

SECTION 2

List of Correspondence Courses

AET1

Course Name: Avionics Electrical Technician, First Class

Course Code - Edition: 0104-1

Course Material PQG Online Date: 10/15/2007

Test Online Date: 11/5/2007

Closed Book Exam

Passing Score: 80%

Description: Provides information and guidance supporting aviation duties, aircraft maintenance, and shop maintenance for the avionics Electrical Technician First Class.

ACE Recommendations: Pending

ACE NO: Pending

Reserve Retirement Points: 1

Subject Matter Specialist (SMS) location:

www.uscg.mil/d5/airstation/ecity/

SMS Telephone #: (252) 334-5357

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List of Correspondence Courses (Continued)

Section 2

AET2

Course Name: Avionics Electrical Technician, Second Class

Course Code - Edition: 0204-1

Course Material PQG Online Date: 10/15/2007

Test Online Date: 11/5/2007

Closed book exam

Passing Score: 80%

Description: Provides information and guidance supporting aviation administrative duties, aircraft maintenance, and shop maintenance for the avionics Electrical Technician Second Class.

ACE Recommendation: Pending

ACE No.: Pending

Reserve Retirement Points: 8

Subject Matter Specialist (SMS) location:

www.uscg.mil/d5/airstation/ecity/

SMS Telephone #: (252) 334-5357

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List of Correspondence Courses (Continued)

Section 2

AMT1

Course Name: Aviation Maintenance Technician, First Class

Course Code - Edition: 0106-2

Course Material Online PQG Date: 10/17/2007

Test Online Date: 9/17/2007

Closed book exam

Passing Score: 80%

Description: Provides information and guidance supporting aviation administrative duties, aircraft maintenance, and shop maintenance for the aviation maintenance technician first class.

ACE Recommendation: Pending.

ACE No: Pending

Reserve Retirement Points:1

Subject Matter Specialist (SMS) location:

www.uscg.mil/d5/airstation/ecity/

SMS Telephone #: (252) 335-6317

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List of Correspondence Courses (Continued)

Section 2

AMT2

Course Name: Aviation Maintenance Technician, Second Class

Course Code - Edition: 0206-2

Course Material PQG Online Date: 09/18/2007

Test Online Date: 9/18/2007

Closed book exam

Passing Score: 80%

Description: Provides information and guidance supporting aviation administrative duties, aircraft maintenance, and shop maintenance for the aviation maintenance technician Second Class.

ACE Recommendation: Pending

ACE No: Pending

Reserve Retirement Points: 3

Subject Matter Specialist (SMS) location:

www.uscg.mil/d5/airstation/ecity/

SMS Telephone #: (252) 335-6317

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List of Correspondence Courses (Continued)

Section 2

AST1

Course Name: Aviation Survival Technician, First Class

Course Code - Edition: 0110-2

Course Material Online Date: 7/16/2008

Test Online Date: 7/16/2008

Closed Book Exam

Passing Score: 80%

Description: Provides information and guidance supporting aviation duties, aircraft maintenance, and shop maintenance for the avionics electrical technician first class.

ACE Recommendation: Pending

ACE No: Pending

Reserve Retirement Points: 2

Subject Matter Specialist (SMS) location:

www.uscg.mil/d5/airstation/ecity/

SMS Telephone #: (252) 334-5355

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List of Correspondence Courses (Continued)

Section 2

AST2

Course Name: Aviation Survival Technician, Second Class

Course Code - Edition: 0210-2

Course Material PQG Online Date: 09/11/2007

Test Online Date: 12/7/2007

Closed book exam

Passing Score: 80%

Description: Provides information and guidance supporting aviation administrative duties, aircraft maintenance, and shop maintenance for the Aviation Survival Technician Second Class.

ACE Recommendation: Pending

ACE No: Pending

Reserve Retirement Points: 3

Subject Matter Specialist (SMS) location:

www.uscg.mil/d5/airstation/ecity/

SMS Telephone #: (252) 334-5355

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List of Correspondence Courses (Continued)

Section 2

BARAD

Course Name: Basic Radar User
Course Code - Edition: 0651-2
Course Material Online Date: 05/14/2002

Test Online Date: 05/14/2002
Closed book exam
Passing Score: 76%

Description: Provides training in basic radar operation of the AN/SPS-64 and 66 radars, scope interpretation, and plotting procedures.

Ace Recommendation: In the vocational certificate category, 1 semester hour in introduction to radar systems operation (8/04).
ACE No: CG-1715-0171

Reserve Retirement Points: 7

Subject Matter Specialist (SMS) location: www.uscg.mil/tcyorktown/
SMS Telephone #: (757) 856-2928

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List of Correspondence Courses (Continued)

Section 2

BM1

Course Name: Boatswain's mate, First Class
Course Code - Edition: 0112-2
Course Material PQG Online Date: 01/24/2008

Closed book exam
Passing Score: 80%

Description: This course consists of pamphlets and an end-of-course test provided in distance learning, self-study format. Subject matter is specifically designed for P02 (E-5) as a required component for advancement to BM1. The course covers selected subjects in administration, maintenance and training. The pamphlets include reading assignments with objectives to be mastered and appropriate review exercises specifically designed to test mastery of the objectives. The Professional Development Supervisor (PDS) will evaluate the student for 100% completion of the PQG sheets and the student must achieve a minimum score of 80 % on the EOCT to successfully complete the course.

Ace Recommendation: Pending
ACE No: Pending

Reserve Retirement Points: 2

Subject Matter Specialist (SMS) location: www.uscg.mil/tcyorktown/
SMS Telephone: (757) 856-2175

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List of Correspondence Courses (Continued)

Section 2

BM2

Course Name: Boatswain's Mate, Second Class
Course Code - Edition: 0212-2
Course Material PQG Online Date: 4/4/2008

Test Online Date: 4/4/2008

Closed book exam

Passing Score: 80%

Description: This course consists of pamphlets and an EOCT provided in distance learning, self-study format. Subject matter is specifically designed for P02 (E-5) as a required component for advancement to BM1. The course covers selected subjects in administration, a maintenance, and training. The pamphlets include reading assignments with objectives to be mastered and appropriate review exercises specifically designed to test mastery of the objectives. The Professional Development Supervisor (PDS) will evaluate the student for 100% completion of the PQG sheets, and the student must achieve a minimum score of 80% on EOCT to successfully complete the course.

Ace Recommendation: Pending

ACE No: Pending

Reserve Retirement Points: 7

Subject Matter Specialist (SMS) location: www.uscg.mil/tcyorktown/
SMS Telephone: (757) 856-2175

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List of Correspondence Courses (Continued)

Section 2

BM3

Course Name: Boatswain's Mate, Third Class
Course Code - Edition: 0312-1
Course Material PQG Online Date: 2/24/2003

Test Online Date: 8/21/2003
Closed book exam
Passing Score: 80%

Description: Distance learning- Administration, Operations & Seamanship Parts A & B, Piloting & Navigation Parts A & B, Maintenance Honors and Ceremonies.

