



COMDTINST 1500.4  
06 AUG 2017

COMMANDANT INSTRUCTION 1500.4

Subj: MARINE INDUSTRY TRAINING PROGRAM

- Ref:
- (a) Title 14, United States Code, Section 59
  - (b) Performance, Training, and Education Manual, COMDTINST M1500.10 (series)
  - (c) Standards of Ethical Conduct, COMDTINST M5370.8 (series)
  - (d) Coast Guard Weight and Body Fat Standards Program Manual, COMDTINST M1020.8 (series)
  - (e) Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3 (series)
  - (f) Enlisted Accessions, Evaluations, and Advancements, COMDTINST M1000.2 (series)

1. **PURPOSE.** This Instruction establishes policies, procedures, and standards for the administration of the Marine Industry Training Program.
2. **ACTION.** All Coast Guard unit commanders, commanding officers, officers-in-charge, deputy/assistant commandants, and chiefs of headquarters staff elements will comply with the provisions of this Instruction. Internet release is authorized.
3. **DIRECTIVES AFFECTED.** This Directive supersedes program guidance promulgated in Section 7.H of Marine Safety Manual, Volume I, COMDTINST M16000.6.
4. **BACKGROUND.** The Marine Industry Training Program is a specialized training program offered by the Coast Guard and is accomplished through internships with maritime industry organizations and other regulatory agencies, similar to participating in a fast track junior executive training program of either short-term (4-6 months) or long-term (one-year) assignments. Reference (a) outlines the Coast Guard's statutory requirement to establish the Marine Industry Training Program to further the institutional interests of the Coast Guard, including for the purpose of providing training to Coast Guard personnel. Marine Industry Training seeks to develop the participant's understanding of decision-making processes relative to regulatory oversight, competitive pressures, economic conditions, and technical/operational challenges from the perspective of middle and senior management. Marine Industry Training provides an opportunity for the participant to further

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develop and demonstrate leadership as a representative of the Coast Guard to an external organization, and to obtain technical knowledge in a specific area of the maritime industry. Additionally, Marine Industry Training seeks to capitalize on the opportunity to increase technical knowledge related to industry innovation to ensure Coast Guard programs remain on pace with changing technology.

5. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide operational guidance for Coast Guard personnel and is not intended to nor does it impose legally-binding requirements on any party outside the Coast Guard.
6. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.
  - a. The development of this Instruction and the general policies contained within it have been thoroughly reviewed by the originating office in conjunction with the Office of Environmental Management, and are categorically excluded (CE) under current USCG CE # 33 from further environmental analysis, in accordance with Section 2.B.2. and Figure 2-1 of the National Environmental Policy Act Implementing Procedures and Policy for Considering Environmental Impacts, COMDTINST M16475.1 (series).
  - b. This Instruction will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from the general policies in this Instruction must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), DHS and Coast Guard NEPA policy, and compliance with all other environmental mandates.
7. DISTRIBUTION. No paper distribution will be made of this Instruction. An electronic version will be located on the Commandant (CG-612) website. Internet: <http://www.dcms.uscg.mil/directives/>, and CG Portal: <https://cgportal2.uscg.mil/library/directives/SitePages/Home>.
8. RECORDS MANAGEMENT CONSIDERATIONS. This Instruction has been evaluated for potential records management impacts. The development of this Instruction 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., National Archives and Records Administration (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. PROGRAM DESCRIPTIONS. The Marine Industry Training Program consists of five programs, each providing a unique opportunity in a specific area of expertise:
  - a. Merchant Marine Industry Training (MMIT), managed by Commandant (CG-CVC), is available to experienced officers with vessel inspection qualifications. MMIT participants study the impacts of prevention policy and learn how to create mutually beneficial solutions to Coast Guard and marine industry challenges. MMIT participants have conducted their training with the following industry groups: ocean shipping, offshore oil industry, Great Lakes shipping,

inland and offshore towing, shipyards, tank ship/barge operators, LNG and chemical transporters, small passenger vessel operators, and cruise ship lines.

