CGI 2834a (REVISED (10/05)

# COURSE AND INVENTORY CONTROL SHEET  -- DELETE COURSE

**From:**                                                                                          **Date**

To: Commanding Officer, Coast Guard Institute (nrt)

Via: Commanding Officer, Coast Guard Institute (rss)

**Trainng Source**                                         Requested by                    Approved by

| COURSE CODE | COURSE EDITION | OBSOLETE DATE | REPLACEMENT EDITION | |
|---|---|---|---|---|
| | | | | |

| COMPONENT CODE | DELETE FROM COURSE | DELETE FROM INVENTORY | REMARKS |
|---|---|---|---|
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## INSTRUCTIONS FOR THE PREPARATION AND USE OF THE
## COURSE AND INVENTORY CONTROL SHEET -- DELETE COURSE (CGI-2834a)

The training source should complete all appropriate bold face blocks on CGI-2834 as needed for processing. CGI should complete all appropriate non-bold face blocks on CGI-2834 as needed for processing.

**1. Course Code.** Enter the 4-digit course code for this new course/edition.

**2. Course Edition**. Enter the edition for this new course/edition (Max 2 digits).

3. Obsolete Date. Enter the obsolete date. No course materials or tests will be sent after this date. All completed EOCTs will be rejected and NOT graded by CGI if administered after this date.

4. Replacement Edition. Enter the replacement edition for this new course/edition (Max 2 digits).

**5. Component Code.** Enter the 6-character component number that will be deleted from this course/edition.

**6. Delete from course.** Enter "Y" to delete this component from this course edition.

7. Delete from inventory. Enter "Y" to delete this component from inventory. This will COMPLETELY remove this component from the system at CGI.

**8. Remarks.** Use as needed.