Ace Recommendation: In the vocational certificate category, 1 semester hour in welding (gas metal arc and gas tungsten arc). In the lower-division baccalaureate/associate degree category, 1 semester hour in industrial safety, 1 in fundamentals of construction technology, 2 in technical writing, and 2 in fire prevention. In the upper-division baccalaureate category, 3 semester hours in project management (2/06).

ACE No: CG-1710-0020

Reserve Retirement Points: 26

Subject Matter Specialist (SMS) location: www.uscg.mil/tcyorktown/
SMS Telephone: (757) 856-2175

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List of Correspondence Courses (Continued)

Section 2

COM-01

Course Name: AN/WSC-3 (V) Transceiver System Maintenance

Course Code - Edition: 2925-1

Course Material Online Date: 12/27/2001

Test Online Date: N/A

Passing Score: N/A

Description: Operation, Organizational level repair and planned maintenance of the AN/WSC-3 (V) Transceiver System. Included are AC and DC distribution circuits, transmit and receive circuits, test circuits, control circuits and frequency synthesizing circuits. Non-resident computer based training.

Note: Only members required to complete COM-01/2925 Ed. 1 per the master training list in Ref. A will be allowed to order the new course from the CGI. Anyone not required, but interested in ordering the course should contact TRACEN Petaluma.

Ace Recommendation: none

ACE No: none

Reserve Retirement Points: 0

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List of Correspondence Courses (Continued)

Section 2

DC1

Course Name: Damage Control man, First Class
Course Code - Edition: 0116-1
Course Material PQG Online Date: 01/12/2006

Test Online Date: 2/1/2006

Closed book exam

Passing Score: 80%

Description: The course consists of one Certification Guide and five separate unit of instruction in Administration, Carpentry, Fire Prevention, Plumbing and Welding.

Ace Recommendation: *Version 2:* In the vocational certificate category, 1 semester hour in welding (gas metal arc and gas tungsten arc). In the lower-division baccalaureate/associate degree category, 1 semester hour in industrial safety, 2 in fundamentals of construction technology, and 2 in technical writing. In the upper-division baccalaureate category, 3 semester hours in project management (2/06). *Version 3:* In the vocational certificate category, 1 semester hour in welding (gas metal arc and gas tungsten arc). In the lower-division baccalaureate/associate degree category, 1 semester hour in industrial safety, 1 in fundamentals of construction technology, 2 in technical writing, and 2 in fire prevention. In the upper-division baccalaureate category, 3 semester hours in project management (2/06).

ACE No: CG-1710-0020

Reserve Retirement Points: 20

Subject Matter Specialist (SMS) location: www.uscg.mil/tcyorktown/
SMS Telephone: (757)856-2796

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List of Correspondence Courses (Continued)

Section 2

DC2

Course Name: Damage Controlman, Second Class
Course Code - Edition: 0216-1
Course Material PQG Online Date: 05/23/2005

Test Online Date: 9/15/2005
Closed Book Exam
Passing Score: 76%

Description: Provides training in the use of engineering publications; procurement; damage control preventive maintenance system; handling, stowage, and disposal of hazardous materials; set-up and operation of a Chemical, Biological, and Radiological (CBR) Contamination Control Area (CCA) and Decontamination Station (DS); pump and portable educator maintenance; firefighting Procedures, identification and overhaul procedures for various types of valves; arc cutting processes; inspecting and testing welds; conventional wood-frame construction; and procedures necessary to pour a concrete slab.

Ace Recommendation: In the vocational certificate category, 2 semester hours in building trades and 1 in basic firefighting. In the lower-division baccalaureate/associate degree category, 1 semester hour in project planning, 1 in industrial safety, and 3 in fundamentals of building construction (2/06).
ACE No: CG-1710-0021

Reserve Retirement Points: 29

Subject Matter Specialist (SMS) location: www.uscg.mil/tcyorktown/
SMS Telephone: (757)856-2796

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List of Correspondence Courses (Continued)

Section 2

DC3

Course Name: Damage Control, Third Class
Course Code - Edition: 0316-1
Course Material PQG Online Date: 07/28/2004

Test Online Date: 1/3/2005
Closed book exam
Passing Score: 76%

Description: Provides training in carpentry, plumbing, concrete, woodworking tools, welding, and cutting, basic principles of damage control, firefighting, CBR, anchoring, and administration publications.

Ace Recommendation: In the vocational certificate category, 3 semester hours in building trades and 1 in basic firefighting. In the lower-division baccalaureate/associate degree category, 3 semester hours in general engineering technology laboratory (2/06).

ACE No: CG-1710-0019

Reserve Retirement Points: 32

Subject Matter Specialist (SMS) location: www.uscg.mil/tcyorktown/
SMS Telephone: (757)856-2796

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List of Correspondence Courses (Continued)

Section 2

DWINTO

Course Name: Deck Watch Officer International/Inland - Original
Course Code - Edition: 0701-1
Course Material Online Date: 01/01/1997

Test Online Date: 6/13/2005

Closed book exam

Passing Score: 90%

Description: The 50-question examination is available only to USCG active duty and reserve personnel. The exam tests on knowledge of NAVRULES (COMDTINST M16672.5A) for both the inland waters of the United States and coastal and international waters referred to respectively as the Inland Rules and the International Rules. The renewal exam is used for renewing a DWO exam before it expires. Remember, there is no course material available for the DWO or DWINTR specifically. Members must use NAVRUL course material and COMDINST M3502.4. Questions on this exam are similar to the merchant marine rules of the road questions and can be found on the World Wide Web at the following address:

<http://www.uscg.mil/hq/cg1/cgi/nrt/nrt.asp>

The member should read eligibility and qualification criteria in the USCG Cutter Training Manual (COMDTINST M3502.4) before ordering this exam. Upon successful completion, the member is certified for a period of 5 years. This exam is also required for BM2s in order to qualify for the BM1 Servicewide Examination.

Note: Please review the “USCG Approved Rules of the Road Courses” located on the CGIs website and COMDTINST 16672.5A for further details. Courses not listed must be approved by the BM Rating Force Manager to receive credit for completion of the DWINTO. Under no circumstances shall the SPO enter credit for the DWINTO. All certificates must be submitted to the CG Institute for entry into Direct Access.

