Model 40 Teletype Intermediate Level Repair (TEL 07C):
- (a) Description: Students learn the operation of the Tempest Model 40 teletypewriter, troubleshoot the system and perform intermediate level maintenance.
 - (b) Duration: 14 days.
 - (c) Location: TRACEN Governors Island, NY.
 - (d) Eligibility/Prerequisites: Graduate of TT "A" school or equivalent.
30. ADV Electronics Tech (ETC-7):
- (a) Description: Provides instruction in advanced level electronics technology (management techniques, advanced theory and systems maintenance procedures).
 - (b) Duration: 199 days.
 - (c) Location: Fleet Training Center Norfolk, Va. and San Diego, Ca.
 - (d) Eligibility/Prerequisites: ET2 or above, career oriented. Selected based on best qualified, ecommendation, past training and availability for transfer.
31. AN/GGC-29 Tempest Model 40 (Component Level):
- (a) Description: Provides classroom and practical training for unit level maintenance and repair.
 - (b) Duration: 35 days.
 - (c) Location: NSA Fort Meade, Md. TTY Corp.
 - (d) Eligibility/Prerequisites: Graduate of TT "A" school or equivalent.
32. AN/SLQ-25 (K-130-1075):
- (a) Description: Provides classroom and practical training for unit level maintenance and repair.
 - (b) Duration: 5 days.
 - (c) Location: Fleet Training Center Norfolk Va. and San Diego, Ca.

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- (d) Eligibility/Prerequisites: Graduate of ET "A" school or equivalent.
33. AN/SLQ-32 Operator (016C) (A-102-0210):
- (a) Description: Provide training in procedures to energize, initialize, operate and deenergize AN/SLQ-32 equipment.
 - (b) Duration: 33 days.
 - (c) Location: Fleet Training Center Pearl Harbor, HI.
 - (d) Eligibility/Prerequisites: Graduate of EW Tech. Prev. (A-102-0336) school. Possess a SECRET clearance.
34. AN/SLQ-32(V2) Maintenance (016D) (A-102-0215):
- (a) Description: Provides classroom and practical training for unit level maintenance and repair.
 - (b) Duration: 72 days.
 - (c) Location: Fleet Training Center Norfolk, Va. and San Diego, Ca.
 - (d) Eligibility/Prerequisites: Graduate of ET "A" school or equivalent.
35. AN/SLQ-32(V2) Maintenance (151E) (A-102-0333):
- (a) Description: Provides classroom and practical training for unit level maintenance and repair.
 - (b) Duration: 05 days.
 - (c) Location: NTCC Corey Station, Pensacola, Fl.
 - (d) Eligibility/Prerequisites: Graduate of ET "A" school or equivalent.
36. AN/SLQ-32(V2) Systems (016X) (A-102-0335):
- (a) Description: Provides classroom and practical training for unit level maintenance and repair on the Digital Equipment Corp. mini computer VAX 11/730.
 - (b) Duration: 12 days.
 - (c) Location: NTCC Corey Station, Pensacola, Fl.
 - (d) Eligibility/Prerequisites: Graduate of A-102-0336 school. Possess a TOP SECRET clearance and paygrade E-4 to E-7.
37. AN/SPA-25 (A-104-0129):

- (a) Description: Provides classroom and practical training for unit level maintenance and repair.
 - (b) Duration: 21 days.
 - (c) Location: Fleet Training Center Norfolk, Va. and San Diego, Ca.
 - (d) Eligibility/Prerequisites: Graduate of ET "A" school or equivalent.
38. AN/SPA-66 (A-104-0178):
- (a) Description: Provides classroom and practical training for unit level maintenance and repair.
 - (b) Duration: 26 days.
 - (c) Location: Fleet Training Center Norfolk, Va. and San Diego, Ca.
 - (d) Eligibility/Prerequisites: Graduate of ET "A" school or equivalent.
39. AN/SPS-40 (A-104-0133):
- (a) Description: Provides classroom and practical training for unit level maintenance and repair.
 - (b) Duration: 61 days.
 - (c) Location: Fleet Training Center Norfolk, Va. and San Diego, Ca.
 - (d) Eligibility/Prerequisites: Graduate of ET "A" school or equivalent.
40. AN/SPS-64 ARPA:
- (a) Description: Provides classroom and practical training for unit level maintenance and repair.
 - (b) Duration: 21 days.
 - (c) Location: Commercial.
 - (d) Eligibility/Prerequisites: Graduate of ET "A" school or equivalent. Graduate of NAV 02.
41. AN/SQR-17A(V) (A-130-0110):
- (a) Description: Provides classroom and practical training for unit level maintenance and repair.
 - (b) Duration: 96 days.
 - (c) Location: Fleet Training Center San Diego, Ca.

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- (d) Eligibility/Prerequisites: Graduate of ST "A" school or equivalent.
42. AN/SQS-38 (K-130-0071):
- (a) Description: Provides classroom and practical training for unit level maintenance and repair.
 - (b) Duration: 77 days.
 - (c) Location: Fleet Training Center Norfolk, Va. and San Diego, Ca.
 - (d) Eligibility/Prerequisites: Graduate of ST "A" school or equivalent.
43. A N/UCC-1 (A-101-0022):
- (a) Description: Provides classroom and practical training for unit level maintenance and repair.
 - (b) Duration: 16 days.
 - (c) Location: Fleet Training Center Norfolk Va. and San Diego, Ca.
 - (d) Eligibility/Prerequisites: Graduate of ET "A" school or equivalent.
44. AN/APX-72 MK XII IFF Transponder (A-102-0063):
- (a) Description: Provides classroom and practical training for unit level maintenance and repair.
 - (b) Duration: 19 days.
 - (c) Location: Fleet Training Center Norfolk, Va. and San Diego, Ca.
 - (d) Eligibility/Prerequisites: Graduate of ET "A" school or equivalent.
45. AN/URN-25 TACAN (A-102-0239):
- (a) Description: Provides classroom and practical training for unit level maintenance and repair.
 - (b) Duration: 21 days.
 - (c) Location: Fleet Training Center Norfolk, Va. and San Diego, Ca.
 - (d) Eligibility/Prerequisites: Graduate of ET "A" school or equivalent.
46. AN/UQN-4 (A-130-0074):
- (a) Description: Provides classroom and practical training for unit level maintenance and repair.

- (b) Duration: 12 days.
 - (c) Location: Fleet Training Center Norfolk, Va. and San Diego, Ca.
 - (d) Eligibility/Prerequisites: Graduate of ET "A" school or equivalent.
47. AN/WLR-1C (A-102-0221):
- (a) Description: Provides classroom and practical training for unit level maintenance and repair.
 - (b) Duration: 82 days.
 - (c) Location: NTCC Corey Sta Pensacola, Fl.
 - (d) Eligibility/Prerequisites: Graduate of ET "A" school or equivalent.
48. AN/WSC-3, OE-8C/WSC-1 (A-101-0138):
- (a) Description: Provides classroom and practical training for unit level maintenance and repair.
 - (b) Duration: 33 days.
 - (c) Location: Fleet Training Center Norfolk Va. and San Diego, Ca.
 - (d) Eligibility/Prerequisites: Graduate of ET "A" school or equivalent.
49. AIMS MK XII IFF System Limited Maintenance:
- (a) Description: Provides classroom and practical training for unit level maintenance and repair.
 - (b) Duration: 35 days.
 - (c) Location: NESEA ST. Inigoes, Md.
 - (d) Eligibility/Prerequisites: Graduate of ET "A" school or equivalent.
50. COMDAC System Maintenance:
- (a) Description: Provides classroom and practical training for unit level maintenance and repair.
 - (b) Duration: 77 days.
 - (c) Location: COMDAC Support Facility Portsmouth, Va.
 - (d) Eligibility/Prerequisites: Graduate of ET "A" school or equivalent.

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51. COMDAC System Operator (ET):

- (a) Description: Provides classroom and practical training for ET operators.
- (b) Duration: 05 days.
- (c) Location: COMDAC Support Facility Portsmouth, Va.
- (d) Eligibility/Prerequisites: Graduate of ET "A" school or equivalent.

52. ECCM AIR SEARCH OPERATOR (J-221-0338):

- (a) Description: Provide search radar operators to function effectively in an EEM environment.
- (b) Duration: 05 days.
- (c) Location: Fleet Training Center, Charleston, SC.
- (d) Eligibility/Prerequisites: Paygrade E-5 and below with SECRET clearance.

53. EW DIGITALS (CPD-412C) (A-102-0235):

- (a) Description: Prepare students for entering Electronic Warfare equipment courses.
- (b) Duration: 26 days.
- (c) Location: NTCC Corey Station, Pensacola, Fl.
- (d) Eligibility/Prerequisites: Graduate of ET "A" school or equivalent. SECRET clearance.

54. EW TECH PREV. MAINT. (608J) (A-102-0209):

- (a) Description: Provides basic knowledge of Electronic Warfare doctrine and instructions in basic skills.
- (b) Duration: 61 days.
- (c) Location: NTCC Corey Station, Pensacola, Fl.
- (d) Eligibility/Prerequisites: Graduate of ET "A" school or equivalent. SECRET clearance.

55. EW WATCH SUPERVISOR - SURFACE (J-223-0211):

- (a) Description: To train personnel in the duties of Electronic Warfare.
- (b) Duration: 19 days.

- (c) Location: Various.
 - (d) Eligibility/Prerequisites: E-5 or above with SECRET clearance.
56. LORAN-C Engineering:
- (a) Description: Provides classroom training in the principles of Loran-C.
 - (b) Duration: 14 days.
 - (c) Location: USCG Academy, New London, Ct.
 - (d) Eligibility/Prerequisites: BSEE with LORAN-C experience or equivalent LORAN-C experience.
57. Micro Miniature Repair (A-100-0072):
- (a) Description: Provides classroom and practical training for micro-miniature repair.
 - (b) Duration: 26 days.
 - (c) Location: Various (USN).
 - (d) Eligibility/Prerequisites: ET "A" school or equivalent.
58. Microwave Measurements Calibration:
- (a) Description: Provides classroom and practical training for unit level maintenance and repair.
 - (b) Duration: 35 days.
 - (c) Location: Lowry AFB, Michigan
 - (d) Eligibility/Prerequisites: ET "A" school or equivalent.
59. NAVMACS System Maintenance (A-101-0089):
- (a) Description: Provides classroom and practical training for unit level maintenance and repair.
 - (b) Duration: 89 days.
 - (c) Location: Fleet Training Center Norfolk, Va. and San Diego, Ca.
 - (d) Eligibility/Prerequisites: Graduate of ET "A" school or equivalent.
60. TSEC/KW-7 (A-160-0014):
- (a) Description: Provides classroom and practical training for unit level maintenance and repair.

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- (b) Duration: 46 days.
 - (c) Location: Fleet Training Center, Mare Island, Ca.
 - (d) Eligibility/Prerequisites: Graduate of ET "A" school or equivalent. SECRET clearance.
61. TSEC/KY-8 (A-160-0030):
- (a) Description: Provides classroom and practical training for unit level maintenance and repair.
 - (b) Duration: 59 days.
 - (c) Location: Fort Gordon, Georgia.
 - (d) Eligibility/Prerequisites: Graduate of ET "A" school or equivalent. SECRET clearance.
62. TSEC/KG-13 (3AZR30650-005):
- (a) Description: Provides classroom and practical training for unit level maintenance and repair.
 - (b) Duration: 15 days (Self Pace).
 - (c) Location: Lackland AFB, TX.
 - (d) Eligibility/Prerequisites: Graduate of ET "A" school or equivalent. SECRET clearance.
63. TSEC/KG-14 (A-160-0028):
- (a) Description: Provides classroom and practical training for unit level maintenance and repair.
 - (b) Duration: 53 days.
 - (c) Location: Fleet Training Center, Mare Island, CA.
 - (d) Eligibility/Prerequisites: Graduate of ET "A" school or equivalent and completed TSEC/KG-37R course. SECRET clearance.
64. TSEC/KWR-37 (A-160-0012):
- (a) Description: Provides classroom and practical training for unit level maintenance and repair.
 - (b) Duration: 46 days.
 - (c) Location: Fleet Training Center, Mare Island, CA.
 - (d) Eligibility/Prerequisites: Graduate of ET "A" school or equivalent. SECRET clearance.

65. TSEC/KW-46 Operator (VALLOR) (A-260-0064):
- (a) Description: To provide operators with knowledge and skills required to set up, check out and operate equipment.
 - (b) Duration: 4 days.
 - (c) Location: Fleet Training Center, Norfolk, VA and San Diego Ca.
 - (d) Eligibility/Prerequisites: Graduate of ET "A" school or equivalent. CONFIDENTIAL clearance.
66. TSEC/KL-51 (A-202-0038):
- (a) Description: To provide the necessary skills and knowledge to encrypt and decrypt off-line traffic.
 - (b) Duration: 4 days.
 - (c) Location: Various.
 - (d) Eligibility/Prerequisites: SECRET clearance with crypto access certified.
67. TSEC/KY-57/58 (Vinson) (A-160-0089):
- (a) Description: Provide personnel with knowledge required to conduct limited maintenance on equipment.
 - (b) Duration: 5 days.
 - (c) Location: Fleet Training Center, Norfolk, VA.
 - (d) Eligibility/Prerequisites: Graduate of ET "A" school or equivalent. SECRET clearance.
68. TSEC/KY-65/75 (Parkhill) (A-160-0087):
- (a) Description: Provide personnel with knowledge required to conduct limited maintenance on equipment.
 - (b) Duration: 12 days.
 - (c) Location: Fleet Training Center, Norfolk, VA. and Mare Island, Ca.
 - (d) Eligibility/Prerequisites: Graduate of ET "A" school or equivalent. SECRET clearance.
69. TSEC/KY-71 (STU-II EQ-2210):
- (a) Description: Provides classroom and practical training for unit level maintenance and repair.
 - (b) Duration: 9 days.