- b. Investigations Industry Training (IIT), managed by Commandant (CG-INV), is available to experienced Investigating Officers. IIT participants broaden their professional experience and knowledge through extensive insight and exposure into the work of other investigative entities, as well as merchant vessel and marine industry operations. IIT participants have participated in ship rider programs and performed shoreside industry training with such organizations as the National Transportation Safety Board, Department of Justice, State Pilot Associations, Port Authorities, shipping companies, admiralty law firms, and marine insurers.
- c. Port Safety and Security Industry Training (PSSIT), managed by Commandant (CG-FAC), is available to officers and Marine Science Technicians (MSTs). PSSIT participants expand their knowledge of commercial port operations. PSSIT participants concentrate on port safety and/or security issues such as the Maritime Transportation Security Act, or the Transportation Worker Identity Credential program implementation and compliance, facility safety compliance, and containerized or explosive handling operations. PSSIT participants have concentrated on liquefied natural gas facility permitting and operations, safety and security challenges at major Port Authorities, cyber security initiatives, and the petrochemical supply chain.
- d. Waterways Management Industry Training (WWMIT), managed by Commandant (CG-WWM), is available to officers. WWMIT participants expand their knowledge of the Marine Transportation System, including waterways, ports, and intermodal connections from an industry and port stakeholder perspective. WWMIT participants are expected to network and cultivate partnerships to address WWM-related issues, balance economic considerations with safe practices, and share opportunities and best practices with public and private entities to create mutually beneficial solutions. WWMIT participants can expect to conduct their training with Port Authorities, State Pilot Associations, Marine Exchanges, energy/oil industries, towing vessel companies, ferry vessel operators, major shipping companies, the Army Corps of Engineers, the Federal Emergency Management Agency, the Bureau of Safety and Environmental Enforcement, and local government offices.
- e. Marine Environmental Protection Industry Training (MEPIT), managed by Commandant (CG-MER), is available to experienced officers and MSTs with a marine environmental protection background. MEPIT participants gain insight into domestic and international pollution preparedness, response, and mitigation operations from the perspective of industry. MEPIT participants have conducted their industry training in oil spill removal, contingency planning, national-level organizational policymaking, and emergency management. Training opportunities have included various oil spill response organizations, the American Petroleum Institute, the National Oceanic and Atmospheric Administration, the Bureau of Safety and Environmental Enforcement, and companies within the oil and salvage industries.

#### 10. STATUS OF PARTICIPANTS.

- a. Individuals participating in the one-year program complete their assignment at their current unit, execute PCS orders that administratively assign them to Commandant (CG-741) in a DUINS status for the duration of training, and then execute another set of PCS orders to their follow-on

assignment in the following assignment year. In most cases, only one move is conducted between the two sets of PCS orders, with training occurring at the location of the previous or follow-on assignment.

- b. Individuals participating in the 4-6 month program are only issued one set of PCS orders from their current unit to their follow-on unit. Training may occur at the location of the previous assignment and/or the follow-on assignment. Participants are temporarily detached from either their current unit or follow-on unit into a DUINS status administered by Commandant (CG-741) for the duration of training.

## 11. RESPONSIBILITIES.

- a. Commandant (CG-741) shall:

- (1) Be responsible for the promulgation, review, and update of this Instruction at regular intervals, and shall administer the Marine Industry Training Program; and
- (2) Arrange funding for Marine Industry Training participants' travel and per diem in support of their approved training plan, and shall develop procedures for requesting and granting travel funding; and
- (3) Consolidate program input to promulgate annual solicitation message and communicate concerns to CG-PSC-OPM and CG-PSC-EPM regarding prospective follow-on billets; and
- (4) Submit proposed Mutual Training Agreements (MTA) and any potential conflict issues identified by the requisite program to Commandant (CG-LGL) no later than 30 days prior to the commencement of the training period; and
- (5) Review and approve participants Industry Training Plans; and
- (6) Ensure that one-year Training Allowance Billets (TABs) are reprogrammed on PAL each year to enable timely issuance of PCS orders.