Ace Recommendation: None

ACE No: None

Reserve Retirement Points: 0

Subject Matter Specialist (SMS) location: <http://www.uscg.mil/hq/osc/>

SMS Telephone: (202)493-6797

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List of Correspondence Courses (Continued)

Section 2

DWINTR

Course Name: Deck Watch Officer International/Inland - Original
Course Code - Edition: 0702-1
Course Material Online Date: 01/01/1997

Test Online Date: 8/16/2005

Open book exam

Passing Score: 90%

Description: The 30-question examination tests on knowledge of NAVRULES (COMDTINST M16672.5A). ONLY MEMBERS WHO HAVE PASSED THE DWO ORIGINAL EXAM MAY TAKE THIS RENEWAL. Anytime before expiration of 5 years a member can take the DWINTR Renewal exam to retain certification. They may continue to take the DWINTR open book until they pass or 5 years expires. If they do not pass the DWINTR exam before 5 years expires they must take the DWO closed book exam to recertify. The member should read eligibility and qualification criteria in the USCG Cutter Training Manual (COMDTINST M3502.4) before ordering this exam.

Note: Please review the "USCG Approved Rules of the Road Courses" located on the CGIs website and COMDTINST 16672.5A for further details. Courses not listed must be approved by the BM Rating Force Manager to receive credit for completion of the DWINTR. Under no circumstances shall the SPO enter credit for the DWINTR. All certificates must be submitted to the CG Institute for entry into Direct Access.

Ace Recommendation: None

ACE No: None

Reserve Retirement Points: 0

Subject Matter Specialist (SMS) location: <http://www.uscg.mil/hq/osc/>

SMS Telephone: (202)493-6797

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List of Correspondence Courses (Continued)

Section 2

EM1

Course Name: Electrician's Mate, First Class
Course Code - Edition: 0119-8
Course Material PQG Online Date: 02/01/2006

Test Online Date: 3/9/2006

Closed book exam

Passing Score: 80%

Description: Covers subjects in Administration and Auxiliary/Propulsion Controls Systems. Includes reading assignments with objectives and review exercises designed to test mastery of the objectives. Performance based approach to completing the EPQ's.

Ace Recommendation: In the lower-division baccalaureate/associate degree category, 1 semester hour in concepts of chemistry, 2 in motors and generators, and 3 in electromechanical systems. In the upper-division baccalaureate category, 3 semester hours in project management (2/06).

ACE No: CG-1714-0011

Reserve Retirement Points: 0

Subject Matter Specialist (SMS): www.uscg.mil/tcyorktown/

SMS Telephone: (757) 856-2796

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List of Correspondence Courses (Continued)

Section 2

EM2

Course Name: Electrician's Mate, Second Class
Course Code - Edition: 0219-3
Course Material PQG Online Date: 11/01/2005

Test Online Date: 11/01/2005
Closed book exam
Passing Score: 80%

Description: Performance Qualifications Guide for Advancement to Second Class Electrician.

Ace Recommendation: In the lower-division baccalaureate/associate degree category, 3 semester hours in electromechanical control systems and 3 in electric power distribution (2/06).

ACE No: CG-1714-0023

Reserve Retirement Points: 32

Subject Matter Specialist (SMS): www.uscg.mil/tcyorktown/
SMS Telephone: (757) 856-2796

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List of Correspondence Courses (Continued)

Section 2

EM3

Course Name: Electrician's Mate, Third Class
Course Code - Edition: 0319-1
Course Material PQG Online Date: 10/23/2006

Test Online Date: 11/13/2006
Closed book exam
Passing Score: 80%

Description: Presents a general overview of basic electricity, power distribution, motors and controllers, batteries and small boats and auxiliary equipment and national electric code necessary to complete the Electrician's Mate Third Class.

Ace Recommendation: Pending
ACE No: CG-1714-0024

Reserve Retirement Points: 37

Subject Matter Specialist (SMS): www.uscg.mil/tcyorktown/
SMS Telephone: (757) 856-2796

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List of Correspondence Courses (Continued)

Section 2

**EPME-4
(Apprentice)**

Course Name: Enlisted Professional Military Education Study Guide
Course Code - Edition: 0462-2
Course Material Online Date: 7/24/2008

Test Online Date: 7/24/2008
Closed book exam
Timed Exam - 60 min
Passing Score: 80%

Description: Provides the knowledge base needed to all military personnel regarding basic military education. Subject matter in this area guide is presented in both Knowledge and Performance based formats. The Apprentice (E-3/E-4), Journeyman (E-5/E-6) and Master (E-7/E-8) Advancement Qualification Exams are all based on the Study Guide.

Ace Recommendation: N/A
ACE No: N/A

Reserve Retirement Points: 0

Subject Matter Specialist (SMS) location:
<http://www.uscg.mil/hq/tcpet/index.shtm>
SMS Telephone: (707) 765-7374

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List of Correspondence Courses (Continued)

Section 2

**EPME-6
(Journeyman)**

Course Name: Enlisted Professional Military Education Study Guide
Course Code - Edition: 0662-2
Course Material Online Date: 7/24/2008

Test Online Date: 7/24/2008

Closed book exam

Timed Exam - 60 min

Passing Score: 80%

Description: Provides the knowledge base needed to all military personnel regarding basic military education. Subject matter in this area guide is presented in both Knowledge and Performance based formats. The Apprentice (E-3/E-4), Journeyman (E-5/E-6) and Master (E-7/E-8) Advancement Qualification Exams are all based on the Study Guide.

Ace Recommendation: N/A

ACE No: N/A

Reserve Retirement Points: 0

Subject Matter Specialist (SMS) location:

<http://www.uscg.mil/hq/tcpet/index.shtm>

SMS Telephone: (707) 765-7374

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List of Correspondence Courses (Continued)

Section 2

**EPME-8
(Master)**

Course Name: Enlisted Professional Military Education Study Guide
Course Code - Edition: 0862-2
Course Material Online Date: 7/24/2008

Test Online Date: 7/24/2008

Closed book exam

Timed Exam - 60 min

Passing Score: 80%

Description: Provides the knowledge base needed to all military personnel regarding basic military education. Subject matter in this area guide is presented in both Knowledge and Performance based formats. The Apprentice (E-3/E-4), Journeyman (E-5/E-6) and Master (E-7/E-8) Advancement Qualification Exams are all based on the Study Guide.

Ace Recommendation: N/A

ACE No: N/A

Reserve Retirement Points: 0

Subject Matter Specialist (SMS) location:

<http://www.uscg.mil/hq/tcpet/index.shtm>

SMS Telephone: (707) 765-7294

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List of Correspondence Courses (Continued)

Section 2

ET1

Course Name: Electronics Technician, First Class
Course Code - Edition: 0122-2
Course Material PQG Online Date: 05/22/2007

Test Online Date: 5/22/2007

Open book exam

Passing Score: 96%

Description: The purpose of this course is to provide the knowledge necessary to support the performance of Coast Guard enlisted personnel in meeting the E-6 requirements of the Electronics Technician rating. This course provides information and practical exercises in: Unit Documentation, Unit PMS Development and Maintenance, Inventory Management, and Electronic Equipment Inspections.

