CUTTER TRAINING
AND
QUALIFICATION MANUAL

COMDTINST M3502.4J
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COMMANDANT INSTRUCTION M3502.4J

Subj: CUTTER TRAINING AND QUALIFICATION MANUAL

Ref:  
(a) Mandatory Use of the Training Management Tool, COMDTINST 5270.2 (series)  
(b) Performance, Training and Education Manual, COMDTINST M1500.10 (series)  
(c) Afloat Training Group Program, FORCECOMINST M3502.1 (series)  
(d) Overall Operational Readiness Excellence (“E”) Award, Pacific Area/Atlantic Area Instruction 3502.1  
(e) Military Personnel Data Records (PDR) System, COMDTINST M1080.10 (series)  
(f) U.S. Coast Guard Competency Management System Manual, COMDTINST M5300.2 (series)  
(g) U. S. Coast Guard Boat Operations and Training (BOAT) Manual, Vol I, COMDTINST M16114.32 (series)  
(h) Coast Guard Weight and Body Fat Standards Program Manual, COMDTINST M1020.8 (series)  
(i) Personnel Qualification Standard for Damage Control (DC), NAVEDTRA 43119 (series)  
(j) Major Cutter Ready for Sea Trials and Designation, Atlantic Area/Pacific Area Instruction 3502.1  
(k) Shipboard-Helicopter Operational Procedures Manual, COMDTINST M 3710.2 (series)  
(l) Uniform Regulations, COMDTINST M1020.6 (series)  
(m) Personnel Qualification Standard (PQS) Officer of the Deck (OOD), COMDTINST M3502.5 (series)  
(n) Coast Guard Deck Watch Officer Examination Program, COMDTINST 16672.5 (series)  
(o) Naval Engineer Personnel Qualification Standard Manual, COMDTINST M3502.11 (series)

DISTRIBUTION – SDL No.162

*NON-STANDARD DISTRIBUTION: TO THE FOLLOWING "DL" UNITS, ONLY: ATG Mayport (5), ATG ATLANTIC (5), ATG MIDPAC(3), ATG PACIFIC (5), ATG PAC NORWEST (3)
1. **PURPOSE.** This Manual establishes minimum training and qualification policies and requirements mandated by Commandant for all Coast Guard cutters 65 feet or greater in length.

2. **ACTION.** All Coast Guard unit commanders, commanding officers, officers in charge, deputy/assistant commandants, and chiefs of headquarters staff elements shall comply with the provisions of this Manual. Internet release is not authorized.


4. **DISCUSSION.** This Manual is intended to be the cutter resource that consolidates the minimum afloat training requirements mandated by Headquarters. However, the policies, herein, do not prevent subordinate units from specifying additional training requirements for cutters or cutter personnel at the local level. The burden for funding a new/additional training initiative lies with the organization/unit that mandates it.

5. **MAJOR CHANGES.** While the intent and scope of this Manual remain the same, each chapter has undergone the following significant changes:

   a. Chapter 1: Updates the organizational descriptions, duties and responsibilities. Includes greater detail regarding AOPS/TMT, CGBI and ALMIS/EAL and the interaction of these reporting systems.

   b. Chapter 2: Updates the unit training program requirements and the responsibilities of the various levels of the cutter chain-of-command. Discontinues requirement to maintain separate Department/Division training records and use of Departmental Training Record, Form CG-5289.

   c. Chapter 3: Includes greater details regarding the Class “C” Course cancellation process.

   d. Chapter 4: Discontinues use of General Mandated Training (GMT) tables on the Commandant (CG-751) website and includes link to FORCOCOM’s Mandated Training (MT) tables on the CG Portal.

   e. Chapter 5: Provides additional information regarding the Watchstation Qualification System (WQS).


   g. Chapter 7: Adds eligibility criteria and description for the Master Cutterman Certificate.

6. **REQUEST FOR CHANGES.** Change recommendations to this Manual should be routed via memo through the chain of command to the Office of Cutter Forces, Commandant (CG-751).

7. **DISCLAIMER.** This document is intended to provide operational guidance for Coast Guard personnel and is not intended to, nor does it impose legally-binding requirements on any party outside the Coast Guard.
8. **RECORDS MANAGEMENT CONSIDERATIONS.** This Manual has been thoroughly reviewed during the directives clearance process, and it has been determined there are no further records scheduling requirements, in accordance with Federal Records Act, 44 U.S.C. 3101 et seq., NARA requirements, and Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy does not have any significant or substantial change to existing records management requirements.

9. **ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.** This action is not expected to result in any significant adverse environmental impacts as described in the National Environmental Policy Act of 1969 (NEPA). The proposed action has been reviewed by the USCG and has determined this action to be categorically excluded from further environmental documentation under current USCG Categorical Exclusion # 33, in accordance with National Environmental Policy Act Implementing Procedures and Policy for Considering Environmental Impacts, COMDTINST M16475.1 (series).


Mark E. Butt /s/
Rear Admiral, U.S. Coast Guard
Assistant Commandant for Capability (CG-7)
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</tr>
<tr>
<td>CM</td>
<td>Course Manager</td>
</tr>
<tr>
<td>COSARFAC</td>
<td>Coastal SAR Facility</td>
</tr>
<tr>
<td>COTS</td>
<td>Commercial Off-the-Shelf</td>
</tr>
<tr>
<td>CSOSS</td>
<td>Combat System Operational Sequencing System</td>
</tr>
<tr>
<td>CSTT</td>
<td>Combat Systems Training Team</td>
</tr>
<tr>
<td>CTQM</td>
<td>Cutter Training and Qualification Manual, COMDTINST M3502.4 (series)</td>
</tr>
<tr>
<td>CTT</td>
<td>Communications Training Team</td>
</tr>
<tr>
<td>DA</td>
<td>Direct Access</td>
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<tr>
<td>DCMS</td>
<td>Deputy Commandant for Mission Support</td>
</tr>
<tr>
<td>DCO</td>
<td>Deputy Commandant for Operations</td>
</tr>
<tr>
<td>DCTT</td>
<td>Damage Control Training Team</td>
</tr>
<tr>
<td>DOIT</td>
<td>Deck Watch Officer in Training</td>
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<tr>
<td>DPRI</td>
<td>Directives, Publications and Reports Index, COMDTNOTE 5600</td>
</tr>
<tr>
<td>DUR</td>
<td>Duration</td>
</tr>
<tr>
<td>DWO</td>
<td>Deck Watch Officer</td>
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<tr>
<td>EO</td>
<td>Enabling Objectives</td>
</tr>
<tr>
<td>Acronym</td>
<td>Definition</td>
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<tr>
<td>-----------</td>
<td>---------------------------------------------------------------------------</td>
</tr>
<tr>
<td>EAL</td>
<td>Electronic Asset Logbook</td>
</tr>
<tr>
<td>ELC</td>
<td>Engineering Logistics Center (now SFLC)</td>
</tr>
<tr>
<td>EOC</td>
<td>Engineering Operational Casualty Control</td>
</tr>
<tr>
<td>EOP</td>
<td>Engineering Operational Procedures</td>
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<tr>
<td>EOSS</td>
<td>Engineering Operational Sequencing System</td>
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<tr>
<td>EOIT</td>
<td>Engineering Officer in Training</td>
</tr>
<tr>
<td>EOW</td>
<td>Engineer of the Watch</td>
</tr>
<tr>
<td>EPSS</td>
<td>Electronic Performance Support System</td>
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<tr>
<td>ETR</td>
<td>Electronic Training Request</td>
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<td>ETT</td>
<td>Engineering Training Team</td>
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<tr>
<td>FC</td>
<td>FORCECOM</td>
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<tr>
<td>FEA</td>
<td>Front End Analysis</td>
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<tr>
<td>FEP</td>
<td>Final Evaluation Problem</td>
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<tr>
<td>FPTT</td>
<td>Force Protection Training Team</td>
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<tr>
<td>FXP</td>
<td>Fleet Exercise Publications</td>
</tr>
<tr>
<td>HITRON</td>
<td>Helicopter Interdiction Tactical Squadron</td>
</tr>
<tr>
<td>IA</td>
<td>Initial Assessment</td>
</tr>
<tr>
<td>ILSP</td>
<td>Integrated Logistics Support Plan</td>
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<tr>
<td>ITT</td>
<td>Integrated Training Team</td>
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<tr>
<td>ITTT</td>
<td>Information Technology Training Team</td>
</tr>
<tr>
<td>JQR</td>
<td>Job Qualification Requirement</td>
</tr>
<tr>
<td>LETT</td>
<td>Law Enforcement Training Team</td>
</tr>
<tr>
<td>LMS</td>
<td>Learning Management System</td>
</tr>
<tr>
<td>LOK</td>
<td>Level of Knowledge [exam]</td>
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<tr>
<td>LPO</td>
<td>Leading Petty Officer</td>
</tr>
<tr>
<td>LTT</td>
<td>Limited Team Training</td>
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<tr>
<td>MAPDET</td>
<td>Mobile Aerostat Platform Detachment</td>
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<tr>
<td>MLEBOCDO</td>
<td>Maritime Law Enforcement Boarding Officer Counter Drug Operations</td>
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<tr>
<td>MT</td>
<td>Mandated Training [Learning Portal]</td>
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<tr>
<td>MTL</td>
<td>Master Training List</td>
</tr>
<tr>
<td>MTT</td>
<td>Medical Training Team</td>
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<td>MWA</td>
<td>Maintenance and Weapons Augmentation Team</td>
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<tr>
<td>NAVEDTRA</td>
<td>Naval Education and Training [PQS]</td>
</tr>
<tr>
<td>NAVCEN</td>
<td>Navigation Center; Alexandria, VA</td>
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<tr>
<td>NAWCTSD</td>
<td>Naval Air Warfare Center Training Systems Division</td>
</tr>
<tr>
<td>NBS</td>
<td>Non-Billet Specific [MTL]</td>
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<tr>
<td>NED</td>
<td>Naval Engineering Department</td>
</tr>
<tr>
<td>NSTT</td>
<td>Navigation and Seamanship Training Team</td>
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# LIST OF ACRONYMS

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Definition</th>
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<tbody>
<tr>
<td>OA</td>
<td>Occupational Analysis</td>
</tr>
<tr>
<td>OC</td>
<td>Operational Commander</td>
</tr>
<tr>
<td>OBTT</td>
<td>Onboard Training Teams</td>
</tr>
<tr>
<td>OIC/OINC</td>
<td>Officer in Charge</td>
</tr>
<tr>
<td>OJT</td>
<td>On the Job Training</td>
</tr>
<tr>
<td>OOD</td>
<td>Officer of the Deck</td>
</tr>
<tr>
<td>OORE</td>
<td>Overall Operational Readiness Excellence “E” [Award]</td>
</tr>
<tr>
<td>OPC</td>
<td>Offshore Patrol Cutter</td>
</tr>
<tr>
<td>OSS</td>
<td>Operational Sequencing System</td>
</tr>
<tr>
<td>OTH</td>
<td>Over the Horizon</td>
</tr>
<tr>
<td>OTI</td>
<td>Ordnance Technical Inspection</td>
</tr>
<tr>
<td>PCAF</td>
<td>Primary Crew Assembly Facility</td>
</tr>
<tr>
<td>PCO</td>
<td>Prospective Commanding Officer</td>
</tr>
<tr>
<td>PCO FAM</td>
<td>Prospective Commanding Officer Familiarization</td>
</tr>
<tr>
<td>PM</td>
<td>Program Manager</td>
</tr>
<tr>
<td>POC</td>
<td>Point of Contact</td>
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<tr>
<td>POPS</td>
<td>Prospective Operations Officer</td>
</tr>
<tr>
<td>PRE</td>
<td>Pre-Arrival [Training]</td>
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<tr>
<td>PRECOMDET</td>
<td>Pre-Commissioning Detail</td>
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<tr>
<td>PPC</td>
<td>Pay &amp; Personnel Center, Topeka, KS</td>
</tr>
<tr>
<td>PQS</td>
<td>Personnel Qualification System</td>
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<tr>
<td>PSC</td>
<td>Personnel Service Center, Arlington, VA</td>
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<tr>
<td>PT</td>
<td>Pipeline/Pre-Arrival Training</td>
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<tr>
<td>PXO</td>
<td>Prospective Executive Officer</td>
</tr>
<tr>
<td>Q</td>
<td>Quarterly</td>
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<tr>
<td>RATE</td>
<td>Readiness – Assessment – Training – Evaluation</td>
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<tr>
<td>REQ</td>
<td>Required [Training]</td>
</tr>
<tr>
<td>RFMC</td>
<td>Rating Force Master Chief</td>
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<tr>
<td>RFO</td>
<td>Ready for Operations</td>
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<tr>
<td>RFS</td>
<td>Ready for Sea</td>
</tr>
<tr>
<td>RP</td>
<td>Resource Proposal</td>
</tr>
<tr>
<td>S</td>
<td>Semiannual</td>
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<tr>
<td>SAR</td>
<td>Search and Rescue</td>
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<tr>
<td>SCATS</td>
<td>Standard Canned Training Scenarios</td>
</tr>
<tr>
<td>SDL</td>
<td>Standard Distribution List</td>
</tr>
<tr>
<td>SEOPS</td>
<td>Special and Emergency Operations and Procedures</td>
</tr>
<tr>
<td>SFLC</td>
<td>Surface Forces Logistics Center (formerly ELC)</td>
</tr>
<tr>
<td>SBTT COI</td>
<td>Shipboard Training Team - Course of Instruction</td>
</tr>
<tr>
<td>SHOP</td>
<td>Shipboard-Helicopter Operational Procedures Manual, COMDTINST M 3710.2 (series)</td>
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### LIST OF ACRONYMS

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Definition</th>
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</thead>
<tbody>
<tr>
<td>SMART</td>
<td>Safety Mobile Assistance, Response and Training [visit]</td>
</tr>
<tr>
<td>SME</td>
<td>Subject Matter Expert</td>
</tr>
<tr>
<td>SOE</td>
<td>Schedule of Events</td>
</tr>
<tr>
<td>SOP</td>
<td>Standard Operational Procedures</td>
</tr>
<tr>
<td>STAN</td>
<td>Standardization Training/Assessment</td>
</tr>
<tr>
<td>STR</td>
<td>Shipboard Training Requirement</td>
</tr>
<tr>
<td>T</td>
<td>Triennial</td>
</tr>
<tr>
<td>TACLET</td>
<td>Tactical Law Enforcement Team</td>
</tr>
<tr>
<td>TAO</td>
<td>Tactical Action Officer</td>
</tr>
<tr>
<td>TLO</td>
<td>Training Liaison Officer</td>
</tr>
<tr>
<td>TMT</td>
<td>Training Management Tool</td>
</tr>
<tr>
<td>TPC</td>
<td>Training Program Code</td>
</tr>
<tr>
<td>TPO</td>
<td>Terminal Performance Objective</td>
</tr>
<tr>
<td>TQC</td>
<td>Training Quota Management Center; Chesapeake, VA</td>
</tr>
<tr>
<td>TRAV</td>
<td>Training Availability (no longer used)</td>
</tr>
<tr>
<td>TSTA</td>
<td>Tailored Ships Training Availability</td>
</tr>
<tr>
<td>TTP</td>
<td>Techniques, Tactics and Procedures</td>
</tr>
<tr>
<td>TYCOM</td>
<td>Type Commander</td>
</tr>
<tr>
<td>WAGB</td>
<td>Coast Guard Arctic Glacier Breaker</td>
</tr>
<tr>
<td>WHEC</td>
<td>Coast Guard High Endurance Cutter</td>
</tr>
<tr>
<td>WIX</td>
<td>Training Cutters (USCGC Eagle)</td>
</tr>
<tr>
<td>WIX</td>
<td>Training Cutters (USCGC Eagle)</td>
</tr>
<tr>
<td>WLB</td>
<td>Coast Guard Seagoing [Buoy] Tender</td>
</tr>
<tr>
<td>WLBB</td>
<td>Coast Guard Great Lakes Ice Breaker</td>
</tr>
<tr>
<td>WLI</td>
<td>Coast Guard Inland [Buoy] Tender</td>
</tr>
<tr>
<td>WLC</td>
<td>Coast Guard Inland Construction Tender</td>
</tr>
<tr>
<td>WLM</td>
<td>Coast Guard Coastal [Buoy] Tender</td>
</tr>
<tr>
<td>WLR</td>
<td>Coast Guard Coastal [Buoy] Tender</td>
</tr>
<tr>
<td>WMEC</td>
<td>Coast Guard Medium Endurance Cutter</td>
</tr>
<tr>
<td>WMSL</td>
<td>Coast Guard Maritime Security [Cutter] Large</td>
</tr>
<tr>
<td>WMSM</td>
<td>Coast Guard Maritime Security [Cutter] Medium</td>
</tr>
<tr>
<td>WPB</td>
<td>Coast Guard Patrol Boat</td>
</tr>
<tr>
<td>WPC</td>
<td>Coast Guard Patrol Craft</td>
</tr>
<tr>
<td>WQS</td>
<td>Watchstation Qualification System</td>
</tr>
<tr>
<td>WTT</td>
<td>WQS Testing Tool</td>
</tr>
<tr>
<td>WYTL</td>
<td>Coast Guard Harbor Tugs</td>
</tr>
</tbody>
</table>

**NOTE ***:** Though some of these acronyms may not be used, discussed or explained in this Manual, cutter personnel may find them in other Commandant or subordinate unit Directives or message traffic.
CHAPTER 1. GENERAL

A. **Purpose.** This chapter provides a general overview of the organizational structure that supports the afloat training program aboard cutters. Follow-on chapters in this Manual and indicated references describe the afloat training program and its various elements in greater detail.