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- (c) Location: GSA Kansas City MO. and Washington, DC.
- (d) Eligibility/Prerequisites: Graduate of ET "A" school or equivalent. Final Secret Security Clearance with crypto access required and must be U.S. Citizen.

70. TSEC/KG-84A Maintenance:

- (a) Description: Provides classroom and practical training for unit level maintenance and repair.
- (b) Duration: 5 days.
- (c) Location: Various.
- (d) Eligibility/Prerequisites: Graduate of ET "A" school or equivalent. Final Secret Security Clearance with crypto access required and must be U.S. Citizen.

71. 3M Planned Maintenance Support (PMS) (J-500-0025):

- (a) Description: Provides classroom and practical training on the USN PMS system.
- (b) Duration: 5 days.
- (c) Location: Fleet Training Center Norfolk, Va. and San Diego, Ca.
- (d) Eligibility/Prerequisites: Graduate of ET "A" school or equivalent.

72. Electronics Technician (ET "C"):

- (a) Description: Provides instruction in advanced level electronics technology (management techniques, advanced theory and systems maintenance procedures).
- (b) Duration: 199 days.
- (c) Location: Service School Command, NTC, San Diego, CA.
- (d) Eligibility/Prerequisites: ET2 or above, career oriented, ET Class A course graduate or equivalent. Selected based on best qualified, recommendation, past training and availability for transfer.

F. GENERAL SERVICE - NAVY:

- 1. Navy course information is listed in the Catalog of Navy Training Courses (CANTRAC) NAVEDTRA 10500, issued in three volumes as follows:
 - (a) Volume I: Introduction, General Information and Quota Control Notes (pamphlet format).
 - (b) Volume II: Course descriptions (microfiche).

- (c) Volume III: Convening schedules (microfiche).
 - (d) Alphabetical & Numerical Indices for CANTRAC: Lists course title and number (no volume number, pamphlet format).
2. New editions of the manual (pamphlets and microfiche) are issued semi-annually. Copies are distributed to all major Coast Guard units. District units should coordinate requests for information and courses through district training officers.

G. LEGAL

1. Basic Law Specialist:
- (a) Description: Instruction in military justice, maritime and international law, pollution, fisheries, port safety, boating safety laws and law enforcement, bridge administration, environmental law, personnel law and legal assistance, administrative and procurement law, claims and litigation, regulations and their writing and other legal subjects of interest to the Coast Guard.
 - (b) Duration: 8 weeks.
 - (c) Location: RESTRACEN, Yorktown, VA.
 - (d) Eligibility/Prerequisites: Officers (0-2 and 0-3) assigned or under orders to legal billets.
2. Legal Officer:
- (a) Description: Instruction on basic legal topics and issues for the non-lawyer.
 - (b) Duration: 5 weeks.
 - (c) Location: Naval Justice School, Newport, RI.
 - (d) Eligibility: For CWOs assigned/ordered to legal billets.
3. Legalman:
- (a) Description: Designed to meet service needs for qualified legal clerks and verbatim court recorders. The course consists of four weeks of paralegal/legal clerk training plus an additional five weeks of verbatim court-reporter training.
 - (b) Duration: 9 weeks.
 - (c) Location: Naval Justice School, Newport, RI.
 - (d) Eligibility: YN3 and above assigned/ordered to legal billets.
4. Contract Attorney's Course (5F-F10):

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- (a) Description: Basic legal concepts regarding the authority of the Government and its personnel to enter into contracts; contract formation (formal advertising and negotiation), including appropriations, basic contract types, and socio-economic policies; contract performance, including modifications, disputes, including remedies and appeals.
 - (b) Duration: 2 weeks.
 - (c) Location: U.S. Army JAG School, Charlottesville, VA.
 - (d) Eligibility/Prerequisites: Military/civilian attorney, less than 6 months contract experience.
5. Government Contract Law Symposium (5F-F11):
- (a) Description: Advanced legal concepts arising in connection with the practical aspects of contracting, funding, competitive negotiation, socio-economic policies, government assistance, state and local taxation, modifications, weapons system acquisition, truth in negotiations, terminations, labor relations problems, contract claims, and litigation. Course will normally be theme-oriented to focus on a major area of contract law. Intensive instruction will include current changes in the laws, regulations and decisions of courts and boards.
 - (b) Duration: 1 week.
 - (c) Location: U.S. Army JAG School, Charlottesville, VA.
 - (d) Eligibility/Prerequisites: Military/civilian attorneys who have successfully completed the Contract Attorneys' Course (5-F-10), or equivalent training, or have at least 2 years experience as a contract law attorney.
6. Fiscal Law Course (5F-F12):
- (a) Description: Practical legal and administrative problems in connection with the funding of government contracts. Basic aspects of the appropriation process, administrative control of appropriated funds, revolving funds, and minor construction will be covered.
 - (b) Duration: 4-1/2 days.
 - (c) Location: U.S. Army JAG School, Charlottesville, VA.
 - (d) Eligibility/Prerequisites: Military/civilian attorney, contracting officer, comptroller or budget analyst. Attendees should have completed TJAGSA Contract Attorneys' Course, a financial manager's course, a comptrollership course or equivalent.

7. Contract Claims, Litigation and Remedies (5F-F13):

- (a) Description: This course will focus on preparation for litigating contract claims, techniques of litigation, rules of the Boards of Contract Appeals and remedies available to both the government and contractors.
- (b) Duration: 5 days.
- (c) Location: U.S. Army JAG School, Charlottesville, VA.
- (d) Eligibility/Prerequisites: Military/civilian attorney, with at least 6 months of contract experience. Applicants must have successfully completed the Contract Attorneys' Course (5F-F10) or equivalent.

8. Federal Labor Relations Course (5F-F22):

- (a) Description: Law of Federal Employment: Hiring, classification, promotion, and discharge of employees under current civil service laws and regulations; roles of the Office of Personnel Management and Merit Systems Protection Board; grievance and adverse action procedures; substantive standards for adverse actions; reduction-in-force procedures; and equal employment opportunity law; also Federal Labor-Management Relations: Rights and duties of management and labor under Title VII of the Civil Service Reform Act of 1978; representation activities, negotiation of labor contracts; unfair labor practice complaints; administration of labor contracts and procedures for arbitration of grievances. Government Contract Law; also an overview of the responsibility of military officials when government contractors experience labor disputes.
- (b) Duration: 4-1/2 days.
- (c) Location: U. S. Army Judge Advocate General's School, Charlottesville, VA.
- (d) Eligibility/Prerequisites: Military/civilian attorney with less than one year of labor relations experience.

9. Legal Assistance Course (5F-F23):

- (a) Description: New developments in the areas of legal assistance rendered military personnel including consumer protection, family law, state and federal taxation, civil rights, survivor benefits, Soldiers and Sailors' Civil Relief Act, and small claims court procedures. The instruction is presented with the assumption that students already have a fundamental knowledge of legal assistance.
- (b) Duration: 4-1/2 days.
- (c) Location: U. S. Army Judge Advocate General's School, Charlottesville, VA.
- (d) Eligibility/Prerequisites: Military/civilian attorney.

10. Federal Litigation (5F-F29):

- (a) Description: Reviewability and justiciability, federal jurisdiction and remedies, scope of review of military activities, exhaustion of military remedies, Federal Rules of Civil Procedure, civil rights litigation, FTCA litigation, and official immunity. There will be a practical exercise in the preparation of litigation reports and pleadings.
- (b) Duration: 4-1/2 days.
- (c) Location: U. S. Army Judge Advocate General's School, Charlottesville, VA.
- (d) Eligibility/Prerequisites: Military/civilian attorney.

11. Law Office Management (7A-713A):

- (a) Description: Management theory and practice including informal and formal leadership, leadership styles, motivation, and organizational effectiveness. Law office management techniques including management of military and civilian personnel, equipment, law library, office actions and procedures, and budget management and control.
- (b) Duration: 4-1/2 days.
- (c) Location: U. S. Army Judge Advocate General's School, Charlottesville, VA.
- (d) Eligibility/Prerequisites: Military/civilian attorney, warrant officer or senior enlisted personnel.

12. Criminal Trial Advocacy Course (5F-F32):

- (a) Description: Intensive instruction and exercises encompass problems confronting trial and defense counsel from pretrial investigation through appellate review. Issues in evidence, professional responsibility, procedure, trial advocacy, and topical aspects of current military law are considered.
- (b) Duration: 4-1/2 days.
- (c) Location: U. S. Army Judge Advocate General's School, Charlottesville, VA.
- (d) Eligibility/Prerequisites: Military attorney certified as counsel under Article 27b(2), UCMJ, with 6-12 months experience as a trial attorney.

13. Military Judge Course (5F-F33):

- (a) Description: Trial procedure, substantive military criminal law, defenses, instructions, evidence, current military legal problems, and professional responsibility.
- (b) Duration: 3 weeks.
- (c) Location: U. S. Army Judge Advocate General's School, Charlottesville, VA.
- (d) Eligibility/Prerequisites: Military attorney.

14. Law of War Workshop (5F-F42):

- (a) Description: International customs and treaty rules affecting the conduct of forces in military operations in all levels of hostilities, the Hague and Geneva Convention and their application in military operations, to include problems on reporting and investigation of war crimes, treatment and control of civilians, treatment and classification of detainees, the substantial change to the law of war impending as a result of the 1977 Protocols Addition to the 1949 Geneva Conventions, including extensive new obligations of commanders and military attorneys. Practical emphasis is given to all levels of mission planning and accomplishment in accordance with the law of war, to the law of war responsibilities of attorney and non-attorney staff officers and of commanders and to law of war instruction, including techniques and instructional aids.
- (b) Duration: 4-1/2 days.
- (c) Location: U. S. Army Judge Advocate General's School, Charlottesville, VA.
- (d) Eligibility/Prerequisites: Military/civilian attorney, as well as non-attorney officers who are to be involved in any aspect of level of the law of war process: command, operational, staff, advisory or instructional.

15. Legal Aspects of Terrorism (5F-F43):

- (a) Description: What is the terrorism problem, and what measures are being contemplated to counter it both within and outside the United States; relevant international law and agreements, and national legislation in regard to terrorism; the use of force and limitations on the use of force in foreign countries; legal rules applicable to terrorism during armed conflict; counter-terrorism authority of U. S. commanders overseas; the use of force to counter terrorism within the United States both on and off federal installations; the Posse Comitatus Act; relationships within DOD, with federal or local agencies outside DOD, and in regard to other states.

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- (b) Duration: 4-1/2 days.
- (c) Location: U. S. Army JAG School, Charlottesville, VA.
- (d) Eligibility/Prerequisites: Military/civilian attorney whose present or immediately impending major duties include advice to staff or command on the legal aspects of counterterrorism. Security clearance required: Secret. Attendees will assure that orders reflect clearance status.

16. Civilian Institution Legal Courses - Many additional legal courses are available from various civilian institutions such as the Office of Personnel Management, civilian colleges and universities, bar associations and other commercial sources. The courses available cover the entire range of activities of the legal profession and accordingly, are too numerous to list here. Local commands are advised to be attentive to offerings in the local area from these various sources, and establish/maintain a dialogue with community legal institutions for an active CLE training program. NOTE: Quotas for Basic Law Specialist Course (BLSC) are centrally controlled through COMDT (G-LLA) which coordinates funding and staffing through COMDT (G-PTE).

Quotas for all US Army JAG School (Charlottesville, VA) courses are centrally controlled through COMDT (G-LLA) which coordinates funding through COMDT (G-PTE).

Quotas for all other legal courses may be obtained by the local command directly, which must then coordinate funding through COMDT (G-PTE) or utilize local resources.

H. MARINE SAFETY/MARINE ENVIRONMENTAL PROTECTION. All courses are at RESTRACEN, Yorktown, VA.

1. Marine Safety Petty Officer (MS 400 R):

- (a) Description: Trains supervisory personnel for Port Operations departments at Marine Safety units.
- (b) Duration: 6 weeks.
- (c) Eligibility: Enlisted personnel assigned as technician and first-level supervisors in Port Operations departments. Requires satisfactory completion of the Initial Indoctrination Lesson Plan series (MS 400 U 01), a home study course available from the Coast Guard Institute.

2. Hazardous Chemicals ADT Course (MS 482 R):

- (a) Description: The Hazardous Chemicals Training Course trains Coast Guard personnel and other selected emergency response personnel to plan for and respond to hazardous chemical emergencies. Instruction in the hazards of chemicals and petroleum products including their general, physical, chemical

(Cont'd) and toxicological properties, the basic safety requirements when in the presence of chemicals and petroleum products, inspection techniques for vessels and waterfront facilities handling petroleum products and chemicals.