- b. Commandants (CG-CVC, CG-INV, CG-FAC, CG-WWM, CG-MER) shall:

- (1) Manage the requisite program (MMIT, IIT, PSSIT, WWMIT, MEPIT) by setting program goals, and shall work with Commandant (CG-741) to ensure those goals are met; and
- (2) Supervise Marine Industry Training participants, to include working with participants and follow-on units to develop a viable training plan, taking participant progress reports, evaluating participant final training reports, approving leave requests, and generating and signing participant OERs.

- c. Commander, Coast Guard Personnel Services Center shall:

- (1) Manage selection panels and obligated service requirements for the Marine Industry Training Program, similar in nature to the process for Post-Graduate/Advanced Education Programs; and

- (2) Collaborate with Commandant (CG-741) to identify prospective follow-on assignments; and
  - (3) Issue PCS orders to 4-6 month program participants on or before 15 February to allow participants enough time to coordinate training plan timelines with local sponsors and an early departure from their current unit. One-year Marine Industry Training selectees will have orders available according to the standard summer transfer timeline.
- d. All Sector Commanders and Marine Safety Unit and Activities Commanding Officers shall:
- (1) Encourage all qualified personnel in their command to apply for Marine Industry Training; and
  - (2) Inform the relevant program and Assignment Officer if they wish for a particular billet at their unit to be filled by a Marine Industry Training participant; and
  - (3) Provide administrative support to Marine Industry Training participants located in their geographic area; and
  - (4) Leverage contacts with local port partners to facilitate Marine Industry Training internship opportunities for program participants; and
  - (5) Accommodate the approved training plan of Marine Industry Training participants.
- e. All Marine Industry Training Program applicants, selectees, and participants shall comply with the requirements of this Instruction and of any related procedures promulgated by the program. Failure to comply may result in non-consideration or removal from the program before or during training.

## 12. ELIGIBILITY, SELECTION, AND ASSIGNMENT.

- a. Eligibility criteria will be promulgated by annual solicitation message.
- b. Selection to the Marine Industry Training Program is made from Coast Guard members who submit an application, via Direct Access, to be considered by the Marine Industry Training Selection Panel, which is governed similarly to the Post-Graduate/Advanced Education selection process in accordance with annual guidance promulgated by the Coast Guard Personnel Service Center and Commandant (CG-7).
- c. The number of Marine Industry Training Program opportunities for each program, desired background/experience, and other current information about the program will be announced in an annual solicitation message promulgated by Commandant (CG-7).
- d. Prior to the release of the annual solicitation message, Commandant (CG-741) and Coast Guard Personnel Services Center shall develop a list of follow-on assignments for Marine Industry Training Program participants. To provide flexibility in the assignment process, there will be more prospective follow-on assignments than the number of actual participants to allow for a proper mix of field/staff assignments and rank/grade.

- e. Pre-designated follow-on assignments are non-negotiable. Program applicants shall rank order their follow-on assignment preferences based upon the list of pre-designated program follow-on assignments and forward to the Marine Industry Training Selection Panel, via Direct Access, in accordance with the annual solicitation message.
- f. Once the selection results and follow-on assignments are announced, members selected for Marine Industry Training shall communicate their intention in writing to accept or decline participation in the program within five days of being notified of their follow-on assignment. Coast Guard Personnel Services Command will provide each participant with a template memo for signature.
- g. Deferments for Marine Industry Training are not generally permitted, but will be considered on a case-by-case basis by Commandant (CG-741).
- h. Individuals selected for the 4-6 month program shall receive PCS orders on or before 15 February to allow participants enough time to coordinate training plan timelines with local sponsors and an early departure from their current unit.
- i. Individuals selected for the one-year program will have orders available according to the standard summer transfer timeline.