B. **General.** The training, qualification and certification requirements in this Manual and associated websites are established by various Program Managers and consolidated by Commandant (CG-751). These requirements ensure that cutters and their crews are ready to complete assigned missions or carry out programmatic responsibilities safely and effectively.

1. This Manual is intended to include all Commandant cutter training requirements. Headquarters training requirements not specified in this Manual or associated websites are not considered a requirement for cutters until reviewed and approved by Commandant (CG-751).

2. This policy does not limit subordinate commanders from specifying additional training requirements that do not conflict with this Manual or associated websites. Subordinate commanders shall establish a central approval authority to ensure that a coordinated view of all training is maintained and shall provide a single instruction that specifies all required training not covered in this Manual or associated websites. Only Headquarters Program Managers can mandate or require formal C-school requirements.

C. **Afloat Training Requirements.** Commandant (CG-751), other Headquarters program/course managers (PM/CM), Rating Force Master Chiefs (RFMCs), FORCECOM (FC-T, FC-A), Afloat Training Groups (ATGs) continually review Master Training Lists (MTLs), Mandated Training (MT), training exercise/drill requirements, periodicities/frequencies and drill evaluation methodologies. Units may submit recommended changes to this Manual (include servicing ATGs for CART checklists, drill requirements and frequencies) through the chain-of-command via memo or e-mail to Commandant (CG-751).

D. **Organization.** The following Headquarters, FORCECOM divisions and subordinate commands play key roles in analyzing, developing and implementing cutter training requirements.

1. **Commandant.**
      (1) Promulgates and maintains this Manual.
         (a) Ensures consolidation, standardization and centralization of all training requirements impacting cutters.
         (b) Establishes and maintains policies for the implementation of a unit training program (Chapter 2).
         (c) Consolidates formal school (class “C” course) requirements based upon input from Headquarters PMs, CMs and RFMCs (Chapter 3).
(d) Consolidates Mandated Training (MT) requirements impacting cutter unit training plans (Chapter 4).

(e) Consolidates list of required Personnel Qualification Standards (PQS) and Watchstation Qualification Systems (WQS) (Chapter 5).

(f) Establishes and maintains policy governing the completion of drills/exercises with required periodicity and frequency (Chapter 6).

(g) Establishes and maintains policy covering special training and recognition programs (DWO and EOIT). Acts as PM for the Gold (Officer) and Silver (Enlisted) Ancient Mariner programs, Oldest Cutter program, Master Cutterman Certificate and Cutterman Insignia programs (Chapter 7).

(2) Maintains centralized website/CG Portal site containing approved MTLs, MT, Personnel Qualification Standards (PQS), Watchstation Qualification Systems (WQS), Command Assessment of Readiness and Training (CART) Checklists, drill grade sheets and Special and Emergency Operations and Procedures (SEOPS) checklists.

(3) Works with Headquarters program managers to ensure future asset and decommissioning resource proposals (RPs) include training resource additions or reductions, as appropriate.

b. Chief, Office of Enterprise Applications Management, Commandant (CG-63).

(1) Ensures that personnel training records in Direct Access are automatically updated by new certifications in TMT and that duplicate entries do not occur.

(2) Ensures Direct Access conforms to and is included in Enterprise Architecture. Facilitates resolution of technical issues.

c. Chief, Office of C4 and Sensor Capabilities, Commandant (CG-761).

(1) Acts as Commandant’s program manager for the Training Management Tool (TMT) application.

(2) Works with Headquarters program managers and Commandant (CG-1B1) to ensure all approved competencies are available in TMT.

(3) Provides TMT training opportunities to the fleet.

(4) Promulgates and maintains reference (a) and the TMT User Guide.


d. Class “C” Course Managers (CMs). CMs have overall responsibility for the management of all resident, non-resident, exportable and vendor-provided courses under their control. They work closely with Commandant (CG-751), FORCECOM (FC-T/Bod), Training Quota Management Center (TQC), RFMCs and subordinate field unit commanders to determine
Coast Guard wide training needs. A complete discussion of CM responsibilities can be found in reference (b).

2. **FORCECOM.** The following is a partial list of FORCECOM divisions; functions and responsibilities as they pertain to cutter training requirements found in this Manual and associated websites.

a. **Chief, Training Division (FC-T).**

   (1) Develops, maintains and implements operational and mission support training programs either directly or through other available elements to improve workforce performance and promote career advancement and education.

   (2) Provides supervisory oversight of the following Training Centers (TRACENs); Cape May; Yorktown; Petaluma; Special Missions Training Center (SMTC); Aviation Training Center (ATC); Aviation Technical Training Center; Maritime Law Enforcement (MLE) Academy; Regional Fisheries Training Centers (Northeast, Gulf, North Pacific, Southeast and Pacific); National Motor Lifeboat School; Coast Guard Institute (CGI); Training Quota Management Center (TQC) and Leadership Development Center (LDC) at the U. S. Coast Guard Academy.

   (3) Develops standards and evaluation programs to determine the effectiveness of training and education.

   (4) Works with Deputy Commandant for Operations (DCO) and Deputy Commandant for Mission Support (DCMS) to develop performance solutions to meet emergent capabilities and identify training gaps.

   (5) Assists Course managers in determining equivalencies between formal schools and training received from other sources including contractor-provided training, other government agency and private maritime schools.

   (6) Supervises the Operations Training Branch (FC-Tot) that:

      (a) Approves curriculum outlines for all Coast Guard operational training and associated requirements.

      (b) Coordinates the planning, implementation of changed or new training solutions and evaluates for efficiency and effectiveness.

      (c) Develops, maintains, implements training system standard processes, procedures and aligns them with TTP development processes.

      (d) Coordinates performance, occupational, training analyses with Specialty Force Managers, Rating Force and Program Managers.

      (e) Collects, coordinates, validates training and education requirements from DCO.
(f) Represents the Coast Guard as a member of Inter-Service Training Review Organization. Liaises with the Army, Navy and other DoD entities that provide training to Coast Guard personnel.

(7) Supervises the Mission Support Training Branch (FC-Tms) that:
   
   (a) Approves curriculum outlines for all Coast Guard mission support training and associated requirements.
   
   (b) Coordinates the planning and implementation of changed or new training solutions and evaluates for efficiency and effectiveness.
   
   (c) Develops, maintains and implements training system standard processes and procedures and aligns them with TTP development processes.
   
   (d) Coordinates performance, occupational, and training analyses with Specialty Force Managers, Rating Force and Program Managers.
   
   (e) Collects, coordinates and validates training, and education requirements from DCMS.

(8) Supervises the Advance Distributed Learning Branch (FC-Tadl). The duties and responsibilities are located at https://cgportal2.uscg.mil/units/forcecom/Training/FC-Tadl/SitePages/Home.aspx.

b. Chief, Business Operations Division (FC-Bod).

   (1) Serves as the program office for Coast Guard enterprise-wide training resources (AFC34 and AFC56).
   
   (2) Provides the training system with the resources to meet organizational goals and objectives.
   
   (3) Ensures revisions to unit PALs are in alignment with congressional, programmatic direction, and rating force needs of FORCECOM.
   
   (4) Reviews, analyzes, and prioritizes all additional training related funding requests in close coordination with DCO and DCMS.
   
   (5) Develops and publishes an annual schedule of Coast Guard training courses.
   
   (6) Provides management oversight for the Direct Access Training Administration module and assists program/course managers with Direct Access queries.
   
   (7) Reviews all training resource requirements submitted via RPs.

c. Chief, Assessment Division (FC-A).

   (1) Develops and executes standardization, inspection and compliance programs.
(2) Regularly reviews CART checklists to ensure they accurately reflect Coast Guard requirements. Forwards recommended changes to Commandant (CG-751) for approval and posting.

(3) Regularly reviews Standard Training Requirements (STRs). Forwards recommended changes to Commandant (CG-751) for approval and posting.

(4) Resolves discrepancies and conflicts between CART checklist items, STRs and Coast Guard policies.

(5) Maintains and updates the Afloat Training Program as well as other tools used by cutters in conducting training including On Board Training Team (OBTT) Assessment Forms (CG-TRA-01), FORCECOM STR Drill guide templates, Grade Sheets, etc. Forwards recommended changes to Commandant (CG-751) for approval and posting.

(6) Provides Headquarters, other FORCECOM Divisions, TRACENs and assessed commands feedback data to improve processes and performance.

(7) Determines if units are in compliance with CG Directives and policies.

(8) Supervises the Senior Coast Guard Liaison Officers (SCGLOs) at the ATGs located in Norfolk, VA; Mayport, FL; San Diego, CA and Everett, WA. Functions, duties and responsibilities for SCGLOs and Training Liaison Officers (TLOs) can be found in reference (c).

3. **Coast Guard Training Quota Management Center (TQC).** The Training Quota Management Center (TQC) is a FORCECOM unit located in Chesapeake, VA and is responsible for scheduling and issuing orders to Class "C" school training. This includes mandatory pre-arrival training (pipeline training) and formal school requirements as outlined by Headquarters Program Training Spend Plans or prescribed by Commandant Instructions. TQC shall:


b. Advise FORCECOM (FC-T) of any inconsistencies in cutter formal school training with information copies to the appropriate Course Manager (CM) and/or Program Manager (PM).

c. Schedule the prioritized pre-arrival training for cutters under construction or renovation in accordance with the applicable Master Training List (MTL) and program direction. Continue to schedule training for cutters after delivery as directed by FORCECOM (FC-B).

d. Schedule training for cutters presently operating in the fleet in accordance with this Manual, the Operating Logistics Support Plan and program direction.
e. Maintain liaison with other U.S. Government training commands and training sources as appropriate, as authorized by FORCENCOM (FC-T) in order to maintain an integrated quota management system.

4. Area Commanders.
   a. Ensures cutters are ready for scheduled training and that training periods are free of conflicting events. Cutters must be in the best possible material condition to ensure critical training time is not lost due to equipment casualties. Cutters shall make every effort to correct outstanding casualties prior to arriving for training.
   b. Manages and administers the Overall Operational Readiness Excellence (“E”) Award (OORE) program discussed in reference (d).

5. Cutter Commanding Officers/Officers-in-Charge.
   a. Carry out an active unit training program based on the requirements of this Manual and area/district directives.
   b. Advise unit personnel to frequently check their training summary in Direct Access to ensure that all formal training (Class “C” Schools) completion has been recorded.
   c. Ensure entries are made in TMT and DA to fully document all individual training, unit training, MT and completion of drills and exercises.

E. Training Administration.

1. Training Management Tool (TMT).
   a. Reference (a) discusses the mandatory use of this training management system throughout the U.S. Coast Guard. As a module of the Abstract of Operations (AOPS) application, TMT is a web based training, qualification and certification data reporting application that can be found on the CG Intranet at: http://aopsweb.osc.uscg.mil. TMT provides operational commanders with the ability to effectively identify and manage unit level training and qualification requirements and to allocate appropriate resources for both active duty and reserve personnel. Though mandatory training requirements are pre-loaded into the system, they can be customized in order to best serve the unit and operational commander. All unit training requirements approved at the District level, or higher, shall be managed in TMT with the exception of:
      (1) Formal schools, when TQC is the orders-issuing authority (Should be captured in Direct Access).
      (2) Aviation or surface asset training already captured in the Asset Logistics Management Information System (ALMIS) and Electronic Asset Logbook (EAL).
   b. Units shall capture all competencies, qualifications, certifications and course completions in TMT, with the exception of those items listed above, pertaining to individual training, unit
training, Mandated Training (MT), Personnel Qualification Standard (PQS)/Job Qualification Requirement (JQR) completion, and completion of drills and exercises. The actual date of the certification or completion shall be entered, not the date the data was entered into TMT. Units that implement TMT are exempt from MT reporting requirements promulgated by individual Headquarters program managers. The requirements set forth in references (e) and (f) remain in effect.

c. Refer to reference (a) for further details and discussion. A TMT users guide is also available at http://aopsweb.osc.uscg.mil.

d. If cutter TMT competency and task assignments do not reflect source document requirements (CTQM, MTLs, required drills/exercises, MT, etc.), Training Officers/Petty Officers should seek resolution through one of the following methods:

   (1) Submit a CGFIXIT Help Ticket describing discrepancy in detail.

   (2) Send e-mail to OSC-APPLICATIONSUPPORT describing discrepancy in detail.

   (3) Call 1-855-243-4348; chose option 3.

2. Coast Guard Business Intelligence (CGBI).

   a. Coast Guard Business Intelligence (CGBI) is the Coast Guard’s primary reporting system and provides an efficient way to determine the training status of personnel assigned to cutters. Additionally, CGBI provides a quick way to determine cutter completion status for unit-based requirements such as periodic drills and exercises, minimum required unit accomplishments such as foreign language requirements, and minimum required unit competencies such as Boarding Officer. Cutter managers can easily determine their unit training status by viewing the Unit View - Training Tab. This presents the cutter's summary data in a report format. Underlying details can be obtained by simply clicking on the blue hyperlinks. Individuals can determine their training requirements status by viewing their Personal View - Skills tab.

   b. For training on CGBI, units can contact The Office of Performance Management and Decision Support, Commandant (CG-0952) or access CGBI through the following hyperlink: http://cgbi.osc.uscg.mil and select the help option in the upper right-hand corner of the toolbar.

   c. CGBI is a front end for the Coast Guard's data warehouse. The data warehouse is "non-volatile, i.e., cannot be edited. CGBI, via the data warehouse pulls data straight from the source systems altered only in format. If there is a data mistake, users must reach out to the source system (AOPS/TMT or DA) to correct it. If there is a discrepancy between CGBI and the source, there are only two reasons that would occur. The data has changed in the source between the 24 hour refresh window for the data warehouse; or measures (performance algorithms) have been applied to the data in the data warehouse, by request, to present a different data output. If a measure needs to be changed, then a ticket would be submitted to CGBI.
3. **Electronic Asset Logbook.**

a. The Asset Logistics Management Information System (ALMIS) is an enterprise logistics system supported and maintained by the Aviation Logistics Center (ALC) in Elizabeth City, NC. The Electronic Asset Logbook (EAL) is a subsystem of ALMIS that provides functionality for cutter mission operations, cutter maintenance status, and certain approved drills, qualifications, and training event entries. Once a cutter is enrolled in ALMIS/EAL:

(1) All operational employment data (cutter and boat) shall be entered into EAL mission records. This function replaces AOPS entries and operational TMT entries. Mandated training and other training documentation shall be recorded in TMT.