- (b) Duration: 2 weeks.
 - (c) Eligibility/Prerequisites: For Reservists assigned to or augmenting hazardous material teams. Selectees should have completed one of the following courses: PS Basic (SDT), PS Advanced: MES I, MES II, PS "A" School, PSSE, PSSO or any basic resident marine safety course offered before FY85.
3. Marine Safety Inspection Department (MS 452 R):
- (a) Description: Provides entry-level training to prepare Marine Inspectors.
 - (b) Duration: 8 weeks.
 - (c) Eligibility/prerequisites: For E-7 through E-9 and officers assigned to Marine Safety duties. Requires satisfactory completion of the Initial Indoctrination Lesson Plan series (MS 400 U 01), a home study course available from the Coast Guard Institute.
4. Marine Safety Explosive Handling Supervisor (MS 496 R):
- (a) Description: Provides advanced technical training in the safe handling of commercial and military explosives.
 - (b) Duration: 2 weeks.
 - (c) Eligibility/Prerequisites: Selectees should have completed one of the following: PSSO, PSSE, PS "A", MESPOC/MS 400 R, or Port Operations Department.
5. Marine Safety Port Operations Department (MS 422 R):
- (a) Description: Provides advanced technical training to port operations department personnel at marine safety units.
 - (b) Duration: 7 weeks.
 - (c) Eligibility/Prerequisites: For officers and CPO's in supervisory capacities in port operations departments; requires satisfactory completion of the Initial Indoctrination Lesson Plan series (MS 400 U 01), a home study course available from the Coast Guard Institute.
6. Marine Safety Executive Officer (MS 407 R):
- (a) Description: Prepares personnel trained in the technical aspects of marine safety for management responsibilities.

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(b) Duration: 2 weeks.

(c) Eligibility/Prerequisites: For prospective executive officers and detachment supervisors.

7. Marine Safety Investigation Department (MS 472 R):

(a) Description: Prepares investigating officers to perform their duties in support of civil penalty proceedings.

(b) Duration: 3 weeks.

(c) Eligibility/Prerequisites: For personnel assigned to investigation departments at marine safety units.

8. Marine Safety Commanding Officer (MS 408 R):

(a) Description: Prepares commanding officers to perform their duties at marine safety field units. Focuses on planning in response to program manager initiatives.

(b) Duration: 1 week.

(c) Eligibility/Prerequisites: The course is designed to train officers in the grades 0-4 through 0-6 who are serving as commanding officers.

9. Marine Safety On-Scene Coordinator (OSC)/Regional Response Team (RRT) Pollution Simulation (MS 429 U):

(a) Description: The purpose of this training is to exercise the On-Scene Coordinator (OSC) and staff in conjunction with the Regional Response Team (RRT) during a major pollution incident through a simulation game.

(b) Duration: 2 days.

(c) Eligibility/Prerequisites: For designated OSC's and RRT's and their staffs.

10. Marine Safety Unit Training Instructor Course (MS 432 R):

(a) Description: Trains instructional techniques required in the unit training program.

(b) Duration: 1 week.

(c) Eligibility: Officers and petty officers with unit training program duties.

I. MEDICAL

1. Aerospace Medical Technician:

(a) Description: Instruction in special skills and knowledge required for aviation medicine.

- (b) Duration: 12 weeks.
 - (c) Location: Naval Aerospace Medical Institute, NARMC, Pensacola, FL.
 - (d) Eligibility/Prerequisites: HS3/2 BTB scores, GCT + ARI of 100 or ASVAB scores VE + MK + GS of 154, approved aircrewman physical in accordance with the COMDTINST M6000.1 series, Article 3-H-9A and forwarded with application; selection based on best qualified and available for transfer.
2. Audiometric Technician Certification Course:
- (a) Description: Provides instruction in human ear anatomy and physiology, audiometric testing, dispensing of personal hearing protective devices, calibration of hearing devices, record keeping procedures, noise hazard identification and counselling techniques in hearing conservation. Certification obtained is good for 36 months.
 - (b) Duration: 5 days.
 - (c) Location: Naval Medical Clinic, Norfolk, VA, or Naval Hospital, Bremerton, WA.
 - (d) Eligibility/Prerequisites: HS3 or above, enlisted required to administer hearing tests or programs of hearing conservation.
3. Audiometric Technician Recertification Course:
- (a) Description: Refresher course reviewing material covered in basic certification course.
 - (b) Duration: 1 day to 3 days.
 - (c) Location: Various; depends on location of Federal Agency Training course taught by CAOHC.
 - (d) Eligibility/Prerequisites: CAOHC certificate and need for renewal.
4. Dental Repair Technician:
- (a) Description: Provides instruction in procedures of installation, maintenance, and repair of equipment used in dental operating rooms and prosthetic laboratories.
 - (b) Duration: 24 weeks.
 - (c) Location: Naval School of Health Sciences, San Diego, CA.
 - (d) Eligibility/Prerequisites: HS3/2/1, minimum MECH score of 55, demonstration of manual dexterity, normal color perception. Successful completion of 6 week Basic Electricity and Electronics course. Selected based on best qualified and availability for transfer.

5. Prosthetics Technician:

- (a) Description: Provides instruction in skills and knowledge required in fabricate dental prosthetic appliances.
- (b) Duration: 24 weeks.
- (c) Location: Naval School of Health Sciences, San Diego, CA.
- (d) Eligibility/Prerequisites: HS3/2/1; minimum MECH score of 40, demonstration of manual dexterity. Selected based on best qualified and availability for transfer.

6. Laboratory Technician, Basic:

- (a) Description: Instruction in skills needed for performing blood tests, blood counts, urinalysis, bacterial cultures, malarial smears. Includes instruction in basic biology, mathematics, bacteriology, hematology, serology, biochemistry, and parasitology.
- (b) Duration: 15 weeks.
- (c) Location: AHS, Ft. Sam Houston (San Antonio), TX.
- (d) Eligibility/Prerequisites: HS3/2, GCT + ARI equal to 100.

7. Medical Laboratory Technician, Advanced:

- (a) Description: Advanced lab procedures and requisite theory. Emphasis on quality control and lab administration. Graduates of the course will be certified as eligible to take the examination for Medical Laboratory Technicians conducted by the Board of Medical Technologists of the American Society of Clinical Pathologists. Successful examinees are entitled to use the initials MLT (ASCP) following their names and identify themselves as "Registered Medical Laboratory Technicians."
- (b) Duration: Army: 17 weeks; Navy: 54 weeks.
- (c) Location: Naval School of Health Sciences, Bethesda, MD and San Diego, CA, and AHS, Ft. Sam Houston (San Antonio), TX.
- (d) Eligibility/Prerequisites: HS3/2/1, graduate of Laboratory Technician, Basic course.

8. Operating Room Technician:

- (a) Description: Provides instruction in skills and knowledge needed to prepare and maintain operating rooms for surgery.
- (b) Duration: 12 weeks.
- (c) Location: AHS, Fort Sam Houston (San Antonio), TX.

- (d) Eligibility/Prerequisites: HS3/2, GCT + ARI combined score of 100.
9. Pharmacy Technician (Advanced):
- (a) Description: Provides instruction in compounding and dispensing of pharmaceuticals. Includes basic pharmacology and toxicology, operative and dispensing pharmacy, mathematics, compounding, and inorganic and organic chemistry.
 - (b) Duration: 24 weeks.
 - (c) Location: Naval School of Health Science, San Diego, CA or NRMC, Portsmouth, VA.
 - (d) Eligibility/Prerequisites: HS3/2/1, GCT + ARI combined score of 110, strong mathematical and science educational background.
10. Preventive Medicine Technician (Advanced):
- (a) Description: Provides instruction in basic skill and knowledge required to assist medical officers and environmental health/sanitation officers in epidemiological and environmental health surveys.
 - (b) Duration: 26 weeks.
 - (c) Location: NRMC, Oakland, CA.
 - (d) Eligibility/Prerequisites: HS3/2/1, GCT + ARI of 110. SECRET security clearance
11. X-ray Technician:
- (a) Description: Provides instruction in basic knowledge and skill required to operate X-ray equipment to perform photodosimetric duties, and to assist the radiologist in radiation therapy, fluoroscopy, and special radiographic procedures.
 - (b) Duration: 12 weeks (Basic - Oakland, CA); 54 weeks (Advanced).
 - (c) Location: NRMC, Portsmouth, VA. or Naval School of Health Sciences, San Diego, CA, or Naval Hospital, Oakland, CA.
 - (d) Eligibility/Prerequisites: HS3/2/1, ARI score of 50 or greater, GCT + ARI of 100.
12. Pharmacy Specialist, Basic:
- (a) Description: Provides a working knowledge of drugs, their sources, preparation and uses. Training includes information on incompatibility and doses of medication, pharmacological symbols and proper storage, control and dispensing procedures.
 - (b) Duration: 17 weeks.

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(c) Location: AHS, Ft. Sam Houston (San Antonio), TX.

(d) Prerequisites: CGT + ARI of 100, HS2/3.

13. X-ray Specialist (Basic):

(a) Description: Provides working knowledge of radiography and procedures for performing in clinical situations. Trains for radiography AMA standards with emphasis on anatomy, radiation protection and radiographic physics (includes 6 weeks clinical application).

(b) Duration: 13 weeks.

(c) Location: AHS, Ft. Sam Houston (San Antonio), TX.

(d) Prerequisites: GCT + ARI at least 100, HS2/3.

14. Preventive Medicine Specialist (Basic):

(a) Description: Provides training for inspections and evaluation of sanitary and safety standards of living quarters, food shelves facilities, water supplies, barber and beauty shop facilities, beaches, post necessary car units.

(b) Duration: 15 weeks.

(c) Location: AHS, Ft. Sam Houston (San Antonio), TX.

(d) Prerequisites: GCT + ARI at least 100, HS2/3.

15. Eye Specialist:

(a) Description: Provides a working knowledge of eye examination equipment. Training includes visual acuity, distant vision, color vision, depth perception, and intra-ocular pressure testing procedures. Provides details on ordering and fitting eye wear for individuals.

(b) Duration: 13 weeks.

(c) Location: AHS, Ft. Sam Houston (San Antonio), TX.

(d) Prerequisites: GCT + ARI at least 100, HS2/3.

16. Physical Therapy Specialist:

(a) Description: Provides a working knowledge for administering such therapeutic procedures as massage, hot and electrical stimulation, therapeutic exercise programs including range of motion, joint measurement, gait training, postural exercises, and routines for strength, endurance and mobility. Also provides training in fabrication and fitting of static and dynamic splints and assistive devices.

- (b) Duration: 17 weeks class; 10 weeks OJT under the direction of a commissioned physical therapist.
- (c) Location: AHS, Ft. Sam Houston (San Antonio), TX; OJT sites determined by school and COMDT (G-KOM).
- (d) Prerequisites: GCT + ARI at least 100, HS2/3.

17. Dental Hygiene:

- (a) Description: Provides a working knowledge in areas of charting dental conditions, preparing dental treatment records, operating dental x-ray equipment, administering dental first aid, procuring and maintaining dental supplies, assisting dental officer, and oral health education.
- (b) Duration: 16 weeks.
- (c) Location: AHS, Ft. Sam Houston (San Antonio), TX.
- (d) Prerequisites: GCT + ARI at least 100, HS2/3.

18. Health Services Technician Shipboard Series.

- (a) Description: Teaches sanitary conditions afloat and ashore, potable water analysis, pest and rodent control, and hearing conservation. Also covers fundamentals of respiratory protection.
- (b) Duration: 5 days.
- (c) Location: Navy Environmental Preventive Medicine Units, Norfolk, VA or San Diego, CA.
- (d) Prerequisites: GCT + ARI at least 100, HS1/2/3.

19. Health Resources Management.

- (a) Description: Trains in administrative duties at medical units, including medical records and reports, transcripts, medical case histories, management of health resources and facilities. Introduces new techniques in health care administration.
- (b) Duration: 4 weeks.
- (c) Location: Naval School of Health Sciences, Bethesda, MD.
- (d) Prerequisites: GCT + ARI at least 100, HSC or above.

20. Biomedical Equipment Specialist (Basic).

- (a) Description: Teaches maintenance and repair of mechanical, electromechanical, and electronic medical equipment, x-ray and EKG and other surgical, diagnostic and treatment apparatus.

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- (b) Duration: 19 weeks.
- (c) Location: U.S. Army School, Aurora, CO.
- (d) Prerequisites: GCT + ARI at least 110, HS1/2, selections are based on best qualified and availability for transfer.

21. Biomedical Equipment Specialist (Advanced).

- (a) Description: Advanced training in electronic and electromechanical medical equipment.
- (b) Duration: 30 weeks.
- (c) Location: U.S. Army School, Aurora, CO.
- (d) Prerequisites: Successful completion of Biomedical Equipment Specialist (Basic) course.