13. POST-SELECTION PROCEDURES.

- a. Upon accepting participation in a Marine Industry Training Program, members shall coordinate departure from their current unit, development of their training plan, and arrival at their follow-on unit with the command of their follow-on unit, their program manager, and the command of their current unit.
- b. Departing and reporting dates shall be coordinated to maximize Marine Industry Training participation. Marine Industry Training generally runs from 1 April to 1 October for 4-6 month participants and 1 July to 30 June for one-year participants. Both units must approve of departing and reporting dates prior to the start of training. Commandant (CG-741) will assist in this process if necessary.
- c. The selectee shall develop a Marine Industry Training Plan and forward it for approval to their requisite program manager via email. Plans must be in standard memo format, in accordance with the approved template maintained by Commandant (CG-741) and stored on the CGPortal intranet site. After initial approval, plans may be amended in the same way due to unanticipated circumstances. Plans must contain the following information:
  - (1) Sponsor(s) point of contact information (e.g. name, address, phone number & e-mail).
  - (2) Plan & objectives for each industry sponsor.
  - (3) Training duration/timeline and anticipated funding needs. Marine Industry Training funds are to be used for associated official Marine Industry Training business travel and shall not be used to purchase office supplies (e.g. cell phones, cellular service, business attire, etc).

Requests for additional funds must be presented to the requisite program manager for consideration on a case-by-case basis.

- d. If practical, the selectee shall attempt to focus their training in the geographic area of their follow-on assignment to maximize the benefits of the Coast Guard-Marine Industry Training Sponsor relationship throughout the course of their follow-on assignment.
- e. A Mutual Training Agreement (MTA) must be agreed to between the sponsoring organization and the Marine Industry Training participant before the participant may begin training with that sponsoring organization. The participant shall offer the MTA form to the prospective sponsoring organization for signature, and shall provide the signed agreement to the requisite program manager. The program manager shall forward the MTA to Commandant (CG-741) via email, who will consolidate all program MTAs and forward to Commandant (CG-LGL) via email. Commandant (CG-LGL) will facilitate interoffice review and advise Commandant (CG-741) when the sponsoring organization has cleared all requisite conflict checks. Commandant (CG-741) staff will have "By direction" signature authority for the purpose of signing the MTA on behalf of the Coast Guard. The MTA form has gone through Coast Guard Legal review, and changes to it are not permitted. Additional sponsor provisions or any request from a sponsoring organization to change the terms of the agreement must be submitted to Commandant (CG-741), via email, to be routed for legal review, which may significantly delay final signature of the agreement. If the Coast Guard and proposed sponsoring organization cannot mutually agree to the terms of an agreement, the training with that proposed sponsoring organization shall not take place.
- f. Selectees shall ensure that semi-annual weigh-ins and other administrative issues such as evaluations, Household Goods arrangements, etc. are completed before commencing Marine Industry Training. Selectees will also maintain updated phone and email contact information with their requisite program manager, Commandant (CG-741) program administrator, and follow-on unit. This information must be updated in Direct Access and the Defense Enrollment Eligibility Reporting System (DEERS) as well.

14. CONDUCTING INDUSTRY TRAINING. Industry training participants shall adhere to the following requirements when conducting their training with a sponsoring organization:

- a. Participants conduct must reflect the highest standards of the Coast Guard. Participants who fail to uphold the appropriate standards of conduct may be removed from industry training and reassigned as the needs of the Service dictate. Participants remain on active duty, are a representative of the Coast Guard, and remain subject to Coast Guard regulations and the Uniform Code of Military Justice. Participants shall report any military or civil arrests and complaints filed against them to Commandant (CG-741).
- b. Participants shall abide by the standards of performance, conduct, and appearance expected of Coast Guard personnel in accordance with References (c) and (d). Participants who fail to uphold the Coast Guard standards may be removed from industry training and reassigned as the needs of the Service dictate.