(2) The data entered into EAL by cutters will be automatically fed to AOPS/TMT via an IT interface between those systems. When the interface is activated, AOPS entries become “grayed-out” for the cutter as EAL becomes the data entry point. AOPS/TMT will continue to be the reporting systems of record that feed into CGBI.

b. Training and drills for each cutter class are reviewed and updated, as necessary, prior to cutter enrollment into EAL. Cutter personnel receive hands on EAL training and guidance on how to administer cutter training data upon cutter enrollment in EAL. Additional training or assistance is available via email request to ALC customer support at D05-SMB-ALC_Cust_Support@uscg.mil.

c. Currently, the list of cutter classes enrolled in EAL includes the following cutters: WPB-87, WPB-110, WPC-154 and WMEC-210. The EAL deployment plan developed by SFLC and approved by DCMS-54 outlines a goal to have all Coast Guard Cutter classes enrolled in EAL by the end of FY16 with all newly acquired cutters enrolled upon delivery (such as the WPC-154). The asset enrollment process can be found on the Commandant (CG-751) website at [http://cgweb.comdt.uscg.mil/CG-751/Home.htm](http://cgweb.comdt.uscg.mil/CG-751/Home.htm).

d. Personnel must submit a help ticket to the ALMIS customer service desk for issues related to the system or to request user accounts. Cutter Training Officers/Petty Officers can contact the ALMIS Customer Support with problems, questions or suggestions via e-mail to D05-SMB-ALC_Cust_Support@uscg.mil or by phone at (252) 335-6793 or 1-877-MY-USCG-4.
CHAPTER 2. UNIT TRAINING PROGRAM

A. Purpose. To establish guidance for the development, administration and execution of a unit training program.

B. General.

1. Importance. The Coast Guard’s greatest resource is its workforce. With limited resources and multiple missions, the importance of training, educating and developing our personnel cannot be overstated. The unit-training program is the cutter’s single most important vehicle for carrying out these goals. An effective unit-training program is of paramount importance in ensuring the readiness of the cutter to perform its assigned missions. Further, it is an investment in the organization and its people.

2. Command Emphasis. A worthwhile unit-training program may only be realized through the dedicated efforts and commitment of all cutter personnel. The commanding officer must provide an appropriate level of command emphasis to ensure a viable training program. Program implementation becomes largely an all-hands responsibility. Virtually every crewman will participate as a PQS qualifier, exercise evaluator, instructor, mentor, or member of an Onboard Training Team (OBTT) or Unit Training Board. Responsibilities and duties to be carried out by these personnel are described in this chapter and elsewhere throughout this Manual.

3. Individual Training Records. TMT and DA shall be the primary locations for recording individual and unit qualification and training completion. However, all personnel are strongly encouraged to maintain their own copy of their training records and completion certificates as they transfer to units and progress through their career. These individual records can be valuable when resolving future inconsistencies in TMT or DA.

4. Unit Training Board. Units shall establish a Unit Training Board. The board’s purpose is to identify training requirements, establish and maintain training policy in a unit instruction, set priorities for training, develop a unit training plan and coordinate qualification oral boards. Unit Training Board membership shall, at a minimum, include the executive officer (XO) or executive petty officer (XPO), training officer or training petty officer and/or assistant, all department heads, educational services officer (if assigned), damage control assistant (if assigned) and corpsman (if assigned). The following cutter classes are not required to have a Unit Training Board; these responsibilities shall be assumed by their unit training officer or training petty officer: WPBs, WLIs, WLICs, WLRs and WYTLs.

5. Unit Training Instruction. Each unit shall promulgate a unit training instruction that, at a minimum, addresses the following:

   a. Unit Training Board membership by name, position and title.

   b. OBTT designation by name, position and title.

   c. Personnel assigned to carry out the responsibilities associated with Personnel Qualification Standards (PQS) and Watchstation Qualification Systems (WQS), if available, discussed in
Chapter 5, paragraph C of this Manual. This includes the list of PQS/WQS qualifiers by subject matter, name, position and title.

d. Direct Access (DA) and Training Management Tool (TMT) data entry, supervision and approval responsibilities. Cutter CO/OIC or acting CO/OIC shall approve/certify all entries made in TMT. Responsibility cannot be delegated. For specific Boat Forces Certification Policy for cutter boats, see reference (g).

e. Internal routing for drill/exercise evaluation sheets, department/division training records and PQS, JQR and WQS qualification records.

f. Internal procedures and guidelines for the conduct of the Unit Training Board including the required frequency of convening.

g. Duties of the designated training officer or training petty officer and assistants (if designated).

h. Department or division training responsibilities.

i. Development of an annual/monthly training plan and schedule.

j. Responsibilities, policies and procedures associated with the unit Indoctrination Program.

k. Maintenance of training records.

6. Unit Training Plan.

a. The Unit Training Plan is the foundation of the unit-training program and is prepared by the Unit Training Board (if a Unit Training Board is required). The plan, at a minimum, shall:

(1) Be in the form of a calendar and provide the cutter with a flexible means of scheduling training to be accomplished over a specific period of time. At a minimum, monthly plans are required.

(2) Identify time slots for each scheduled drill, exercise, all-hands training, mandated training and department/division training. These training evolutions should be indicated in the plan by specific drill numbers, course codes, topic names or specific identifiers; indicating generic “drills”, “mandated training”, etc. is not sufficient.

(3) Include all training for each underway and inport period.

(4) Be prepared and approved at least one month in advance of the start of a new period.

(5) Be retained in unit files for two years. Electronic folders/files are acceptable as long as final versions of Unit Training Plans are available for viewing or printing.

b. The Unit Training Plan, Form CG-5293 can be found at https://cgportal2.uscg.mil/library/forms/SitePages/Home.aspx. Units are also authorized to
use locally created forms, spreadsheets or the Microsoft Outlook Calendar application as an alternative to the Unit Training Plan, Form CG-5293.

C. Specific Responsibilities and Duties.

1. Commanding Officer/Officer-in-Charge.
   a. Provides appropriate level of guidance to ensure cutter personnel receive the quantity and quality of training needed to carry out assigned missions.
   b. Approves the Unit Training Plan.
   c. Approves/certifies all TMT entries. Responsibility cannot be delegated. For specific Boat Forces Certification Policy for cutter boats, see reference (g).

2. Executive Officer/Executive Petty Officer.
   a. Serves as chairman of the Unit Training Board.
   b. Appoints and supervises the training officer or training petty officer.
   c. Coordinates the training of junior officers.
   d. Monitors the unit training program.
   e. Establishes and administers the unit Indoctrination Program.
   f. Publishes scheduled training activities in the Plan of the Day/Week.
   g. Monitors the training, qualification and development of OBTTs in accordance with Chapter 6 of this Manual. Appoints a team leader for each OBTT.

3. Unit Training Board.
   a. Meets at least once per month to review training program requirements and establish/update training plans based on the cutter’s schedule and operating status.
   b. Carries out the training objectives and defines the scope of the unit training program under the guidelines established by the Command.
   c. Coordinates the activities of the various departments and divisions involved in training.
   d. Develops the Unit Training Plan by scheduling cutter drills and exercises, department/division training periods, professional development training and time periods for accomplishing Mandated Training (MT).
   e. Ensures OBTTs are in place, functioning and certified by the Commanding Officer/Officer in Charge.
4. **Training Officer.**

   a. Maintains the unit training instruction in accordance with this chapter.

   b. Reviews DA to ensure accuracy and completeness of formal school completion in accordance with chapter 3 of this Manual. Advise Commanding Officer/Officer-in-Charge of any discrepancies and coordinate with appropriate training commands/TQC to correct entries. Provide appropriate print-outs or paper-based records during afloat training evolutions (CART, TSTA, SEOPS, etc.), as directed.

   c. Reviews TMT to ensure the accuracy and completeness of the records documenting Mandated Training (MT) conducted in accordance with chapter 4 of this Manual. Enter corrections, as appropriate. Provide TMT reports or paper-based records during afloat training evolutions (CART, TSTA, SEOPS, etc.), as directed. Maintains a central file of all cutter and department/division lesson plans and reference material.

   d. Reviews TMT to ensure the accuracy and completeness of PQS, JQR, WQS and SEOPS qualifications/certifications in accordance with chapter 5 of this Manual. Act as watchstation coordinator for all matters that transcend the departmental level. Provide TMT reports or paper-based records during afloat training evolutions (CART, TSTA, SEOPS, etc.), as directed.

   e. Reviews TMT to ensure the accuracy and completeness of records documenting drills and exercises completed in accordance with chapter 6 of this Manual. Provide TMT reports or paper-based records during afloat training evolutions (CART, TSTA, SEOPS, etc.), as directed.

   f. Reviews ALMIS/EAL entries (if cutter is enrolled in system) and ensures training, drill completion and qualifications for cutter/cutter boat personnel are entered into the Training Module in EAL.

   g. Implements and monitors professional qualification programs that include, but are not limited to Officer of the Deck (OOD), Engineer Officer in Training (EOIT), boarding officer, boarding team member and Cutterman Insignia. Ensure appropriate documentation is completed. Chapter 7 of this Manual delineates criteria and specific responsibilities for these programs.

   h. Verify prospective student pre-requisites prior to submitting electronic training requests (ETRs) for Class “C” Schools.

   i. Annotates the Unit Training Plan continuously to reflect the training that is actually completed.

5. **Department Head/Division Chief.**

   a. Appoints department/division training petty officers.
b. Ensures department/division training, PQS/JQR/WQS programs and mandated training schedules are established and implemented.

c. Ensures the assignment of an instructor for each department/division or mandated training period.

d. Ensures lesson plan outlines are developed for each training topic not covered by an e-learning course. Ensures lesson plan outlines are complete, accurate and achieve desired training objectives.

e. Monitors the effectiveness of instruction. Provides appropriate guidance and feedback.

6. **Department/Division Training Petty Officers.**

   a. Assigns or acts as instructors for department/division training periods.

   b. Advises department/division officers of training progress and deficiencies.

   c. Coordinates the development of lessons plan outlines within the department/division.

   d. Assists the cutter Training Officer/Petty Officer in maintaining a central file of all lesson plan outlines for department/division training topics.

   e. Assists the cutter Training Officer/Petty Officer in ensuring that TMT and DA entries are made to capture completed training for personnel within their department/division.

7. **Educational Services Officer.** Carries out the duties and responsibilities set forth in enclosure (6) to reference (b).

D. **Unit Training Program Elements.** The overall unit-training program consists of five distinct elements. Each element is listed below and is covered in detail within a separate chapter of this Manual.

1. **Formal Schools.** Formal school requirements and applicable administrative guidelines are set forth in Chapter 3 of this Manual.

2. **Mandated Training (MT).** Mandated Training (formerly General Military Training) requirements and applicable administrative guidelines are set forth in Chapter 4 of this Manual.

3. **Individual Qualification Programs.** PQS, WQS and JQR requirements and applicable administrative guidelines are set forth in chapter 5 of this Manual.

4. **Drills and Exercises.** Requirements and applicable administrative guidelines for drills and exercises are set forth in chapter 6 of this Manual as well as in reference (c).

5. **Professional Development.** Requirements and applicable administrative guidelines for several professional development programs are set forth in chapter 7 of this Manual.
E. **Indoctrination Program.**

1. **General Requirements.** Each unit shall develop and implement an Indoctrination Program. The purpose of the Indoctrination Program shall be to familiarize each new crewmember with the basic administration, organization and standard operating procedures of the cutter. Specific attention shall be given to include critical safety related issues and programs. Indoctrination Programs shall include, but are not limited to the following requirements:

   a. Assignment of a mentor or running mate to guide the new member through the cutter’s work day and watchstation qualification process.

   b. Commencement of certain PQS or WQS, particularly Damage Control PQS or WQS.

   c. Completion of “check-in” sheets and initial interviews with department/division chiefs and others in the chain-of-command, as appropriate.

   d. Completion of EGRESS and Emergency Escape Breathing Device (EEBD) training.

   e. Assignment of qualifications or competencies required by the billet or Command to ensure minimum required watch rotations and to maintain operational readiness.

2. **Completion.** The Indoctrination Program shall be structured so that it can normally be completed within two months of the member reporting aboard. Completion of assigned PQS or WQS qualifications may take longer.

F. **Navy Knowledge Online (NKO).** The Navy has made access to their NKO e-Library system available to members of the Coast Guard at no cost.

1. **Reference Material.** NKO is a great source of career management, personal development, leadership, learning and reference material (Navy PQS).

2. **Eligibility.** All active duty, reserve and retired personnel, non-appropriated and appropriated civilian employees and family members can access the site if enrolled in DEERS. Any eligible person may register to use these resources at [http://wwwa.nko.navy.mil/portal/home/](http://wwwa.nko.navy.mil/portal/home/).
A. **Purpose.** The purpose of this Chapter is to publish formal school (Class “C” School) requirements and establish policy regarding the description, assignment and management of training quotas for personnel assigned to cutters. In accordance with reference (b), Class “C” School training opportunities are designed to provide advanced/specialized skills and knowledge to perform a task or group of tasks required by a specific billet or unit type.

B. **General.** Master Training Lists (MTLs) are in table format and are administrative tools used to present formal school requirements. The majority of formal school requirements are tied to specific shipboard billets and Training Program Codes (TPCs). The Non-Billet Specific Table applies to selected classes of cutters and sets forth school requirements that are not tied to specific billets. All MTLs are posted and maintained on the Commandant (CG-751) website at [http://cgweb.comdt.uscg.mil/CG-751/programs/MTL.htm](http://cgweb.comdt.uscg.mil/CG-751/programs/MTL.htm). These website-based MTLs shall be considered an extension of this Manual and are to be considered official Commandant (CG-751) policy. Changes to the MTLs are approved by CG-751 after review by FORCECOM (FC-T), TQC and the appropriate PMs/CMs.

1. **Cutter Billet Specific MTLs.** MTLs list training requirements by position and TPC and include course codes, course descriptions and course managers. Additional information contained within the tables is as follows:

   a. The “billet #/TPC” format is compatible with the Coast Guard Direct Access/PeopleSoft System and is broken down as follows:

      (1) The first character in the TPC, “A” or “I”, is assigned to cutters with a similar lettering scheme established in the Standard Distribution List, COMDTNOTE 5605.

      (2) The three-digit number that follows the “A” or “I” identifies the shipboard organization with respect to training.

         100 Series = Command

         200 Series = Deck

         300 Series = Engineering

         400 Series = Operations

         500 Series = Supply

         600 Series = Weapons

         700 Series = Non-Rates (Deck/Operations)

         800 Series = Non-Rates (Engineering)
(3) The last character represents the cutter class as characterized in the Standard Distribution List, COMDTNOTE 5605.

b. The course length (DUR) is expressed in days and indicates the time between the class convening date and the class completion date, including any weekends within that period. DUR represents the total time away from the unit except for the travel time to and from the course location.

c. Pipeline Training (PT) priority designations are shown in the MTL column labeled “PT”.