Ace Recommendation: Pending

ACE No: CG-1715-0038

Reserve Retirement Points: 32

Subject Matter Specialist (SMS) location: www.uscg.mil/tcyorktown/

SMS Telephone: (707) 765-7129

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List of Correspondence Courses (Continued)

Section 2

ET2

Course Name: Electronics Technician, Second Class

Course Code - Edition: 0222-2

Course Material PQG Online Date: 06/04/2007

Test Online Date: 6/04/2007

Open book exam

Passing Score: 96%

Description: The purpose of this course is to provide the knowledge necessary to support the performance of Coast Guard enlisted personnel in meeting the E-5 requirement of the Electronics Technician Rating. This course provides information and practical exercises in: Administration and Documentation, Equipment and Personnel Safety, Training, and Electronic Equipment and Cabling.

Ace Recommendation: In the lower-division baccalaureate/associate degree category, 1 semester hour in industrial safety, 2 in materials control, and 3 in electronic systems troubleshooting (6/07).

ACE No: CG-1715-0146

Reserve Retirement Points: 32

Subject Matter Specialist (SMS) location: www.uscg.mil/tcyorktown/

SMS Telephone: (707) 765-7129

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List of Correspondence Courses (Continued)

Section 2

FRAWMD

Course Name: First Responder Awareness - WMD

Course Code - Edition: 0461-1

Course Material Online Date: 01/12/2006

Test Online Date: N/A

Passing Score: N/A

Description: Student manual to accompany instructor led training on weapons of mass destruction for first responders.

Ace Recommendation: none

ACE No: none

Reserve Retirement Points: 0

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List of Correspondence Courses (Continued)

Section 2

FS2

Course Name: Food Service Specialist, Second Class

Course Code - Edition: 0251-5

Course Material Online Date: 09/08/1997

Test Online Date: 3/01/2004

Closed book exam

Passing Score: 80%

Description: Provides training in developing 3-week cycle menus and load guides for afloat units using standard menus, food preparation worksheets and frequency charts, as well as preparing subsistence requests no greater than \$2500.00.

Ace Recommendation: In the lower-division baccalaureate/associate degree category, 3 in introduction to food service (9/98).

ACE No: CG-1729-0004

Reserve Retirement Points: 21

Subject Matter Specialist (SMS) location:

<http://www.uscg.mil/hq/tcpet/index.shtm>

SMS Telephone: (707) 765-7142

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List of Correspondence Courses (Continued)

Section 2

FS3 (SS3)

Course Name: Food Service Specialist, Third Class

Course Code - Edition: 0351-5

Course Material Online Date: 05/04/2006

Test Online Date: 5/4/2006

Closed book exam

Passing Score: 80%

Description: The purpose of this guide is to help the student gain the general knowledge and skills required to perform the duties and responsibilities of an entry level Food Service Specialist, FS3.

Ace Recommendation: In the lower-division baccalaureate/associate degree category, 1 semester hour in food preparation (5/91)

ACE No: CG-1729-0006

Reserve Retirement Points: 34

Subject Matter Specialist (SMS) location:

<http://www.uscg.mil/hq/tcpet/index.shtm>

SMS Telephone: (707) 765-7142

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List of Correspondence Courses (Continued)

Section 2

GM1

Course Name: Gunner's Mate, First Class
Course Code - Edition: 0129-8
Course Material Online Date: 05/04/2006

Test Online Date: 6/13/2006
Closed book exam
Passing Score: 76%

Description: Provides training in hazards of electromagnetic radiation to personnel and ordnance, pneumatic cylinders, battery alignment, training and lesson plans, and ordnance department budgets.

Ace Recommendation: Pending
ACE No: CG-1714-0027

Reserve Retirement Points: 20

Subject Matter Specialist (SMS) location: www.uscg.mil/tcyorktown/
SMS Telephone: (757) 856-2488

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List of Correspondence Courses (Continued)

Section 2

GM2

Course Name: Gunner's Mate, Second Class
Course Code - Edition: 0229-9
Course Material PQG Online Date: 05/01/2005

Test Online Date: 9/15/2005

Closed book exam

Passing Score: 76%

Description: Provides training in ammunition disposal, magazine sprinkler systems, basic hydraulics, hydraulic and pneumatic system troubleshooting and repair, electricity and electronics, electrical connectors and connections. Also provides training in electrical and electronic modular components, Mk 75 Mod 0 gun mount, Mk 38 weapon system, Mk 36 Mods 1 and 5 SRBOC, dredger hoist, maintenance data system, PMS scheduling and feedback reports. Last, provides training in ammunition on load and offload plans, firing plans, R-865 small arms inventory report, and notice of ammunition reclassification (NAR).

Ace Recommendation: Credit is not recommended because of the military specific nature of the course (2/06).

ACE No: CG-1714-0026

Reserve Retirement Points: 16

Subject Matter Specialist (SMS) location: www.uscg.mil/tcyorktown/

SMS Telephone: (757) 856-2488

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List of Correspondence Courses (Continued)

Section 2

HONORS

Course Name: Honors and Ceremonies
Course Code - Edition: 0421-2
Course Material Online Date: 09/01/2001

Test Online Date: 5/7/2002
Closed book exam
Passing Score: 80%

Description: Provides training for international, naval, and military honors and ceremonies; flags and pennants; and customs.

Ace Recommendation: In the lower-division baccalaureate/associate degree category, 1 semester hour in military science (8/04).
ACE No: CG-2205-0032

Reserve Retirement Points: 3

Subject Matter Specialist (SMS) location: www.uscg.mil/tcyorktown/
SMS Telephone: (757) 856-2373

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List of Correspondence Courses (Continued)

Section 2

HS1

Course Name: Health Services Technician First Class
Course Code - Edition: 0130-3
Course Material PQG Online Date: 10/23/2006

Test Online Date: 10/30/2006

Open book exam

Passing Score: 96%

Description: The purpose of this guide is to help the student gain the general knowledge and skills required to perform the duties and responsibilities of a Journeyman Level Health Services Technician.

Ace Recommendation: In the lower-division baccalaureate/associate degree category, 3 semester hours in healthcare procedures and 1 in healthcare administration (7/07).

ACE No: CG-0709-0006

Reserve Retirement Points: 15

Subject Matter Specialist (SMS) location:

<http://www.uscg.mil/hq/tcpet/index.shtm>

SMS Telephone: (707) 765-7296

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List of Correspondence Courses (Continued)

Section 2

HS2

Course Name: Health Technician, Second Class

Course Code - Edition: 0230-3

Course Material Online Date: 03/19/2007

Test Online Date: 3/19/2007

Open book exam

Passing Score: 96%

Description: To develop knowledge and skills and abilities for enlisted personnel to meet the E-5 requirements of a Health Services Technician outlined in the Enlisted Qualification Manual.