22. Other Health Courses: Information concerning the following courses may be obtained by contacting Commandant (G-PE-2) or (G-KOM-5):

- (a) Health Services Refresher Training - USCG.
- (b) Medical Deep Sea Dive (Basic) - Navy, 1 week.
- (c) Medical Deep Sea Diving Technician (Basic) - Navy, 4 weeks.
- (d) Medical Deep Sea Diving Technician (Advanced) - Navy, 11 weeks.

J. NAVAL ENGINEERING

1. Advanced Electrical/Electronics Training (EM-17):

- (a) Description: Instruction in fundamentals of electronics, math, circuit analysis, transformers, magnetics, amplifiers, test equipment, semi-conductors, physics, devices and circuits, fundamentals and application of logic.
- (b) Duration: 11 weeks.
- (c) Location: RESTRACEN, Yorktown, VA.
- (d) Eligibility/Prerequisites: EM's E-5 with six months field experience through E-9 and officers assigned to engineering duty.

2. ALCO 251 B Operation & Maintenance (MK-11):

- (a) Description: Operation, maintenance and overhaul procedures of ALCO 251 B diesel engines.
- (b) Duration: 1 week.
- (c) Location: RESTRACEN, Yorktown, VA.

- (d) Eligibility/Prerequisites: MK's E-5 (with six months field experience) through E-9, and officers assigned to engineering duty.
3. Caterpillar Diesel Engine Operation & Maintenance (MK-24):
- (a) Description: This course is designed to introduce the student to the Caterpillar diesel engines used for primary and/or stand-by electrical generation on overseas LORAN stations and Coast Guard cutters.
 - (b) Duration: 3 weeks.
 - (c) Location: RESTRACEN, Yorktown, VA.
 - (d) Eligibility/Prerequisites: MK's E-4 (with six months field experience) through E-9, and officers assigned to engineering duty.
4. Way-Wolfe 1 Firetube Boilers/Cuno Flash Type Evaporators Operation and Maintenance (MK-5A):
- (a) Description: This course is designed to train engineers in the theory, operation, maintenance and troubleshooting of the Way-Wolfe firetube boilers and Cuno flash type evaporators.
 - (b) Duration: 1 week.
 - (c) Location: RESTRACEN, Yorktown, VA.
 - (d) Eligibility/Prerequisites: MK's E-4 (with six months field experience) through E-9, and officers assigned to engineering duty.
5. Johnston Firetube Boilers/Cuno Flash Type Evaporators Operation and Maintenance (MK-5B):
- (a) Description: This course is designed to train engineers in the theory, operation, maintenance and troubleshooting of the Johnston firetube boilers and Cuno flash type evaporators.
 - (b) Duration: 1 week.
 - (c) Location: RESTRACEN, Yorktown, VA.
 - (d) Eligibility/Prerequisites: MK's E-4 (with six months field experience) through E-9, and officers assigned to engineering duty.
6. Controllable Pitch Propeller System Operation & Maintenance (MK-9):
- (a) Description: Operation and maintenance of controllable pitch propeller systems used in 378 WHEC's, Polar WAGB's, and 210 WMEC's B Class cutters.

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- (b) Duration: 1 week.
 - (c) Location: RESTRACEN, Yorktown, VA.
 - (d) Eligibility/Prerequisites: MK's E-5 (with six months field experience) through E-9, and officers assigned to engineering duty. MK-6, Vickers Hydraulics School or an equivalent course.
7. Electrical/Electronic Control for Firetube Boilers/Oily-Water Separators/Electrical Generators Operation and Maintenance (EM-21):
- (a) Description: Operation, troubleshooting, maintenance and repair of control systems used on firetube boilers, electrical generators and oily-water separators.
 - (b) Duration: 1 week.
 - (c) Location: RESTRACEN, Yorktown, VA.
 - (d) Eligibility/Prerequisites: EM's E-4 (with six months field experience) through E-9, and officers assigned to engineering duty.
8. Engineering Administration (MK-1):
- (a) Description: Advanced training in the administration and management of a cutter's engineering department including records, reports, plans, publications, files, CALMS, SICP, PMS, shipyard availabilities, drydockings and leadership.
 - (b) Duration: 1 week.
 - (c) Location: RESTRACEN, Yorktown, VA.
 - (d) Eligibility/Prerequisites: Warrant officers, and enlisted personnel E-5 (with 6 months field experience) through E-9 assigned as the senior engineer at groups, shore stations, on cutters and boats.
9. Engine Governors Operation and Maintenance (MK-7):
- (a) Description: Operation, maintenance, testing and calibration of diesel and gas turbine engine governors and overspeed trips, including electronic controls.
 - (b) Duration: 1 week.
 - (c) Location: RESTRACEN, Yorktown, VA.
 - (d) Eligibility/Prerequisites: MK's E-5 (with six months field experience) through E-9, and officers assigned to engineering duty.

10. Engineer Officer/Main Propulsion Assistant's Indoctrination (EO-16):
 - (a) Description: Preparation for newly assigned engineer officers and main propulsion assistants. Engineering plant familiarization/engineering department management/leadership.
 - (b) Duration: 1 week.
 - (c) Location: RESTRACEN, Yorktown, VA.
 - (d) Eligibility/Prerequisites: CWO through 0-4.

11. Fairbanks Morse Model 3800 Series Diesel Engine Operation and Maintenance Course (MK-8):
 - (a) Description: Operation, maintenance, and overhaul procedures for Fairbanks Morse Model 3800 series engine.
 - (b) Duration: 1 week.
 - (c) Location: RESTRACEN, Yorktown, VA.
 - (d) Eligibility/Prerequisites: MK's E-5 (with six months field experience) through E-9, and officers assigned to engineering duty.

12. Fuel Handling Equipment/Oily-Water Separator System Operations and Maintenance (MK-2):
 - (a) Description: Operation and maintenance of diesel JP-5 fuel stowage, transfer service, test equipment, and machinery and oily-water separator systems.
 - (b) Duration: 1 week.
 - (c) Location: RESTRACEN, Yorktown, VA.
 - (d) Eligibility/Prerequisites: MK's E-4 (with six months field experience) through E-9, and officers assigned to engineering duty.

13. Hydraulic Systems and Equipment Operation and Maintenance (MK-6):
 - (a) Description: Review of hydraulic principles, components and circuitry, operation and maintenance of hydraulically operated tools, machinery and systems.
 - (b) Duration: 2 weeks.
 - (c) Location: RESTRACEN, Yorktown, VA.
 - (d) Eligibility/Prerequisites: MK's E-5 (with six months field experience) through E-9, and officers assigned to engineering duty.

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14. Outboard Motor Maintenance (MK-23):

- (a) Description: Provides classroom and laboratory training in maintenance and repair of outboard motors and stern drive power units.
- (b) Duration: 1 week.
- (c) Location: RESTRACEN, Yorktown, VA.
- (d) Eligibility: MK's E-4 (with six months field experience) through E-9, and officers assigned to engineering duty.

15. Pratt and Whitney FT4 Gas Turbine Operation & Maintenance (MK-4):

- (a) Description: Operation and maintenance of Pratt and Whitney FT4 engine sets installed in 378 WHEC's and Polar WAGB's including fuel controls, free turbines, shaft brakes and clutches.
- (b) Duration: 2 weeks.
- (c) Location: RESTRACEN, Yorktown, VA.
- (d) Eligibility: MK's E-5 (with six months field experience) through E-9, and officers assigned to engineering duty.

16. Refrigeration and Air Conditioning Systems Operation and Maintenance (MK-22):

- (a) Description: Operation, maintenance, repair and overhaul of modern refrigeration and air conditioning machinery and systems installed in CG cutters and stations.
- (b) Duration: 6 weeks.
- (c) Location: RESTRACEN, Yorktown, VA.
- (d) Eligibility: MK's E-5 (with six months field experience) through E-9, and officers assigned to engineering duty.

17. MK-27 Gyrocompass System Operation and Maintenance Course (EM-20):

- (a) Description: Operation, troubleshooting, maintenance and repair of synchro and synchro amplifier systems.
- (b) Duration: 2 weeks.
- (c) Location: RESTRACEN, Yorktown, VA.
- (d) Eligibility: EM's E-5 (with six months field experience) through E-9, and officers assigned to engineering duty.

18. Steel Welding (DC-1):

- (1) Description: Provides advanced training in steel welding.

- (b) Duration: 3 weeks.
 - (c) Location: RESTRACEN, Yorktown, VA.
 - (d) Eligibility/Prerequisites: DC's E-5 (with six months field experience) through E-9.
19. Aluminum Welding (DC-2):
- (a) Description: Provides advanced training in aluminum welding.
 - (b) Duration: 4 weeks.
 - (c) Location: RESTRACEN, Yorktown, VA.
 - (d) Eligibility/Prerequisites: DC's E-5 (with six months field experience) through E-9 assigned to a unit requiring aluminum welding: must have 07 qualification code or have completed Steel Welding (DC-1) within the previous year.
20. 378' WHEC Control System Operation and Maintenance (EM-18):
- (a) Description: Operation, troubleshooting, maintenance and repair of 378' WHEC engines/propeller control system including control console, amplifiers and actuators.
 - (b) Duration: 2 weeks.
 - (c) Location: RESTRACEN, Yorktown, VA.
 - (d) Eligibility/Prerequisites: EM's assigned/ordered to a "378", E-4 (with six months field experience) through E-9, and officers assigned to engineering duty.
21. General Motors Model 8-567E2 Diesel Engine Operation and Maintenance Course (MK-14):
- (a) Description: Operation, maintenance, and overhaul procedures for General Motors model 567E2 diesel engine.
 - (b) Duration: 1 week.
 - (c) Location: RESTRACEN Yorktown, VA.
 - (d) Eligibility: MK's E-5 (with six months field experience) through E-9, and officers assigned to engineering duty.
22. 270' WMEC Main Propulsion Control and Monitoring System (Electrical) Operation and Maintenance (EM-25):
- (a) Description: To train students in the electrical/electronic operation, preventive maintenance requirements, troubleshooting and repair procedures for the main propulsion control system for the 270' WMEC class cutters.

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- (b) Duration: 3 weeks.
 - (c) Location: RESTRACEN Yorktown, VA.
 - (d) Eligibility: EM's E-5 (with six months field experience) through E-9, and officers assigned to engineering duty.
23. Mark 29 Mod 1 Gyrocompass Operation and Maintenance (EM-26):
- (a) Description: To train students in the operation, preventive maintenance requirements, troubleshooting and repair procedures for the Mark 29 gyrocompass.
 - (b) Duration: 1 week.
 - (c) Location: RESTRACEN Yorktown, VA.
 - (d) Eligibility: EM's E-5 (with six months field experience) through E-9, and officers assigned to engineering duty.
24. 270 WMEC S/S Generator, Waste Heat Recovery System and Evaporator Operation and Maintenance (MK-27):
- (a) Description: To train Coast Guard engineers in the theory, operation, maintenance and troubleshooting of the S/S generator, waste heat recovery system, and the Maxim evaporator installed on the 270 WMEC class cutters.
 - (b) Duration: 2 weeks.
 - (c) Location: RESTRACEN Yorktown, VA.
 - (d) Eligibility: MK's E-5 (with six months field experience) through E-9, and officers assigned to engineering duty.
25. 270' WMEC Fin Stabilizer System Operation and Maintenance Course (MK-28):
- (a) Description: To train engineers in the fundamentals of fin machinery and hydraulic subsystems, including operation, maintenance, troubleshooting, and preventive maintenance of the 270' WMEC class stabilization system.
 - (b) Duration: 1 week.
 - (c) Location: RESTRACEN Yorktown, VA.
 - (d) Eligibility: MK's E-5 (with six months field experience) through E-9, and officers assigned to engineering duty. MK-6, Vickers Hydraulics or an equivalent course required.

26. 270' WMEC Main Propulsion Control and Monitoring System Operation and Maintenance Course (MK-29):

- (a) Description: To train engineers in normal/emergency operation and casualty control operations of the 270' WMEC class main propulsion control and monitoring system.
- (b) Duration: 1 week.
- (c) Location: RESTRACEN Yorktown, VA.
- (d) Eligibility: MK's E-5 (with six months field experience) through E-9, and officers assigned to engineering duty.

K. OPERATIONS (COAST GUARD)

1. Ice Observer:

- (a) Description: Provides training for officers and enlisted personnel in observing, interpreting, and reporting ice conditions.
- (b) Duration: 1 week.
- (c) Location: RESTRACEN, Yorktown, VA.
- (d) Eligibility/Prerequisites: Officers, enlisted personnel E-5 or above assigned or ordered to vessels or aircraft involved in ice operations.

2. Maritime Law Enforcement (Basic Boarding Officer):

- (a) Description: Prepares personnel assigned to units with a law enforcement mission for their roles as maritime law enforcement officers. The program is designed to provide: a basic foundation of applicable legal concepts; practical experience in fundamental and advanced boarding procedures; techniques stressing teamwork and officer safety; and practical exercises involving administrative inspections, search, seizure, arrest, use of force, crime scene processing, case file preparation, and courtroom procedures.
- (b) Duration: 4 weeks and 4 days.
- (c) Location: RESTRACEN, Yorktown, VA.