(1) The letters “PRE” indicate that the course is considered pre-arrival training. Pre-arrival training is defined as the required training an individual should receive prior to arriving on a cutter. Every attempt is made by TQC and Commander, Coast Guard Personnel Service Center (PSC) to schedule pre-arrival training prior to arrival.

(2) The letters “REQ” indicate that it is required training, but not necessarily pre-arrival training. Units must submit ETRs to initiate REQ training.

(3) The letters “PCS” indicate the course is greater than 20 weeks in duration and is conducted via a PCS transfer prior to assignment to that billet.

(4) Determination as to whether or not formal schools are to be scheduled/completed prior to arrival on board a cutter is made by Commandant (CG-751) and the appropriate CM/PMs. Factors used in making this determination include, but are not limited to funding, available DOD/Navy quotas, course duration, mission criticality, course prerequisites and higher authority mandates.

2. Non-Billet Specific (NBS) MTLs. The NBS MTL lists REQ courses by school title and cutter class.

a. The number of required graduates for a particular course may be found by looking below the cutter class heading.

b. Course managers (CM), pipeline training (PT) designations, course duration (DUR) and course number (COURSE #) are depicted in the same manner as the cutter billet specific MTLs.

3. Training Policies. MTLs contain the formal Class “C” School requirements for all cutters. Formal school availability beyond these requirements is almost always limited by funding constraints, quota availability and schoolhouse constraints. As such, additional training will not normally be authorized unless special or exigent circumstances are present. In these instances, requests for additional or non-mandated training should be handled in accordance with paragraph 3.E.1 below.

a. MTL requirements apply to both officer and enlisted personnel.

b. Commands are responsible for ensuring that members meet all Navy and Coast Guard course prerequisites and eligibility requirements. Specifically, commands shall verify compliance
with Coast Guard weight standards. Non-compliant members may not be assigned to the courses listed in section 3.A.3 of reference (h). If a member is found non-compliant with weight and body fat standards upon commencement of training, they may be disenrolled and returned to their parent unit.

c. With the exception of the training listed in the NBS MTL, formal school quotas are allocated for specific billets, not units. In some instances, cutters may desire to send a different individual to a formal school in lieu of the member for whom the school quota has been assigned. This is a waiver issue and shall be handled in accordance with paragraph 3.D of this Chapter.

d. Cutters that desire to permanently “fleet-up” promoted personnel to a different billet aboard the ship must first obtain approval from PSC. Members fleeting up are not guaranteed formal school training associated with the new billet they are filling. Units should submit an Electronic Training Request (ETR) via Direct Access in accordance with TQC guidance. Completion of the appropriate PQS listed in Chapter 5 of this Manual may be an acceptable alternative to attending formal training based on the course’s CM/PMs policy. Replacement personnel, however, will receive pre-arrival training in accordance with the appropriate MTL.

e. Cutters may, at the discretion of the Commanding Officer/Officer-in-charge, internally swap a member trained for a specific billet with another member on a permanent basis. However, in these cases, neither member may receive formal school training associated with the newly assigned billet. If there is any doubt as to what training applies to what billet, cutters should review their MTL, review the TPC tables on the Commandant (CG-751 website or confirm names/billets/position numbers with PSC before submitting an ETR via Direct Access in accordance with TQC guidance.

f. Junior officers who are routinely rotated through various positions onboard a cutter will receive only the training allocated for one specific billet. There are insufficient quotas and funding available to allow for formal schooling of multiple junior officers for the same duties. Cutters must rely on the PQS system and/or on-the-job training (OJT) to qualify personnel for different jobs or additional watchstations.

g. On occasion and for various reasons, more than one officer or enlisted member may be assigned to the same billet and position number (multiple-encumbered billets). There are insufficient quotas and funding available to allow each member to attend formal schooling. On a first-come/first-served basis, the first member assigned to the position will be assigned training in accordance with the cutter MTL. Cutters will have to submit ETRs in accordance with TQC guidance for the additional members assigned to that position number. However, due to the limited funding, quota availability and schoolhouse constraints, members assigned to multiple-encumbered billets may not receive training.

h. If a position number changes for a member after arrival, cutters will have to submit ETRs in accordance with TQC guidance for the individual to attend mandated MTL training.
i. If an MTL/TPC requirement is added after a member arrives, cutters will have to submit an ETR for these new training requirements in accordance with TQC guidance. Cutter training officers should note these changes and provide this info to the ATG shipriders during CART/TSTA to avoid being accessed with a training discrepancy.

4. Pipeline (Pre-arrival) Training Failures. Coast Guard and Navy Class “C” Course schedules are set between six and twelve months prior to the next fiscal year. School classes are scheduled throughout the fiscal year. Generally, the majority of these classes occur between January and September. The following situations may cause members to miss mandated MTL training and affect pipeline (pre-arrival) success rates:

a. The PCS assignment process does not align with all Class “C” School schedules. Some members may receive PCS orders late and may miss previously scheduled classes especially for courses that have a limited number of class convenings per year.

b. Course schedules and class convenings do not coincide with every member’s PCS/transfer schedule.

c. Areas, commands and cutters do not consider training requirements into their Change-of-Command schedules or relief dates.

d. Cutters request waivers because class convening schedules do not align with operational schedules.

e. DoD/Navy may not provide enough quotas for their technical/tactical courses to fulfill Coast Guard requirements.

f. Convening dates for Navy and Coast Guard courses overlap.

g. As indicated in paragraph 3.B.3.d. above, “fleet ups” can’t be scheduled for pre-arrival training because they are already onboard the cutter.

h. Personnel who receive PCS orders to fill last minute vacancies are not guaranteed pre-arrival training based on the time of transfer, course schedules and remaining quotas for the course(s). Training for these members may be deferred to the next fiscal year on a space-available basis.

i. Pre-arrival training success rates are also affected by over-billeted situations, position number changes and MTL changes as discussed in paragraphs 3.B.3.g through 3.B.3.i., above.

5. Training Priorities. First consideration for formal school quotas will be given to pre-commissioning detachments (PRECOMDETs) on a case-by-case basis. Although not always possible, completion of all pre-arrival training will be vigorously pursued through coordination among TQC, PSC, the PRECOMDET command cadre and the applicable program staff elements. All other units shall receive consideration for formal school quotas in the following priority order:
a. Pre-arrival (PRE) training.
   (1) WMSL crews.
   (2) WMSL Support Teams (specifically the DC, EM, ET, IT and MK rates).
   (3) WPC-154 (FRC) crews.
   (4) Deployed WPB 110s (PATFORSWA).
   (5) Cutters homeported outside CONUS.
   (6) Minimally or optimally manned cutters including WLB 225, WLM 175, WMEC 270, WAGB 420 and all WPBs.
   (7) All other cutters.

b. Other required training (REQ).
   (1) WMSL crews.
   (2) WMSL Support Teams (specifically the DC, EM, ET, IT and MK rates).
   (3) WPC-154 (FRC) crews.
   (4) WPB 110s (PATFORSWA)
   (5) Cutters homeported outside CONUS.
   (6) Minimally or optimally manned cutters including WLB-225, WLM-175, WMEC-270, WAGB-420 and all WPBs.
   (7) Cutters within six months of CART/TSTA.
   (8) All other cutters.
   (9) NESU/MATS.

C. Formal School Quota Management and Processing. The procedures for units to obtain class “C” school quotas are managed by TQC. The following are descriptions and procedures apply:

1. TQC Scheduled Quotas. TQC schedules the majority of formal school quota requests and allocation using the Coast Guard PeopleSoft Training Administration System (TAS). TQC is an independent unit that works for FORCENET (FC-T). TQC is the order issuing authority for formal class “C” school training and is the central point of contact for obtaining quotas from Department of Defense sources including the U. S. Navy, U. S. Army and U. S. Air Force.

a. TQC works closely with the Personnel Service Center (PSC) in Arlington, VA, FC-T Training Managers and Course Managers to coordinate pre-arrival (PRE) and required
(REQ) training. The PSC identifies members to fill a specific billet and quotas are then allocated to members based on a variety of factors including, but not limited to, the availability of classes, course duration, command desires, member desires and assignment officer priorities. TQC generally advises members in writing of their training schedule soon after PCS orders/ETOs are issued. TQC will cut orders six to eight weeks prior to a course convening. Commands shall make every effort to utilize quotas assigned by TQC. Quotas are scarce and difficult to acquire; therefore, each quota not utilized may represent a significant training loss. Commands cannot rely on quotas being assigned for a specific period, although every effort will be made to do so. Cancellations, substitutions or temporary waiver requests for pre-arrival (PRE) or required (REQ) training requirements may only be made in accordance with the waiver provisions contained in paragraph 3.D. of this Chapter and should be submitted no later than 10 business days prior to the start date of the class.

b. Members are generally expected to report to their new unit AFTER completing all pre-arrival (PRE) training. However, school schedule conflicts, changes-of-command/relief dates and other assignment priorities complicate the ability of TQC to schedule all classes prior to PCS. Areas, districts, sectors and units shall consider pre-arrival training requirements as cutter change-of-command/relief dates are determined.

c. Required (REQ) quotas may be scheduled by TQC in conjunction with pre-arrival courses where it is cost beneficial to the Coast Guard to do so. If this does not occur, it is the receiving command’s responsibility to submit an Electronic Training Request (ETR) via Direct Access in accordance with TQC’s guidance.

2. Other Scheduled Quotas. Slate courses are those where the CM/PMs create the student rosters. These CM/PMs receive training requests from field units, select students for course sessions, enroll attendees into Direct Access and notify TQC. TQC then determines/verifies TDY entitlements based on training locations and issues orders to the students. Students receive their orders via the Airport Terminal in Direct Access. The programs remain responsible to authorize all waiver requests (substitutions, cancellations, etc.) to the “slate” of students. TQC will amend/cancel orders as directed.

3. NED/MWA Quotas. DCMS-81 is the course manager for all training listed in the NED/MWA MTLs. All courses contained in these lists are designated required (REQ) training in accordance with paragraph 3.B.1.c. (2). NED/MWAs should submit ETRs for these courses via Direct Access in accordance with current TQC guidance.

4. FORCECOM/ATG Scheduled Quotas. During the CART/TSTA training cycle, cutters 210 feet or greater in length should contact their designated ATG Training Liaison Officer (TLO) to make arrangements for unit personnel to attend the following courses:

a. General Shipboard Fire Fighting Training – Self Contained Breathing Apparatus (SCBA) (A-495-0416) (CG# 810050): All personnel are required to complete this course normally during the member’s first tour of duty aboard a cutter. Course is a prerequisite for Advanced Shipboard Firefighting (240577) required on several cutter MTLs. Pre-approved courses, conducted by other local, state, federal agencies or by private sources, may be equivalent.
b. Shipboard Fire Fighting Integrated Team Training (A-495-0018) (810049): All personnel assigned to repair lockers should attend this training during their current cutter assignment. Courses conducted by other federal, state or local government agencies, or by private sources, may be equivalent.

c. General Shipboard Damage Control Training (K-495-0045) (CG# 400446): All personnel are required to complete this course once during their afloat career, normally during the member’s first tour of duty aboard a cutter.

d. Shipboard Aircraft Fire Fighting (J-495-0413) (CG# 400398): If the course is available, all shipboard personnel assigned to a helicopter fire fighting team are required to attend this course during their current cutter assignment.

D. Training Cancellations.

1. Discussion. Commands shall make every effort to utilize quotas assigned by TQC. Quotas are scarce and difficult to acquire; therefore, each quota not utilized may represent a significant training and monetary loss. TQC will only be authorized to cancel pre-arrival training quotas due to medical emergency, Red Cross verified family emergency, unplanned contingency operations (e.g.’ Deepwater Horizon) or program approved waiver. Be advised that TQC is not the approving authority for waiver requests. If a waiver for a class “C” course is desired, the losing or receiving unit shall send a detailed request via record message traffic to the appropriate course manager (CM) or program manager (PM). Units shall submit waiver requests within 10 days from receipt of orders. This gives the CM/PM ample time to consider the request and gives TQC the opportunity to reassign the quota. Waiver requests received less than 10 working days prior to the class convening will not normally be considered. The CM/PM can be determined by referring to the far right-hand column of each MTL. The following waiver situations and actions apply:

   a. Cancellation with request for waiver: Units may request that a member not attend an assigned pre-arrival (PRE) training course because the individual received extensive on-the-job training (OJT) at a previous/current unit or previously attended the course. A waiver may be granted if the CM/PM determines that the knowledge and skills required for the future position have been previously satisfied or if PQS/JQR completion is equivalent to course attendance. A member’s receiving command shall concur with the waiver request before it is submitted and an appropriate comment to this effect shall be included in the request. A waiver approval only covers the current assignment year or current MTL requirement.

   b. Cancellation with request for alternate class convening: Units may request that a member attend an alternate or future class convening other than the one that was assigned. For this situation, cancellations will only be considered when an alternate class convening date in the current assignment season is available and when that alternate date does not conflict with the member’s remaining pre-arrival training plan. Units shall contact TQC to determine the availability of quotas prior to submitting this type of cancellation request. Program Managers/Course Managers should verify that quotas are available and that there are no conflicts with other scheduled training prior to approving a cancellation request for this pre-arrival training. As indicated above, a member’s receiving command shall concur with the
waiver request before it is submitted and an appropriate comment to this effect shall be included in the request.

c. Cancellation due to conflict with operations: Requests that solely state that the cancellation is requested due to “operational commitments” will not be considered. In cases where there is an operational or personnel need for the individual to request a waiver, the command’s request shall explain in detail the need for the individual’s presence at the unit during the time that the course is scheduled. Scheduled operational events such as TSTA, underway deployment, or events normally connected with a PCS, such as shipment of household goods, etc., will not be considered sufficient reason for a waiver of training. Pre-arrival training shall normally take priority over the individual’s present assignment. If a unit is requesting a waiver due to an operational or personnel conflict, the unit should follow the guidance in paragraph 3.D.1.b. above and coordinate an alternate class convening date with TQC. As indicated above, a member’s receiving command shall concur with the waiver request before it is submitted and an appropriate comment to this effect shall be included in the request.

d. Substitution: Units may request that a member be replaced by an alternate individual for an assigned pre-arrival (PRE) training course for a variety of reasons. Units shall justify why a member should be replaced with an alternate and ensure that the replacement meets all required prerequisites. Units shall include an appropriate comment to this effect in the request.

e. Temporary Waiver: Temporary waivers may be granted when no quotas are available for a course prior to an individual’s reporting date. CM/PMs may approve attendance during a class in the next assignment/fiscal year, if quotas will be available.

2. Additional Guidelines.

a. Units shall submit ETRs for members who are unable to complete pre-arrival training prior to reporting aboard for reasons listed above (no quotas, operational commitments etc.). TQC will make every effort to assign those members to training early in the following fiscal year. However, priority will be given to those members transferring in the current assignment year.

b. Waivers for Class “C” courses listed on the MTLs shall not be submitted and will not be considered as a means to avoid a training discrepancy during the CART/TSTA assessment, training and evaluation cycle.

c. No cancellation requests submitted after the start of a class will be considered or approved. Students not showing up for assigned classes will be considered “no shows”.