- c. Participants shall adhere to the rules and policies of the sponsoring organization to the extent that they do not conflict with Coast Guard policies. Any problematic rule or policy conflict should be resolved between a representative of the sponsoring organization and the requisite program manager. If the conflict cannot be resolved satisfactorily, Commandant (CG-741) may terminate the internship.
  - d. Participants shall not represent the sponsoring organization in any official interaction with government agencies, including the Coast Guard. Further, participants shall not make any representation to the sponsoring organization that their opinion or review of any issue is an official determination by the Coast Guard. Participants shall be mindful to avoid any circumstance that could be reasonably perceived to create a conflict of interest.
  - e. Participants are authorized to follow the dress code of their sponsoring organization, to include wearing of appropriate civilian and organizational attire. However, Coast Guard grooming standards shall be maintained.
  - f. In order to maintain CGOne account access, participants are reminded to visit the nearest Coast Guard unit and logon at least once every 44 days. It may be necessary for participants to access sponsor electronic files and/or create a sponsor provided email account in order to accomplish industry training goals. If unable to use a sponsor provided email, participants should be prepared to utilize commercial email to facilitate timely communications.
  - g. Participants shall follow typical work hours set by their sponsoring organization. When absence from a sponsoring organization is necessary for a reason that the member would normally be charged leave at a Coast Guard unit, they shall request leave. Leave requests shall be submitted, via Direct Access, to the requisite program manager for approval.
  - h. Industry training participants may be referred to as "Mr." or "Ms." versus their military rank when communicating with sponsoring organization representatives.
  - i. In the event of a participant's medical or other emergency, the participant shall contact their requisite program manager by phone or email as well as the nearest Sector Command Center by phone. The Mutual Training Agreement shall include language that the sponsoring organization agrees to make this notification if the participant is unable to do so.
  - j. Participants are responsible for completing all Coast Guard Mandated Training and for maintaining personal readiness (medical/dental exams, required weigh-ins, etc).
15. REPORTS. Marine Industry Training participants are responsible for submitting monthly reports and a final report, via email.
- a. Monthly Reports. All participants shall submit a monthly report, via email, to their requisite program manager. The report should be in standard memo format and should relate the participant's activities for the month in alignment with their approved Marine Industry Training Plan. Include locations of training, nature of work performed, and a summary of knowledge or experience gained. The text of the monthly report is desired to be approximately two pages, although longer reports for special events are acceptable. Inclusion of relevant photographs or other media is encouraged. Monthly reports should be submitted five days after the last day of



the month of report. For example, a monthly report for September should be submitted on or before 5 October. Participants shall inform their program manager if their monthly submission will be delayed.

- b. **Final Report.** All participants shall submit a final report, via email, to their requisite program manager. The final report is due one month after the last day of the last Marine Industry Training internship. In alignment with the participant's approved Marine Industry Training Plan, the report should include a summary of activities, details on innovative or unusual processes or equipment, and recommendations that will be evaluated by the appropriate Headquarters office. The report should contain several sections, a table of contents, footnotes/references, and if appropriate, appendices. The use of relevant photographs, diagrams, or other media is encouraged. See Enclosure (1) of this Instruction for final training report guidance. Participants are encouraged to write a professional topic paper/article to be published in the Coast Guard's Proceedings magazine. Publication will formally recognize a member's accomplishments while bringing credit to the program. For more information regarding Proceedings, contact Commandant (CG-DCO-84) at (202) 372-2316 or visit the Proceedings website: <https://www.uscg.mil/proceedings/>.
  - c. All monthly and final reports shall contain the following text in the footer of each page: "For Official Use Only – May contain proprietary information, trade secrets, and confidential business information protected from release under 18 U.S.C. § 1905. Public availability to be determined under 5 U.S.C. § 552."
  - d. The final report shall be submitted via email and maintained in electronic format in a way that preserves word search functionality of the contents and hyperlinks. Electronic signatures may be utilized. Program managers will have the opportunity to endorse or make comment on the report, after which Commandant (CG-741) will store the report on the CGPortal intranet site.
  - e. The monthly and final reports form the majority of the basis of the participant's evaluation input. The quality, professionalism, and value of the monthly and final reports will be reflected in the participant's evaluation.
16. **EVALUATIONS.** Officer evaluations will be completed in accordance with Reference (e). Officers participating in the 4-6 month program complete a Concurrent OER, Form CG-5310J, at the conclusion of training. Officers participating in the one-year program complete a DUINS OER, Form CG-5310F, at the conclusion of training. Due to the lack of comment space available on the DUINS OER, supervisors are highly encouraged to complete a General Positive Performance and Discipline (PD-06), Form CG-3307 for one-year program participants. Concurrent & DUINS OERs will be signed by the requisite program staff. In conjunction with the final report deadline, OER input is due to the requisite program manager one month after the last day of the last Marine Industry Training internship. In accordance with Chapter 4 Paragraph C.1.b.4 of Reference (f), enlisted participants do not complete an Enlisted Employee Review. Enlisted participants will receive a General Positive Performance and Discipline (PD-06), Form CG-3307 from the requisite program manager detailing their participation in Marine Industry Training.
17. **OBLIGATED SERVICE.** Marine Industry Training Program participants incur obligated service. Members are obligated to serve three months for each month of training for the first 12 months, and