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- (d) Prerequisites: 0-4 and below, Warrant Officers and Petty Officers (E-4 and above) with at least 18 months remaining at, or under orders to, operational units with specific law enforcement responsibility; or junior officers on initial tour afloat or assigned to pipeline training. Attendees must have demonstrated a high degree of leadership, responsibility and the willingness to perform boarding officer tasks and must be designated in writing by CO/OinC as qualified to carry a .45 cal. or 9mm pistol in the performance of law enforcement duties. Attendee must anticipate designation as a Boarding Officer upon graduation, and to be actively conducting boardings within 3 months from graduation. The attendee must bring to school a completed Boarding Officer Course Selection Guide (BOCSG), which states the tasks the attendee can and cannot perform and guides the supervisor to determination of which course is appropriate. Questions should be directed to the Assistant Chief, MLE School at FTS 827-2184 or (804) 898-2184.

3. Maritime Law Enforcement Advanced Boarding Officer:

- (a) Description: A competency-based program focusing on improving and reinforcing skills and behavior leading to superior performance as boarding officers. The program provides a foundation in applicable legal concepts, but stresses "hands-on" practical experience in advanced boarding procedures. Emphasis is on: techniques to improve teamwork and officer safety; practical exercises involving administrative inspections, search, seizure, arrest, use of force, crime scene processing, and case file preparation. The course is designed for boarding officers with some experience and requires a knowledge of basic boarding procedures.
- (b) Duration: 2 weeks and 3 days.
- (c) Location: RESTRACEN, Yorktown, VA.
- (d) Eligibility/Prerequisite: Same as the Basic Boarding Officer, but, in addition, the attendee must have completed at least 10 boardings within the past 6 months as a boarding officer (vice as a team member or assistant). Questions should be directed to the Assistant Chief, MLE School, at FTS 827-2184 or (804) 898-2184.

4. Boarding Team Member:

- (a) Description: Trains boarding team members with little or no law enforcement experience in key aspects of boardings including weapons qualifications.
- (b) Duration: 3 weeks.
- (c) Location: TRACEN, Petaluma, CA.

- (d) Eligibility/Prerequisites: For enlisted boarding team members; does not train boarding officers, who should instead attend the Boarding Officer course.

5. Small Arms Instructor:

- (a) Description: This training will provide the basic skills to establish standardized small arms training. Provides small arms knowledge to train Coast Guard personnel to act as independent small arms instructors.
- (b) Duration: 3 weeks.
- (c) Location: RESTRACEN, Yorktown, VA.
- (d) Eligibility/Prerequisites: E-5 or E-6 for non-ordnance ratings and E-4 or above for ordnance ratings. Criteria for attendance should be ability and desire to conduct small arms training and the availability to do so. Waivers of eligibility requirements may be requested by letter to Commandant (G-ODO) via the chain of command. All members attending this course must hold a current qualification on all standard service weapons prior to class enrollment and must furnish a certified copy of current Small Arms Target Practice Report (CG-3029) at class convening. If a student cannot present this certified copy, the student will be disenrolled and returned to parent command. Successful completion of all assignments, tests, and proficiency demonstrated on all standard courses of fire outlined in COMDTINST M8000.2 (series) and COMDTINST 3574.4A (series), is mandatory for graduation and issuance of the HH enlisted qualification code.

6. Weather Briefer:

- (a) Description: Instruction in theory, data collection and surface and aviation weather briefing techniques.
- (b) Duration: 3 weeks.
- (c) Location: RESTRACEN, Yorktown, VA.
- (d) Eligibility/Prerequisites: MST stationed at or under orders to units having a need for operational weather briefing exclusively.

7. Foreign Language Training for Boarding Officers:

- (a) Description: Intensive study in select foreign languages, covering the phraseology/vocabulary used in at sea boardings and inspections of foreign vessels in support of the ELT mission.

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- (b) Duration: 3-4 weeks.
- (c) Location: As contracted by district commander.
- (d) Eligibility: Volunteer officer or enlisted personnel with at least one year remaining at, or under orders to, a unit requiring the language. Personnel selected should have demonstrated ability in the language either through scholastic or personal background.

8. Criminal Investigator:

- (a) Description: Provides complete course of instruction on basic investigation techniques for Federal law enforcement officers.
- (b) Duration: 8 weeks.
- (c) Location: Consolidated Federal Law Enforcement Training Center, Glynco, GA.
- (d) Eligibility/Prerequisites: Officer assigned to intelligence and law enforcement duty.

L. PERSONNEL, LEADERSHIP, RECRUITING, INSTRUCTOR

1. Instructor Training:

- (a) Description: Provides training for personnel assigned to instructor duty in the methods and techniques of developing and using course curricula and lesson plans for Coast Guard training courses.
- (b) Duration: 2 weeks
- (c) Location: TRACEN, Governors Island, NY.
- (d) Eligibility/Prerequisites: Officers and petty officers assigned to instructor duty.

2. Officer Leadership and Management Course (OLAM):

- (a) Description: Provides theory and practical training in the following disciplines: interpersonal communications, interviewing and counseling, power and authority, leadership styles, group dynamics, critical path method, time management and problem solving.
- (b) Duration: 1 week.
- (c) Location: TRACEN, Petaluma, CA.
- (d) Eligibility/Prerequisites: This course is exclusively for Coast Guard officers in pay grades W-2 thru 0-4.

3. Course Designer Course:

- (a) Description: Trains course designers in the Instructional Systems Development (ISD) process.
- (b) Duration: 1 week and 3 days.
- (c) Location: TRACEN, Petaluma, CA.
- (d) Eligibility/Prerequisites: For TRACEN instructors.

4. Senior Petty Officer Leadership and Management (SPOLAM):

- (a) Description: Provides theory and practical training in the following disciplines: interpersonal communications, interviewing and counseling, power and authority, leadership styles, group dynamics, critical path method, time management and problem solving.
- (b) Duration: 2 weeks.
- (c) Location: TRACEN, Petaluma, CA.
- (d) Eligibility/Prerequisites: This course is exclusively for Coast Guard petty officers E-6 and above.

5. Recruiter Training School:

- (a) Description: Provides personnel assigned to recruiting duty with the training necessary to develop the skills necessary to the discovery and enlistment of recruits qualified to meet the manpower needs of the Coast Guard.
- (b) Duration: 3 weeks.
- (c) Location: TRACEN, Cape May, NJ.
- (d) Eligibility/Prerequisites: Officers and petty officers assigned to recruiting duty.

6. Management Systems Course:

- (a) Description: Orients new personnel in making the transition to HQ staff positions. Topics cover planning and control, organizational structure, civilian personnel system, training system, work force management and planning, planning/programming/budgeting, information resource management, and CG relations with OMB, DOT and Congress. Also covers stress and time management.
- (b) Duration: 1 week.
- (c) Location: Nassif Bldg., Washington, DC.

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- (d) Eligibility/Prerequisites: The course is designed for 04/06 officers and GS 9/14 civilians assigned to Headquarters positions requiring knowledge of CG management systems.
7. Chief Petty Officer Academy:
- (a) Description: The Chief Petty Officer Academy provides training in the management and supervisory skills required by Chief Petty officers. For further information and application procedures, see section 2.B.2. of this manual.
 - (b) Duration: 8 weeks.
 - (c) Location: TRACEN, Petaluma, CA.
 - (d) Eligibility/Prerequisites: The course is exclusively for Coast Guard E-7, E-8, and E-9 enlisted personnel.
8. Officer in Charge/Executive Petty Officer Course:
- (a) Description: Prepares senior petty officers for OIC/XPO duty at small operating units. Areas of emphasis include station concept of operations, military justice, budgeting and finance, unit training programs, engineering administration, commissary administration and performance management.
 - (b) Duration: 2 weeks.
 - (c) Location: TRACEN Petaluma, CA.
 - (d) Eligibility/Prerequisites: Assignment as OIC or XPO.
9. Prospective Commanding Officer/Executive Officer (PCO/PXO):
- (a) Description: Prepares officers and senior petty officers for command at sea. The course includes classroom, lab, case studies and practical instruction in shiphandling, rapid radar plotting and radar collision avoidance, military justice, stability, and public affairs. Instruction in search and rescue, law enforcement and helicopter operations is also provided during the 3 week course.
 - (b) Duration: 2 weeks/3 weeks.
 - (c) Location: Coast Guard Academy, New London, CT.
 - (d) Eligibility: Assignments as CO, XO, OinC, or XPO.
10. Housing Officers' Training:
- (a) Description: Provides training for personnel assigned to housing officer duty in planning, acquisition and management of housing.

- (b) Duration: 1 week.
- (c) Location: Various.
- (d) Eligibility: Assignment as a Housing Officer.

11. (Morale) Management Skills Training (MASTR):

- (a) Description: Provides Morale, Welfare and Recreation (MWR) management training in communications, negotiations, problem solving, personnel management, time and meetings management.
- (b) Duration: 4 days.
- (c) Location: Various Navy facilities.
- (d) Eligibility: Assigned as MWR (or Assistant MWR) Officer at large HQ unit/SUPCEN, with at least 18 months remaining at duty station. Contact Commandant (G-PS) for further information.

12. (Morale) Mid-Level Management Training:

- (a) Description: Provides MWR management training in budgeting, procurement, personnel, activity planning, facility management, etc.
- (b) Duration: 1 week.
- (c) Location: Various Navy facilities.
- (d) Eligibility: Assigned as MWR (or Assistant MWR) Officer at large HQ unit/SUPCEN, with at least 18 months remaining at duty station. Contact Commandant (G-PS) for further information.

M. PUBLIC AND INTERNATIONAL AFFAIRS

1. Public Affairs Officer Course (7G-46A):

- (a) Description: Provides information training for officers assigned to public affairs billets. Upon completion, the student is able to organize, supervise, and perform the duties of a public affairs officer. The use of the principles of management applicable to a public affairs office in the realm of public information, internal information and community relations, are taught.
- (b) Duration: 10 weeks.
- (c) Location: Fort Benjamin Harrison, Indianapolis, IN.
- (d) Eligibility/Prerequisites: Officers assigned to public affairs billets. Requires ability to type 20 words per minute.

2. Public Affairs Supervisor:

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- (a) Description: Provides advanced training in the planning, supervision and coordination of public affairs activities for Public Affairs Specialists who will assist the public affairs officer.
 - (b) Duration: 3 weeks.
 - (c) Location: DINFOS, Ft. Benjamin Harrison, IN.
 - (d) Eligibility/Prerequisites: PA2 and above and a graduate of the DINFOS Basic Journalist course. This prerequisite will be waived when the individual is otherwise qualified. State qualifications in quota request.
3. Intermediate Photojournalism:
- (a) Description: Provides classroom and practical training in photojournalistic techniques.
 - (b) Duration: 7 weeks.
 - (c) Location: Defense Information School, Fort Benjamin Harrison, IN.
 - (d) Eligibility/Prerequisites: PA2 and above and a graduate of the DINFOS Information Specialist Course (journalism). This prerequisite will be waived when the Coast Guard considers an individual to have an equivalent military/civilian training and/or experience, and to be otherwise qualified. A statement to that effect should be included in each request.
4. Senior Enlisted Public Affairs Course:
- (a) Description: This course provides senior enlisted and civilian public affairs supervisors with new approaches to a range of public affairs programming and problem-solving through a sharing of ideas and experiences.
 - (b) Duration: 1 week.
 - (c) Location: Defense Information School, Fort Benjamin Harrison, Indianapolis, IN.
 - (d) Eligibility/Prerequisites: PA rating, E-6 through E-9, and public affairs specialist civilians GS-9 or above.
5. Still Photographic Specialist:
- (a) Description: Designed to train personnel in black and white still photography.
 - (b) Duration: 14 weeks.
 - (c) Location: Lowry AFB, Denver, CO.
 - (d) Eligibility/Prerequisites: PA rating, E-4 and above.

6. Commanding Officers' Public Affairs Course:
 - (a) Description: This course provides Coast Guard officers and selected senior enlisted members an awareness and recognition of public affairs as a function of command and trains them in the basic principles and techniques used in carrying out a unit public affairs program.
 - (b) Duration: 1 week.
 - (c) Location: Defense Information School, Fort Benjamin Harrison, Indianapolis, IN.
 - (d) Eligibility/Prerequisites: Commanding officers, officers-in-charge, and collateral duty public affairs officers in the grade of E-6 through O-4.

7. Editor Course:
 - (a) Description: Designed to increase the editorial skills and creativity of editorial staff members.
 - (b) Duration: 1 week.
 - (c) Location: Defense Information School, Fort Benjamin Harrison, Indianapolis, IN.
 - (d) Eligibility/Prerequisites: PAs assigned to public affairs staffs.

8. Senior Public Affairs Officer Course:
 - (a) Description: Provides senior military and civilian public affairs officers continuing professional development through a series of graduate-level educational seminars.
 - (b) Duration: 1 week.
 - (c) Location: Defense Information School, Fort Benjamin Harrison, Indianapolis, IN.
 - (d) Eligibility/Prerequisites: Officers O-4 and above, and civilians GS-11 and above, serving in public affairs specialist capacities.

- N. RESERVE ADVANCED ENLISTED RATE COURSES. See the list of ADT and War and Staff College Courses (COMDTINST 1571.11 series) for course descriptions, locations, durations, eligibility requirements, prerequisites and application procedures. Reservists may also apply for active duty courses via Commandant (G-RST).