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d. Cancellations, substitutions and waiver requests will be handled on a case-by-case basis and the needs of the service will prevail. Sample request messages can be found on the Commandant (CG-751) website: http://cgweb.comdt.uscg.mil/CG-751/7513/WAIVERS.HTM or on the TQC website at http://www.uscg.mil/hq/tqc/message.asp.

e. All cancellation, substitution and waiver requests shall include COMCOGARD FORCENORFOLK VA (FC-T) and COMCOGARD PSC ARLINGTON VA//PSC-OPM-2 or PSC-EPM-2//as INFO addressees.

E. Administration.

1. Electronic Training Request (ETR) Submission.

a. Unit training officers are responsible for submitting ETRs for members that did not complete assigned PRE or REQ courses for training prior to reporting.

b. ETRs shall not be submitted and will not be considered as a means to avoid a training discrepancy during the CART/TSTA assessment, training and evaluation cycle. ETRs for required (REQ) training and missed pre-arrival (PRE) training shall be submitted within 6 months of the arrival of the new member.

c. ETRs for non-mandated training (non PRE or REQ) can be submitted at any time as long as the prerequisites for a course(s) are met. TQC will enroll students based on CM/PM requirements and quota availability.

d. Units are responsible for ensuring course prerequisites are met prior to submitting ETRs. Comments block should indicate that member meets course prerequisites in order to guarantee the request is considered.

e. Two alternate course dates, if available, are required in the comments section of the ETR. After the third class convening has passed, TQC will delete the request from Direct Access to allow units to renew requests. Members and unit training officers can monitor request status in Direct Access or in CGBI.

f. TQC issues orders via Direct Access 6-8 wks in advance of course convening dates. Units must submit ETRs prior to this window in order to request a training quota.

2. Records/Administration. As indicated in section 2.C.4 of this Manual, the Training Officer shall track and maintain a comprehensive record of formal school and contractor-provided training completed for all unit personnel, and review the accuracy and completeness of the data contained in Direct Access or in CGBI. Units can track formal school and contractor-provided training completion using any paper/electronic format they deem suitable including reports from Direct Access or CGBI. The use of the Coast Guard Mission Area Formal School Record, Form CG-5396 and the Naval Warfare Mission Area Formal School Record, Form CG-5396A are optional; however, they will continue to be included in CG Portal forms library at https://cgportal2.uscg.mil/library/forms/SitePages/Home.aspx.
3. **Catalog of Navy Training Courses (CANTRAC).** General information regarding formal Navy schools is contained in the Catalog of Navy Training Courses (CANTRAC), NAVEDTRA 10500. In order to access the Navy website, go to [https://main.prod.cetars.training.navy.mil/cetars/main.action?v_loc=home](https://main.prod.cetars.training.navy.mil/cetars/main.action?v_loc=home). CANTRAC Volume Two contains Navy course descriptions, schedules, prerequisites, etc. However, members should first check with TQC and refer to their website for specific information regarding which Navy courses and class convenings are approved and funded by the Coast Guard. Though certain Navy courses are approved for Coast Guard use, the Navy may not give the Coast Guard quotas for every scheduled class or location.

4. **MTL Change Procedures.** Units should submit MTL change recommendations via their chain-of-command and operational commander to Commandant (CG-751) for consideration.

   a. Change recommendations can be submitted in memo or e-mail format. E-mails are accepted as long as elements of the chain-of-command have reviewed the recommendations and provided an endorsement before forwarding them to Commandant (CG-751).

   b. Ideally, change recommendations should be forwarded during the August to September time frame each year. This allows ample time for Commandant (CG-751) to review input, discuss items with appropriate parties (CMs, PMs and RFMCs) and enact approved changes. The desired outcome is that all approved changes are reflected on the Commandant (CG-751) website, in the appropriate MTLs and in Direct Access during the first quarter of each fiscal year prior to the start of the next PCS transfer season and training cycle.

   c. Prior to submission, units should check with other cutters of the same class and determine whether the issue is unit specific or impacts the entire cutter class or fleet.

   d. When documenting training issues, including MTL/TMT discrepancies and pipeline (pre-arrival) training failures, units shall be as specific as possible. Commandant (CG-751), FORCECOM (FC-T) and TQC cannot attempt to resolve generalities or misperceptions. Only specific issues can be addressed with the appropriate PMs allowing them to respond in a timely manner.

   e. MTL change recommendations must be supported with documented gaps in individual training, team training, unit performance or mission execution. Recommendations should explain how the unit determined training is the solution and whether any other gaps exist that are impacting performance (e.g., policy, tools, etc.).
CHAPTER 4. MANDATED TRAINING (MT)

A. Purpose. To provide information regarding recurring Mandated Training (MT) required by Commandant or DHS; formerly known as General Mandated Training (GMT).

B. General. MT is training required by program managers in support of Coast Guard and DHS policies, programs or missions that is usually carried out at the unit level. These requirements exist within a wide variety of directives promulgated by various programs and can be satisfied in several ways: all hands sessions, e-learning or facilitated classroom training. FORCECOM has established two MT categories that can be found at https://cglink.uscg.mil/6d3f545f.

1. MT Category (A): Includes recurrent mandated training that affects all Coast Guard members – Active duty, civilian and reserve.

2. MT Category (B): Includes recurrent mandated training that affects a specific target audience.

C. Execution.

1. Scheduling and Planning. The Training Board/Officer shall schedule MT in the Unit Training Plan in accordance with Chapter 2 of this Manual. Commanding Officers shall ensure that the unit training programs include all applicable topics indicated in the two MT category lists.

2. Lesson Plans/Training Material. As a source for lesson plans and training material, unit training officers should contact the individual MT Program Manager (PMs) or associated websites. PMs are indicated in each table.

D. Administration.

1. Documentation. The training officer shall ensure that MT completion is documented in DA in accordance with Chapter 1 of this Manual. For those courses taken and assessed online, completion will automatically be recorded in DA and then CGBI within 48 hours.

2. Training Frequency. Frequency labels used in the MT “A” and MT “B” tables include:

   a. Annual: Complete every year between 01 January and 31 December.
   b. Annual Sliding: Due 1 year after last completion date.
   c. Biennial: Due 2 years after last completion date. (1)
   d. Triennial: Due 3 years after last completion date. (1)
   e. Once: Initial career requirement only. (2)

Note (1): In CGBI, these frequencies are indicated by Biennial Sliding and Triennial Sliding.
Note (2): In CGBI, this frequency is indicated as Permanent.
CHAPTER 5. INDIVIDUAL QUALIFICATION PROGRAMS

A. Purpose. To issue policy, procedures, and responsibilities for individual qualifications aboard USCG Cutters.

B. General. Individual qualification ensures personnel demonstrate required competencies prior to performing duties of watchstanding assignments, including those listed in the Watch, Quarter, and Station Bill and other formally promulgated watch bills (AMIO Bill, L/E Bill, etc). A qualified watchstander is defined as a person who possesses the knowledge, ability, and skill sets needed to stand the watch and perform the tasks and duties necessary for the safe, secure, and proper operation of the cutter. The Watchstation Qualification System (WQS), Personnel Qualification Standards (PQS), and Job Qualification Requirements (JQR) are designed to provide a measurable standard for individual’s qualification, and in the case of WQS and PQS, provide for a service record entry. JQRs provide commands with the flexibility to satisfy a specific qualification requirement where no WQS or PQS exists. Use of one or more of these individual qualification programs is mandatory, except as may be suspended by fleet commanders with concurrence of Commandant (CG-751).

C. Policy. This Manual is intended for use by commanding officers and officers in charge in implementing and managing the Unit qualification program. Commands need not reiterate this instruction in local directives.

1. General.
   a. Use of WQS, PQS, JQR or SEOPS qualification program is mandatory. The overall system employed must be standardized, documented and utilized across the board for all individual qualifications.
   b. As systems are approved and deployed by Commandant (CG-751), WQS shall be used by affected cutters for individual qualification instead of Navy/Coast Guard PQS, locally generated JQRs or SEOPS programs.
   c. Where Coast Guard PQS exists for a specific Watchstation, it shall be used in lieu of Navy PQS.
   d. Cutters shall not require cutter personnel to complete multiple qualification procedures (WQS, PQS/JQR or SEOPS) for the same watchstation.

2. Tailoring. Navy and Coast Guard PQS may be tailored to meet unique requirements provided that the format remains the same and the changes are documented in Unit records. Tailoring is defined as the deletion or addition of specific line items so that the content of the PQS accurately reflects each unit’s equipment, systems, and system configuration. Commanding officers shall approve all modifications.

3. JQRs. JQRs may continue to be developed to fulfill immediate and specific cutter qualification requirements. JQRs shall be written in the same format as NAVY/USCG PQS booklets.
4. **Qualification.**
   
a. Supervisors shall assign time requirements for trainees to complete qualification materials.

b. All final watchstation qualifications must be signed off at the present duty station.

c. Individual qualification requirements shall be completed in the proper sequence, with prerequisites complete and verified first.

d. Officers, petty officers, department heads or equivalent authorized to attest to individual attainment of qualification standards shall, at a minimum, be E-5 or above and be certified in that watchstation. If a command does not have a fully qualified/certified individual, it may make arrangements with another command. These qualifiers shall be designated in writing by the Command and made known to all members of the Command.

5. **Oral Examination Boards.** An oral examination board shall be used to determine if a candidate’s knowledge and skills are adequate for certification in a specific watchstation. A board shall have a minimum of two members, but shall consist of:

a. At least one qualified Officer of the Deck (OOD); Engineer of the Watch (EOW); or Tactical Action Officer (TAO) depending on the watchstation for which the member is qualifying.

b. Division officer or department head responsible for the watchstation.

6. **Final Certification.** Commanding officers serve as the final authority for all individual watchstation qualifications achieved and must certify watchstanders for independent watchstation duty in writing before members assume the duties of the watchstation.

7. **Interim Qualification.** The commanding officer or officer-in-charge may authorize interim qualification for all watchstations provided that they have verified that the individual has acquired the necessary knowledge and skills to safely assume the watchstation. Interim qualifications are not to exceed 3 months and should be issued in very limited situations. Examples of situations where interim qualification is authorized are as follows:

a. For a newly commissioned cutter when it is difficult to fully qualify all watchstanders.

b. When there is a shortage of qualified watchstanders and an excessive strain is placed on qualified personnel.

c. When use of individuals temporarily or recently assigned aboard as watchstanders is necessary.

8. **Requalification.** Each individual shall go through a watchstation requalification process when they transfer to a new command regardless of whether the member was previously qualified in that watchstation since each command may be unique in organization, equipment and mission.
a. Commands may tailor their requalification process to meet the needs of more experienced individuals but remain responsible for ensuring that each person meets the minimum performance standards set forth for the watchstation.

b. Requalification is required when an individual watchstation qualification program has been revised and in the commanding officer’s or officer in charge’s judgment, changes to the standard warrant requalification.

c. Requalification is required when the validity of an individual’s qualification is suspect in the eyes of the commanding officer or officer-in-charge.

D. Procedures. Establishment, implementation, and sustainment of individual qualification programs shall be based on the requirements set forth by Commandant (CG-751). Required qualification programs shall be developed based on analysis which identifies the knowledge, skills and abilities necessary for an individual to competently and safely stand the watch. Qualification programs shall be designed to conform to the needs of prospective watchstanders and cutters. Commandant (CG-751) shall conduct periodic evaluations of qualification programs to ensure that the programs meet the requirements set forth.

E. Responsibilities.

   a. Establishes overall policy for shipboard qualifications
   b. Sets requirements and standards, and oversees, and evaluates shipboard qualification program(s).
   c. Establishes priorities for watchstation qualification program(s).
   d. Reviews Training Plans/requirements for new platforms, ship classes, or systems to ensure requirements for individual qualifications are identified and scheduled.
   e. Plans and programs for the resources necessary to operate and administer qualification program(s).
   f. Approve all final watchstation qualification materials prior to distribution.
   g. Approve urgent changes to watchstation qualification tools to meet emergent fleet requirements.
   h. Issue messages to the fleet regarding new, updated, or deleted qualification modules or systems.
   i. Assign individual qualification projects responsibility to designated entity in FORCOCOM (ATG, PTC, etc) or contractor.
2. **Commanding Officers/Officers in Charge.**

   a. Implement and manage watchstation qualification processes at their command IAW this Instruction.

   b. Ensure Officers/petty officers authorized to attest to individual attainment of qualification standards are, at a minimum, be E-5 or above and certified in that watchstation, designated in writing, and made known to all members of the unit.

   c. Serve as the final certification authority for all individual watchstation qualifications achieved.

   d. Ensure current records of all certified watchstanders are kept at the unit.

F. **Administration.**

   1. **Documentation.** Watchstation qualification (final) and requalification shall be documented by recording the completion as a competency in the Training Management Tool (TMT). No specific requirement exists to retain any portion of the actual PQS booklet after a qualification has been fully documented. Personnel are encouraged to keep copies of final qualification sign-off sheets and qualification letters.

   2. **Records.** As indicated in section 2.C.4.d of this Manual, the training officer shall track and maintain a comprehensive record of PQS/WQS/JQR completion for all unit personnel. Units may track member’s qualification progress using any paper/electronic format they deem suitable, including reports from TMT/WQS. Coast Guard Mission Area Condition IV/V and Operational/Emergency Bill PQS Record, Form CG-5396C and Naval Warfare Mission Area Condition IV/V and Operational/Emergency Bill PQS Record, Form CG-5396D are available but their use is not required.

   3. **Certification Recognition.** Commands are encouraged to recognize watchstation qualification through all-hands meetings, Plan of the Day/Plan of the Week notices, etc. Although TMT entries are the only required means of documenting watchstation qualification, letters may be used as an additional means of recognizing significant achievements.

   4. **Feedback.** Comments or suggestions regarding the Navy or Coast Guard PQS or WQS programs should be sent to Commandant (CG-751) via the chain of command.

   5. **Formal School Requirements.** Formal school attendance may satisfy specific “fundamental” and/or “systems” requirements in the watchstation qualification process. However, final watchstation qualification and certification must always be done by the cutter.

   6. **Obtaining PQS Booklets.** Electronic delivery is the only method of distribution for all PQS; paper copies are no longer available through Navy or Coast Guard sources. The Navy CDROM is also no longer available.
a. Navy PQS products are restricted to Active Duty and Reserve Personnel enrolled in DEERS or authorized contractors that have received formal approval by the Navy. Navy PQS material can be found at the Navy Knowledge Online (NKO) website at https://wwwa.nko.navy.mil/portal/home/. Once a member is authenticated as a user, Navy PQS may be viewed and printed by clicking on the “Learning” tab at the top of the page, then clicking on “PQS” at the bottom of the left-hand column.

b. Coast Guard PQS may be downloaded from the CG Portal, or from http://cgweb.comdt.uscg.mil/CG-751/GENERAL/MANUALS.HTM.

c. Navy and Coast Guard PQS answer books are no longer published.

CHAPTER 6. AFLOAT TRAINING PROGRAM - DRILLS/EXERCISES

A. Purpose. To establish Commandant Policy regarding the completion of mandated drills and exercises.

B. Afloat Training Organization. As a result of a working group that convened in FY12, the five Afloat Training Groups (ATGs) and the former east and west coast Training Teams will be consolidated over the next few years under a single Afloat Training Organization (ATO). Administratively, the new ATO will come under the control of the Assessment Division of FORCECOM (FC-A). During this transition, CART/TSTA training cycles and SEOPS visits will continue on a biannual basis. The ATO, when fully functional, will provide the fleet with:

1. Standardized current and aligned operational readiness assessments.
2. Deployable, expert instructor and evaluation teams that follow approved, standard and clear doctrine.
3. Performance-based, relevant, training and qualification systems that support Special and Emergency Operations.
4. Measurement, analysis and feedback processes that minimize or eliminate root causes to performance problems and result in a continuous improvement of operational readiness.