Ace Recommendation: In the lower-division baccalaureate/associate degree category, 2 semester hours in basic EMT (7/07).

ACE No: CG-0709-0005

Reserve Retirement Points: 34

Subject Matter Specialist (SMS) location:

<http://www.uscg.mil/hq/tcpet/index.shtm>

SMS Telephone: (707) 765-7296

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List of Correspondence Courses (Continued)

Section 2

IIMS

Course Name: Initial Indoctrination to Marine Safety

Course Code - Edition: 0581-1

Course Material Online Date: 02/02/2004

Test Online Date: 2/18/2004

Closed book exam

Passing Score: 80%

Description: Provides introductory knowledge for those entering the marine safety field. The pamphlet introduces the marine safety programs and organization; marine safety missions. Legal authorities, using references, occupational safety and health, and conduct and ethics.

Ace Recommendation: N/A

ACE No: N/A

Reserve Retirement Points: 11

Subject Matter Specialist (SMS) location: www.uscg.mil/tcyorktown/

SMS Telephone: (757) 856-2101

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List of Correspondence Courses (Continued)

Section 2

IV1

Course Name: Investigator, First Class
Course Code - Edition: 0166-2
Course Material PQG Online Date: 10/17/2005

Test Online Date: 10/17/2005
Closed book exam
Passing Score: 80%

Description: Course covers legal, investigative techniques, protective service operations, and operational intelligence.

Ace Recommendation: In the lower-division baccalaureate/associate degree category, 1 semester hour in crime scene investigation (2/06).

ACE No: CG-1728-0014

Reserve Retirement Points: 12

Subject Matter Specialist (SMS) location: www.uscg.mil/tcyorktown/
SMS Telephone: (757) 856-2571

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List of Correspondence Courses (Continued)

Section 2

IV2

Course Name: Investigator, Second Class
Course Code - Edition: 0266-2
Course Material Online Date: 11/15/2005

Test Online Date: 12/12/2005
Closed book exam
Passing Score: 80%

Description: Covers Legal, Investigative techniques, use of force / defensive tactics, protective service operations, administration and operational intelligence.

Ace Recommendation: In the lower-division baccalaureate/associate degree category, 3 semester hours in investigative operations or law enforcement (2/06).

ACE No: CG-1728-0042

Reserve Retirement Points: 34

Subject Matter Specialist (SMS) location: www.uscg.mil/tcyorktown/
SMS Telephone: (757) 856-2571

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List of Correspondence Courses (Continued)

Section 2

MANBD

Course Name: Maneuvering Boards
Course Code - Edition: 0464-3
Course Material Online Date: 07/01/1997

Test Online Date: 6/16/1998
Closed book exam
Passing Score: 76%

Description: Provides training in the uses of maneuvering boards in solving problems which involve relative motion; speed; CPAs; collision avoidance; station taking; contact interception; true, relative, and desired wind; and direct plotting procedures.

Ace Recommendation: In the lower-division baccalaureate/associate degree category, 1 semester hour in nautical science (6/99).

ACE No: CG-1708-0026

Reserve Retirement Points: 12

Subject Matter Specialist (SMS) location: www.uscg.mil/tcyorktown/
SMS Telephone #: (757) 856-2928

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List of Correspondence Courses (Continued)

Section 2

MK1

Course Name: Machinery Technician, First Class

Course Code - Edition: 0132-4

Course Material Online Date: 03/09/06

Test Online Date: 4/26/2006

Closed book exam

Passing Score: 76%

Description: The MK1 Performance Qualification Guide (PQG) includes a PQG Certification Guide, four PQG pamphlets designed in a distance learning self-study format with a step-action/job aids, and a required end-of-course test (EOCT). It is specifically designed for MK2's as a required component for advancement to MK1. This course covers selected subjects in Administration, training, Auxiliary Equipment and Propulsion Machinery. The text includes reading assignments with objectives to be mastered and appropriate review exercises specifically designed to test mastery of the objectives. The PQG is a performance based systematic approach to completing the Enlisted Performance Qualifications (EPQs). Enrollees, under the direction of their professional development supervisor (PDS), must complete specific training tasks that directly relate to the EPQs they are trying to satisfy. The PDS will evaluate the student for 100 percent completion of the PQG sheets, and the student must pass the end-of-course test with a minimum score of 76 percent.

Ace Recommendation: Pending

ACE No: CG-1723-0006

Reserve Retirement Points: 27

Subject Matter Specialist (SMS) location: www.uscg.mil/tcyorktown/

SMS Telephone: (757) 856-2207

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List of Correspondence Courses (Continued)

Section 2

MK2

Course Name: Machinery Technician, Second Class
Course Code - Edition: 0232-5
Course Material PQG Online Date: 09/01/2005

Test Online Date: 10/11/2005
Closed book exam
Passing Score: 76%

Description: Course provides training in administration, electrical, and electronics, auxiliary equipment, and maintenance/operation of propulsion machinery.

Ace Recommendation: In the lower-division baccalaureate/associate degree category, 3 semester hours in mechanical power operation systems and 3 in mechanical power transmission (2/06).

ACE No: CG-1723-0008

Reserve Retirement Points: 26

Subject Matter Specialist (SMS) location: www.uscg.mil/tcyorktown/
SMS Telephone: (757) 856-2207

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List of Correspondence Courses (Continued)

Section 2

MK3

Course Name: Machinery Technician, Third Class

Course Code - Edition: 0332-5

Course Material PQG Online Date: 06/01/2005

Test Online Date: 06/01/2005

Closed book exam

Passing Score: 76%

Description: The new Machinery Technician Third Class (MK3) rating course in the form of a performance qualification guide (PQG). The PQG format combines the best features of distance learning and on-the-job-training (OJT) by embedding enlisted performance qualifications (EPQ) with in course material. An added benefit of the PQG for field units is the standardization and accountability built into the course structure. The new course will have seven pamphlets covering administration, electrical and electronics, auxiliary equipment I & II, Hydraulics, outboard engines, and internal combustion engines.

Ace Recommendation: In the lower-division baccalaureate/associate degree category, 2 in electrical systems troubleshooting, 2 in mechanical systems troubleshooting, and 2 in fundamentals of engineering graphics (2/06).