- O. SAFETY AND OCCUPATIONAL HEALTH
 1. OSHA 100-3 Construction Standards:
 - (a) Description: Covers all subparts of 29 CFR 1926 including the inherent hazards found in a wide variety of construction

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(cont'd) activities. Also covers the interface between Construction Safety Standards and the Occupational Safety and Health Act and hazard abatement.

- (b) Duration: 9 days.
 - (c) Location: OSHA Training Institute, Des Plaines, IL.
 - (d) Eligibility/Prerequisites: Recommendation of command and Safety and Health Manager/Officer.
2. OSHA 100-10 Hazardous Materials, Welding, Compressed Gases, and Fire Protection:
- (a) Description: Provides instruction in fire theory and hazards of working with compressed gases, industrial welding operations. handling and storage of hazardous materials including chemicals, and flammable and combustible liquids. Subparts H, L, M and Q of 29 CFR 1910 are covered.
 - (b) Duration: 10 days.
 - (c) Location: OSHA Training Institute, Des Plaines, IL.
 - (d) Eligibility/Prerequisites: Recommendation of command and Safety and Health Manager/Officer.
3. OSHA 100-17 Electrical Standards for CSHO's:
- (a) Description: Provides instruction in the hazards inherent in electrical installations and equipment and covers Subpart S and adoption by reference of National Electrical Code, basic electrical fundamentals, grounding requirements, over-current protection, fixed and portable equipment requirements, electrical systems and circuitry, and wiring methods. Includes inspection and testing procedures.
 - (b) Duration: 9 days.
 - (c) Location: OSHA Training Institute, Des Plaines, IL.
 - (d) Eligibility/Prerequisites: Recommendation of command and Safety and Health Manager/Officer.
4. OSHA 100-18 Machinery and Machine Guarding Standards for CSHO's:
- (a) Description: Provides instruction in various types of machinery and machine safeguards to develop an understanding of machine inspection procedures and to enable recognition of hazards associated with point of operation, rotating parts, flying chips and sparks, etc. Covers Subpart O of 29 CFR 1910 standards.
 - (b) Duration: 9 days.
 - (c) Location: OSHA Training Institute, Des Plaines, IL.

- (d) Eligibility/Prerequisites: Recommendation of command and Safety and Health Manager/Officer.
5. OSHA 100-19 Cranes and Materials Handling and Storage for CSHO's:
- (a) Description: Provides instruction in the hazards of handling and storage of materials in all types of workplaces, and covers standards related to aisles and passageways and handling equipment. Subparts F and N of 29 CFR 1910 are covered.
 - (b) Duration: 7 days.
 - (c) Location: OSHA Training Institute, Des Plaines, IL.
 - (d) Eligibility/Prerequisites: Recommendation of command and Safety and Health Manager/Officer.
6. OSHA 100-24 Maritime Standards:
- (a) Description: Maritime, longshoring, and shipyard operations and processes and their associated hazards are given thorough coverage, including the duties of the shipyard competent person. Maritime jurisdiction and functions of the USCG are covered.
 - (b) Duration: 9 days.
 - (c) Location: San Francisco, CA.
 - (d) Eligibility/Prerequisites: Recommendation of Command and Safety and Health Manager/Officer.
7. OSHA 100-85 Introduction to Industrial Hygiene for Safety Personnel:
- (a) Description: Course provides a familiarization with the general concepts and philosophy of industrial hygiene. Recognition of hazards is linked to appropriate procedures and programs for abatement. Provides practice in evaluation of selected hazards.
 - (b) Duration: 9 days.
 - (c) Location: OSHA Training Institute, Des Plaines, IL.
 - (d) Eligibility/Prerequisites: Recommendation of command and Safety and Health Manager/Officer.
8. OSHA 300-1 Competent Person Course:
- (a) Description: Provides instruction necessary to meet criteria for a "competent Person" as identified in 29 CFR 1915.10(b), 1916.10(b) and 1917.10(b).
 - (b) Duration: 3 days.
 - (c) Location: Various.

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- (d) Eligibility/Prerequisites: Recommendation of command and Safety and Health Manager/Officer.
9. OSHA 600-2 Collateral Duty Course (for Other Federal Agencies):
- (a) Description: Provides an overview of OSH Act and regulations. Provides instruction in hazard recognition and control including fire protection systems, walking and working surfaces, materials handling and storage, electrical equipment and wiring, portable power tools, vehicle safety, fire exits and machine guarding. Also includes program management topics such as accident prevention topics, organization and evaluation, occupational injuries and illnesses and recordkeeping and reporting.
 - (b) Duration: 1 week.
 - (c) Location: OSHA Training Institute, Des Plaines, IL and various field locations.
 - (d) Eligibility/Prerequisites: Assignment to collateral duty safety and health responsibilities, recommendation of command and Safety and Health Manager/Officer.
10. OSHA 600-4 Occupational Safety and Health Course for Other Federal Agencies:
- (a) Description: Provides instruction in OSHA regulations and standards to improve hazard recognition skills. Also includes program management topics such as inspection of contractor activities, safety program organization, implementation and evaluation, accident investigation, communication, and workplace inspection techniques.
 - (b) Duration: 2 weeks.
 - (c) Location: OSHA Training Institute, Des Plaines, IL.
 - (d) Eligibility/Prerequisites: Assignment to major responsibilities for safety and occupational health program, recommendation of command and Safety and Health Manager/Officer.
11. NFPA Life Safety Code Seminar:
- (a) Description: Course thoroughly covers the requirements for applying the NFPA fire safety codes and standards to various types of structures and building uses. Topics include design, construction, exits, and detection, alarm and communication systems.
 - (b) Duration: 4 days.

- (c) Location: Various.
- (d) Contact: National Fire Protection Association, Quincy, MA.
- (e) Eligibility/Prerequisites: Recommendation of command and Safety and Health Manager/Officer.

12. NSC 100 Fundamentals of Occupational Safety:

- (a) Description: An introductory course for personnel recently assigned safety and health responsibilities. Provides instruction for implementation of a comprehensive safety and occupational health program.
- (b) Duration: 1 week.
- (c) Location: National Safety Council Training Institute, Chicago, IL.
- (d) Eligibility/Prerequisites: Assignment to safety and occupational health responsibilities, recommendation of command and Safety and Health Manager/Officer.

13. Introduction to Industrial Hygiene:

- (a) Description: Survey of industrial hygiene for those with no industrial hygiene background.
- (b) Duration: 1 week.
- (c) Location: Various, as scheduled by American Industrial Hygiene Association.
- (d) Eligibility/Prerequisites: Major responsibilities for industrial hygiene, recommendation of Safety and Health Manager/Officer.

14. NIOSH 510 Recognition of Occupational Health Hazards:

- (a) Description: Survey of industrial hygiene for those with no industrial hygiene background.
- (b) Duration: 1 week.
- (c) Location: Various, as scheduled by NIOSH.

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- (d) Location: Various, as scheduled by NIOSH.
- (e) Eligibility/Prerequisites: Major responsibilities for industrial hygiene, recommendation of Safety and Health Manager/Officer.

15. NIOSH 593 Occupational Respiratory Protection:

- (a) Description: Provides instruction in establishing or upgrading respirator program.
- (b) Duration: 1 week.
- (c) Location: Various, as scheduled by NIOSH.
- (d) Eligibility/Prerequisites: Major responsibilities for industrial hygiene, recommendation of Safety and Health Manager/Officer.

16. OSH 225 OSHA Standards for Construction Operations:

- (a) Description: Provides instruction in occupational safety and occupational health standards which apply to shore facility construction.
- (b) Duration: 1 week.
- (c) Location: NAVSEASYS COM Safety School, Bloomington, IN.
- (d) Eligibility/Prerequisites: Recommendation of command and Safety and Health Manager/Officer.

17. OSH 230 OSH Standards for Maritime Operations:

- (a) Description: Provides instruction in safety and occupational health standards for ship repair, shipbuilding, longshoring and gear certification.
- (b) Duration: 2 weeks.
- (c) Location: NAVSEASYS COM Safety School, Bloomington, IN.
- (d) Eligibility/Prerequisites: Recommendation of command.

18. OSH 240 Gas Free Engineering Technology for Maritime Operations:

- (a) Description: Provides instruction in gas free engineering for the maritime environment including instrumentation and application of standards for confined or enclosed spaces.
- (b) Duration: 2 weeks.
- (c) Location: Various as scheduled by NAVSEASYS COM.
- (d) Eligibility/Prerequisites: Responsibility for certification of confined/closed spaces, recommendation of command.

19. OSH 245 Gas Free Engineering for Non-Maritime Operations:

- (a) Description: Provides instruction in gas free engineering for the shore environment including instrumentation and application of standards for confined or closed spaces.
- (b) Duration: 2 weeks
- (c) Location: NAVSEASYCOM Safety School, Bloomington, IN.
- (d) Eligibility/Prerequisites: Responsibility for certification of confined, closed spaces, recommendation of command and Safety and Health Manager/Officer.

20. Set 430 Ventilation Design and Evaluation:

- (a) Description: Provides instruction in ventilation engineering technology for the control of hazardous atmospheres, including fire and health hazards.
- (b) Duration: 2 weeks.
- (c) Location: NAVSEASYCOM Safety School Bloomington, IN.
- (d) Eligibility/Prerequisites: Responsibilities for engineering design of ventilation systems, recommendation of command.

21. Systems Safety Officers Course:

- (a) Description: Provides university-level systems safety education including systems safety analysis methods, statistical/quantitative methods and system safety management. Emphasis is placed on the application of system safety principles during design, development, and modification of major systems, especially weapons.
- (b) Duration: 3 weeks.
- (c) Location: Norton AFB, CA.
- (d) Eligibility/Prerequisites: Assignment to responsibilities in the design of major facilities and equipment, engineering experience/education.

P. SEARCH AND RESCUE:

1. Comprehensive Search and Rescue:

- (a) Description: Provides training in oceanic, coastal and inland search planning techniques, and in the performance of duty as either SAR Mission Coordinator (SMC) or On Scene Commander (OSC). Instruction parallels the sequential stages and supporting components of the SAR System as organized by the National SAR Manual. Upon completion, the student will have the practical ability to manage SAR cases of a reasonable scope. This is the

(cont'd) only SAR course that satisfies Reserve Officer Integration requirements.

- (b) Duration: 2 weeks.
 - (c) Location: TRACEN, Governors Island, NY.
 - (d) Eligibility/Prerequisites: Officers 0-5 and below; enlisted personnel assigned to Rescue Coordination Centers. Requires previous SAR experience, strong plotting, navigation and math skills. A screening test for plotting and navigation skills will be administered to all students before beginning training; failure to attain the minimum score will result in student's immediate return to duty.
2. Computer Assisted Search Planning (CASP):
- (a) Description: This course provides the students with training in the use of Computer Assisted Search Planning (CASP) and Automated Mutual-Assistance Vessel Rescue (AMVER) systems. All course work is done on the Coast Guard standard terminal located at the school and connected to the PRIME computer at the Operational Computer Center. Students are given a brief introduction to the computer, concentrating on knowledge needed to use the CASP and AMVER systems. This course is required for watchstanders in a maritime RCC.
 - (b) Duration: 4 days.
 - (c) Location: TRACEN, Governors Island, NY.
 - (d) Eligibility/Prerequisites: Officers and enlisted personnel assigned to Rescue Coordination Centers with access to the Coast Guard Computer SAR programs; successful completion of the Comprehensive Search and Rescue course.
3. Coastal Search Planning:
- (a) Description: Provides training designed for Group level SAR watchstanders and planners. The complexities of oceanic search planning are avoided in favor of the Coastal Model of the Manual Solution as found in the Coast Guard Addendum to the National SAR Manual. Search planning is taught from the coastline seaward up to 25 miles for the first day's search efforts.
 - (b) Duration: 2 weeks.
 - (c) Location: TRACEN, Governors Island, NY.
 - (d) Eligibility/Prerequisites: Officers and senior enlisted personnel assigned to a Group SAR OPCEN or other billet which may involve actual SAR planning in the Coastal environment.

4. On-Scene Commander:

- (a) Description: Provides training primarily for pilots of fixed-wing aircraft and deck watch officers assigned to major units who may be required to control the operations of multiple search units in a maritime environment. Follows the text of the National SAR Manual.
- (b) Duration: 3 days.
- (c) Location: TRACEN Governors Island, NY.
- (d) Eligibility/Prerequisites: Experience in SAR operations and proper billet assignment. This course is not designed for, and is not required for, pilots seeking designation as Aircraft Commander.

5. Coast Guard Auxiliary Search Planning:

- (a) Description: Provides a condensed, one-week version of the Coastal SAR Planning course for Auxiliarists responsible for standardized search planning, operations, or training.
- (b) Duration: 1 week.
- (c) Location: TRACEN, Governors Island, NY and other locations.
- (d) Eligibility/Prerequisites: USCG Auxiliarists who meet qualifications as established by the Auxiliary. Normally entails successful completion of designated Auxiliary course material.