C. Drills/Exercises.

1. Requirements. Drill and exercise requirements are posted on the Commandant (CG-751) website. This website and CG PORTAL based drill requirements, frequencies, grade sheets, SEOPS check sheets and CART checklists are an extension of this Manual and are to be considered official Commandant (CG-751) policy. Cutters are expected to carry out these requirements while at Watch Condition I or IV. Units shall refer to reference (c) for further guidance regarding the Afloat Training Group (ATG) Program. The posted requirement/frequency tables use the following symbols:
   a. “Q” for drills to be completed quarterly.
   b. “S” for drills to be completed semiannually.
   c. “A” for drills to be completed annually.
   d. “T” for drills to be completed during CART/TSTA where special services may be required and provided.
   e. “D” for drills to be completed by extended OCONUS deployers or cutters making short OCONUS port calls.
   f. “AR” for drills to be completed by cutters as required or when appropriate for the situation.
2. **Training Management Tool (TMT) Tracking Periods.** Successful completion of drills and exercises should be entered and tracked in TMT based on the calendar year beginning on the first day of January. Training officers should log drill completion for all members who participated in each drill. Each required drill shall be completed during each cycle based on its frequency:

   a. **Quarterly periods:**
      - 01 January to 31 March
      - 01 April to 30 June
      - 01 July to 30 September
      - 01 October to 31 December

   b. **Semiannual periods:**
      - 01 January to 30 June
      - 01 July to 31 December

   c. **Annual period:**
      - 01 January to 31 December

D. **Definitions and Policy.**

1. **Command Assessment of Readiness and Training (CART).** CART is an overall assessment of the cutter's On Board Training Teams (OBTTs) and its materiel and administrative readiness for operations and training. It is the precursor to the cutter’s scheduled Tailored Ship’s Training Availability (TSTA). CART is generally scheduled 6-8 weeks prior to TSTA and is carried out over a three-day period. The final CART assessment is used, in part, to determine eligibility for the Overall Operational Readiness Excellence “E” Award in accordance with reference (d). Reference (c) and the CART Schedule of Events (SOE) message originated by a cutter’s servicing Afloat Training Group (ATG) include greater detail regarding the CART schedule, preparation and process.

2. **Drill Completion Modes.** Drills completed with an 80% score or higher conducted in either evaluation or training mode can be entered into TMT for credit to meet quarterly, semiannual and annual periodicity requirements. For guidance during the CART/TSTA cycle, refer to paragraph 6.D.5, below. The following drill completion mode definitions apply:

   a. **Walk-Through Mode:** Crews are notified of a drill and its objectives in advance. The entire drill is conducted at a slow pace with significant instruction from the OBTT.

   b. **Training Mode:** Crews are not notified of a drill in advance. The drill is planned with OBTT intervention that is focused on training crew members. If the OBTT is uncertain as to how well a crew will perform during a drill, it is acceptable to begin in evaluation mode and drop back to a training mode, if necessary. If the OBTT is certain that the crew cannot pass a drill in evaluation mode, the drill should be planned and executed in training mode.

   c. **Evaluation Mode:** Crews are not notified of a drill in advance and there is no planned intervention by the OBTT. The OBTT is focused on grading the proficiency of the crew. The OBTT can use “time outs” to pause a drill for safety, minor procedural corrections and
real-world events. OBTT members can intervene by the use of leading questions to get otherwise proficient crews back on track. This intervention is brief in nature, does not cause the drill to drop into training mode or cause the crew to get off track. This type of intervention has also been called “reach through” training in the past.

3. **Final Exercise Problem (FEP).** The FEP is the final evaluation of the cutter’s Integrated Training Team (ITT). As such, the scenario must exercise as many Navy/Coast Guard mission areas as possible. The exercise shall rigorously challenge the crew and include significant damage imposed in such a way that degrades the ability to fight the ship and challenges the Damage Control (DC) organization.

4. **Level of Knowledge (LOK) Exams.** During CART, LOK exams will be given to watchstanders to assess the required watchstander knowledge base. Test results are kept internal to the cutter and ATG and have no impact on OBTT certification or consideration for the Overall Operational Readiness Excellence “E” (OORE) Award. LOK exams are a tool to assist cutter COs, OBTTs and ATGs in identifying knowledge and training gaps. LOK exams may cover, but are not limited to damage control, engineering, navigation, combat information center (CIC) evolutions, medical, deck, seamanship and weapons.

5. **Limited Team Training (LTT).** LTT can be requested by a cutter via message traffic if the command feels that over a period of time one or more OBTTs have become deficient in their mission area.

   a. LTT is offered to cutters on an “as available” basis by the ATGs and are approved by the senior ATG Coast Guard Liaison Officer (CGLO).

   b. LTT can be scheduled to occur during cutter transits, during patrols, during cutter visits at the ATG location or in the cutter’s homeport.

   c. LTT normally occurs during the period between the completion of one TSTA and the beginning of the next CART to sustain a positive training environment aboard the cutter between training cycles. This is particularly useful after periods of high personnel turnover.

   d. LTT is not designed to be a “quick fix” for use en route to TSTA to bring a cutter’s training program up to par if it has been ignored for months.

   e. No scores will be given. This is strictly training for OBTTs. LTT performance is not counted toward the OORE award. Further details regarding LTTs can be found in reference (c).

6. **Onboard Training Teams (OBTT).** OBTTs are composed of the most qualified officers and petty officers organized to assist the commanding officer in training individuals and teams, and in evaluating performance during training scenarios. Training team members must be approved, in writing, by the commanding officer. OBTT organization, requirements and procedures are discussed later on in this Chapter and in reference (c).

7. **Operational Sequencing System (OSS).** OSS is a set of systematic and detailed written procedures, diagrams, and status boards tailored to the individual ship, providing the necessary
information for proper equipment/system operation and casualty control. OSS standardizes operations, reduces operational costs, accelerates casualty response, significantly reduces uncertainty and improper actions/responses, and provides for safe operation of equipment and systems.

a. Combat System Operational Sequencing System (CSOSS) is comprised of platform specific operational procedures and drawings for line-up, light-off, operation and casualty control of integrated combat systems aboard WMSLs.

b. Engineering Operational Sequencing System (EOSS) is comprised of platform specific procedures, charts and diagrams required for operation of a ship’s propulsion plant aboard WMSLs and WPC-154s. EOSS consists of two parts: Engineering Operational Procedures (EOP) and Engineering Operational Casualty Control (EOCC)

c. Required drills for WMSL and WPC-154 class cutters reflect the use of these OSS procedures, diagrams and charts.

8. Overall Operational Readiness Excellence (“E”) Award (OORE). The OORE is awarded to Coast Guard cutters that demonstrate a superior level of readiness and operational performance. The eligibility period runs from the end of one TSTA period to the conclusion of the next TSTA. A full description and criteria for the award can be found in reference (d).

9. Standard Canned Training Scenarios (SCATS). ATGs have developed training scenarios and guides. They can be found on the Commandant (CG-751) website at http://cgweb.comdt.uscg.mil/CG-751/programs/ATGNOTES.htm. These scenarios provide standardization of training within major cutter classes. Additionally, cutters are encouraged to develop and implement their own scenarios that include Coast Guard specific missions. Cutters are invited to submit locally generated SCATS packages to their servicing ATGs for review and possible posting on the Commandant (CG-751) website.

10. Special and Emergency Operations and Procedures (SEOPS). SEOPS is a training and qualification system managed by FORCOCOM used on board cutters 175’ or less in length.

a. On cutters 175’ or less in length with approved Watchstation Qualification Systems (WQS) onboard, WQS shall be the primary qualification system as noted in section 5.B.3.e of this Manual. SEOPS training and qualification material should continue to be used for watchstations that are not covered by WQS. Training modules completed through WQS do not have to be duplicated during the completion of SEOPS training and qualification. Credit for both can be entered into TMT.

b. On cutters 175’ or less in length without the WQS system, SEOPS training and qualification requirements shall be used. Reference (i) shall be used to cover the training and qualification requirements for members assigned to the advanced on-scene leader, investigator, repair locker leader, damage control training team (DCTT) and repair party electrician positions.

c. Members reporting to a SEOPS or a WQS cutter who attained basic/advanced damage control qualifications previously by completing the appropriate sections in reference (i) or
completing WQS should, at a minimum, complete all SEOPS/WQS ship-specific training required on the member’s new cutter.

d. Members renewing basic and advanced damage control qualifications shall follow the procedures outlined in section 5.D.3 of this Manual.

e. A more detailed decision matrix regarding the use of WQS, NAVY PQS or SEOPS material can be found on the Commandant (CG-751) website at http://cgweb.comdt.uscg.mil/CG-751/programs/WQS.htm.

11. Shakedown Cruise. All cutters shall conduct a Shakedown Cruise following an import period exceeding 60 days. Shakedown Cruises are cutter self-assessments and are similar in nature to Ready for Sea (RFS) assessments described below, without ATG/SEOPS involvement. The purpose of a Shakedown Cruise is to provide dedicated training time to assist cutter crews in acquiring skills essential for the safe and effective operation of the cutter. Ship control, navigation, damage control and engineering will normally be stressed. Cutters should refer to Operational Commander guidance regarding specific requirements, content and procedures. For cutters 175 feet or less in length, a Sector or District representative shall be present.

12. Shipboard Training Team (SBTT) Course of Instruction (COI). The SBTT COI is a three-day event consisting of classroom instruction and an engineering Initial Assessment (IA) on day three. It is designed to take place in a cutter’s homeport to provide cutters with an overview of OBTT duties and give them the basic tools to successfully plan, brief, conduct, evaluate, and debrief a training evolution using the standard grade sheets. SBTT COI training requests shall be submitted via record message traffic to the cutter’s servicing ATG. SBTT COI training may be scheduled concurrently with an LTT.

13. Safety Mobile Assistance, Response and Training (SMART). SMART assessments evaluate the cutter’s compliance with the Occupational Safety and Health program and usually occur during the first scheduled day of CART. SMART-CART is a coordinated, not combined assessment. Together, SMART and CART assess the current state of training, readiness and unit safety. While onboard each cutter, the SMART team completes a health risk assessment and examines occupational health functions. During the CART portion of the assessment, ATG personnel assess readiness and training. A Schedule of Events (SOE) message is sent to each cutter prior to the start of SMART-CART that includes details regarding the 3 day event. Further details regarding SMART-CART can be found in reference (c).

14. Tailored Ships Training Availability (TSTA). Cutters 210 feet or greater in length undergo TSTA at U.S. Navy Afloat Training Groups (ATGs). Cutters may be visited by ATG assessment, training and evaluation teams in the cutter’s homeport depending upon the remoteness of the cutter (i.e., Great Lakes WLB/WLBB, D 9/14/17 WLBs, etc.). TSTA is intended to be an intensive assessment, training and evaluation period dedicated to developing cutter performance in shipboard operations as well as survival under adverse and hostile conditions. TSTA provides dedicated time to assist the cutter in evaluating its ability to safely operate the ship and effectively perform its missions. During TSTA, ATG instructors help conduct training exercises/scenarios and evaluate the effectiveness of OBTTs. Cutters will be
scheduled for TSTA through the individual Area scheduling process and will complete specific
drills listed on the Commandant (CG-751) website during TSTA.

15. Ready for Operations (RFO). RFOs assessments are conducted aboard cutters 175 feet or less in
length and consist of multi-member teams of engineering and operational Subject Matter Experts
(SMEs) designated by the operational commander to conduct periodic cutter and cutter boat
assessments.

a. An RFO assessment includes, but is not limited to the following events:

   (1) Command/unit in-brief.

   (2) Level of Knowledge (LOK) exams.

   (3) Materiel inspection.

   (4) Administrative records review.

   (5) Drill completion using Commandant (CG-751) approved checklists.

   (6) Personnel Protective Equipment (PPE) inspection.

   (7) Operations and engineering department assessments.

   (8) Command/unit out-briefs.

b. After the materiel and administrative assessments, the RFO team will observe and assess, at a
minimum, the following drills while the cutter is underway, away from the pier. These drills
shall be conducted in accordance with the drill checklists found on the Commandant (CG-
751) website:

   (1) Main Propulsion Space Fire (U/W) (CG-DC-06U)

   (2) Underwater Hull Damage (U/W) (CG-DC-09)

   (3) Man Overboard (CG-SEA-13)

   (4) Preparations for Abandon Ship (CG-SEA-05)

   (5) Cutter Boat Launch and Recovery (CG-SEA-11)

   (6) Low Visibility Piloting by ECINS (CG-NAV-08)

   (7) Steering Casualty (CG-ENG-01)

   (8) Other Basic Engineering Casualty Control Exercises (BECCEs) and underway cutter boat
drills as designated by the Operational Commander through the RFO teams.
c. RFO teams shall coordinate their visits with the appropriate SEOPS Training Team or Afloat Training Group (ATG) so that each assessment, training event and evaluation complement each other and enhance the overall ability of the cutter to safely and effectively execute their assigned missions.

d. Cutters should contact their operational commander (Sector/District) for guidance concerning RFO scheduling, information, additional requirements and reporting procedures.

e. For specific cutter boat RFO guidance, refer to reference (g).

16. Ready for Sea (RFS). RFS is a specialized training and evaluation period that includes ATG participation for newly commissioned cutters or for cutters departing extended drydocks, maintenance or non-operational periods of six months or greater. The purpose of the RFS process is to assess the cutter’s ability to operate safely and effectively until it can complete a full training cycle (CART/TSTA or SEOPS). Depending upon the cutter’s situation and the specific non-operational period, the Operational Commander (OC), the servicing ATG and the cutter’s command cadre will develop an RFS plan to assess the specific readiness requirements of the cutter. Though every assessment may be different, a basic RFS will include a doctrine review, CART/SEOPS checklist review and the execution of critical or core drills. Other readiness, safety and material inspections may also be required. For further details, refer to reference (j).

17. Standardization Training and Assessment (STAN) Visits.

a. Aviation STAN.

(1) Aviation STAN visits are conducted aboard all flight deck-equipped cutters every 18-24 months by Aviation Training Center (ATC) training branch personnel. Their purpose is to review cutter ship-helo procedures, observe and evaluate aviation related drills, introduce new procedures and assist cutters in maintaining a high standard of proficiency. At the end of this visit, ATC will certify that the cutter is able to conduct various operations and evolutions.

(2) Requests for additional training or assistance may be made through the cutter’s operational commander. Cutters or their operational commander shall provide funding for these additional visits.

(3) Personnel assigned to specific billets aboard flight-deck equipped cutters shall complete the qualification requirements contained in reference (k).


b. Cutter Boat STAN.

(1) Cutter Boat STAN visits are conducted aboard Coast Guard cutters to ensure standards are maintained and enforced. The visits provide on-site, personalized, technical training and allow STAN Team members and unit boat crew members to share information.
Additionally, the visits provide an opportunity for unit and operational commanders to improve their ongoing boat crew training programs and correct operational deficiencies on each standard boat as a result of the Cutter Boat STAN materiel inspections.

(2) Further guidance regarding the goals, procedures, timelines, scheduling and guidelines can be found in reference (g).

E. General. Effective training that achieves desired goals is accomplished through well-organized drill scenarios, pre-briefs and debriefs that identify strengths and weaknesses. OBTTs shall be used to assess watchstation performance for all training scenarios. The number of OBTT members required to conduct the exercise will depend on its purpose, requirements and complexity.

1. Scheduling. Training scenarios shall be scheduled in the Unit Training Plan. The cutter is responsible for obtaining necessary operational area clearances. When assist units are involved, the cutter is responsible for coordinating the scenario with the other unit(s) and issuing training messages as required.