ACE No: CG-1723-0007

Reserve Retirement Points: 34

Subject Matter Specialist (SMS) location: www.uscg.mil/tcyorktown/

SMS Telephone: (757) 856-2207

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List of Correspondence Courses (Continued)

Section 2

MST1

Course Name: Marine Science Technician, First Class

Course Code - Edition: 0134-6

Course Material Online Date: 3/01/2006

Test Online Date: 3/9/2006

Closed book exam

Passing Score: 80%

Description: Provides training in preparing casework for pollution incidents, duties of the On-Scene Coordinator's Representative, jurisdiction and planning for spills, Incident Command System, conducting preliminary assessments, protection techniques, recover and cleanup techniques, spiller's responsibilities, and waste disposal considerations. Additionally, provides training in port safety surveillance, port state control, freight containers, hazard classification, and transportation of packaged hazardous materials and of bulk solid and bulk liquid hazardous materials.

Ace Recommendation: In the lower-division baccalaureate/associate degree category, 3 semester hours in environmental regulations and 3 in hazardous materials. In the upper-division baccalaureate category, 3 semester hours in project management (field experience) (7/06).

ACE No: CG-1304-0022

Reserve Retirement Points: 25

Subject Matter Specialist (SMS) location: www.uscg.mil/tcyorktown/

SMS Telephone: (757) 856-2074

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List of Correspondence Courses (Continued)

Section 2

NAVRUL

Course Name: Navigation Rules
Course Code - Edition: 0469-4
Course Material Online Date: 06/01/2001

Test Online Date: 11/13/2007
Closed book exam
Passing Score: 90%

Description: Provides instruction regarding the 1972 COLREGS and the INLAND NAVIGATION RULES ACT OF 1980. Renewals shall be "open book" (defined as an unmarked copy of Navigation Rules-International-Inland, COMDTINST M16672.2 Series).

Note: Personnel desiring to take the Deck Watch (DWO) or Deck Watch Renewal (DWINTR) Exams will need the NAVRUL course materials for study. There are no specific course materials for DWO/DWINTR. Student must order NAVRUL course materials. Members who are taking the NAVRUL for the first time must take the exam **CLOSED BOOK**. After successful completion, the member can take the Navrul exam OPEN BOOK for any subsequent exam; there is no 5 year renewal for this exam.

Note #2: Please review the "USCG Approved Rules of the Road Courses" located on the CGIs website and COMDTINST 16672.5A for further details. Courses not listed must be approved by the BM Rating Force Manager to receive credit for completion of the NAVRUL. Under no circumstances shall the SPO enter credit for the NAVRUL. All certificates must be submitted to the CG Institute for entry into Direct Access.

Ace Recommendation: In the lower-division baccalaureate/associate degree category, 3 semester hours in rules of the road (maritime) (2/06).

ACE No: CG-1708-0020

Reserve Retirement Points: 26

Subject Matter Specialist (SMS) location: www.uscg.mil/tcyorktown/
SMS Telephone: (757) 856-2373

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List of Correspondence Courses (Continued)

Section 2

OBSMAN

Course Name: Ombudman's Course

Course Code - Edition: 0695-1

Course Material Online Date: 02/08/1994

Test Online Date: N/A

Passing Score: N/A

Description: Presents an overview of Ombudsman knowledge needed to assist CG families and their prospective commands.

Ace Recommendation: None

ACE No: None

Reserve Retirement Points: 0

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List of Correspondence Courses (Continued)

Section 2

OS1

Course Name: Operations Specialist, First Class
Course Code - Edition: 0138-1
Course Material PQG Online Date: 09/01/2003

Test Online Date: 6/6/2005

Open book exam

Passing Score: 96%

Description: Physical Security, Search & Rescue Case Execution, Law Enforcement Case Execution, Intelligence & Command and Control Systems.

Ace Recommendation: In the lower-division baccalaureate/associate degree category, 3 semester hours in oral communications, 1 in technical mathematics, and 2 in maritime law. In the upper-division baccalaureate category, 3 semester hours in project management (2/06).

ACE No: CG-1728-0052

Reserve Retirement Points: 29

Subject Matter Specialist (SMS) location:

<http://www.uscg.mil/hq/tcpet/index.shtm>

SMS Telephone: (707) 765-7274

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List of Correspondence Courses (Continued)

Section 2

OS2

Course Name: Operation Specialist, Second Class

Course Code - Edition: 0238-1

Course Material PQG Online Date: 09/01/2003

Test Online Date: 7/5/2006

Open book exam

Passing Score: 96%

Description: Physical Security, Search & Rescue Case Execution, Law Enforcement Case Execution, Intelligence & Command and Control Systems.

Ace Recommendation: In the lower-division baccalaureate/associate degree category, 2 semester hours in introduction to library science, 1 in maritime law, 2 in introduction to operations analysis, and 1 in piloting (2/06).

ACE No: CG-1728-0051

Reserve Retirement Points: 27

Subject Matter Specialist (SMS) location:

<http://www.uscg.mil/hq/tcpet/index.shtm>

SMS Telephone: (707) 765-7274

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List of Correspondence Courses (Continued)

Section 2

PA1

Course Name: Public Affairs Specialist, First Class
Course Code - Edition: 0140-1
Course Material PQG Online Date: 05/25/2005

Test Online Date: 6/1/2005

Closed book exam

Passing Score: 80%

Description: Provides the knowledge necessary to perform at the Public Affairs Specialist First Class level as stated in the Coast Guard Enlisted Qualifications Manual, COMDTINST M1414.8 (series). The course covers EPQs in the areas of Public Affairs, Editing and Layout, and Administrative and Clerical. Specifically, the course provides training in how to release information to the news media and public in coordination with federal, state and local agencies; how to coordinate a news briefing, including preparing spokespersons, developing support materials for release (i.e. audio, video, photos, fact sheets) and other visuals, moderating the briefing and evaluating results in the news media; how to arrange a press pool, both to allow media to embark aboard Coast Guard units or gain access to an event, and to distribute video, photos and other information through a pool; how to create page layouts for publication using available desktop publishing software and incorporating accepted principles of page design; how to conduct public affairs training tailored to the needs of the intended audience, developing lesson plans and training materials based on unit requirements, and conducting post-training evaluation on training effectiveness.

Ace Recommendation: In the upper-division baccalaureate category, 3 semester hours in media relations (advanced) (1/06).