6. Inland Search and Rescue:

- (a) Description: Provides introductory level inland SAR training, following the concepts presented in the National SAR Manual and the National Association for Search and Rescue's Search is an Emergency text.
- (b) Duration: 1 week.
- (c) Location: TRACEN, Governor's Island, NY and other locations.
- (d) Eligibility/Prerequisites: For military watchstanders assigned to inland Rescue Control Centers, Air Force Civil Air Patrol mission managers, federal and state civilian emergency services personnel, and state police or county sheriff agencies responsible for directing SAR missions. Quotas are controlled by the USAF RCC at Scott AFB, IL.

7. Coxswain "C" Course:

- (a) Description: Provides basic skills and knowledge for a coxswain trainee. This training will supplement, but not replace, on-the-job qualifications required when the graduate reports to his/her parent command.

Enclosure (1) to COMDTINST M1500.10B

- (b) Duration: 4 weeks.
 - (c) Location: RESTRACEN, Yorktown, VA.
 - (d) Eligibility/Prerequisites: Presently assigned to a unit with a boat attached, and as of class convening date, have at least 18 months remaining on enlistment, and be E-4 through E-6. All applicants are encouraged to complete the CG Institute's Navigation Rules Course (Course Code 0469, short title NAVRUL) prior to arrival.
8. Heavy Weather Coxswain Training:
- (a) Description: Trains qualified coxswains to safely and confidently operate the 44' MLB in the environment for which it was designed.
 - (b) Duration: 3 weeks.
 - (c) Location: Ilwaco, WA.
 - (d) Eligibility: Currently certified as a 44' MLB coxswain, and as of class convening date, have a minimum of six months experience as a 44' MLB coxswain, and be E-4 or above with at least 12 months remaining on enlistment, and be permanently assigned to a unit with a 44' MLB attached.
9. Motor Lifeboat Supervisor's Course:
- (a) Description: Provides an overview of Motor Lifeboat standards of operation, maintenance, operator qualification and capabilities of operator and boat in rough weather.
 - (b) Duration: 2 weeks.
 - (c) Location: Ilwaco, WA.
 - (d) Eligibility: For officers and senior petty officers supervising Motor Lifeboat operations.
10. Emergency Medical Technician Course (EMT):
- (a) Description: Provides classroom instruction and practical experience for emergency medical care to injured or ill persons encountered during Coast Guard SAR missions or at any other time when first aid procedures are required.
 - (b) Duration: 2 weeks and 3 days.
 - (c) Location: TRACEN Petaluma, CA.
 - (d) Eligibility/Prerequisites: Applicant may be of any rank or rate, must volunteer, must be engaged in SAR operations, and must have a remaining obligated service of at least one year upon completion of training. Command endorsement should include the number of EMT's aboard and operational requirements as item 18 of the Short Term Training Request.

Q. SECURITY AND INTELLIGENCE

1. Information Security Management:

- (a) Description: Instruction in Information Security Program Regulations, with emphasis on proper classification of information, downgrading and declassification, plus safeguards against unauthorized disclosure.
- (b) Duration: 2 weeks.
- (c) Location: Defense Industrial Security Institute, Richmond, VA.
- (d) Eligibility/Prerequisites: Commissioned and warrant officers with SECRET security clearances and assigned responsibilities as Information Security Officer.

2. Industrial Facilities Protection:

- (a) Description: Instruction of general nature with regards to protective measures needed to safeguard facilities from effects of sabotage, espionage, terrorism and other destructive acts through application of physical security and emergency preparedness measures.
- (b) Duration: 1 week.
- (c) Location: Defense Industrial Security Institute, Richmond, VA.
- (d) Eligibility/Prerequisites: Commissioned and warrant officers assigned responsibilities of protecting operational/industrial facilities or large quantities of arms, ammunition or explosives.

3. Managing Computer Security Resources:

- (a) Description: Instruction in management of security systems/measures for computer and ADP resources.
- (b) Duration: 1 week.
- (c) Location: DOD Computer Institute, U. S. Navy Yard, Washington, DC.
- (d) Eligibility/Prerequisites: Civilian or military personnel assigned duties as computer security managers.

4. Basic Federal Police:

- (a) Description: Instruction for assignment as security police for major installations including weapons and field training, law enforcement application and techniques for operations. The eight week course has greater emphasis on weapons training.
- (b) Duration: 5 or 8 weeks.

Enclosure (1) to COMDTINST M1500.10B

- (c) Location: FLETEC, Glynco, GA.
 - (d) Eligibility/Prerequisites: Assigned to a unit security force.
5. Shipboard Intelligence Officer (SIO):
- (a) Description: This course is designed to give fundamentals of Intelligence to support command's missions. The SIO will be trained to plan, collect, interpret and integrate sources of intelligence to support operations afloat.
 - (b) Duration: 2 weeks.
 - (c) Location: NMITC, Norfolk, VA, and FITCPAC, San Diego, CA.
 - (d) Eligibility/Prerequisites: Assigned to intelligence staff or as Shipboard Intelligence Officer (SIO). SECRET clearance is required.
6. Enlisted Intelligence Assistant (EIAC):
- (a) Description: This course is designed to give fundamentals of intelligence to support command's missions. The enlisted intelligence assistant will be trained to assist the intelligence officer in planning, collecting, interpreting and integrating sources of intelligence to support operations afloat.
 - (b) Duration: 2 weeks.
 - (c) Location: NMITC, Norfolk, VA, and FITCPAC, San Diego, CA.
 - (d) Eligibility/Prerequisites: Assigned to Enlisted Intelligence Specialist on staff or afloat. SECRET clearance is required.
7. USCG Basic Intelligence Seminar:
- (a) Description: Overview of CG intelligence organization, the intelligence cycle, the national intelligence community, counter-intelligence, OPSEC, and CG intelligence initiatives.
 - (b) Duration: 1 week.
 - (c) Location: Defense Intelligence College, Washington, DC.
 - (d) Eligibility/Prerequisites: Intelligence Officers or Enlisted Intelligence Specialists assigned to Commandant (G-OIS), Intelligence Coordination Center, area (Aoi/Poi), EPIC, or district (oil). SECRET clearance is required.
8. Joint Intelligence Course:
- (a) Description: This course covers the intelligence process, fundamentals of strategic intelligence, national intelligence community, national security structure, and appraisals of worldwide situations of national security interests.

- (b) Duration: 2 weeks.
 - (c) Location: Defense Intelligence College, Washington, DC.
 - (d) Eligibility/Prerequisites: Officer and enlisted Intelligence Specialists assigned to Commandant (G-OIS), Intelligence Coordination Center, Area (Aoi/Poi), EPIC, or District (oil). SECRET clearance is required.
9. Intelligence Analyst Course:
- (a) Description: Covers the role of the analyst, fundamental intelligence research and analysis techniques, how to prepare an estimate, the purpose and management of intelligence collection requirements, and the purpose and use of other pertinent intelligence documents and reports.
 - (b) Duration: 4 weeks.
 - (c) Location: Defense Intelligence College, Washington, DC.
 - (d) Eligibility/Prerequisites: Intelligence Officers or Enlisted Intelligence Specialists assigned to Commandant (G-OIS), Intelligence Coordination Center, area (Aoi/Poi), EPIC, or district (oil). SECRET clearance is required.
10. Intelligence Collection Management Course:
- (a) Description: Covers intelligence community organization with emphasis on collection responsibilities and programs, capabilities and limitations of IMINT, SIGINT, MASINT, and HUMINT collection systems, and collection operations.
 - (b) Duration: 4 weeks.
 - (c) Location: Defense Intelligence College, Washington, DC.
 - (d) Eligibility/Prerequisites: Intelligence Officers or Enlisted Intelligence Specialists assigned to Commandant (G-OIS), Intelligence Coordination Center, area (Aoi/Poi), EPIC, or district (oil). SECRET clearance is required.
11. National Systems Users' Executive Course:
- (a) Description: Covers detailed knowledge of the characteristics of national and tactical sensor systems, their application to intelligence support to DOD operations, and the mechanisms which task and operate the systems. Emphasis is placed on management at the national level with dissemination of information to all echelons.
 - (b) Duration: 1 week.
 - (c) Location: Defense Intelligence College, Washington, DC.

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- (d) Eligibility/Prerequisites: Senior intelligence officers (O-4 and above) assigned to Commandant (G-OIS), Intelligence Coordination Center, or area (Aoi/Poi). TOP SECRET clearance with access to SCI is required.

12. Indications and Warning Course:

- (a) Description: Covers DOD indications system structure, mission responsibilities, and operations of warning centers, derivation and use of indicators, sensor systems, deception, and warning analysis.
- (b) Duration: 2 weeks.
- (c) Location: Defense Intelligence College, Washington, DC.
- (d) Eligibility/Prerequisites: Intelligence watch officers assigned to Intelligence Coordination Center, and area (Aoi/Poi). TOP SECRET clearance with access to SCI is required.

13. Imagery Interpretation Course:

- (a) Description: Covers basics of imagery intelligence, reconnaissance systems, planning reconnaissance missions, and interpretation of the resulting imagery.
- (b) Duration: 2 weeks.
- (c) Location: NMITC, Norfolk, VA, and FITCPAC, San Diego, CA.
- (d) Eligibility/Prerequisites: Intelligence officers or enlisted intelligence specialists assigned to Intelligence Coordination Center, and area (Aoi/Poi). SECRET clearance is required.

14. Intelligence Photography Course:

- (a) Description: Covers basics of hand-held camera operation, obtain good quality intelligence photography of air, submarine, and surface units, as well as ports and harbors.
- (b) Duration: 1 week.
- (c) Location: NMITC, Norfolk, VA, and FITCPAC, San Diego, CA.
- (d) Eligibility/Prerequisites: Command intelligence officers or enlisted assistants. SECRET clearance is required.

15. Law Enforcement Basic:

- (a) Description: Basic instruction in law enforcement and security including use of weapons and techniques, handling of evidence, operational tasks and techniques, record keeping, communication, control and investigation, patrolling, legal elements and requirements.

- (b) Duration: 7 weeks.
- (c) Location: U. S. Army Military Police School, Fort McClellan, Anniston, AL.
- (d) Eligibility/Prerequisites: Enlisted personnel assigned as a guard or watch supervisor.

16. Law Enforcement Specialist:

- (a) Description: Course No. L3ABR81132 provides complete course of instruction for assignment as a security patrolman at a major military installation including weapons and field training, law enforcement application and techniques and investigations and operations.
- (b) Duration: 7 weeks.
- (c) Location: Lackland AFB, TX.
- (d) Eligibility/Prerequisites: Enlisted, E-3 to E-5.

17. USAF Office of Special Investigations (OSI) Basic Investigators School:

- (a) Description: Provides complete course of instruction on basic investigative techniques for military investigators.
- (b) Duration: 14 weeks (includes 1 week at HQ).
- (c) Location: Forrestal Building, Washington, DC.
- (d) Eligibility/Prerequisites: Assignment to intelligence duty.

18. Meteorological and Oceanographic Analyst/Forecaster:

- (a) Description: Course No. C3AAR25170-004 (AF).
- (b) Duration: 25 weeks.
- (c) Location: Chanute Air Force Base, Rantoul, IL.
- (d) Eligibility/Prerequisites: MST (E-5) or above; satisfactory completion of the CGI Correspondence Course for the next higher pay grade. Commanding officers shall, prior to recommending personnel for the course, order the "Diagnostic Test Packet for Prospective Students, Class C-7 (LPO-Ref-003)" from:

Commanding Officer
Naval Weather Service Facility
NAS Pensacola
Pensacola, FL. 32508

(cont'd) The diagnostic exam should be administered and mailed at least 8 weeks in advance of the class convening date. Application for training and the completed and graded Diagnostic Test Packet shall be forwarded to Commandant (G-PTE).

19. Security Management:

- (a) Description: Instruction in physical security measures and control including planning, education, communications, inspections, hazards and devices.
- (b) Duration: 3 weeks.
- (c) Location: U. S. Army Military Police School, Fort McClellan, Anniston, AL.
- (d) Eligibility/Prerequisites: Commissioned or warrant officers with CONFIDENTIAL security clearance and assigned as a Security Officer or Assistant Security Officer.

R. WEAPONS. All courses are at RESTRACEN, Yorktown, VA:

1. MK-56 Gun Fire Control System (FT-1).

- (a) Description: Trains FT's to operate and maintain the MK 56 Gun Fire Control System (GFCS).
- (b) Duration: 12 weeks.
- (c) Eligibility: FT's E-4 through E-9.

2. MK-92 MOD 1 Fire Control System (FT-2).

- (a) Description: Trains FT's to operate and maintain the MK 92 MOD 1 Fire Control System (FCS).
- (b) Duration: 25 weeks.
- (c) Eligibility: FT's E-4 through E-9.

3. 20MM MK 16 MOD 5 Machine Gun (GM-1).

- (a) Description: Trains GM's to operate and maintain the 20mm MK 16 MOD 5 Machine Gun.
- (b) Duration: 1 week.
- (c) Eligibility: GM's E-4 through E-9.

4. MK 22 3"/50 Caliber Gun Mount (GM-3).
 - (a) Description: Trains GM's to operate and maintain the MK22 3"/50 caliber gun mount.
 - (b) Duration: 1 week.
 - (c) Eligibility: GM's E-4 through E-9.

5. MK 32 Surface Vessel Torpedo Tubes (GM-5).
 - (a) Description: Trains GM's to operate and maintain the MK32 Surface Vessel Torpedo Tubes.
 - (b) Duration: 1 week.
 - (c) Eligibility: GM's E-4 through E-9.