2. Planning. To properly plan a scenario, the OBTT must identify the training objectives and the purpose of the training (i.e., who is to be trained). The following general guidelines should be considered during planning.

a. Develop scenarios that are a mix of Navy and Coast Guard mission areas by including SAR, AMIO, LE, etc. An example could be having the cutter at AMIO detail in restricted waters with a cutter boat away transferring migrants when a machinery space fire breaks out.

b. Identify the drill scenario’s purpose or goal.

c. Define the required equipment for the drill scenario.

d. Identify major events or casualties and their impact within the drill scenario. Safety warnings and/or cautions must be emphasized. Normally, OBTT members act as safety observers, however, it may be prudent to station dedicated safety observers for certain drills in order to mitigate risk with more complex or potentially dangerous evolutions.

e. Define the responsibilities and location of OBTT members during the exercise.

f. Before the execution of the training scenario, a thorough brief approved and signed by the Commanding Officer is required. The team leader, or appointed representative, shall conduct the brief and each member will be provided with a copy of the package and grade sheets. The equipment status and safety considerations for personnel and equipment shall be thoroughly briefed. Conflicts or potential problems must be resolved before start time. COMEX/FINEX times shall be established. A standard drill briefing template can be found at: http://cgweb.comdt.uscg.mil/CG-751/programs/ATGNOTES.htm.

3. Training/Drill/Exercise Plan. Any imposition of casualties or operational procedures must be detailed in a training plan that fulfills the following requirements.

a. The training plan should accurately describe the time periods and watch section applicability.
b. Each individual training scenario should be realistic and should be listed together with the space and watch section on which imposed.

c. The training plan may include the assignment and special requirements of OBTT members.

d. The training plan should account for all contingencies and establish specific directions when participants’ actions may result in different outcomes or deviations in the scenario.

e. The development of the training plan must take into consideration the following factors:

   (1) General condition of the engineering plant.

   (2) Equipment limitations or constraints.

   (3) Timeline for completion of the training scenario.

   (4) Watchstander proficiency.

4. Drill/Exercise Execution. Training scenarios shall be conducted under the management of the OBTTs. Proper communication among team members is essential to smooth execution of the scheduled training. Good communication prevents confusion caused by unplanned events, actual equipment casualties and safety considerations. The team leader must coordinate adjustments to the timeline, cancellation of drills, training timeouts and restarts.

   a. Many operational and casualty procedures require the use of simulations. Many watchstander actions in control of casualties may be damaging to the engineering plant and must be reserved for true emergencies (such as activating installed or fixed CO2 systems). With each simulation imposed, training is comparably reduced. Many watchstander or repair party personnel actions should become, by repetition, second nature. It is extremely important that the simulation not become second nature to a watchstander by its multiple repetitions. The following guidance is offered with regard to imposed simulations:

      (1) Prior to commencing drills, the OBTT leader (or ITT leader for integrated scenarios) shall ensure that reports of “safe to drill” are received from team members for all spaces where drills are to take place.

      (2) Simulations should be kept to the absolute minimum, consistent with safety of personnel and machinery. Each simulation should have an articulated reason of necessity.

      (3) Simulations should be conducted with as much realism as can be imposed in a training scenario. Examples are artificially created sound, vibration and smell or sight signals. Internal smoke devices shall be used in accordance with current Coast Guard and Navy directives.

      (4) To prevent watchstander confusion, simulations shall, insofar as possible, be standard ship-wide and have a uniform disclosure method among all training teams.
During casualty training, the watchstander or repair party personnel should be trained to take all actions required of him/her by the ship’s standard procedures until stopped by an OBTT member.

Safety of personnel and the safeguard of equipment are paramount in the execution of all scenarios and should not create an actual hazard or bypass existing safety precautions.

b. Actual evolutions (e.g., boardings, refueling at sea) may be credited as exercises, provided they are properly observed, evaluated and critiqued. Successful drills/exercises conducted during CART/TSTA should be credited toward meeting the requirements of this Chapter.

c. Cutters 175 feet in length or less should contact their SEOPS Training Team for guidance on drill checklist use.

5. **Drill/Exercise Evaluation.** CART Checklists, drill grade sheets and SEOPS drill checklists are posted on the Commandant (CG-751) website. If a posted CART Checklist, drill grade sheet or checklist requirement changes after the start of the CART/TSTA/SEOPS cycle, cutters may continue to use the previous version with the approval of their servicing ATG/TRATEAM.

Pass/fail grades shall be calculated on an 80 percent/20 percent basis. The following guidelines shall be followed:

a. Drills/exercises scored with grades of 80% or higher shall be considered successful and can be entered into TMT as completed.

b. Drills/exercises scored with grades of 79% or less shall be repeated. If a drill is failed twice, then the best possible grade achievable is 80%. The final score of a drill is based on the last successful drill, not the average of all attempts. All failed drills will be repeated from the beginning.

c. As drills are conducted, missed points will be deducted from the total points until the drill is completed. If during the drill, the missed points result in a score lower than 80%, the drill can be halted and repeated. However, the OBTT or ATG observer has the flexibility to allow the drill to continue if it is deemed valuable for training and experience. Regardless, the entire drill shall be repeated until a passing score is achieved.

d. Major safety violations will result in failure of a drill/exercise. Any OBTT or ATG observer is authorized to halt any drill for major safety violations.

e. Repeating a drill for a better grade after initially passing it with a score of 80% or better will be based on availability of people, resources, time and the approval of the servicing ATG.

f. Major CART Checklist or gradesheet discrepancies affecting a successful CART or drill assessment should be brought to the attention of the servicing ATG for resolution. Minor discrepancies regarding spelling, grammar, punctuation or formatting will be addressed at the next biannual update. MicroSoft Excel © spreadsheet issues may affect cell size and the ability to see all required information. Double-click lower or right-hand cell border to expand area, if necessary. Refer to the “Help” function to modify pages, lines or columns prior to printing documentation, if necessary.
6. **Training Critiques.** Critiques are a vital and mandatory element of conducting training and are most useful when conducted as soon after training as possible. For maximum effectiveness, critiques should emphasize the positive instead of belaboring poor past performance. A constructive critique is essential for the OBTT to discuss and evaluate watch section or repair party personnel performance and resolve coordination problems.

F. **Organization.**

1. **Required OBTTs.** OBTTs play a critical role in preparing cutters to safely and effectively perform Navy and Coast Guard missions. Outside evaluators or evaluation teams may also be used to provide independent assessments of a cutter’s readiness. Each command must determine the number and size of training teams based on available personnel and training requirements. On small cutters, a team may consist of one or two people. On large cutters, teams of 3-6 personnel (or more) may be appropriate. All cutters shall have the following OBTTs (except as noted):

   a. Damage Control Training Team (DCTT).
   
   b. Engineering Training Team (ETT).
   
   c. Navigation and Seamanship Training Team (NSTT).
   
   d. Medical Training Team (MTT): On cutters with assigned Independent Duty Corpsman, only.
   
   e. Aviation Training Team (ATT): On flight deck equipped cutters, only.
   
   f. Force Protection Training Team (FPTT)
   
   g. Combat Systems Training Team (CSST): On WMSL, WHEC and WMEC-270 cutters, only.
   
   h. Integrated Training Team (ITT): On cutters 210 feet and greater in length, only.
   
   i. Rapid Response Team (RRT): On cutters 210 feet and greater in length, only.
   
   j. Communications Training Team (CTT): On cutters 210 feet and greater in length without a CSST.
   
   k. Additional training teams may be established to assist in improving readiness in any areas not covered above (e.g. Law Enforcement Training Team, IT Training Team, etc.).

2. **OBTT Membership.** OBTT members must be fully PQS qualified in accordance with section 5.C.2 of this Manual up to and including the watch station they evaluate or train. Selection of members should be based on experience, leadership, knowledge and their ability to train others, and certified by the Commanding Officer. Individuals may be assigned to more than one OBTT. Duties of the members of an OBTT include (but are not limited to):

   a. Team Leader – Conducts training scenarios per the unit training plan. Liaises with department and division heads to develop exercise goals. Ensures scenarios are conducted in
accordance with this instruction which includes exercise planning, briefing, execution, debriefing, and administration.

b. Evaluator – Observes watch team members and monitors drill to ensure drill objectives are met (which occasionally entails prompting members). Questions watchstanders to check/improve knowledge level. Records assessments and provides debriefs to the watch and OBTT.

c. Safety Observers – All members of the OBTT are responsible for safety and for ensuring that watch stander actions are in accordance with applicable safety procedures. However, specific OBTT members should be assigned to conduct a safety walk through prior to initiating the drill.

3. OBTT Procedures. The following general training team procedures should be used but may be modified to meet specific requirements and objectives.

a. A planning meeting should be held to discuss coordination, team assignments, initiation, disclosure procedures and timing, grading and safety considerations.

b. Training shall not begin until permission has been obtained from the commanding officer or officer of the deck for after-hours duty section training.

c. Training team members observing safety violations during training shall immediately take steps to correct the unsafe condition (a safety timeout may be required).

d. Each OBTT member shall record observations on the evaluation form.

e. On station debriefs shall be conducted immediately following completion of the training scenario. The debrief should cover training team observations (including safety concerns, communication problems and material deficiencies uncovered during training), requirements met/not met and lessons learned/recommendations. The information covered during the debrief shall be used as objectives for future training and drills.

4. Outside Evaluators. Assistance from evaluators external to the command normally takes the form of ATG support during CART/TSTA. However, external assistance may, from time to time, be sought from other commands to provide an unbiased assessment of training readiness, to compensate for personnel shortages or when a particularly high level of specialized expertise is desired. Outside evaluators must meet one of the following criteria:

a. Personnel presently assigned as instructors at Navy afloat training commands and fleet training centers.

b. Personnel presently assigned as instructors to area or district training teams.

c. Representatives from Headquarters or Area program management offices.
G. **Administration.**

1. **Documentation.** The unit training officer shall document and maintain a comprehensive record of drills and exercises completed by the cutter. Units may document these by using any paper/electronic format they deem suitable, including reports from TMT. Regardless of the means used to document completed training, the following minimum information must be recorded and retained in unit files for two years:

   a. Drill/exercise name and number;
   
   b. Required frequency;
   
   c. Date on which the drill/exercise was conducted;
   
   d. OBTT debrief sheets; and
   
   e. Whether or not the drill/exercise was successful, unsuccessful or incomplete.

2. **Change Process.** Change recommendations regarding required drills, drill content, gradesheets, checklists or periodicity requirements should first be brought to the attention of the cutter’s operational commander and servicing ATG/SEOPS TRATEAM. After validation and endorsement, ATGs will forward changes to Commandant (CG-751) for final review and approval. Affected documents on the website and CG Portal will be updated at least every six months (January and July), or more often based on the nature and timing of the necessary change.

3. **Organizational Clothing.** In accordance with section 4.D.15 of reference (l), cutter training teams (ATGs, SEOPS/TRATEAMS, and cutter OBTTs) are authorized to wear colored ball caps. Caps are not to be worn to and from training locations. Caps are only to be worn during training evolutions on board or in the immediate vicinity of the cutter (during a drill).

H. **Improvements to Coast Guard Training.** In order to increase the Readiness of the fleet, ATGs have adjusted the current methodology of shipboard training to an **Assess, Train and Evaluate** system (RATE) with a focus on Coast Guard missions and our desire to tailor training to meet individual cutter needs.

1. **Assessment Phase.** The training system will continue to utilize the CART/TSTA structure to deliver training to the fleet. The Assessment Phase would occur during the traditional CART and serve as the primary indicator to determine needs and tailor training for the cutter. CART would continue to be executed as it currently is with an assessment of the materiel condition of the cutter, status of the unit’s training program, OBTT and qualifications of the crew. CART would only provide a portion of the input for the tailored training. The cutter’s command, who knows their ship and crew the best, shall provide a self assessment of where they feel training is most needed. The cutter’s Operational Commander will also have an opportunity to provide input on specific mission area gaps that have been identified.
2. **Training Phase.** The Training Phase will take place during TSTA.

   a. Previously, cutters ran a specific set of Standard Training Requirement (STR) drills while ATG personnel assessed the cutter OBTT’s ability to train their own crew. The STR drill matrix was set for each class of cutter and usually kept the cutter busy throughout the period, especially if drills had to be repeated due to failure. Cutters would struggle with some drills and pass others with no challenge, but which drills these were varied from cutter to cutter.

   b. TSTA now consists of a core set of drills specific to each cutter class that shall be conducted in evaluation mode for score/credit. This core set will be approximately 75-80% of the current TSTA STR matrix and will be sufficient for SMEs to adequately assess the cutter’s ability to safely and effectively execute assigned mission areas. The scaled down STR matrix only changes the number and type of drills required at TSTA. This does not change the number of drills that a cutter is required to complete throughout the year. This adjustment frees up time during TSTA schedule for dedicated training. Drills completed in evaluation mode will count toward annual, semiannual and quarterly requirements.

   c. The remaining 20-25% of the drills are tailored to the specific cutters’ needs. These drills should focus on areas of deficiency or provide opportunity for cutters to train junior or new personnel in key positions. These drills can be run in walkthrough, training or evaluation mode. For any of these drills run in evaluation mode, successful completion will count toward annual, semiannual and quarterly requirements.

   d. The Training Phase also allows SMEs to provide training to crews through classroom, hands-on and simulator type training. Crews would continue to receive training at Damage Control (DC) and Firefighting (FF) schools arranged through their servicing ATG.

3. **Evaluation Phase.** The Evaluation Phase will continue to take place at TSTA and consist of the ATG’s evaluation of the cutter OBTT’s ability to complete core drills and the FEP. The cutter’s operational commander may be on hand during the FEP to observe the cutter’s progress at the end of the training cycle.

4. **Benefits.** ATGs will be able to provide more effective and realistic training to the fleet. The additional hands-on training raises inexperienced crews up to a level that OBTTs could realistically maintain between training cycles. Cutters have the flexibility to adjust training to meet changes in mission priority and operational commander requirements. Upon completion of TSTA, ATGs will be able to give the cutter and their operational commander a more accurate evaluation of the cutter’s overall ability to conduct both Coast Guard and Navy missions safely and effectively.
CHAPTER 7. PROFESSIONAL QUALIFICATION REQUIREMENTS

A. Purpose. To establish policy, procedures and minimum requirements for the professional qualifications discussed below.

B. Officer of the Deck (OOD) Qualification Program. All personnel reporting aboard a cutter for assignment as an OOD shall be guided by the requirements specified herein. Subject to the discretion of the commanding officer or officer-in-charge, final qualification as an OOD shall not exceed 12 months. If, after reasonable time and effort has been expended in assisting the individual, he/she cannot qualify, it shall be reflected in the individual’s performance evaluation. In severe cases or in cases of operational need, reassignment may be warranted. Cutters shall not require personnel to complete multiple qualification procedures (WQS, PQS/JQR or SEOPS) for these watchstations:

1. Officer of the Deck Qualification (Inport). Final qualification as an inport OOD requires completion of the following:
   a. Section 301 of reference (m). For cutters with an approved inport OOD WQS module, WQS qualification shall be used in accordance with section 5.C.1 of this Manual.
   b. Appropriate Basic Damage Control qualifications appropriate for cutter class:
      (1) Approved WQS modules covering Basic Damage Control watches.
      (2) For cutters 210 feet or greater in length without approved WQS modules, section 306 (including all prerequisites) of reference (h).
      (3) For cutters 175 feet or less in length, the Shipboard Damage Control sections in Chapter 9 of the SEOPS Student Guide unless approved WQS modules exist.
   c. An oral qualification/certification board.