ACE No: CG-1709-0002

Reserve Retirement Points: 11

Subject Matter Specialist (SMS) location: <http://www.uscg.mil/default.asp>
SMS Telephone: (202) 372-4639

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List of Correspondence Courses (Continued)

Section 2

PA2

Course Name: Public Affairs Specialist, Second Class
Course Code - Edition: 0240-1
Course Material PQG Online Date: 05/25/2005

Test Online Date: 6/1/2005

Closed book exam

Passing Score: 80%

Description: Provides the knowledge necessary to perform at the Public Affairs Specialist Second Class level as stated in the Coast Guard Enlisted Qualifications Manual, COMDTINST M1414.8 (series). The course covers EPQs in the areas of Public Affairs, Writing, Web-based Skills, and Imagery. Specifically, the course provides training in how to facilitate a media visit as a Public Affairs escort; how to prepare a Coast Guard spokesperson for a news media interview; how to perform an on-camera media interview; how to administer a speakers bureau; how to arrange a media visit to a Coast Guard unit; how to coordinate Coast Guard involvement in a community event; how to develop public affairs guidance; how to assemble a media press pack; how to establish a media response center; how to guide unit commands in public affairs matters regarding Coast Guard incidents or issues; how to coordinate a media production project; how to market a news release, media advisory or feature story to the media; how to localize Department of Homeland Security or Coast Guard published information; how to format news releases, photos and other publicly releasable information for a Coast Guard website; how to maintain photographic and audiovisual equipment; how to document Coast Guard operations using a video camera; and how to release Coast Guard operational video and still images to the media.

Ace Recommendation: In the upper-division baccalaureate category, 3 semester hours in media relations (1/06).

ACE No: CG-1709-0001

Reserve Retirement Points: 31

Subject Matter Specialist (SMS) location: <http://www.uscg.mil/default.asp>
SMS Telephone: (202) 372-4639

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List of Correspondence Courses (Continued)

Section 2

PS1

Course Name: Port Security Specialist, First Class
Course Code - Edition: 0168-1
Course Material PQG Online Date: 06/01/2004

Test Online Date: 11/22/2004

Closed book exam

Passing Score: 80%

Description: Provides training in leading/planning and preparing, security patrols, physical security assessments and inspections. The pamphlet introduces Security and Inspection Teams and Tactics, and Preparing Security Assessments.

Ace Recommendation: In the lower-division baccalaureate/associate degree category, 2 semester hours in law enforcement or security (2/06).

ACE No: CG-1728-0038

Reserve Retirement Points: 6

Subject Matter Specialist (SMS) location: www.uscg.mil/tcyorktown/

SMS Telephone: (757) 856-2915

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List of Correspondence Courses (Continued)

Section 2

PS2

Course Name: Port Security Specialist, Second Class
Course Code - Edition: 0268-1
Course Material PQG Online Date: 06/01/2004

Test Online Date: 11/22/2004
Closed book exam
Passing Score: 80%

Description: Provides training in participation in security patrols, initial safety inspections, and conducting physical security assessments. The pamphlet introduces Threat Assessment Surveys, Initial Safety inspections, and Team Leader Actions.

Ace Recommendation: In the lower-division baccalaureate/associate degree category, 2 semester hours in introduction to security and 1 in military science (2/06).

ACE No: CG-1728-0032

Reserve Retirement Points: 6

Subject Matter Specialist (SMS) location: www.uscg.mil/tcyorktown/
SMS Telephone: (757) 856-2915

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List of Correspondence Courses (Continued)

Section 2

PS3

Course Name: Port Security Specialist, Third Class
Course Code - Edition: 0368-1
Course Material PQG Online Date: 07/01/2004

Test Online Date: 1/3/2005
Closed book exam
Passing Score: 80%

Description: Provides training in security, operational authority, anti-terrorism.

Ace Recommendation: Pending
ACE No: Pending

Reserve Retirement Points: 0

Subject Matter Specialist (SMS) location: www.uscg.mil/tcyorktown/
SMS Telephone: (757) 856-2915

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List of Correspondence Courses (Continued)

Section 2

PSUESCH

Course Name: PSU Essential Skills

Course Code - Edition: 2600-1

Course Material Online Date: 07/01/1995

Test Online Date: N/A

Passing Score: N/A

Description: Provides basic information on PSU operations and individual skills required by Active and Reserve component CG personnel assigned PSU duties.

Ace Recommendation: In the lower-division baccalaureate/associate degree category, 3 semester hours in military science (travel, transportation, fiscal procedures, inventory control, and supply) (2/06).

ACE No: CG-1405-0008

Reserve Retirement Points: 0

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List of Correspondence Courses (Continued)

Section 2

SARFUND

Course Name: Search and Rescue Fundamentals
Course Code - Edition: 0431-4
Course Material Online Date: 09/18/2007 - Online

Test Online Date: 9/18/2007

Online exam

Passing Score: 80%

Description: This is an online, e-learning course. The purpose of the e-learning course is to provide familiarity with overall search and rescue systems necessary for personnel to properly coordinate and execute a Search and Rescue (SAR) mission in accordance with the Aeronautical and Maritime Search and Rescue (IAMSAR) Manual (Volume I-III), the National Search and Rescue Supplement (NSS) to the IAMSAR Manuals, and the Coast Guard Addendum to the NSS, COMDTINST M106130.2. The course is directed toward personnel assigned to operational units with a SAR responsibility, who may be required to coordinate and/or execute a maritime Search Action Plan (SAP).

Ace Recommendation: In the lower-division baccalaureate/associate degree category, 1 semester hour in fundamentals of ocean search and rescue (7/05).

ACE No: CG-0802-0016

Reserve Retirement Points: 18

Subject Matter Specialist (SMS) location: www.uscg.mil/tcyorktown/

SMS Telephone: (757) 856-3500 ext. 3151

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List of Correspondence Courses (Continued)

Section 2

SK1

Course Name: Store Keeper, First Class
Course Code - Edition: 0148-1
Course Material PQG Online Date: 12/01/2003

Test Online Date: 7/15/2004
Closed book exam
Passing Score: 76%

Description: Provides the knowledge base needed to support the SK1 Performance Qualifications in the areas of supply support, simplified acquisition procedures, and property. Subject matter in this course is presented in Performance Based format.

Ace Recommendation: In the lower-division baccalaureate/associate degree category, 3 semester hours in military science (travel, transportation, fiscal procedures, inventory control, and supply) (2/06).
ACE No: CG-1405-0008

Reserve Retirement Points: 15

Subject Matter Specialist (SMS) location:
<http://www.uscg.mil/hq/tcpet/index.shtm>
SMS Telephone: (707) 765-7128

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List of Correspondence Courses (Continued)

Section 2

SK2

Course Name: Storekeeper, Second Class
Course Code - Edition: 0248-1
Course Material PQG Online Date: 12/01/2003

Test Online Date: 7/15/2004

Closed book exam

Passing Score: 76%

Description: Provides the knowledge base needed to support the SK2 Performance Qualifications in the areas of supply support, simplified acquisition procedures, and property. Subject matter in this course is presented in Performance Based format.

Ace Recommendation: In the lower-division baccalaureate/associate degree category, 2 semester hours in office administration, office procedures, or office management (2/06).