Enclosure 2

AVIATION UNIT COURSE REQUIREMENTS (STANDARDS)

COURSE TITLE	DURATION	ENL/ OFF	HU-25A	NUMBER OF GRADUATES BY AIRCRAFT TYPE			SPECIAL
				C-130	HH-65A	HH-3	
AIRCRAFT ACCIDENT INVESTIGATION	2 wks	OFF					X
AIRCRAFT ACCIDENT PREVENTION	2 wks	OFF					X
AIRCRAFT LOGS AND RECORDS	1 wk	ENL					X
AIRCRAFT MAINTENANCE OFFICER	4-5 wks	OFF					X
AVIATION COMMAND SAFETY	1 wk	OFF					X
AVIATION SUPPLY PROCEDURES	1 wk	O/E					X
A-32H-4A DUAL RAIL SYSTEM	3 day	ENL			1		
AN/APN-59 RADAR	3 wks	ENL			1		
AN/APN-147/ASN-35	3 wks	ENL			1		
HIGH RELIABILITY SOLDERING	1 wk	ENL					X
DF-301E UHF/VHF	1 wk	ENL				1	

AVIATION UNIT COURSE REQUIREMENTS (STANDARDS) (cont'd)

COURSE TITLE	DURATION	ENL/ OFF	NUMBER OF GRADUATES BY AIRCRAFT TYPE			SPECIAL
			HU-25A	C-130	HH-65A	
(RADAR ALTIMETER)	2 wks	ENL	1*			
AN/APX-72 (AIMS)	2-4 wks	ENL			1	
APN-195 (RADAR)	3 wks	ENL			1	
C-12 COMPASS	1 wk	ENL	1*			
C-130 ELECTRONICS REPAIR TECH.	2 wks	ENL	1			
C-130 FLT ENGINEER	10 wks	ENL	4			
C-130 FUEL CELL REPAIR	1 wk	ENL	2			
C-130 GAS TURBINE COMPRESSOR	1 wk	ENL	1			
AN/APS 127 RADAR	4 wks	ENL		1		
AN/ARN 133 LORAN-C	2 wks	ENL			1	
AN/ARC 513 VHF-FM	3 wks	ENL			1	

AVIATION UNIT COURSE REQUIREMENTS (STANDARDS) (cont'd)

COURSE TITLE	DURATION	ENL/ OFF	NUMBER OF GRADUATES BY AIRCRAFT TYPE			SPECIAL
			HU-25A	C-130	HH-3	
C-130 INSTRUMENT REPAIR TECH.	2 wks	ENL		2		
C-130 LOADMASTER	2 wks	ENL		3		
C-130 MAINTENANCE TECH.	3 wks	ENL		3		
C-130 PILOT INITIAL QUALIFICATION	2 wks	OFF				X
C-130 PNEUMRAULIC TECH.	2 wks	ENL		2		
C-130 PROPELLER	2 wks	ENL		2		
C-131 TRANSITION	3-4 wks	OFF				X
CORROSION CONTROL	2 wks	O/E				X
HU-25A AIRFRAME	3 wks	ENL		4		
HU-25A AVIONICS	3 wks	ENL		2		
HU-25A ELECTRICAL	5 wks	ENL		2		
ATF3-6 & GTCP36-100 ENGINE	4 wks	ENL		2		

AVIATION UNIT COURSE REQUIREMENTS (STANDARDS) (cont'd)

COURSE TITLE	DURATION	ENL/ OFF	NUMBER OF GRADUATES BY AIRCRAFT TYPE			SPECIAL
			HU-25A	C-130	HH-65A	
CRASH SURVIVOR INVESTIGATOR	2 wks	OFF				X
DART ENGINE MAINTENANCE	2 wks	ENL				X
E-4 AUTOPILOT	2 wks	ENL		1*		
FLIGHT SAFETY OFFICER	9 wks	OFF				X
FLIGHT SURGEON	7 wks	OFF				X
FUEL SYSTEM TECHNICIAN	3 wks	ENL				X
GROUND SAFETY OFFICER	3 wks	OFF				X
HELI-ARC WELDING	6 wks	ENL				X
HELO ACCIDENT INVESTIGATION	2 wks	OFF				X
HH-3F AIRFRAME/ POWERTRAIN	5 wks	ENL			5	
HH-3F AFCS/ELECT/ AYN-2/A24G-39	8 wks	ENL			4	
DIGITAL & MICRO- PROCESSOR	2 wks	ENL				X

AVIATION UNIT COURSE REQUIREMENTS (STANDARDS) (cont'd)

COURSE TITLE	DURATION	ENL/ OFF	NUMBER OF GRADUATES BY AIRCRAFT TYPE			SPECIAL
			HU-25A	C-130	HH-3	
HH-3F PROFICIENCY	1 wk	OFF				
HH-3F REQUALIFICATION	3 wks	OFF				X
HH-3 TRANSITION	5 wks	OFF				X
HH-52A AUTO STABILIZATION EQUIPMENT/ ELECTRONICS	6 wks	ENL				
HH-52A MAINTENANCE	5 wks	ENL				
HH-52A PROFICIENCY	1 wk	OFF				
HH-52A QUALIFICATION	5 wks	OFF				
HH-52A REQUALIFICATION	2 wks	OFF				
6/BM-3 VHF-AM			1		1	
AN/ARN-118 TACAN						
718U-5 HF			1			
APN-215 RADAR						1

AVIATION UNIT COURSE REQUIREMENTS (STANDARDS) (cont'd)

COURSE TITLE	DURATION	ENL/ OFF	NUMBER OF GRADUATES BY AIRCRAFT TYPE			SPECIAL
			HU-25A	C-130	HH-65A HH-3	
HH-52A TRANSITION	6 wks	OFF				
HOBART GROUND POWER UNIT	1 wk	ENL				X
JET ENGINE ACCIDENT INVESTIGATION	2 wks	OFF				X
LTN-72	3 days	O/E		1		X
MICRO-MINIATURE COMPONENT REPAIR	3 wks	ENL				X
MINIATURE COMPONENT REPAIR	2-3 wks	ENL				X
NI-CAD BATTERY	1 wk	ENL				X
NON-DESTRUCTIVE INSPECTION	2 wks	O/E				X
SEWING MACHINE MAINTENANCE	2 wks	ENL				X
SPEY ENGINE MAINTENANCE	2 wks	ENL				X
T-56-A-7 or 15 ENGINE SYSTEMS	2 wks	O/E		3*		
LTN 211	.5 wk	ENL				X

AVIATION UNIT COURSE REQUIREMENTS (STANDARDS) (cont'd)

COURSE TITLE	DURATION	ENL/ OFF	NUMBER OF GRADUATES BY AIRCRAFT TYPE			SPECIAL
			HU-25A	C-130	HH-65A	
T-56-A-7 of 15 ENGINE MAINTENANCE	3 wks	O/E		3*		
T-58-5/8B ENGINE	3 wks	ENL			3	
VC-4 INITIAL PILOT QUALIFICATION	2 wks	OFF				X
VC-4 MAINTENANCE INITIAL	4 wks	ENL				X
VC-4 MAINTENANCE REFRESHER	1 wk	ENL				X
VC-4 REFRESHER	1 wk	OFF				X
VC-11 INITIAL PILOT QUALIFICATION	2 wks	OFF				X
VC-11 MAINTENANCE INITIAL	5 wks	ENL				X
HH-65A ELEC/AFCS	5 wks	ENL			2	
HH-65A AIRFRAM & POWERTRAIN	5 wks	O/ENL			4	
HH-65A AVIONICS	5 wks	ENL			2	

AVIATION COURSE REQUIREMENTS (STANDARDS) (cont'd)

COURSE TITLE	DURATION	ENL/ OFF	NUMBER OF GRADUATES BY AIRCRAFT TYPE			SPECIAL
			HU-25A	C-130	HH-65A HH-3	
VC-11 MAINTENANCE REFRESHER	1 wk	ENL				X
VC-11 REFRESHER	1 wk	OFF				X

NOTE: It is the policy of the Commandant (G-EAE) to cross-train designated engineering personnel in all types of aircraft assigned to the unit. This policy will ensure an adequate supply of trained personnel for future rotational purposes and provide for adequate career development.

NOTE 1: To compute the recommended number of graduates multiply the number listed below by the number of operational aircraft assigned to the unit.

NOTE 2: Asterisk (*) indicates equipment dependent upon aircraft model assigned to unit.

FORMAT FOR REPORTING REQUIRED COURSES

COURSE DESCRIPTION	NUMBER OF GRADUATES ON BOARD	QUOTAS REQUIRED TO MEET STANDARDS	QUOTAS REQUESTED	FY			
				1st	2nd	3rd	4th

COURSE REQUIREMENTS FOR UNITS WITH PHYSICAL SECURITY PERSONNEL

COURSE TITLE	DURATION	NUMBER OF GRADUATES BY SIZE OF SECURITY FORCE					REMARKS
		1-10	11-20	21-30	31-50	51-75	
Security Management Course 8H-F3	3 weeks	1	1	1	1	1	Security Officer Assistant Security Officer
Physical Security Course 830-F3	3 weeks	1 3	1 3	1 3	1 3	1 3	Guard Supervisor Watch Supervisor
		1	1	1	1	1	Investigator
Basic Law Enforcement Course 95B	8 weeks	1 3	1 3	1 3	1 3	1 3	Guard Supervisor Watch Supervisor
Law Enforcement Specialist Course 3AB81230	3 weeks	ALL	75%	70%	60%	50%	Guards Investigator
		1	1	1	1	1	

A. STANDARDS FOR EQUAL EMPLOYMENT OPPORTUNITY (EEO) TRAINING FOR CIVILIAN SUPERVISORS AND MANAGERS.

1. All supervisory and management courses for civilians conducted within the Coast Guard will include at least the same number of hours of EEO training that are included in the same or comparable courses conducted in Office of Personnel Management Training Centers. This standard establishes only the minimum time allocation; each command must make the decision on the total time needed in excess of the minimum. When a course is conducted within the Coast Guard for which there is no comparable Office of Personnel Management course, the command sponsoring the course will include such EEO training as is deemed necessary to meet local requirements.
2. Most of the Coast Guard requirements for supervisory and management training are met by enrollment of supervisors or managers in the Office of Personnel Management courses. In some instances, the number of supervisors or managers requiring training at the same time have made it feasible to conduct comparable supervisory or management courses within the Coast Guard, using either Coast Guard or non-Coast Guard instructors. District commanders and commanding officers of Headquarters units conducting such courses have delegated authority to determine course content and content time allocations with the courses. Nevertheless, it is essential that there be some Coast Guard-wide uniformity in the inclusion of EEO training in these courses. A reliable guide for establishing this uniformity is the practices in course design followed by the Office of Personnel Management Training Centers.
3. The responsibility for establishing adequate review procedures to ensure that the above standards are met rests in the District commanders and commanding officers of Headquarters units.

LEGAL UNIT COURSE REQUIREMENTS (DESIRED STANDARDS)

COURSE TITLE/LOCATION	DISTRICT LEGAL OFFICE	OTHER FIELD LEGAL OFFICE
Government Contract Law Symposium JAGS, Charlottesville, VA	1, 2	1
Basic Law Specialist Course Naval Justice School, Newport, RI	1, 2 (Military Only)	1, 2
Federal Labor Relations Course JAGS, Charlottesville, VA	1, 2	
Legal Assistance Course JAGS, Charlottesville, VA	1, 2	2
Criminal Trial Advocacy Course JAGS, Charlottesville, VA	1, 2 (Military Only)	1, 2 (Military Only)
Criminal Law, New Developments JAGS Charlottesville, VA	1, 2 (Military Only)	1, 2
Law of War Workshop JAGS Charlottesville, VA	1, 2	
Legal Aspects of Terrorism Course JAGS Charlottesville, VA	1, 2	1
Law of War Seminar JAGS Charlottesville, VA	1, 2	
Military Judge Course JAGS, Charlottesville, VA	1 (Military Only)	1 (Academy Only)
Contract Attorney Course JAGS, Charlottesville, VA	1,2	1

LEGAL UNIT COURSE REQUIREMENTS (DESIRED STANDARDS) (cont'd)

COURSE TITLE/LOCATION	DISTRICT LEGAL OFFICE	OTHER FIELD LEGAL OFFICE
Fiscal Law Course JAGS, Charlottesville, VA	1, 2	1
Contract Claims, Litigation & Remedies JAGS, Charlottesville, VA	1, 2	1 (Baltimore Only)
Military Lawyers Assistant Course Training Facility to be Determined	3, 4, 5	4, 5
Admin Law for Military Installations JAGS Charlottesville, VA	1, 2	
Freedom of Information Act (Various - Dept of Justice)	1, 2	1
Legal Clerk & Court Reporting Course Naval Justice School, Newport, RI	4	4
Legal Office Management Course Training Facility to be Determined	3	
Advanced Federal Litigation Course JAGS Charlottesville, VA	1, 2	

Key: 1-Legal Officer; 2-Staff Attorney; 3-Legal Warrant Officer; 4-Legal Yeoman; 5- Secretary