2. Officer of the Deck Qualification (Underway). Final qualification as an underway OOD requires completion of the following:
   a. Section 302 of reference (m). For cutters with an approved underway OOD WQS module, WQS qualification shall be used in accordance with section 5.C.1 of this Manual.
   b. Appropriate Basic Damage Control qualifications as detailed in 7.B.1.b above.
   c. Deck Watch Officer Examination in accordance with reference (n).
   d. An oral qualification/certification board.

C. Student Engineer. The Student Engineer’s primary duty is to complete Part I, Chapters 1-4, of Reference (o). Part I consists of basic engineering knowledge and experience through hands-on learning, qualification, and testing and is intended to be completed during the Officer’s initial afloat tour. Part II, Chapters 5-6, is designed for Officers who are assigned to a subsequent tour in Naval
Engineering and will provide advanced training in the Naval Engineering maintenance, logistics, and program management. Part I, Chapter 4 requires the Student Engineer to complete DWO training. Two options are available for completing the DWO requirement:

1. **Option 1.** This option provides program participants with a general understanding of the bridge watchstation responsibilities, ship handling and deck evolutions and their impact on cutter engineering. The participant must demonstrate the ability to properly conn the cutter in an open-ocean environment under the instruction of a qualified OOD. The participant is required to complete reference (m) as follows:
   
   a. The following portions of section 100 (General Fundamentals): 101-110, 116, 119-125, 129, 131-134, 137
   
   b. The following portions of section 200 (Introductions to Systems): 201-205, 208-211
   
   c. The following tasks of section 302:
      
      302.2: .2-.4, .6-.8, .16, .20, .23-.25, .35, .42-.44, .60-.71
      
      302.4: .1-.12
      
      302.5: .1-.7, .10-.11
      
      302.6: All
   
   d. Successful completion of the Deck Watch Officer Exam in accordance with reference (n) is recommended.

2. **Option 2.** This option consists of fully qualifying as an underway OOD. As such, the requirements for Option 2 are identical to the OOD qualification requirements outlined in paragraph 7.B.2 of this Chapter. Successful completion of Option 2 will result in the assignment of the appropriate OOD competency code. While completion of this option is not required for assignment as an Engineer Officer (EO), it is strongly encouraged. Completion of this option may enhance an officer’s competitiveness for future promotion and assignment opportunities. Student Engineers who are considering a subsequent O2 assignment as CO, XO, Navy Exchange, or Weapon’s Officer, completion of this option is a prerequisite and shall be documented in your official record. Successful completion of the Deck Watch Officer Exam in accordance with reference (n) is required.

D. **Underway Familiarization Training.** As a result of the recommendations from the Marine Incident Report dated August 28, 1980 on the collision and loss of life aboard USCGC BLACKTHORN, prospective commanding officers of cutters 65 feet or greater in length shall spend a period of underway training before assuming command. Underway familiarization has proven to be extremely beneficial in preparing members for their command assignment. The value gained from this program is largely dependent upon the initiative exercised by the member. Therefore, advanced planning on the part of the individual is critical to success. Members are afforded the opportunity to observe cutter operations as well as emergency drills and exercises. Ship handling and physical characteristics of the vessel may be studied first hand. Of most value may be the insights gained in
discussion with the ship’s commanding officer and crew. Personnel assigned to flight deck cutters should make every attempt to observe flight operations while onboard.

1. **Policy.** All prospective commanding officers (PCOs) and officers in charge (POICs) are required to spend a period of underway familiarization on a cutter of the same class as their new command.

   a. Exempted from this requirement are individuals who have previously served as commanding officer, executive officer, and officer-in-charge or executive petty officer of that cutter class.

   b. Underway familiarization shall not be conducted on the same vessel to which the member is being assigned. Waivers to this limitation should be submitted to Commandant (CG-751). Approval will be based on operational commander endorsement, special AOR/mission considerations and the needs of the service.

   c. For single-cutter classes, a familiarization ride conducted on a similar cutter class is authorized. Questions should be forwarded to Commandant (CG-751). Approval will be based on operational commander endorsement, special AOR/mission considerations and the needs of the service.

2. **Quota Management.**

   a. The Training Quota Management Center (TQC) is responsible for assigning cost and no-cost PCO FAM (500271) quotas to PCOs/POICs for familiarization training each year. Duration of this training will normally be no longer than two to five days. PCOs/POICs shall contact TQC as soon as they receive PCS orders to arrange for this mandated training. Members without an assigned quota will not receive credit in Direct Access for completing this requirement.

   b. Though PCOs/POICs have priority for these quotas, a limited number of quotas may be available for first-time PXOs/PXPOs. The eligibility requirements, exemption criteria and quota cost/duration limitations also apply. Units should submit ETRs in accordance with current TQC guidelines.

E. **Cutterman Insignia.** This device represents the personal fulfillment of the professional training and sea service associated with a seagoing Coast Guard career. Personnel who achieve this distinction stand out as significant contributors to the seagoing Coast Guard. Participation in the program is not mandatory.

1. **Eligibility.** Sea duty that qualifies for this insignia is as follows:

   a. Sea duty served by Coast Guard personnel permanently assigned to a Coast Guard cutter including the Coast Guard Yard’s WYTM.

   b. Sea duty served by Coast Guard personnel permanently assigned to non-Coast Guard military vessels.
c. Sea duty served by non-Coast Guard personnel permanently assigned to Coast Guard cutters.

d. Sea duty served by Coast Guard personnel assigned TDY/TD for a minimum period of eight days to a Coast Guard cutter or to non-Coast Guard military vessels.

e. Provided such assignment involved recurring performance of duty underway,
   
   (1) Duty as a shiprider at a Fleet Training Group (FTG), Afloat Training Group (ATG), Fleet Training Unit (FTU); or

   (2) Duty on COMCARIBRON or COMCOGARDRON staffs; or

   (3) Duty at an area, district or group tactical law enforcement team (TACLET)/law enforcement detachment (LEDET);

   (4) Duty while assigned to a cutter aviation detachment (AVDET), or

   (5) For documentation purposes, duty while assigned to the Mobile Aerostat Program (MAP), aids to navigation facility (ANFAC) or a Coastal SAR Facility (COSARFAC) will count as sea duty.

f. Sea duty for Coast Guard reserve personnel is defined as meeting all criteria in subparagraphs (1) through (3):

   (1) Assignment to an afloat mobilization billet aboard a Coast Guard cutter.

   (2) Active augmentation (i.e. performing the majority of their drills) while assigned to sea duty under paragraph E.1.

   (3) Performing ADT either afloat or at formal school training directly related to the performance of their assigned afloat billet; unless, the individual’s requirement to perform ADT is involuntarily waived by the district commander.

g. Sea duty completed on non-Coast Guard vessels while a member of another Armed Force and sea service as a cadet or officer candidate does not count toward the Cutterman Insignia entitlement.

2. Temporary Entitlement. Individuals (E-3 and above) may earn temporary entitlement to the Cutterman Insignia as discussed below:

   a. For cutters 210 feet or greater in length, members shall complete watchstations 301-308 in reference (i), except as noted in section 7.E.2.c, below.

   b. For cutters 175 feet or less in length, members shall complete the Shipboard Damage Control section in Chapter 9 the SEOPS Student Guide except as noted in section 7.E.2.c, below.
c. For cutters that have approved WQS onboard, members shall complete the DC modules appropriate for their class of cutter in lieu of other Navy or Coast Guard qualification programs.

d. Members shall complete all required PQS/JQR or WQS for those watchstations, both in-port and underway, commensurate with the member’s assigned WQSB billet.

e. Members shall display a general knowledge of the ship’s overall mission, engineering plant capabilities, other mission-essential systems, and basic deck equipment to an oral examination board. The membership of this board shall include, at a minimum, one cutterman from the engineering, deck, operations and supply departments (if applicable). The oral board will make a qualification recommendation to the Commanding Officer or Officer in Charge, who will make the final certification determination.

3. **Permanent Entitlement.** Members (E-4 and above) of the Coast Guard and Coast Guard Reserve, including inactive reservists, may earn permanent entitlement to the Cutterman Insignia by meeting the requirements for temporary entitlement and by completing the additional criteria listed below. Members who have already achieved permanent entitlement to the Cutterman Insignia are not obligated to meet the new initial requirements but must renew their eligibility as outlined in paragraph 4.a.

   a. Accumulating not less than five years sea service from at least two tours of sea duty (PCS/TAD/TDY) that meet the criteria listed in paragraph E.1.; and

   b. Be recommended by the chain of command and receive a favorable determination from the commanding officer or officer-in-charge.

4. **Renewing Qualification/Requalification.**

   a. Once qualification as a cutterman has been achieved, transfer to another cutter will require renewing qualification. Renewing qualification will consist of watchstation qualification and a demonstration of a general knowledge of the ship’s overall mission, engineering plant capabilities, other mission-essential systems, and basic deck equipment. An individual renewing qualification on same type platforms shall not be required to re-complete the platform specific PQS/JQR previously completed.

   b. Anyone previously disqualified must receive approval from the chain of command prior to seeking requalification and it must be documented in the member’s service record in accordance with subparagraph 4.a. of section 6 below. Individuals requalifying after being previously disqualified must follow the initial qualification process.

5. **Disqualification.**

   a. Members previously qualified shall be disqualified by their commanding officer if any of the following conditions exist:

      (1) Failure to requalify within 12 months (excluding TDY time away from unit) after reporting to another cutter.
(2) Failure to maintain advancement status per the enlisted evaluation guidelines due to adverse actions. Commands should note that when evaluating a member using the Enlisted Employee Review (EER), assigning a “NOT RECOMMENDED” in the “RECOMMENDED FOR ADVANCEMENT” block is not necessarily an adverse action against the member. Refer to ALCOAST 422/05 for further guidance.

(3) Refusal to accept orders afloat.

(4) Failure to maintain watchstation qualification.

6. Administration.
   a. Documentation.
      (1) Commanding Officers and Officers-In-Charge will ensure that all requirements have been met before certification.

      (2) Upon certification of temporary entitlement, the unit will present the individual with the first issue of the Cutterman Insignia and ensure proper documentation in accordance with subparagraph 5.

      (3) Upon certification of permanent entitlement, the unit will present the individual with the Cutterman’s Certificate, Form CG-5064 and ensure proper documentation in accordance with subparagraph 4. Commandant (CG-751) is the Cutterman Certificate sponsor. The form can be found at http://cgweb.comdt.uscg.mil/CGForms/intra_form_cg.html.

      (4) Permanent entitlement to the Cutterman Insignia shall be documented in Direct Access and in the member’s e-PDR with a CG-3307 entry as follows:

        "(Date) Member qualified as a permanent Cutterman and is certified to wear the Cutterman's Insignia. Member acknowledges issuance of Cutterman Insignia certificate."

      (5) Temporary entitlement to the Cutterman Insignia should be documented in a CG-3307 in the member’s e-PDR with an entry as follows:

        "(Date) Member qualified as a temporary Cutterman and is certified to wear the Cutterman's Insignia. Member acknowledges issuance of initial silver/gold Cutterman Insignia."

      (6) Disqualification shall be recorded in the member’s service record and permanent Cutterman Insignia entitlement shall be removed from Direct Access. Service record entry shall be as follows:

        "(Date) Member failed to maintain qualification as Cutterman in that (include specific rationale for disqualification). Member has been informed that as of this
date, he/she is disqualified and is no longer authorized to wear the cutterman insignia."

7. **Manner of Wear.**

   a. The silver Cutterman Insignia is for wear by enlisted personnel and the gold insignia is for wear by officers. Individuals shall wear the color insignia actually earned. Personnel who change status from enlisted to officer will have the option to wear the gold insignia only after:

      (1) Being assigned PCS to an Officer billet as an Officer aboard a cutter; and

      (2) Meeting the requalification requirements of paragraph E.4.

   b. Until certification of permanent entitlement is earned, personnel shall remove the insignia from their uniform while stationed ashore. If a member with previous temporary entitlement is assigned to a follow-on afloat tour, the temporary insignia can be worn once the member has completed the requirements of paragraph 7.E.2 of this Chapter. Once permanent entitlement is earned the insignia shall be worn afloat and ashore.

   c. A member who is assigned TDY with a previous temporary entitlement must demonstrate proficiency as a qualified watchstander and be recommended by the cutter’s Commanding Officer to wear the temporary cutterman insignia.

   d. If a member is disqualified under the provisions of paragraph E.5, the insignia shall be removed from the uniform until such time as the member re-qualifies.

F. **Master Cutterman Certificate.** Coast Guard Active Duty personnel who have served aboard multiple cutters spending a majority of their career underway deserve special recognition. A distinctive certificate commemorating the achievements of a Master Cutterman has been created. However, participation in this program is not mandatory.

1. **Eligibility.** Personnel achieving this distinction shall meet the following criteria:

   a. Be certified as a Permanent Cutterman in accordance with section 7.E of this Manual.

   b. Accrue sea time on Active Duty in excess of 20 years as defined in section 7.E.1 of this Manual.

   c. Certificates will not be created nor awarded for members who retired before the creation of the Master Cutterman Certificate program in 2007.

2. **Execution.**

   a. Commandant (CG-751) will query the Pay and Personnel Center (PPC) annually, review Statements of Creditable Sea Service (SOCSS), Transcripts of Sea Service (TOSS) and/or Certificate of Release or Discharge from Active Duty, DD Form 214 for those individuals with over 20 years of sea time and confirm receipt date of the permanent Cutterman
Insignia. After confirmation, certificates will be created and forwarded to the Commandant for signature and then sent to the individual’s unit for presentation at an appropriate ceremony.

b. Upon surpassing 20 years of creditable sea service, personnel may notify Commandant (CG-751). Members are advised that certificate award will not be based solely on e-mail or telephone notification. Commandant (CG-751) will follow the same process detailed in paragraph 7.F.2.a, above.

c. If a member’s official SOCSS, TOSS or Certificate of Release or Discharge from Active Duty, DD Form 214 does not reflect 20 years of creditable sea service or greater, a certificate will not be awarded. It is the member’s ultimate responsibility to ensure that their official records reflect all authorized creditable sea time.

d. Commandant (CG-751) anticipates providing one certificate to each candidate during a career that reflects attaining 20 years or more of creditable sea time. If a member accrues additional sea time after receipt of a certificate and desires an additional certificate closer to retirement that reflects their total sea time and afloat units, personnel should contact Commandant (CG-751) for direction.

3. Description.

a. The original text of the Master Cutterman Certificate was created in 2007 by Admiral Thad W. Allen, Commandant (CG-00). It currently states:

   To all sailors who have crossed the deck of a cutter, from ghosts of the Revenue Marine to the United States Coast Guard, wherever ye may be;
   Let it be known that

   __________________________________________
   has stood watch, laid before the mast, made rounds, checked the navigational lights, monitored engine temperatures, launched boats as required, balanced the electrical load, provided rations, and otherwise attended to the watch, quarter and station bill for all evolutions required to guard the coast and defend the Nation for ___ years.

   Accordingly, all cutterman with lesser sea time and those unaccustomed to venturing offshore shall show due honor and respect at all times.

b. The text is surrounded by images of the specific cutters that the member served aboard during his/her entire Coast Guard career. Certificate is printed on off-white parchment suitable for framing.

4. Initial Awards. The first Master Cutterman Certificate was presented to CWO4 Paul E. Dilger aboard USCGC ABBIE BURGESS in 2007. CWO Dilger was the leading Officer and Coast Guard member accumulating over 26 years of sea time. The second certificate was presented to BMCM Mark W. Romesburg in 2008 at the U.S. Coast Guard Academy. BMCM Romesburg was the leading enlisted member and had accrued over 23 years of sea time during his career.