ACE No: CG-1405-0009

Reserve Retirement Points: 15

Subject Matter Specialist (SMS) location:

<http://www.uscg.mil/hq/tcpet/index.shtm>

SMS Telephone: (707) 765-7128

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List of Correspondence Courses (Continued)

Section 2

SK3

Course Name: Storekeeper, Third Class
Course Code - Edition: 0348-1
Course Material PQG Online Date: 09/01/2003

Test Online Date: 7/14/2004
Closed book exam
Passing Score: 76%

Description: Provides the knowledge base needed to support the SK3 Performance Qualifications in the areas of supply support, simplified acquisition procedures, and property. Subject matter in this course is presented in Performance Based format.

Ace Recommendation: In the lower-division baccalaureate/associate degree category, 2 semester hours in office administration or office management (2/06).

ACE No: CG-1405-0002

Reserve Retirement Points: 27

Subject Matter Specialist (SMS) location:

<http://www.uscg.mil/hq/tcpet/index.shtm>

SMS Telephone: (707) 765-7128

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List of Correspondence Courses (Continued)

Section 2

SNAID

Course Name: Seamanship Study Aide CD-ROM

Course Code - Edition: 0705-1

Course Material Online Date: 07/01/1999

Test Online Date: N/A

Passing Score: N/A

Description: CD – Rules of the Road Study Aide, COMT Pub. P16798.16A
Aux Nav. Study Guide, COMT Pub P16798.17A Aux Nav. Instructor Guide,
COMDTINST M16114.5 Boat Crew Seamanship Man., Chart No. 1
Nautical Chart Symbols, Abbreviations and Terms.

Ace Recommendation: none

ACE No: none

Reserve Retirement Points: 0

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List of Correspondence Courses (Continued)

Section 2

TCTSG

Course Name: Team Coordination Training, Student Guide
Course Code - Edition: 0652-2
Course Material Online Date: 04/13/2000

Test Online Date: 4/13/2000
Closed book exam
Passing Score: 76%

Description: Provides overview of seven behavioral skills critical to reducing human error and enhancing teamwork during complex and dynamic operations. Emphasis is on multi-unit afloat/shore operations. Student guide is same as used in all TCT resident and unit-level courses.

Ace Recommendation: In the upper-division baccalaureate category, 3 semester hours in decision-making and problem solving (9/01).
ACE No: CG-1406-0011

Reserve Retirement Points: 0

Subject Matter Specialist (SMS) location: <http://www.uscg.mil/default.asp>
SMS Telephone: (202) 475-5218

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List of Correspondence Courses (Continued)

Section 2

YN1

Course Name: Yeoman, First Class
Course Code - Edition: 0176-1
Course Material PQG Online Date: 08/01/2004

Test Online Date: 8/19/2008
Closed book timed exam – 60 min
Passing Score: 80%

Description: Provides training and practice for counseling members on the eligibility and procedures for special pay entitlements, completing the documentation for non judicial punishment (NJP) proceedings, assisting members with requests for remission/waiver of indebtedness, counseling members on policies and procedures for Career Status Bonus (CSB), counseling members on annuities and premiums for the Survivor Benefit Plan (SBP)/Reserve Component Survivor Benefit Plan (RC-SBP)Supplemental Survivor Benefit Plan (SSBP), counseling members on household good shipping entitlements, and reviewing travel/transportation vouchers.

Ace Recommendation: In the lower-division baccalaureate/associate degree category, 3 semester hours in financial planning or compensation scheduling (2/06).

ACE No: CG-1408-0006

Reserve Retirement Points: 33

Subject Matter Specialist (SMS) location:

<http://www.uscg.mil/hq/tcpet/index.shtm>

SMS Telephone: (707) 765-7121

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List of Correspondence Courses (Continued)

Section 2

YN2

Course Name: Yeoman, Second Class
Course Code - Edition: 0276-1
Course Material PQG Online Date: 08/01/2004

Test Online Date: 3/23/2005

Open workbook exam

Passing Score: 96%

Description: Provides training and practice for counseling members on the policies and procedures for BAH/Dependency eligibility, Emergency Contact Data, designation of beneficiaries for death gratuity/unpaid pay and allowances and person to receive allotment of pay if missing or unable to transmit funds, counseling members on policies for expiration of enlistment options, counseling members on housing, subsistence, family separation allowance (FSA), cost of living allowance (COLA), assisting members in preparing a request for humanitarian (HUMS), mutual exchange of station, and unilateral transfers, counseling members on policies and procedures for retirement, discharges, and release from active duty (RELAD), counseling members on travel and transportation entitlements for travel orders such as IDT, RMP, ADT, ADOT, mobilization, counseling members on shipment/storage of privately owned vehicles, counseling members on travel/transportation vouchers, maintaining a directives library and maintaining unit correspondence files..

Ace Recommendation: In the lower-division baccalaureate/associate degree category, 3 semester hours in career planning or financial planning (2/06).

ACE No: CG-1408-0004

Reserve Retirement Points: 33

Subject Matter Specialist (SMS) location:

<http://www.uscg.mil/hq/tcpet/index.shtm>

SMS Telephone: (707) 765-7121

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List of Correspondence Courses (Continued)

Section 2

YN3

Course Name: Yeoman, Third Class
Course Code - Edition: 0376-1
Course Material PQG Online Date: 01/07/2008

Test Online Date: 4/26/2003
Closed workbook exam
Passing Score: 80%

Description: Provides a broad understanding of skills needed to perform Yeoman entry-level-work (SNYN and YN3). The course presents training and practice for counseling members on the policies and procedures for electing Payment Options, Non-receipt of pay, purchase of Saving Bonds, Allotments, LES Pay and Allowances variations, SGLI election, optional Family coverage (FSGLI), TRICARE Dental Program (TDP), Leave and Liberty policy guidelines, Armed Forces Identification Card eligibility and entitlement procedures, PCS, TAD, and Class "A" School entitlement to travel and transportation allowances; calculation of service dates/times for creditable service, active duty, pay, rank, sea duty, expiration of enlistment and deductible time; preparation of Coast Guard administrative correspondence, memorandum letters, endorsements, business letters, administrative remarks, Advancement and Good Conduct Certificates; maintenance of Personnel Data Records (PDR); and the processing of Dependency eligibility, Emergency Contact Data, designation of procedures for beneficiaries for death gratuity/unpaid pay and allowances and person to receive allotment of pay if missing or unable to transmit funds, Basic Allowance for Housing (BAH), Basic Allowance for Subsistence (BAS), Cost of Living Allowance (COLA), Family Separation Allowance (FSA), process IDT, RMP, ADT, ADOT, mobilization orders, expiration of enlistment options, discharges, release from active duty (RELAD), and processing a member for retirement.

Ace Recommendation: Pending
ACE No: Pending
Reserve Retirement Points: 7

Subject Matter Specialist (SMS) location:
<http://www.uscg.mil/hq/tcpet/index.shtm>
SMS Telephone: (707) 765-7121