one for one thereafter. Obligated service begins to accrue on the date of transfer into a PCS DUINS TAB (for one-year program participants) or the first day of the first internship (for 4-6 month program participants). For one-year program participants, obligated service ceases to accrue and the obligation becomes effective on the date of PCS transfer out of Marine Industry Training or upon the termination of previous obligated service, whichever is later. For 4-6 month program participants, obligated service ceases to accrue and the obligation becomes effective on the last day of the last Marine Industry Training internship or upon the termination of previous obligated service, whichever is later.

18. FORMS/REPORTS. The forms referenced in this Instruction are available in USCG Electronic Forms on the Standard Workstation or on the Internet: <https://www.uscg.mil/forms/> and CG Portal <https://cgportal2.uscg.mil/library/forms/SitePages/Home.aspx>.
19. REQUEST FOR CHANGES. All requests for changes should be directed to Commandant (CG-741).

C. W. RAY /s/  
Vice Admiral, U. S. Coast Guard  
Deputy Commandant for Operations

Encl: (1) Marine Industry Training Final Training Report Guidance

## **Marine Industry Training Final Training Report Guidance**

*In alignment with the participant's approved Marine Industry Training Plan, this report should include a summary of activities, details on innovative or unusual processes or equipment, and recommendations that will be evaluated by the appropriate Headquarters office. This report should be professionally written and at a minimum include the elements outlined below. While there is no set page limit, reports should typically be 10-15 pages in length for the 4-6 month program and longer for the one-year program. The use of photos, diagrams, or other media in the report is highly encouraged. The 4-6 month program reports should be similar to an undergraduate school level paper while one-year program reports should be similar to a graduate school level paper.*

### **1. Introduction**

- A. Overview of your IT sponsor(s)
  - 1. Mission
  - 2. Organization/Structure
- B. Training Logistics:
  - 1. Location of training
  - 2. Timeframe in which training was conducted

### **2. Accomplishments**

- A. Focus Area(s) *(repeat for each focus area)*
  - 1. Summary of focus area
  - 2. Observations related to focus area
- B. Projects *(repeat for each project)*
  - 1. Description
  - 2. Impact to Coast Guard
  - 3. Impact to Marine Industry
- C. Experiences
  - 1. Summary of evolutions /events you participated in
  - 2. Summary of general observations

### **3. Recommendations and Lesson Learned**

- A. Personal/professional lessons learned (include discussion of how you believe your Marine Industry Training will influence the way you pursue the remainder of your CG career)
- B. Coast Guard *(repeat for each lesson/recommendation)*
  - 1. Lessons learned for the Coast Guard
  - 2. Recommendations for the Coast Guard *(need for policy/reg development, Prevention program changes, etc.)*
- C. Marine Industry Training Program *(repeat for each lesson/recommendation)*
  - 1. Lessons Learned for the Marine Industry Training Program
  - 2. Recommendations for the Marine Industry Training Program *(more funding, more time, worthwhile sponsor/partnership, etc.)*

**Appendix 1:** Performance comments from your sponsor(s)

**Appendix 2:** Log of significant activities